

## NATIONAL UNIVERSITY OF PUBLIC SERVICE



## STUDENT FEES AND ALLOWANCES POLICY

Senate decision	Reservation decision
The Senate adopted the Senate Resolution 29/2019 (VII. 10.) decision.	Approved by the Reserving Authority by Resolution 43/2019.(VII. 11.) by decision No.
The Senate amended the Senate Decree 50/2019.(IX. 18.) by decision No.	Approved by the Reservation 58/2019.(IX. 19.) by decision No.
The Senate amended the Senate Decree 55/2020.(IV. 24.) by decision No.	Approved by the Reservation of 6/2020 (IV. 24.) decision.
Modified by from Senate from 77/2020. (VI. 17.) by decision No.	Approved by a Reserved by a24/2020. (VI. 18.) by decision No.
Amended by the Senate in its resolution 111/2020.(XI. 19.) by decision No.	Approved by a Reserved by a41/2020. (XI. 20.) by decision No.
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**Budapest, 2019.**

## CONTENTS

<b>I. CHAPTER 1 GENERAL PROVISIONS</b>	5
Scope of the Code	5
General requirements	6
<b>II. CHAPTER 3 GENERAL RULES FOR THE PAYMENT OF ALLOWANCES AND FEES</b>	10
Titles of student allowances	10
Sources of student allowances	12
Common provisions for scholarships awarded under this call for proposals	17
Payment of student allowances	19
Incorrect payment	20
<b>III. CHAPTER 2</b>	20
<b>SPECIAL RULES ON ALLOWANCES</b>	20
Allowances for officer candidates	20
Benefits for students with dual status	21
Special clothing allowance	21
<b>IV. CHAPTER 3 PERFORMANCE-BASED SCHOLARSHIPS</b>	22
Study scholarship	22
University internship scholarship	24
Student academic scholarships	25
Student Public Affairs Scholarship	27
Doctoral Public Policy Fellowship	28
The national higher education scholarship	30
<b>V. CHAPTER 3 SOCIAL GRANTS</b>	32
General rules	34
Funding	35
Regular social grants	37
Exceptional social grant	40
Support for participation in an internship	41
The Bursa Hungarica Local Government Scholarship for Higher Education	43
<b>MINISTERIAL SCHOLARSHIPS</b>	46
Ministerial scholarships for foreign students paid under bilateral international agreements <sup>46</sup> Hunyadi János Ministerial Scholarship	47
Ministerial scholarship for third-country national students	47
Scholarship Programme for Christian Youth Ministerial Scholarship	48
<b>VI. CHAPTER 4 DOCTORAL SCHOLARSHIPS</b>	49
<b>VII. CHAPTER 3 OTHER SCHOLARSHIPS AWARDED BY THE UNIVERSITY</b>	50
Demonstrator scholarship	50
University Community Prize	50
Maintenance grant	51
Sports and cultural scholarships for students	51
Good Student, Good Athlete Award	52
Priority study scholarship	53
Support for training abroad	54
Scholarship funded by an external partner	54
Scholarships for students in self-financed courses	55
Pro Juventute scholarship	55
College scholarship	
Scholarships for scientific students	
Scientific Student Conference scholarship	
<b>VIII. CHAPTER 2</b>	
<b>EXTERNAL SCHOLARSHIPS</b>	
Erasmus scholarship	
Stipendium Hungaricum Scholarship	
<b>IX. CHAPTER 3 - FINANCING OF THE OPERATING EXPENDITURE OF THE INSTITUTION</b>	
Running costs of the student council and the doctoral student council	
<b>X. CHAPTER 2</b>	
<b>SERVICES FOR STUDENTS</b>	
Accommodation in dormitories/hostels	
Dormitory placement criteria, points system	
Services available free of charge to students who receive support	
Services available to subsidised students on payment of a fee	71
Services to be provided to self-financed students	

<b>SPECIAL RULES ON STUDENT FEES AND OTHER CHARGES</b>	<b>73</b>
<b>Fees payable by students</b> .....	73
The rules relating to the cost price .....	74
Rules on dormitory fees .....	78
Other payment rules .....	80
Payment facilitation .....	81
Exemption from the obligation to pay out-of-pocket expenses .....	83
Fees and other charges .....	83
Special provisions for foreign nationals .....	84
Rules for reclassification .....	84
<b>XII. CHAPTER 2</b> .....	88
<b>LOGIN</b> .....	88
<b>XIII. CHAPTER 3 FINAL PROVISIONS</b> .....	91

The Senate of the National University of Public Service (hereinafter referred to as the University)

- Act CCIV of 2011 on National Higher Education (hereinafter: Nftv.)
- on the allowances and certain reimbursements payable to students in higher education  
Government Decree No 51/2007 (hereinafter referred to as "the Decree")
- Act CXXXII of 2011 on the National University of Public Service and on Higher Education in Public Administration, Law Enforcement and Military Education (hereinafter referred to as the NKE Act),
- Act XLV of 1996 on the Legal Status of Heads, Instructors and Students of Military and Law Enforcement Institutions of Higher Education (hereinafter referred to as Hft.),
- <sup>1</sup>the Government Decree 137/2024 (VI. 28.) on the Status of the Honvédek (hereinafter: Hjkr.),
- Act XLII of 2015 on the Service Status of the Professional Staff of the Bodies Performing Law Enforcement Functions (hereinafter referred to as the "Act XLII."),
- <sup>(2)</sup> Act CXXX of 2020 on the Legal Status of the Personnel of the National Tax and Customs Administration (hereinafter: NAV Act)
- and Government Decree No. 363/2011 (XII. 30.) on the implementation of certain provisions of Act CXXXII of 2011 on the National University of Public Service and on Public Administration, Law Enforcement and Military Higher Education (hereinafter: NKE r.)

as part of the Student Requirements System of the Organisational and Operational Regulations, the University establishes the rules for the determination and fulfilment of the payment obligations of students and the distribution of student benefits, i.e. the University's Student Fee and Benefit Policy (hereinafter referred to as the Policy).

## I. CHAPTER 2 GENERAL PROVISIONS

### 1. §

For the purposes of these Rules

- a) *italicised text: the main relevant legal provisions; which are not part of the Code*
- b) *in block capitals: the provisions of the Rules.*

### Scope of the Code 2. §

***Nftv. Annex 2 to Act CCIV of 2011***

*Mandatory content of the operating licence, certain institutional documents*

***II. The organisational and operational rules ...***

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<sup>1</sup>Amended by Senate Resolution 93/2024 (VII. 17.).

<sup>2</sup>Amended by Senate Resolution 77/2021 (VI. 16.).

### 3. The student requirements

*The student requirements must specify in particular:...*

*d) the rules for determining and fulfilling the payment obligations of the student, the rules for the distribution of student benefits (fee and benefit regulations),...*

**Article 104 (1)** *The provisions of this Act shall apply to the National University of Public Service and the higher education in the fields of public administration, public administration, law enforcement, military, national security, international and European public service, as well as to the staff and students employed by the institution, with the exception provided for in the Act on the National University of Public Service.*

#### (1) The scope of the Code covers

- a)* to all students, including students who are visiting students<sup>–</sup> (hereinafter jointly referred to as "students"), studying in Hungarian and foreign languages in the framework of higher education vocational training, bachelor's degree programmes, master's degree programmes, specialised further education programmes and courses of study as defined by the previous law on higher education at the University;
- b)* for certain fees, to former students of the University's predecessors; and
- c)* to the extent applicable to them, to all employees of the University, regardless of the legal status of the person concerned, with the proviso that any person seconded to the University, whether professional or contract staff, or working for the University under a contract of employment or other legal relationship, shall be considered an employee of the University.

(2) The scope of the regulations covers issues not regulated by the University Doctoral and Habilitation Regulations for students participating in doctoral studies and doctoral degree procedures at the University.

(3) The person who pays the co-payment on behalf of the student must also act in accordance with these Regulations, to the extent applicable to him/her.

### General requirements

#### 3. §

**NKE tv. § 21/A (1)** *According to the form of cost bearing, a participant in the University's training may be.*

*a) student on a public service scholarship,*

*b) a student who is not obliged to pay the cost of his/her studies and who is a professional, a professional or contracted service subject to the Military Service Act, a professional or contracted service subject to the Government Decree on the Status of Defence Forces, a tax and customs service in the status of a tax inspector (hereinafter jointly referred to as: professional or contracted service) or an officer candidate,*

*c) a student on a self-financed basis, or*

*d) a scholarship student as defined in Article 2 (f) of Act XLV of 1996 on the Legal Status of Heads, Instructors and Students of Military and Law Enforcement Institutions of Higher Education (hereinafter referred to as: law enforcement scholarship student).*

(2) *The rules applicable to students supported by a Hungarian state scholarship shall apply to students receiving a public service scholarship, with the exceptions provided for in this Act.*

(3) *A student on a public service scholarship who is studying part-time is not entitled to a student allowance.*

**(4)** *Students on public service scholarships are contracted by the University.*

**Hft. § 2** *For the purposes of this Act*

... c) *dual-status student: a member of the professional staff of law enforcement agencies admitted to a law enforcement institution of higher education, who is pursuing studies in a state-subsidised programme...*

**Nftv. § 46** (3) *... the costs of self-financed training shall be borne by the student or the natural or legal person who bears the costs of the student's self-financed training. ...*

**Nftv. § 83** (1) *If the student participates in self-financed training, he/she shall pay a self-financing fee for the items specified in paragraphs (1) to (2) of Article 81 and a fee for the items listed in paragraphs (1) to (2) of Article 82.*

**Nftv. § 108** *For the purposes of this Act*

**1.** *doctoral student: a student enrolled in a doctoral programme;*

**28d.** *self-financed training: a form of financing of training in which the fees for the training services provided by the higher education institution to the student are not paid by the State but by the student himself or by another natural or legal person on his behalf;*

(1) *The financial allowances of law enforcement scholarship holders and of students pursuant to Section 21/A (1) (b) of Paragraph (1) shall be covered - with the exception provided for in Paragraph (4) (a) - by the annual budget of the institution ...*

**(4)** *The University's budget must provide for*

*a) with the exception of paragraph 1, and for the security specialisation in the bachelor's degree in law enforcement administration, the coverage of student allowances and the support of doctoral students, ...*

**(5)** *With regard to student allowances and support for doctoral students, the normative rates laid down in the Nftv. shall be applied in the budget planning.*

**(6)** *The University is not subject to the rules on subsidies granted by the Minister responsible for higher education.*

**(7)** *The University's budgetary resources may be used to make grants, donations and other obligations without consideration, and payments in connection with the University's tasks and core activities as defined in the University's Statutes.*

**NKE r. § 1** *The provisions of Act CCIV of 2011 on National Higher Education (hereinafter: Nftv.) and the Act on the Benefits and Certain Reimbursements Payable to Students Participating in Higher Education shall be applied with the exceptions set out in this Regulation.*

**NKE r. § 7** *With regard to the University's rules on student allowances and reimbursements, the following definitions shall be understood as follows, notwithstanding the interpretative provisions of the Act on the Allowances and Reimbursements of Students in Higher Education:*

**1.** *orphan: a student whose parents are deceased and whose support is not provided by another person;*

**2.** *half-orphan: a student whose parent has died;*

**3.** *breadwinner: a student who provides for at least one child in his/her own household or is the guardian of at least two minor children;*

**4.** *large family: a student who has at least two dependent siblings or at least two persons living in the same household with him/her, in addition to his/her dependants, whose monthly income is less than the minimum wage;*



5. own income: the fee as defined in § 37 of the NKE Act, the service fee as defined in the institutional regulations, the result of the University's entrepreneurial activity, the income from subsidies received from a business enterprise, and the subsidy received specifically for the payment of scholarships through a tender; ...

**Article 8** (1) The rules of Government Decree 248/2012 (VIII. 31.) on certain provisions necessary for the implementation of Act CCIV of 2011 on national higher education (Act CCIV of 2011 on national higher education) on the procedures for the registration of the fulfilment of the conditions of the Hungarian state scholarship shall apply with regard to the fulfilment of the conditions of the public service scholarship.

**NKE r. § 11** For the student

a) social support to the University under Section 35(2) and Section 36(1) of the NKE Act,

b) performance-based support may be granted from the budget support granted to the University pursuant to Article 35(2) of the NCE Act.

**Article 1** (1) The scope of this Regulation - with the exception of paragraph (2) - shall extend to natural and legal persons, organisations without legal personality and their activities as defined in Article 1 (2) of Act CCIV of 2011 on National Higher Education (hereinafter referred to as the Nftv.).

(2) Unless otherwise provided by law, the scope of this Decree shall not extend to military officer candidates, officer candidates of law enforcement educational institutions, professional and contract staff of the Hungarian Defence Forces, professional staff of law enforcement bodies, and scholarship students participating in law enforcement training.

*Interpretative provisions*

**Juttr. § 2** (1) For the purposes of this Regulation

...d) disabled or medically needy student: a student who

da) requires permanent or increased supervision or care because of his/her disability, or who regularly needs personal and/or technical assistance and/or services because of his/her disability, or

db) has lost at least 67% of his/her capacity to work or has a health impairment of at least 50% and this condition has lasted for one year or is expected to last for at least one more year;

...g) student entitled to social benefits: a student in full-time vocational, bachelor's, master's, or part-time higher education, or in doctoral studies, who

ga) is participating in a state-subsidised form of training or as a Hungarian state (part) scholarship holder, or

gb) started their studies in a state-subsidised training programme and would be eligible for state-subsidised training on the basis of the number of semesters of the course of study or training they have started;

**Article 11** (1) The titles and conditions of the grants that higher education institutions may grant to students shall be determined in advance for the duration of an academic year and shall be published in the usual manner in the institution.

(2) In the higher education institution, the entitlements, conditions and rates of the fees to be paid by the student for default and late performance, the fees for the dormitory, and the amount of the co-payment or reimbursement of costs pursuant to Article 46 (3) and Article 83 of the Nftv. shall be determined for the duration of one academic year and shall be published in the usual manner in the institution.



(1) The training provided by the University may be subsidised or self-financed. For the purposes of these Regulations, a subsidised course is one for which the student does not have to pay any out-of-pocket costs.

(2) <sup>3</sup>

(3) Unless otherwise provided for in these Regulations, students may appeal to the Student Appeals Committee against decisions taken on the basis of these Regulations, in accordance with the provisions of the Regulations on the exercise of student rights and obligations, the processing of applications relating to student status and the procedure for student appeals.

(4) For the University's rules on fees and allowances for students

**1. Scholarship index:** the product of the number of credits and the grade of the courses taken in the semester divided by the number of credits taken. In calculating the scholarship index, the grades and credits achieved in compulsory and optional subjects are weighted by 1.2. The scholarship index is calculated on the basis of the results of all the subjects taken in the previous semester according to the following formula:

$$\frac{\sum 1,2 \times \text{credit}^K \times \text{merit}^K + \sum \text{credit}^V \times \text{merit}^V}{\sum 1,2 \times \text{credit}^K + \sum \text{credit}^V}$$

where

- C: all compulsory, compulsory optional subjects in the recommended curriculum
- A: optional subject taken according to the recommended curriculum.

Courses ending with an unsatisfactory or "failed", "failed to pass", "failed to pass" or "failed to appear" are marked with zero in the numerator of the formula. Merit marks obtained in the context of additional (parallel) student status at another higher education institution, during internal parallel studies or by crediting previous studies are not counted in the scholarship index. The scholarship index also includes subjects taken within the framework of subject retakes, whereas subjects taken within the framework of remedial retakes (remedial revision of a previously completed subject) are not included. Courses taken in the framework of a visiting student status, regardless of whether they were taken in the framework of a visiting student status with a higher education institution in the country or abroad, shall be considered as having been taken at the University and shall be included in the value of the scholarship index with the credits and grades approved by the Credit Transfer and Validation Committee. Courses required for Master's degree students in the context of a credit recognition procedure from a bachelor's degree course and taken in parallel with the course leading to a Master's degree and professional qualification shall not be counted in the scholarship index.

**2. Corrected credit index:** the corrected credit index is based on the provisions of the Government Decree No. 87/2015 (IV. 9.) on the implementation of certain provisions of Act CCIV of 2011 on National Higher Education, Article 57 (4) ... The corrected credit index is calculated from the credit index by multiplying it by a factor corresponding to the ratio of credits completed during the semester to the number of credits undertaken in the individual curriculum (...) When calculating the credit index, the sum of the credit value and the grade multiplied by the number of credits of the subjects completed during the semester is divided by the thirty credits to be completed in one semester, in the case of average progress.

**3. doctoral scholarships:** grants per person as defined in Section 114/D (1) (b) of the Nftv. for participants in doctoral studies.

<sup>3</sup>Repealed by Senate Resolution 93/2024 (VII. 17.).



## II. CHAPTER 2 GENERAL RULES FOR THE PAYMENT OF ALLOWANCES AND FEES

### Titles of student allowances

#### 4. §

**Article 85/C of the National Act on Higher Education (Nftv.)** *The institution of higher education may use the funds available for student allowances for the following purposes:*

- a) a merit-based scholarship, which can be*
  - aa) study scholarships,*
  - ab) a national higher education scholarship,*
  - ac) institutional scholarships for professional, scientific and public life;*
- b) a social grant, which can be*
  - ba) a regular social grant,*
  - bb) exceptional social grants,*
  - bc) the institutional part of the Bursa Hungarica Higher Education Scholarship,*
  - bd) ministerial scholarships for foreign students,*
  - on) basic subsidy,*
  - bf) support for participation in an internship;*
- c) to pay a doctoral scholarship,*
- d) other scholarships specified in the higher education institution's regulations on reimbursement and allowances, as well as scholarships to supplement the study costs of students with (part of) a Hungarian state scholarship, especially disadvantaged students and athletes,*
- e) to finance the running costs of the institution, which may be*
  - (ea) support for the production of notes, the purchase of electronic textbooks, teaching materials and electronic tools for preparation, and the purchase of tools to support the studies of students with disabilities,*
  - eb) support for cultural activities and sport,*
  - ec) maintenance and operation of the college,*
  - ed) dormitory rentals, dormitory renovation,*
  - ee) supporting the operation of student and doctoral self-governments,*
  - ef) support the operation of student advisory organisations.*

(1) The University uses the resources available for student grants, the management envelopes, for the following purposes:

- a) a merit-based scholarship, which can be paid to:*
  - aa) study scholarships;*

ab) university professional scholarship; ac) student academic scholarship; ad) student public scholarship;

(ae) doctoral fellowship; (af) national higher education fellowship; (ag) demonstrator fellowship;

ah) university community scholarships;

ai) a maintenance grant;

aj) student sports and cultural scholarships;

ak) <sup>4</sup>László Berti Sports Scholarship; al) Good Student, Good Athlete Award; am) Distinguished Study Scholarship;

an) a scholarship funded by an external partner;

ao) scholarships for students in self-financed courses;

ap) Pro Juventute scholarship;

aq) <sup>5</sup>

ar) a scholarship for a vocational college;

as) a research studentship;

at) Scholarship for Scientific Student Conference;

au) <sup>6</sup>Ludovika Collegium scholarship;

av) <sup>7</sup>Scholarships funded by grants;

aw) <sup>8</sup>water scholarship;

**b) a social grant, which can be paid to:**

ba) basic aid;

**bb) a regular social grant;**

bc) an exceptional social grant;

bd) support for participation in an internship;

(be) the institutional part of the Bursa Hungarica Higher Education Scholarship;

bf) Ministerial scholarships paid to foreign students under bilateral international treaties;

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<sup>4</sup>Repealed by Senate Resolution 111/2020 (19.XI.20.). Inserted by Senate Resolution 93/2024 (17 July).

<sup>5</sup>Repealed by Senate Resolution 75/2023 (VI.14.).

<sup>6</sup>Inserted by Senate Resolution 77/2020 (VI.17.).

<sup>7</sup>Inserted by Senate Resolution 77/2021 (VI.16.).

<sup>8</sup>Inserted by Senate Resolution 28/2022 (II.23.).

- bg) János Hunyadi Ministerial Scholarship;
- bh) a ministerial scholarship for a third-country national student;
- bi) Scholarship Programme for Christian Youth Ministerial Scholarship;
- bj) support for study abroad;
- b)** a doctoral scholarship, which can be
  - ca) doctoral scholarships for training and research;
  - cb) a doctoral scholarship for research and dissertation;
- CC)** a scholarship for successful completion of a degree;
- c)** the running costs of the student and doctoral student councils;
- d)** Erasmus scholarship;
- e)** Stipendium Hungaricum scholarship.
- (2)** Aid under paragraph 1(a) to (c) shall be exclusively in the form of grants, or, in the case of subsection (a), in the form of a voucher.
- (3)** In the case of scholarships under paragraph (1)(a)-(b), a student may receive a maximum of 150% of the student's normative allowance as a s i n g l e payment.
- (4)** Law enforcement scholarship students may use the funds available to them in the form of financial support (scholarships) for the following purposes:
  - a)** the students' basic scholarship;
  - b)** merit-based scholarships, which can be
    - ba) study scholarships,
    - bb) advanced study scholarships;
  - c)** a social grant, which can be paid to:
    - ca) a regular social grant,
    - cb) exceptional social grants;
  - d)** support for participation in an internship.

#### **Sources of student allowances**

### **5. §**

- (1)** The sources of the allowances for students participating in basic education, unified, split training, master's degree, higher education vocational training are determined on the basis of the student allowance specified in Section 114/D (1) a) of the Nftv. and the textbook and ticket allowance specified in Section 114/D (1) f) of the Nftv., as well as the allowance for sports and cultural activities and the number of eligible students per training category.
- (2)** The source of the student allowances calculated on the basis of the student normative is the Nftv. § 114/D (1) a) the student allowance specified in point (a) and students as defined in paragraph (3)

shall be calculated by multiplying the arithmetic mean of the number of staff in the March and October statistical returns of the year preceding the reference year.

(3) The following student categories and charging methods are used to determine student allowances should be taken into account:

- a) for full-time civil service scholarship students shall be planned for all the entitlements listed in paragraph 4;
- b) <sup>9</sup>for full-time officer candidates, law enforcement scholarship students and students on a self-pay basis, paragraph (4) shall be programmed according to the headings in points (b) to (d), (j), (n) to (r);
- c) for part-time students, 25% of the normative allowance, on the basis of paragraph (4)
- d) shall be planned for the items listed in points (a) and (r);
- d) <sup>10</sup>For a full-time student in a professional or contracted full-time course (dual status student), the entitlements under paragraph (4)(d) and (p)-(r) shall be planned;
- e) <sup>11</sup>for a student in full-time self-financed education, the planning shall be made according to the entitlement under paragraph (4)(i).
- f) <sup>12</sup>for a student on a full-time law enforcement scholarship, shall be projected under the entitlement in paragraph (4)(l).

(4) The total student allowances calculated on the basis of paragraphs (2) and (3) may be used for the following purposes and in proportion to the student's standard allowance:

a)	study scholarship	53,0%
b)	university internship scholarship	0,1%
c)	student academic scholarships	0,2%
d)	<sup>13</sup> student scholarships for public life	4,4%
e)	basic subsidy	2,5%
f)	regular social grants	29,3%
g)	exceptional social grant	0,4%
h)	support for participation in an internship	0,1%
i)	University Community Prize	0,2%
j)	student sport and culture scholarships	0,1%
k)	Good Student, Good Athlete Award	0,1%
l)	advanced study scholarships	2,0%
m)	support for training abroad	0,3%
n)	Pro Juventute Award	0,1%

<sup>9</sup>Amended by Senate Resolution 107/2021 (X.27.). Amended by Senate Resolution 120/2023 (X.25.).

<sup>10</sup>Inserted by Senate Resolution 107/2021 (X.27.).

<sup>11</sup>Inserted by Senate Resolution 120/2023 (X.25.).

<sup>12</sup>Inserted by Senate Resolution 120/2023 (X.25.).

<sup>13</sup>Established by Senate Resolution 111/2020 (XI.19.).

<i>o)</i>	<sup>14</sup>	
<i>p)</i>	vocational college scholarship	2,0%
<i>q)</i>	<sup>15</sup> scholarships for scientific student research groups	0,4%
<i>r)</i>	Operating costs of the Student Self-Government	4,0%
<i>s)</i>	<sup>16</sup> reserve	0,8%

## 6. §

(1) The sources of the allowances for students participating in bachelor's, single, split, master's and higher education vocational training are supplemented by the provisions of Section 114/D (1) of the Nftv.

*f)* by the average of the number of students, as defined in paragraph 3 of the normative provision for sporting and cultural activities, as defined in paragraph 3 of the normative provision for textbooks and subscriptions, and the number of students, as defined in paragraph 3 of the normative provision for sporting and cultural activities, as defined in paragraph 3 of the normative provision for sporting and cultural activities, as calculated by multiplying the arithmetic mean of the number of students as recorded in the statistical returns for March and October of the preceding year.

(2) When calculating the resource calculated on the basis of the normative allowance for textbooks and notes and the normative allowance for sport and cultural activities, full-time students on public service scholarships are taken into account.

(3) The total resources determined under paragraphs 1 and 2 shall be used in the following proportions and for the following purposes:

<i>a)</i>	regular social grants	56,0%
<i>b)</i>	operating costs of the student council	44,0%

## 7. §

(1) The sources of the allowances granted to students participating in doctoral studies are determined by the normative amounts specified in Section 114/D (1) (b) of the Nftv.

*f)* and the additional resources provided for under these Regulations, as well as the number of eligible students per category of training.

(2) The source of the allowances calculated on the basis of the doctoral normative shall be calculated as the arithmetic mean of the number of doctoral allowances specified in paragraph 114/D(1)(b) of the Nftv. and the number of students as specified in paragraph (3) in the statistical data releases of March and October of the year preceding the year under consideration.

(3) For the purpose of determining the allowances for doctoral students under the normative allowances pursuant to Section 114/D(1)(b) of the Nftv., the allowances for full-time public service scholarship doctoral students shall be calculated for all the entitlements listed in paragraph (4).

(4) The doctoral student allowance calculated on the basis of paragraphs (2) and (3) shall be used for the following purposes:

<i>a)</i>	PhD scholarships for training and research phase	100,0%
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<sup>14</sup>Repealed by Senate Resolution 111/2020 (19.XI.20.).

<sup>15</sup>Amended by Senate Resolution 92/2022 (VII.13.).

<sup>16</sup>Amended by Senate Resolution 92/2022 (VII.13.).

<i>b)</i>	PhD scholarships for research and dissertation stage	100,0%
<i>c)</i>	an allowance for successful completion of a degree	100,0%

## 8. §

(1) The resources provided for students in doctoral studies are supplemented by the funds provided for in § 114/D.

(1)(f) of the textbook and ticket subsidy and the sport and cultural activity standard allowance, as defined in paragraph (3), by the resource calculated as the arithmetic mean of the number of students as defined in the statistical returns for March and October of the year preceding the year in question.

(2) When calculating the resource calculated on the basis of the standard allowances for textbooks and notes and for sport and cultural activities, full-time doctoral students on public service scholarships are taken into account.

(3) All the resources identified under paragraphs 1 and 2 shall be used for the following purposes and in proportion to the doctoral training as follows:

<i>a)</i>	doctoral scholarship	56,0%
<i>b)</i>	operating costs of the doctoral self-government	44,0%

## 9. §

(1) The resources provided for students participating in doctoral studies shall be supplemented by the resources for financing the operation of the doctoral self-government and the public duties of doctoral students and the support of professional activities, calculated as the normative amount specified in subsections *ba)* and *bb)* of paragraph (1) of Article 114/D of the Nftv. and the arithmetic mean of the number of students as specified in paragraph (3) in the statistical data releases of March and October of the year preceding the year under review.

(2) All doctoral students should be taken into account when calculating the resource.

(3) <sup>17</sup>The total resources determined pursuant to paragraphs (1) and (2) shall be used from the following titles and from the amount corresponding to the student's doctoral training stage, in the following proportions, from the normative amount specified in subsections *ba)* and *bb)* of paragraph (1) of Section 114/D of the Nftv:

<i>a)</i>	university internship scholarships	0,1%
<i>b)</i>	doctoral student public scholarship	1,5%
<i>c)</i>	operating costs of the doctoral self-government	3,0%
<i>d)</i>	reserve	0,5%

## 10. §

(1) In order to use the specific funds provided by the University, each year the framework sponsors must plan the following scholarships:

<sup>17</sup>Established by Senate Resolution 77/2020 (VI.17.).

- a)* national higher education scholarships;
- b)* The institutional part of the Bursa Hungarica Higher Education Scholarship;
- c)* a demonstrator grant;
- d)* Scientific Student Conference scholarship;
- e)* <sup>18</sup>Ludovika Collegium scholarship;
- f)* <sup>19</sup>water scholarship,
- g)* <sup>20</sup>László Berti Sports Scholarship.

(2) In accordance with the legislation, calls for proposals, grant agreements, supporting documents and other agreements, the following scholarships must be planned and managed<sup>21</sup>:

- a)* ministerial scholarships
- b)* Maintenance grant
- c)* <sup>22</sup>
- d)* scholarship funded by an external partner
- e)* scholarships for students on self-financed courses
- f)* Erasmus scholarship
- g)* Stipendium Hungaricum scholarship;
- h)* <sup>23</sup>Scholarships funded by grants.

(3) In the case of the entitlements referred to in paragraph 2, implementation may take place after the Director-General for Economic Affairs has made the allocation.

## 11. §

(1) The derivation of the calculation of the resources referred to in Articles 5 to 10 is set out in Annexes 2/A to 2/C to these Rules.

(2) The allowances charged shall be determined on a semester basis and shall be provided to the framework administrators in the form of a management envelope, taking into account:

- a)* when determining the management limits for grants with a fixed amount, the amount of the limit must be exactly equal to a multiple of the fixed amount, and the surplus or deficit must be offset against the reserve;
- b)* for grants where the monthly amount cannot be expressed as a whole number, the monthly grant must be rounded up to HUF;

<sup>18</sup>Inserted by Senate Resolution 77/2020 (VI.17.).

<sup>19</sup>Inserted by Senate Resolution 28/2022 (II.23.).

<sup>20</sup>Inserted by Senate Resolution 93/2024 (17 July).

<sup>21</sup>Amended by Senate Resolution 77/2021 (VI.16.).

<sup>22</sup>Repealed by Senate Resolution 75/2023 (VI.14.).

<sup>23</sup>Inserted by Senate Resolution 77/2021 (VI.16.).



c) the number of students is based on the number of students who are actually active students in the given semester.

(3) The Director-General for Economic Affairs is authorised to make transfers between items in cooperation with the Deans, the University Students' Union and the Vice-Rector for Education, and the University Doctoral Students' Union and the Vice-Rector for Academic Affairs.

#### **Common provisions for scholarships awarded under this call for proposals**

### **12. §**

(1) The provisions set out in this Section shall apply to scholarships awarded by the University on the basis of a call for applications published in accordance with these Regulations, unless otherwise expressly provided in these Regulations.

(2) The call for applications must include at least:

- a) the title and purpose of the call for proposals;
- b) who is eligible to submit an application;
- c) the deadline, method and place for submitting applications;
- d) the forms to be used for submitting applications and a definition of the supporting documents to be submitted;
- e) the criteria, method and deadline for the evaluation;
- f) how the decision will be communicated;
- g) the deadline, method and place for lodging an appeal against the decision;
- h) the availability of the Student Fee and Benefit Policy on the university website;
- i) <sup>24</sup>information on the processing of the applicant's personal data.

(3) <sup>25</sup>The call for tenders is launched by the framework host. The call for proposals shall be published on the website of the University and of the faculty concerned.

(4) Where the relevant provision of these Rules requires the use of an application form or other form for the grants provided for in these Rules, applications may be submitted using that form. Applications must be accompanied by the documents specified in the relevant provision of these Rules. Additional documents may be requested from the applicant to clarify the information given in the application.

(5) The application must be submitted to the organisation specified in these Regulations or in the call for applications, which will immediately forward the applications received to the body or person entitled to evaluate them.

(6) The decision on the application must be made in writing. The decision must contain at least the name and Neptun code of the applicant or, failing this, other personal identification details of the applicant, the amount of the scholarship, the score awarded to the application if the application is evaluated on the basis of points, and the reasons for rejecting or partially rejecting the application.

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<sup>24</sup>Inserted by Senate Resolution 93/2024 (17 July).

<sup>25</sup>Amended by Senate Resolution 92/2022 (VII.13.).

(6a)<sup>26</sup> Minutes shall be taken of the decision making process prior to the tender decision, in particular of a board meeting, which shall show that the procedure was conducted in accordance with the relevant regulations. The minutes shall indicate in particular the subject matter and number of tenders evaluated, the validity and completeness of each tender, the tender elements to be excluded, the partial and total scores awarded/proposed for each tender according to the evaluation criteria. Before taking a decision, the decision-maker must verify the soundness, adequacy and regularity of the prior decision preparation procedure.

(7) The decision on the application must be communicated to the applicant by post or via the electronic student record system (hereinafter: Neptun system).

(8) The application forms, the detailed rules for the publication and submission of applications and the evaluation criteria are set out in Annex 5 to these Rules. Where these Rules so provide, the forms to be used for applications and the criteria for the evaluation of applications shall be drawn up by the College.

(9) <sup>27</sup>The framework host shall be responsible for the management and safekeeping of all documents generated in connection with the tendering and evaluation of proposals, as the supporting documentation for the commitment, unless otherwise expressly provided for in these Rules.

### 13. §

(1) If the application is submitted via the Neptun system - electronically - the documents supporting the reasons given in the application must be uploaded to the Neptun system, stating that

- a) the original paper document(s) may be requested from the applicant at any time, and
- b) if the applicant fails to submit them by the deadline and in the manner specified in the relevant notification, the application may be rejected or the grant may be withdrawn.

(2) No person who or whose close relative has submitted an application for a grant may participate in the decision or the preparation of the decision concerning the award of non-social grants to students within the scope of Act CLXXXI of 2007 on the Transparency of Public Grants (hereinafter referred to in this paragraph as "close relative"), in relation to his or her own case or the case of a close relative within the meaning of the Act referred to in this paragraph. Where a person with a conflict of interest as provided for in this paragraph is not entitled to vote on a matter under this provision, he or she shall be excluded from the quorum for the purposes of taking a decision on that matter or another person shall be designated to prepare the decision. The existence of a conflict of interest under this paragraph and the action taken as a result thereof shall be stated in the decision, in the minutes of the meeting and in any other document preparatory to the decision.

(3) Students will be subject to disciplinary proceedings in accordance with the University's Student Disciplinary and Compensation Policy if they provide false information or facts in their application.

(4) <sup>28</sup>No person who is not a student of the University or a member of the employed by. All persons involved in the evaluation of the application are bound by confidentiality.

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<sup>26</sup>Inserted by Senate Resolution 92/2022 (VII.13.).

<sup>27</sup>Inserted by Senate Resolution 92/2022 (VII.13.).

<sup>28</sup>Inserted by Senate Resolution 92/2022 (VII.13.).



(5) <sup>29</sup>A student may apply for any of the Pro Juventute scholarships (§ 50), the University Professional Scholarship (§ 21) and the University Community Award (§ 41), but may only be awarded a scholarship in one of these scholarships. In addition, if a student is awarded one of these three scholarships, he/she may not be awarded a student academic scholarship (§ 22) or a student sports and cultural scholarship (§ 43) at the same time. However, a student who has been awarded a priority study grant (§ 46) may not be excluded from receiving a study grant (§ 19) if he or she fulfils the conditions for the study grant at the time of payment.

#### **Payment of student allowances**

### **14. §**

(1) The payment of scholarships to be paid by the University to students shall be ordered by the authorization of the head of the management body with the authority to manage the budget, after financial clearance as specified in the instruction issued by the Rector.

(2) The commitment documents must include the student's name, Neptun code, the title of the payment, the source of the payment, the case number, the case amount, the total amount, the reference period and the semester. Different types of scholarships cannot be combined.

(3) <sup>30</sup>In the case of monthly scholarships, the Finance Office shall arrange for the transfer of the student scholarships provided by the University by the 10th day of the month concerned at the latest, except for the first month of the academic semester, and by the 15th day of the month concerned in the case of the Stipendium Hungaricum Programme, the Diaspora Scholarship Programme and the Scholarship Programme for Young Christians. The transfer of the ad hoc scholarships must be made within 3 working days of receipt by the Finance Office of the commitment document containing all signatures.

(4) The documents relating to the calls for proposals, applications submitted, committee or management decisions on which the various scholarships are based shall be kept by the organisations and departments specified in these Regulations.

(5) In the case of a monthly scholarship, if the student's status as a student is terminated or suspended for any reason, the scholarship will no longer be paid during the period of suspension. Unless otherwise provided for by law, the duration of the scholarship shall not be extended by the interruption of the student's status. This information will be provided by the organisation responsible for study administration before the scholarship is paid. If a scholarship payment has been made in the month of termination of the student's status, the full amount of the scholarship will be refunded if the student's status is terminated before the 15th of that month, and the half-monthly allowance will be refunded if the student's status is terminated after that date.

(6) In the case of a subsequent interruption of a semester that has begun in accordance with the Study and Examination Regulations, the student must repay the scholarship(s) paid to the student in the semester affected by the subsequent interruption within 15 days of the date on which the decision on the subsequent interruption becomes final. The student shall not be entitled to any further scholarship from the date of the finalisation of the decision to grant a postponement.

(7) <sup>31</sup>If a student's entitlement to a scholarship ceases due to reclassification, the scholarship previously awarded to him/her for a subsidised form of financing shall cease to be paid from the date on which the decision on reclassification becomes final. Until the date on which the decision to reclassify becomes final, the student's scholarship for the semester concerned by the reclassification will not be renewed.

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<sup>29</sup>Inserted by Senate Resolution 92/2022 (VII.13.).

<sup>30</sup>Amended by Senate Resolution 92/2022 (VII.13.). Amended by Senate Resolution 120/2023 (X.25.).

<sup>31</sup>Inserted by Senate Resolution 107/2021 (X.27.).



scholarship(s) linked to the form of funding must be repaid by the student within 15 days of the decision becoming final.

#### **Incorrect payment**

#### **15. §**

- (1) An incorrect payment is when the University pays the student an unauthorised amount or an amount higher than the one specified. The University will inform the student of the fact of the incorrect payment in the Neptun system.
- (2) Scholarship payments paid to a student until the decision to suspend the student's status becomes final or until the termination of the student's status, which the University paid to the student in the semester for which the suspension was approved or in which the student's status was terminated, shall not be considered as unauthorised payments.
- (3) The student must repay the amount wrongly paid to him/her no later than
- a) until the end of the academic term of the semester following the notification of the erroneous payment, if your student status is not suspended during that semester;
  - b) before the next active semester is declared, if you are on a break from your student status in the semester following the notification of the incorrect payment;
  - c) until the start of the final examination, if you finish your studies in the semester in which the incorrect payment was notified;
  - d) in the case of termination of student status, until the deadline specified in the decision.

### **III. CHAPTER 2**

#### **SPECIAL RULES ON ALLOWANCES**

##### **Allowances for officer candidates**

#### **16. §**

**Article 8** (5) *The benefits of law enforcement scholarship holders and candidate officers of the University participating in law enforcement training shall be governed by the legislation establishing such benefits, the University's regulations on reimbursement and benefits, and the scholarship contract concluded with the body concluding the scholarship contract, with the proviso that the financial benefits of such students shall be paid by the body concluding the scholarship contract. The grants provided for in Article 85/C(a)(ab) and (ac) and (b)(bc) of the Nftv. may also be awarded to full-time students.*

**§§ 14-28 and Annex 2 of BM Decree No 5/2022 (31.III.) of 5/2022 on candidates for law enforcement officers and on the status of candidate law enforcement officers in law enforcement bodies under the control of the Minister of the Interior**

**NAV Szjtv. § 244** [Emoluments of a candidate officer]

(1) *The candidate officer is entitled to a monthly salary as laid down in the Minister's decree. The salary consists of a basic salary, a study allowance and a salary supplement. The basic salary shall not be less than the guaranteed minimum wage. The amount of the basic salary, which varies according to the grade, the amount of the study allowance and the amount of the salary supplement shall be laid down by the Minister by decree.*

(2) *The officer candidate is entitled to dormitory accommodation, free food, clothing, tuition assistance and certain allowances and social benefits, as laid down in the Staff Regulations.*

(3) *The NAV will transfer the candidate's cash benefits in one monthly sum to the payment account named by the candidate.*

(4) *A candidate officer shall not be entitled to a salary if his student status is suspended, unless his employer assigns him a duty assignment. Nor shall he be entitled to a salary if he is absent without justification.*

(1) <sup>32</sup>Candidate military officers shall be appointed in accordance with the relevant regulations, and officer candidates in law enforcement training shall be appointed in accordance with the  
You are entitled to the allowances set out in the relevant provisions of the Hszt. and the NAV Sjtvt.

(2) <sup>33</sup>Payment of the salary of the military officer candidate shall be made by the MH Ludovika Battalion on the basis of the information provided by the competent educational administration organisation within five working days of the end of the examination period.

(3) <sup>34</sup>For the calculation of the study fee part of the salary of an officer candidate participating in law enforcement training, the organisation responsible for the study administration shall provide data through the Law Enforcement Section within five working days after the end of the examination period for the calculation of the study fee part of the salary of the officer candidate participating in law enforcement training, pursuant to the Hszt.

(4) <sup>35</sup>In other respects, the legislation establishing the allowances of the candidate officers, the internal regulations of the University, the contract concluded with them and the cooperation agreement concluded by the University with the Ministry supervising the law enforcement agency shall apply to the allowances of the candidate officers.

## 17. §<sup>36</sup>

### Benefits for students with dual status

## 18. §

**Article 36** (1) *The financial allowances of law enforcement scholarship holders and of students pursuant to Section 21/A (1) (b) of Paragraph (1) shall be covered by the annual budget of the institution of enrolment, with the exception of Paragraph (4) (a).*

The allowances paid to professional and contract staff students are the responsibility of their commanding officer.

### Special clothing allowance<sup>37</sup>

## 18/A. §<sup>38</sup>

<sup>32</sup>Amended by Senate Resolution 77/2021 (VI.16.). Amended by Senate Resolution 92/2022 (13.VII.). Amended by Resolution Senate Resolution 93/2024 (17.VII.).

<sup>33</sup>Amended by Senate Resolution 92/2022 (VII.13.). Amended by Senate Resolution 93/2024 (17.VII.).

<sup>34</sup>Amended by Senate Resolution 77/2021 (VI.16.). Amended by Senate Resolution 92/2022 (13.VII.).

<sup>35</sup>Amended by Senate Resolution 92/2022 (VII.13.).

<sup>36</sup>Repealed by Senate Resolution 93/2024 (17 July).

<sup>37</sup>Inserted by Senate Resolution 111/2020 (19.XI.20.).

<sup>38</sup>Inserted by Senate Resolution 111/2020 (19.XI.20.).

(1) The University shall provide full-time students of the Bachelor of Law Enforcement Administration specialising in security with a uniform free of tax for the entire duration of their studies.

(2) The Dean of the Faculty of Law Enforcement shall be responsible for the planning, procurement, distribution of clothing materials and the definition of the professional standards of the non-monetary allowance provided for in paragraph (1). The Dean shall issue a Dean's Instruction for the implementation of these tasks.

#### **IV. CHAPTER 2 MERIT-BASED SCHOLARSHIPS**

##### **Study scholarship**

##### **19. §**

**Article 85/C of the National Act on Higher Education (Nftv.)** *The institution of higher education may use the funds available for student allowances for the following purposes:*

*a) a merit-based scholarship, which can be*

*aa) study scholarships,*

**Section 10 of the Act** *(1) In the case of the legal titles pursuant to Sections 85/C (a) to (d) of the Nftv., the support may be made available to the eligible student only in the form of financial support.*

*(2) The scholarship specified in § 85/C a), ba), bc)-bf), c)-d) of the Nftv. shall be paid to the student on a monthly basis, unless otherwise provided for in this Regulation. The higher education institution shall arrange for the transfer of these allowances to the account-keeping credit institution by the 10th day of the month in question at the latest, with the exception of the first month of the academic semester.*

*(3) Students participating in full-time state-subsidised basic education, part-time education, master's degree programmes and higher education vocational training may receive support under the entitlements specified in subsections aa) and be) of Section 85/C of the Nftv. ...*

*(8) In the case of additional (parallel) student status, the scholarship specified in Section 85/C (aa) of the Nftv. may also be applied for on the basis of the academic results achieved in the first and the additional bachelor's or master's degree programme.*

**Article 13** *(1) Scholarships may be awarded for the duration of one academic semester. A maximum of 50% of the students of a higher education institution participating in a full-time, state-supported course of study may receive a study grant, so that the monthly amount of the study grant awarded to each student must be equal to five percent of the student's standard student allowance.*

*(2) When awarding scholarships, the number and scope of recipients must be determined in such a way as to ensure that the results obtained on the basis of the same or similar study commitments are comparable and that the scholarships awarded are of the same amount.*

*(3) Students enrolled for the first time in higher education are not eligible for study grants for the first period of study after enrolment.*

*(4) In the case of a student who has previously studied at a higher education institution, the conditions under which the student may receive a study grant at the host institution must be laid down in the fees and allowances regulations of the host higher education institution.*



(1) Study scholarships are available to full-time undergraduate, postgraduate, master's, diploma and higher education students who are not enrolled for the first time.

(2) <sup>39</sup>The proportion of recipients of study grants per faculty shall not exceed the rate specified in paragraph (1) of Article 13 of the Act. In any case, the monthly amount of the study grant shall be 10% of the student's normative amount.

(3) The basis for the calculation of the study grant is the corrected credit index for students with a public service scholarship in law enforcement training and the scholarship index specified in these regulations for students without a public service scholarship in law enforcement training.

(4) Scholarships may be awarded to students who have completed at least 24 credits in a given semester and have a minimum adjusted credit index of 3.51 for law enforcement scholarship students or a minimum scholarship index of 3.51 for non-law enforcement scholarship students, in increasing increments according to the following bands:

1.	<b>3,51 - 3,60</b>	5.	<b>3,91 - 4,00</b>	9.	<b>4,31 - 4,40</b>	13.	<b>4,71 - 4,80</b>
2.	<b>3,61 - 3,70</b>	6.	<b>4,01 - 4,10</b>	10.	<b>4,41 - 4,50</b>	14.	<b>4,81 - 4,90</b>
3.	<b>3,71 - 3,80</b>	7.	<b>4,11 - 4,20</b>	11.	<b>4,51 - 4,60</b>	15.	<b>4,91 - 5,00</b>
4.	<b>3,81 - 3,90</b>	8.	<b>4,21 - 4,30</b>	12.	<b>4,61 - 4,70</b>	16.	<b>5,01 -</b>

(5) <sup>40</sup>The amount of the scholarship allocated to each of the bands set out in paragraph (4) shall be the same, so that the minimum amount allocated to band 1 shall be 10% of the student normative, and the amount of the scholarship shall not be differentiated within each band.

## 20. §

(1) The rules of principle for the allocation of the scholarship budget, taking into account the provisions of Article 19 and the present Article, shall be determined by the Faculty Council in cooperation with the FEPCs, taking into account the following:

- a) when awarding study grants, when determining the number and scope of recipients, it must be ensured that the results achieved on the basis of the same or similar study obligations are comparable and that the grants awarded are equal, with the distribution of the grant budget being made on a pro rata basis by year and level of training, and with the distribution of the grant budget also being made on a pro rata basis in the case of further differentiation, in particular by subject or specialisation;
- b) <sup>41</sup>The organisation responsible for the academic administration shall provide the competent FESA organisation with information on the adjusted credit index and scholarship index of the students active in the semester in question for the previous active semester at the beginning of each academic semester, at the latest within two weeks of the beginning of the academic term;
- c) <sup>42</sup>the list of scholarship recipients and the amount of the scholarship shall be determined by the Student Welfare Committee of the UASC (the

<sup>39</sup>Amended by Senate Resolution 107/2021 (X.27.).

<sup>40</sup>Inserted by Senate Resolution 92/2022 (VII.13.).

<sup>41</sup>Amended by Senate Resolution 75/2023 (VI.14.).

<sup>42</sup>Established by Senate Resolution 127/2023 (XI.29.).

hereinafter referred to as "DJB") shall make a proposal within one week of the information referred to in point (b), in cooperation with the body responsible for the administration of studies and the Economic Office.

(2) By way of derogation from paragraphs (3) to (4) of Article 19, the scholarship for the first semester of studies of students commencing a Master's degree shall be differentiated on the basis of the score obtained in the admission procedure in accordance with the procedure set out in paragraph (1).

(3) A student who has been transferred to the University is entitled to a scholarship for the academic semester of his/her transfer, if the transfer and the student's enrolment take place before the issuance of the commitment document for the determination of the scholarship for that semester, under the same conditions as other students, taking into account his/her previous academic results. Students who have subsequently transferred and enrolled are not eligible for a scholarship for the semester in question.

(4) <sup>43</sup>

(5) The Dean of the relevant faculty is the framework administrator for the management of the scholarship, and will arrange for the timely preparation of supporting documents for payment.

## University internship scholarship

### 21. §

**Article 85/C of the National Act on Higher Education (Nftv.)** *The institution of higher education may use the funds available for student allowances for the following purposes:*

*a) a merit-based scholarship, which can be...*

*ac) institutional professional, scientific and public scholarships;...*

**Article 8 (5)** *The benefits of law enforcement scholarship holders and candidate officers of the University participating in law enforcement training shall be governed by the legislation establishing such benefits, the University's regulations on reimbursement and benefits, and the scholarship contract concluded with the body concluding the scholarship contract, with the proviso that the financial benefits of such students shall be paid by the body concluding the scholarship contract. The grants provided for in Article 85/C(a)(ab) and (ac) and (b)(bc) of the Nftv. may also be awarded to full-time students.*

**Section 10 of the Act (1)** *In the case of the legal titles pursuant to Sections 85/C (a) to (d) of the Nftv., the support may be made available to the eligible student only in the form of financial support.*

(2) *The scholarship specified in § 85/C a), ba), bc)-bf), c)-d) of the Nftv. shall be paid to the student on a monthly basis, unless otherwise provided for in this Regulation. The higher education institution shall arrange for the transfer of these allowances to the account-keeping credit institution by the 10th day of the month in question at the latest, with the exception of the first month of the academic semester.*

(3) *... Students enrolled in full-time bachelor's, part-time, master's, higher education vocational training or doctoral studies may receive support under the entitlement specified in Section 85/C (ac) of the Nftv. ...*

(4) *The institutional professional, scientific and public scholarship is a non-compulsory allowance paid on the basis of a competitive application for a fixed period of time, monthly or once a month, to students who carry out activities beyond the curricular requirements, according to the procedures and principles laid down in the institution's regulations on fees and allowances.*

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<sup>43</sup>Repealed by Senate Resolution 92/2022 (VII.13.).



(1) <sup>44</sup>The university professional scholarship is open to graduates of full-time higher education, bachelor's degree, unified, split degree, master's degree or doctoral degree programmes with at least two completed semesters, public service, law enforcement scholarship students, officer candidates, students on a self-financed basis, who have performed outstanding professional activities during their university years, which have enhanced the reputation of the University and/or a faculty. Students employed as lecturers are not eligible to apply.

(2) <sup>45</sup>The call for applications must be published at least 15 days before the deadline for applications each academic year. The call for applications shall be announced by the Vice Rector for Education in the case of calls for applications for non-doctoral students, and by the Vice Rector for Academic Affairs in the case of calls for applications for doctoral students, with the prior consent of the President of the UASC and the President of the DÖK separately. Applications shall be evaluated by an independent committee on the basis of the evaluation criteria set out in Annex 5 to these Regulations. In the case of applications from non-doctoral students, the committee shall be composed of the President of the UGC, the Presidents of the Student Councils and one lecturer appointed by the President of the UGC. In the case of applications from doctoral students, the members of the committee are: the members of the DÖK and 1 lecturer appointed by the President of the DÖK.

(3) <sup>46</sup>The university internship scholarship may be awarded once a year, to one main student per faculty and to a total of one doctoral student. The minimum amount of the university internship scholarship is HUF 80 000. In the event of a tie, the scholarship will be divided equally between the successful applicants. Doctoral students are eligible to receive the scholarship only once during their doctoral studies. If the applicant is a doctoral student at more than one faculty at the same time, the scholarship can only be awarded to one faculty.

(4) <sup>47</sup>One original copy of the decision of the committee on the evaluation of the applications received shall be sent to the Vice-Rector for Education and the Vice-Rector for Academic Affairs within 3 working days of the evaluation. Winning applicants will receive the scholarship from the President of the DGB and the President of the DGB at a ceremony.

(5) For students, the Deputy Rector for Education is the framework administrator of the university professional scholarship, while for doctoral students it is the Deputy Rector for Academic Affairs. The initiator of the Vice-Rector's commitment document, prepared by the UEPC and the DGB within 3 working days of its assessment, is the President of the UEPC or the President of the DGB.

#### Student academic scholarships

### 22. §

**Article 85/C of the National Act on Higher Education (Nftv.)** *The institution of higher education may use the funds available for student allowances for the following purposes:*

*a) a merit-based scholarship, which may be...*

*ac) institutional professional, scientific and public scholarships;...*

**Article 8 (5)** *The benefits of law enforcement scholarship holders and candidate officers of the University participating in law enforcement training shall be governed by the legislation establishing such benefits, the University's regulations on reimbursement and benefits, and the scholarship contract concluded with the body concluding the scholarship contract, with the proviso that the financial benefits of such students shall be paid by the body concluding the scholarship contract. A*

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<sup>44</sup>Amended by Senate Resolution 120/2023 (X.25.).

<sup>45</sup>Amended by Senate Resolution 64/2023 (17 May).

<sup>46</sup>Amended by Senate Resolution 64/2023 (17 May). Amended by Senate Resolution 120/2023 (X.25.).

<sup>47</sup>Amended by Senate Resolution 92/2022 (VII.13.).

*full-time students may also be granted the allowances specified in points (a)(ab) and (ac) and point (b)(bc) of Section 85/C of the Nftv.*

**Section 10 of the Act** *(1) In the case of the legal titles pursuant to Sections 85/C (a) to (d) of the Nftv., the support may be made available to the eligible student only in the form of financial support.*

*(2) The scholarship specified in § 85/C a), ba), bc)-bf), c)-d) of the Nftv. shall be paid to the student on a monthly basis, unless otherwise provided for in this Regulation. The higher education institution shall arrange for the transfer of these allowances to the account-keeping credit institution by the 10th day of the month in question at the latest, with the exception of the first month of the academic semester.*

*(3) ... Students enrolled in full-time bachelor's, part-time, master's, higher education vocational training or doctoral studies may receive support under the entitlement specified in Section 85/C (ac) of the Nftv. ...*

*(4) The institutional professional, scientific and public scholarship is a non-compulsory allowance paid on the basis of a competitive application for a fixed period of time, monthly or once a month, to students who carry out activities beyond the curricular requirements, according to the procedures and principles laid down in the institution's regulations on fees and allowances.*

**(1)** <sup>48</sup>Applications for a student academic scholarship may be submitted by a full-time student, candidate officer, student with a public service scholarship, student with a law enforcement scholarship, student with a self-financed scholarship, who is participating in full-time higher education vocational training, bachelor's degree, single, split degree, master's degree, and who is performing outstanding academic activities. Students employed as teachers are not eligible to apply.

**(2)** <sup>49</sup>The call for applications shall be announced by the President of the EHEA with the prior consent of the Vice-Rector for Education. The call for applications shall be published at least 15 days before the deadline for applications. The scholarship shall be announced every spring semester as a one-off grant, up to the amount of the available student academic scholarship management budget, with a minimum amount of HUF 100 000. In the case of a tie, the scholarship will be shared equally between the winning applicants. If the applicant is studying at more than one faculty at the same time, the scholarship may be awarded to only one faculty.

**(3)** The award and the amount of the scholarship shall be decided by a professional committee set up by the UASC on the basis of the evaluation criteria set out in Annex 5, which may be contested by the President of the UASC and the Vice-Rector for Education before it is communicated to the applicant. The members of the Committee set up to evaluate the application are: the President of the Students' Union, the Presidents of the faculty organisations of the Students' Union and one lecturer appointed by the President of the Students' Union.

**(4)** <sup>50</sup>An original copy of the committee's decision on the evaluation of the applications received shall be sent to the Vice Rector for Education within 3 working days of the evaluation. Winning applicants will receive the scholarship from the President of the UASC at a ceremony during the graduation ceremony.

**(5)** The Vice-Rector for Education is the framework administrator of the student academic scholarship, the initiator of the Vice-Rector's commitment document, prepared by the UASC within 3 working days of the award, is the UASC President. The disbursement must be timed to the date of graduation.

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<sup>48</sup>Amended by Senate Resolution 120/2023 (X.25.).

<sup>49</sup>Amended by Senate Resolution 64/2023 (17 May). Amended by Senate Resolution 120/2023 (X.25.).

<sup>50</sup>Amended by Senate Resolution 92/2022 (VII.13.).



## Student Public Affairs Scholarship

### 23. §

**Article 85/C of the National Act on Higher Education (Nftv.)** *The institution of higher education may use the funds available for student allowances for the following purposes:*

*a) a merit-based scholarship, which can be...*

*ac) institutional professional, scientific and public scholarships;...*

**Article 8 (5)** *The benefits of law enforcement scholarship holders and candidate officers of the University participating in law enforcement training shall be governed by the legislation establishing such benefits, the University's regulations on reimbursement and benefits, and the scholarship contract concluded with the body concluding the scholarship contract, with the proviso that the financial benefits of such students shall be paid by the body concluding the scholarship contract. The grants provided for in Article 85/C(a)(ab) and (ac) and (b)(bc) of the Nftv. may also be awarded to full-time students.*

**Section 10 of the Act (1)** *In the case of the legal titles pursuant to Sections 85/C (a) to (d) of the Nftv., the support may be made available to the eligible student only in the form of financial support.*

**(2)** *The scholarship specified in § 85/C a), ba), bc)-bf), c)-d) of the Nftv. shall be paid to the student on a monthly basis, unless otherwise provided for in this Regulation. The higher education institution shall arrange for the transfer of these allowances to the account-keeping credit institution by the 10th day of the month in question at the latest, with the exception of the first month of the academic semester.*

**(3)** *... Students enrolled in full-time bachelor's, part-time, master's, higher education vocational training or doctoral studies may receive support under the entitlement specified in Section 85/C (ac) of the Nftv. ...*

**(4)** *The institutional professional, scientific and public scholarship is a non-compulsory allowance paid on the basis of a competitive application for a fixed period of time, monthly or once a month, to students who carry out activities beyond the curricular requirements, according to the procedures and principles laid down in the institution's regulations on fees and allowances.*

**(1)** <sup>51</sup>A non-doctoral student of the University who is engaged in a major community activity may apply for a public service scholarship. Non-doctoral students who are enrolled in a self-financed course of study may also be awarded a student public service scholarship. Student Public Relations Scholarships cannot be awarded for activities in student organisations, student councils, scientific student circles or other student organisations.

**(2)** The grant is awarded monthly, up to the amount of the available budget. It is the responsibility of the ETUC to ensure that the budget is used in a timely manner.

**(3)** <sup>52</sup>The call for applications for the public scholarship shall be published on the website of the UEPC.

**(4)** <sup>53</sup>By the 3rd working day of the month following the month in question at the latest, the decision-makers of the UEPC Scholarship Committee shall collate the applications received and, by the 5th working day following the deadline for submission, shall examine the applications and submit a proposal to the UEPC Scholarship Committee in the form of a decision paper. A decision on the amount of the scholarship awarded for the month in question and the beneficiaries, indicating the reason for eligibility, shall be taken by the ETUCE Scholarship Committee by no later than 3 working days after the submission of the proposal. The decisions and documents concerning the amount of the monthly scholarships must be made in such a way that the student's scholarship payment is made by the end of the month following the month in question.

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<sup>51</sup>Established by Senate Resolution 111/2020 (XI.19.). Amended by Senate Resolution 93/2024 (17 July).

<sup>52</sup>Established by Senate Resolution 111/2020 (XI.19.).

<sup>53</sup>Amended by Senate Resolution 77/2020 (VI.17.). Established by Senate Resolution 111/2020 (19.11.20). Established by Senate Resolution 120/2023 (X.25.). Amended by Senate Resolution 93/2024 (VII.17.). Established by Senate Resolution 130/2024 (11/12/12). Amended by Senate Resolution 7/2025 (29 January).

by the last working day of the month. The minutes of the meeting of the UASC Scholarship Committee will be taken. The evaluation criteria are set out in Annex 5.

## 24. §

(1) <sup>54</sup>Copies of the decisions and minutes of the decisions of the EHEA Scholarship Committee on the evaluation of the applications received, as well as the preparatory documents for the decisions, shall be sent to the department supporting the work of the Vice Rector for Education on the working day following the evaluation. The Vice-Rector for Education may appeal against the decision of the ETUCE Scholarship Committee determining the monthly scholarships within 2 working days before it is communicated to the applicant.

(2) <sup>55</sup>On the basis of the decision, the UASC prepares the commitment document by the 15th working day of the month following the month in question at the latest and sends it electronically to the Finance Office for verification of student data. After verification, the Finance Office returns the commitment and payment documents electronically to the UASC within 3 working days for payment authorisation. The ETUCE forwards them, together with the supporting documents, to the Vice-Rector for Education, after which the payment of the grant is made by the last working day of the month following the month in question.

(3) <sup>56</sup>

(4) The Vice-Rector for Education is the administrator of the Student Public Scholarship management budget, with the understanding that it must be managed separately as a management budget managed by the UASC and may only be used with the approval of the UASC.

## Doctoral Public Policy Fellowship

## 25. §

**Article 85/C of the National Act on Higher Education (Nftv.)** *The institution of higher education may use the funds available for student allowances for the following purposes:*

*a) a merit-based scholarship, which may be...*

*ac) institutional scholarships for professional, scientific and public life;*

**Article 8 (5)** *The benefits of law enforcement scholarship holders and candidate officers of the University participating in law enforcement training shall be governed by the legislation establishing such benefits, the University's regulations on reimbursement and benefits, and the scholarship contract concluded with the body concluding the scholarship contract, with the proviso that the financial benefits of such students shall be paid by the body concluding the scholarship contract. The grants provided for in Article 85/C(a)(ab) and (ac) and (b)(bc) of the Nftv. may also be awarded to full-time students.*

**Section 10 of the Act (1)** *In the case of the legal titles pursuant to Sections 85/C (a) to (d) of the Nftv., the support may be made available to the eligible student only in the form of financial support.*

(2) *The scholarship specified in § 85/C a), ba), bc)-bf), c)-d) of the Nftv. shall be paid to the student on a monthly basis, unless otherwise provided for in this Regulation. The higher education institution*

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<sup>54</sup>Established by Senate Resolution 111/2020 (XI.19.). Amended by Senate Resolution 130/2024 (11.XII.). Amended by Senate Resolution 7/2025 (29 I).

<sup>55</sup>Established by Senate Resolution 93/2024 (VII 17).

<sup>56</sup>Repealed by Senate Resolution 92/2022 (VII.13.).

*institution, except for the first month of the academic semester, must arrange for the transfer of these allowances to the credit institution holding the account by the 10th day of the month concerned at the latest.*

**(3)** ... *Students enrolled in full-time bachelor's, part-time, master's, higher education vocational training or doctoral studies may receive support under the entitlement specified in Section 85/C (ac) of the Nftv. ...*

**(4)** *The institutional professional, scientific and public scholarship is a non-compulsory allowance paid on the basis of a competitive application for a fixed period of time, monthly or once a month, to students who carry out activities beyond the curricular requirements, according to the procedures and principles laid down in the institution's regulations on fees and allowances.*

**(1)** <sup>57</sup>A doctoral student who is engaged in an outstanding community activity may apply for a doctoral public affairs scholarship. A doctoral student who is enrolled in a self-financed course may also be awarded a doctoral public affairs scholarship. Student Public Affairs Fellowships cannot be awarded for student organisational activities outside the DGB.

**(2)** The scholarship may be awarded in the order decided by the DGB Delegates Assembly, but at least quarterly, up to the amount of the available budget. The DGB shall be responsible for the timely use of the management budget.

**(3)** The call for applications for the Doctoral Public Policy Fellowship shall be published on the DÖK website on a permanent basis. The deadline for submission of applications is the 3rd working day of the month following the publication of the call.

**(4)** By the 8th working day of the month following the publication of the call at the latest, the DGB Bureau shall aggregate the applications received, examine the content of the applications and, by the 10th working day of the month following the publication of the call at the latest, decide in a Bureau decision on the amount of the scholarship awarded and the beneficiaries, indicating the reason for eligibility. The evaluation criteria are set out in Annex 5.

## **26. §**

**(1)** A copy of the decision of the DGB Board on the evaluation of the applications received must be sent to the Vice-Rector for Academic Affairs on the working day following the evaluation. The Vice-Rector for Academic Affairs may object to the decision of the DGB Bureau on the award of scholarships within 2 working days before it is communicated to the applicant.

**(2)** On the basis of the decision, the DGB prepares the commitment document by the 15th working day of the month following the month in question at the latest and sends it to the DGB President for financial countersignature and verification of student data. Once verified, the Finance Office forwards the payment authorization to the Vice Rector for Academic Affairs within 3 working days, after which the scholarship payment is to be arranged by the last working day of the month following the month in question.

**(3)** <sup>58</sup>

**(4)** The Deputy Rector for Academic Affairs is the administrator of the management budget of the doctoral scholarship, with the proviso that it must be managed separately as a management budget under the administration of the DÖK, and may only be used with the consent of the DÖK.

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<sup>57</sup>Established by Senate Resolution 111/2020 (XI.19.).

<sup>58</sup>Repealed by Senate Resolution 92/2022 (VII.13.).



## **The national higher education scholarship**

### **27. §**

**Nftv. § 12 (3)** *The Senate...*

*h) the Senate shall also decide.*

*he) initiating the award of a national higher education scholarship,...*

**Article 64 (5)** *The Minister shall, on the initiative of the Senate, award national higher education scholarships to students with outstanding performance.*

**Article 85/C of the National Act on Higher Education (Nftv.)** *The institution of higher education may use the funds available for student allowances for the following purposes:*

**a)** *a merit-based scholarship, which can be...*

*ab) a national higher education scholarship,*

**Nftv. § 114/D (1)** *Pursuant to § 85/A (1)*

*c) the normative amount for the recipients of the national higher education scholarship is HUF 400 000/year,*

**Article 8 (5)** *The benefits of law enforcement scholarship holders and candidate officers of the University participating in law enforcement training shall be governed by the legislation establishing such benefits, the University's regulations on reimbursement and benefits, and the scholarship contract concluded with the body concluding the scholarship contract, with the proviso that the financial benefits of such students shall be paid by the body concluding the scholarship contract. The grants provided for in Article 85/C(a)(ab) and (ac) and (b)(bc) of the Nftv. may also be awarded to full-time students.*

**Section 10 of the Act (1)** *In the case of the legal titles pursuant to Sections 85/C (a) to (d) of the Nftv., the support may be made available to the eligible student only in the form of financial support.*

**(2)** *The scholarship specified in § 85/C a), ba), bc)-bf), c)-d) of the Nftv. shall be paid to the student on a monthly basis, unless otherwise provided for in this Regulation. The higher education institution shall arrange for the transfer of these allowances to the account-keeping credit institution by the 10th day of the month in question at the latest, with the exception of the first month of the academic semester.*

**(3)** *... Students enrolled in a bachelor's, master's or part-time course of study may receive a grant under the entitlement specified in Section 85/C (ab) of the Nftv.*

**(7)** *... A student may only receive support from one institution at the same time under the entitlement specified in Section 85/C (ab) of the Nftv. If more than one institution proposes to recognise the same person, the student shall receive the grant pursuant to Section 85/C(ab) of the Nftv. at the institution with which he or she first established a student status.*

**Article 24 (1)** *The national higher education scholarship may be awarded for the duration of one full academic year (10 months). The monthly amount of the national higher education scholarship shall be equal to one tenth of the amount laid down in the Budget Act for this title.*

**(2)** *The number of students eligible for the national higher education scholarship is 0.8% of the number of students in full-time state-supported bachelor, master and part-time full-time courses as recorded in the statistical data release of 15 October of the previous year, but at least one student per institution.*

**(3)** *A national higher education scholarship is awarded to students enrolled for at least two semesters of their current or previous studies and who have completed at least 55 credits in their bachelor's, master's or master's degree or in a degree programme.*

*(4) The national higher education scholarship is awarded by means of a call for applications. The call for applications, together with the criteria for the evaluation of applications, must be published in the usual manner in the higher education institution 30 days before the application deadline. The application shall be submitted by the student to the higher education institution. Applications must be submitted on the basis of full-time study at the time of application. On the basis of the applications, the Senate will make a proposal to the Minister responsible for Education by 1 August each year for the award of a national higher education scholarship, separately for students in bachelor's, master's and postgraduate courses.*

*(5) National higher education scholarships awarded for a given academic year can only be paid in that academic year.*

*(6) If the student's student status is terminated or suspended for any reason, the national higher education scholarship will not be paid.*

*(7) If in the case of a student who has applied for a national higher education scholarship but has been rejected, it is established in the institutional remedy procedure that the student is eligible for the national higher education scholarship and would be entitled to it on the basis of the criteria set out in paragraphs (1) to (6) and the institutional allocation number in the institutional application, but has not received it due to an institutional procedural error, the Minister responsible for education shall be entitled to award the student a national higher education scholarship on the basis of the institution's proposal. In such a case, however, the student may not be taken into account for the purpose of determining the national higher education scholarship, and the scholarship shall be paid to the student by the institution from the student's allocation or from its own income.*

*(8) A student who has been awarded a national higher education scholarship cannot be excluded from the scholarship.*

(1) The National Scholarship for Higher Education is available to full-time undergraduate, single, split and master's degree students in the civil service, law enforcement scholarships, officer candidates and self-financed students.

(2) <sup>59</sup>Applications for the national higher education scholarship must be submitted to the Office for Education and Studies (hereinafter: OTI) within 30 days of the call for applications. The applications submitted will be evaluated in advance by the Vice-Rector for Education, with the assistance of the relevant academic administration.

(3) The preliminary assessment of the applications submitted should be based on the fulfilment of general and specific conditions. Applications that meet the requirements are scored by the Vice-Rector for Education on the basis of the evaluation indicators. The final ranking will be determined by the Vice-Rector for Education on the basis of the sum of the scores awarded for the academic, professional and other activities listed in the application form.

(4) The preliminary ranking shall be published on the university website within 5 working days after the deadline for applications and the decision shall be communicated to the applicants. Following the appeal period, the institutional ranking, including the score achieved by the applicant, shall be submitted to the Senate by the Vice-Rector for Education.

(5) In the case specified in Article 24 (7) of the Act, the scholarship shall be paid to the student by the University from the budget of the respective faculty.

(6) <sup>60</sup>The Deputy Rector for Education is the financial manager of the national higher education scholarship, and the OTI is responsible for the preparation of payments.

(7) <sup>61</sup>The application form for the national higher education scholarship is set out in Annex 5/23 of these Regulations, the evaluation criteria are set out in Annex 5/24.

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<sup>59</sup>Amended by Senate Resolution 92/2022 (VII.13.).

<sup>60</sup>Amended by Senate Resolution 92/2022 (VII.13.).

<sup>61</sup>Inserted by Senate Resolution 92/2022 (VII.13.).





## V. CHAPTER 2 SOCIAL-BASED SCHOLARSHIPS

**Article 85/C of the National Act on Higher Education (Nftv.)** *The institution of higher education may use the funds available for student allowances for the following purposes:*

...

*b) a social grant, which can be*

*ba) a regular social grant,*

*bb) exceptional social grants,*

*bc) the institutional part of the Bursa Hungarica Higher Education Scholarship,*

*bd) ministerial scholarships for foreign students,*

*on) basic subsidy,*

*bf) support for participation in an internship;*

**Article 8 (5)** *The benefits of law enforcement scholarship holders and candidate officers of the University participating in law enforcement training shall be governed by the legislation establishing such benefits, the University's regulations on reimbursement and benefits, and the scholarship contract concluded with the body concluding the scholarship contract, with the proviso that the financial benefits of such students shall be paid by the body concluding the scholarship contract. The grants provided for in Article 85/C(a)(ab) and (ac) and (b)(bc) of the Nftv. may also be awarded to full-time students.*

### **5/2022.(III. 31.) BM Decree 10. Social benefits**

**28. § (1)** *Candidate law enforcement officers shall be entitled to social assistance under the Decree of the Ministry of the Interior on social assistance for professional and civil servant personnel of the armed forces under the direction of the Minister of the Interior and on certain tasks related to the care of the bereaved.*

*a) social assistance,*

*b) birth grant,*

*c) school enrolment assistance,*

*d) funeral allowances, and*

*e) for pastoral care*

*(hereinafter together referred to as "social allowance") under the conditions laid down therein, subject to the derogations provided for in paragraphs 2 and 3.*

**(2)** *The national commander decides on the application for social assistance of a candidate law enforcement officer. The amount of the social allowance may not exceed 250% of the law-enforcement officer's salary.*

**(3)** *The national commander decides on the application for a funeral grant by a candidate law enforcement officer. The amount of the funeral grant may not exceed 150% of the police officer's salary.*

**Juttr. § 2 (1) g)** *student entitled to social benefits: a student enrolled in full-time higher education vocational training, bachelor's, master's, or part-time studies, as well as doctoral studies, who*



*ga) is participating in a state-subsidised form of training or as a Hungarian state (part) scholarship holder, or*

*gb) started their studies in a state-subsidised training programme and would be eligible for state-subsidised training on the basis of the number of semesters of the course of study or training they have started;*

**Section 10 of the Act** (1) *In the case of the legal titles pursuant to Sections 85/C (a) to (d) of the Nftv., the support may be made available to the eligible student only in the form of financial support.*

**(2)** *The scholarship specified in § 85/C a), ba), bc)-bf), c)-d) of the Nftv. shall be paid to the student on a monthly basis, unless otherwise provided for in this Regulation. The higher education institution shall arrange for the transfer of these allowances to the account-keeping credit institution by the 10th day of the month in question at the latest, with the exception of the first month of the academic semester.*

**(3)** *... Students who are entitled to social benefits may receive support under the entitlements specified in subsections ba)-bb) of Section 85/C of the Nftv. A student enrolled in full-time bachelor's, master's, part-time, higher or higher vocational education and training may be eligible for the entitlement specified in § 85/C(bc) of the Nftv. Students in state-subsidised full-time bachelor's, master's and part-time courses of study may receive a grant under the entitlement specified in Section 85/C(bd) of the Nftv. Students enrolled in state-subsidised full-time bachelor's, master's and part-time full-time courses may receive grants under the entitlement specified in § 85/C(bf) of the Nftv. ...*

**(7)** *A student may receive support from only one higher education institution at the same time under the support titles specified in clauses b) and c) of Section 85/C of the Nftv. If the student is a student at more than one higher education institution at the same time, he/she may receive these grants from the higher education institution with which he/she first established a state-supported student status. ...*

**Juttr. § 11** (3) *The allowance specified in Section 85/C (b) of the Nftv. may be granted upon request of a student.*

**Article 21** (1) *When assessing the social situation of a student, the following shall be taken into account*

*a) the student's habitual residence, domicile or residence in the property where the student lives  
the number and income status of residents;*

*b) the distance between the place of training and the place of residence, the duration and cost of the journey,*

*c) if the student lives in a household other than the one defined in the Social Insurance Institution Act, the costs of this,*

*d) the amount of money the disabled student has to spend on the purchase and maintenance of special equipment, special travel needs and the use of a personal assistant or sign language interpreter,*

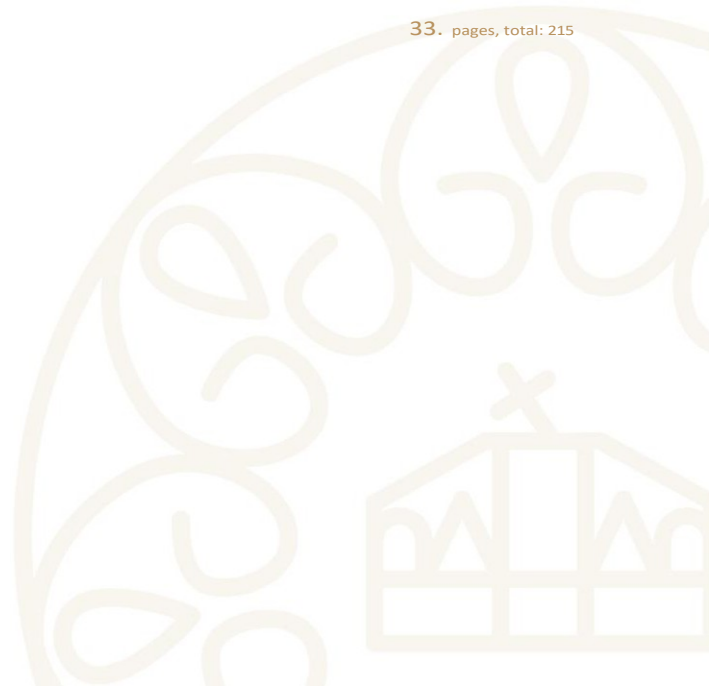
*e) regular medical expenses incurred by the student or a close relative living in the same household due to his/her state of health,*

*f) the number of dependants living in the same household as the student, in particular the number of dependent children living with the student,*

*g) the costs of caring for a relative in need of care.*

**(2)** *For the calculation of income, the average of the last three months should be taken into account for regular monthly income and the twelfth of the last year for other income. At the request of the student, proven future income changes should also be taken into account.*

**(3)** *The detailed rules for determining the social status of the student are laid down in the  
is set out in the benefits rules.*



*(4) The social situation of the student - with the exception of the application for an extraordinary social scholarship - is examined once every academic semester by the committee appointed for this purpose at the institutional level - in the group of applicants according to Paragraph (3) of Article 11 - and the results of this examination are used for the assessment of both social scholarships and dormitory admissions, as well as for all other need-based benefits.*

#### **General rules**

### **28. §**

(1) Public service scholarship holders in full-time vocational, bachelor, master, single, split and doctoral higher education are entitled to a social scholarship.

(2) Social grants aim to help students in need to continue their studies at higher education.

(3) <sup>62</sup>Unless expressly provided otherwise, the Student Academic, Examination and Social Affairs Committee (hereinafter referred to as the "SESAC") shall decide on the award of social scholarships on the basis of a proposal from the DJB. The DJB submits its proposal for a decision to the Board in the form of minutes. In the case of doctoral students, the decision shall be taken by the Doctoral Social Affairs Committee (hereinafter referred to as the "DSCSA") on a proposal from the DGB, with the proviso that these provisions shall apply mutatis mutandis to the application of the rules governing the specific scholarships available to doctoral students as laid down in these Regulations.

(4) Social grants are awarded on the basis of an application.

(5) <sup>63</sup>The conditions and criteria for applications should be linked to criteria that are published and clearly verifiable in advance, and particular attention should be paid to the protection of personal data in the case of social grants.

(5b)<sup>(64)</sup>If the student has previously submitted the form for the verification of his/her social status, as set out in Annex 5/1 to these Regulations, and the certificates set out in Annex 5/2 to these Regulations, for the purpose of the verification of his/her social status in the same academic semester as the scholarship to be applied for, in the context of another application, he/she does not need to submit them again if he/she declares that the documentation can be used for the purpose of the further scholarship.

(6) When awarding social grants, preference shall be given to

- a) a disadvantaged group of students with multiple disadvantages,
- b) people on unpaid leave to care for their children, people receiving pregnancy and maternity allowance, childcare allowance, child-raising allowance or childcare allowance,
- c) students with disabilities.

### **29. §**

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<sup>62</sup>Amended by Senate Resolution 77/2021 (VI.16.). Amended by Senate Resolution 93/2024 (17 July).

<sup>63</sup>Amended by Senate Resolution 93/2024 (17 July).

<sup>64</sup>Inserted by Senate Resolution 92/2022 (VII.13.). Amended by Senate Resolution 93/2024 (17.VII.).

(1) <sup>65</sup>The data provided in the student's application may be verified by the body or person responsible for the assessment of the application or by a person authorised by him/her, either at the applicant's place of residence or by requesting other documents. By submitting his/her application, the applicant acknowledges the above.

(2) The deadline for the submission and evaluation of applications shall be set separately in each case. The application form and criteria are set out in Annex 5. Information on social scholarships is provided by the Faculty Student Council, the Student Union or the DÖK.

(3) If the applicant has provided in his/her application, in relation to his/her social situation

- a) fails to provide the required information or to submit the required supporting documents, will not be eligible for points under the points system,
- b) submit incomplete supporting documents, you will only be awarded points for the data duly certified.

No refusal will be made for lack of the necessary supporting documents.

(4) The dean of the faculty concerned shall be the framework administrator of the management framework for the social scholarships under §§ 30-33 of this chapter. Payment authorisations shall be initiated by the President of the UASC and the President of the DGB on the basis of decisions of the HTVSZÜB and the DSZÜB.

### Funding

### 30. §

**§ 85/C** *The higher education institution may use the funds available for student allowances for the following purposes: ...*

*b) a social grant, which may be...*

*be) basic subsidy,...*

**Section 10 of the Act** (1) *In the case of the legal titles pursuant to Sections 85/C (a) to (d) of the Nftv., the support may be made available to the eligible student only in the form of financial support.*

(2) *The scholarship specified in § 85/C a), ba), bc)-bf), c)-d) of the Nftv. shall be paid to the student on a monthly basis, unless otherwise provided for in this Regulation. The higher education institution shall arrange for the transfer of these allowances to the account-keeping credit institution by the 10th day of the month in question at the latest, with the exception of the first month of the academic semester.*

(3) *Students participating in full-time state-subsidised basic education, part-time education, master's degree programmes and higher education vocational training may receive support under the entitlements specified in subsections aa) and be) of Section 85/C of the Nftv. ...*

(7) *A student may receive support from only one higher education institution at the same time under the support titles specified in clauses b) and c) of Section 85/C of the Nftv. If the student is a student at more than one higher education institution at the same time, he/she may receive these grants from the higher education institution with which he/she first established a state-supported student status. ...*

**Juttr. § 11** (3) *The allowance specified in Section 85/C (b) of the Nftv. may be granted upon request of a student.*

**Article 21** (1) *When assessing the social situation of a student, the following shall be taken into account*

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<sup>65</sup>Amended by Senate Resolution 93/2024 (17 July).

- a) the number and income status of the persons living together in the property where the student lives, registered or resident;*
- b) the distance between the place of training and the place of residence, the duration and cost of the journey,*
- c) if the student lives in a household other than the one defined in the Social Insurance Institution Act, the costs of this,*
- d) the amount of money the disabled student has to spend on the purchase and maintenance of special equipment, special travel needs and the use of a personal assistant or sign language interpreter,*
- e) regular medical expenses incurred by the student or a close relative living in the same household due to his/her state of health,*
- f) the number of dependants living in the same household as the student, in particular the number of dependent children living with the student,*
- g) the costs of caring for a relative in need of care.*

*(2) For the calculation of income, the average of the last three months should be taken into account for regular monthly income and the twelfth of the last year for other income. At the request of the student, proven future income changes should also be taken into account.*

*(3) The detailed rules for determining the student's social status are laid down in the institution's rules on fees and allowances.*

*(4) The social situation of the student - with the exception of the application for an extraordinary social grant - is examined once every academic semester by the committee appointed for this purpose at the institutional level - within the group of applicants as defined in Article 11 (3) - and the results of this examination are used for the assessment of both social grants and dormitory admissions, as well as for all other need-based benefits.*

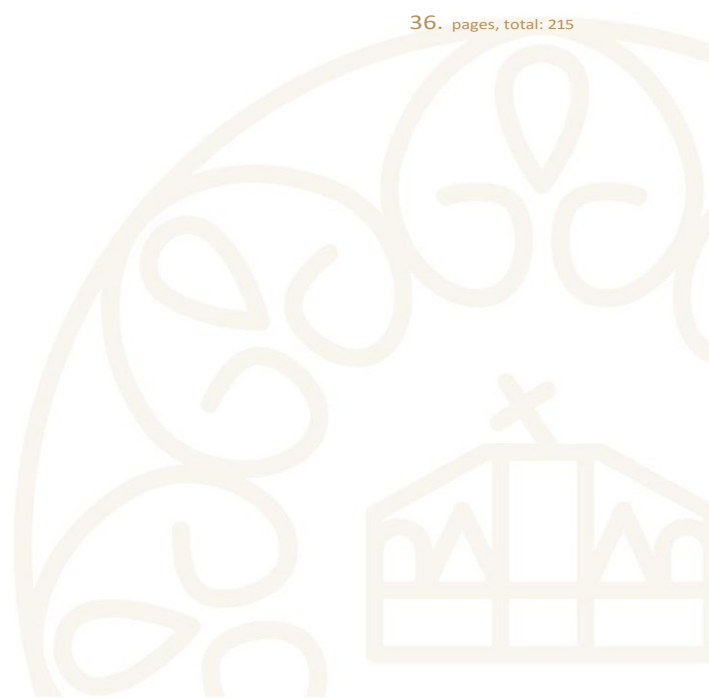
**Article 15** (1) *A person who establishes a student status for the first time in state-subsidised full-time higher education vocational education, basic education, or part-time education shall be entitled to a basic subsidy of 50% of the student's normative allowance upon first registration, provided that the student meets the conditions set out in paragraphs (2) - (3) of Article 16.*

*(2) A first-time student enrolled in a full-time state-funded Master's degree programme shall be entitled to receive, upon application, a basic grant equal to 75% of the student's standard student allowance, provided that the student meets the conditions set out in paragraphs (2) to (3) of Article 16.*

**Article 16** (2) *The monthly amount of the regular social grant shall not be less than 20% of the annual student allowance, if the student is entitled to a regular social grant on the basis of his/her social situation, taking into account the provisions of Article 21 of this Regulation and*

- a) disabled or medically needy, or*
- b) severely disadvantaged, or*
- c) a breadwinner, or*
- d) a large family, or*
- e) orphan.*

*(3) The monthly amount of the regular social grant shall not be less than 10% of the annual student allowance, if the student is entitled to a regular social grant on the basis of his/her social situation, taking into account the provisions of Article 21 of this Regulation, and*



- a) disadvantaged, or
- b) your guardianship has ended because you have reached the age of majority, or
- c) half-orphaned.

**NKEr. § 7** With regard to the University's rules on student benefits and reimbursement, the following definitions shall apply - shall be understood to mean the following, notwithstanding the interpretative provisions of the legislation on the allowances and certain reimbursements payable to students in higher education:

1. orphan: a student whose parents are deceased and whose support is not provided by another person;
  2. half-orphan: a student whose parent has died;
  3. breadwinner: a student who provides for at least one child in his/her own household or is the guardian of at least two minor children;
  4. large family: a student who has at least two dependent siblings or at least two persons living in the same household with him/her, in addition to his/her dependants, whose monthly income is less than the minimum wage;
  5. own income: the fee as defined in Article 37 of the NUE Act, the service fee as defined in the institutional regulations, the result of the University's entrepreneurial activity, the income from subsidies received from a business company, and the subsidy received specifically for the payment of scholarships through a tender;
- (1) A first-time non-law enforcement student on a full-time bachelor's, single, split, master's, higher education vocational training student with a public service scholarship is entitled to a basic grant upon application, up to the amount of the available budget, provided that he or she meets the conditions for a regular social grant.
- (2) The application will be announced and assessed in accordance with the rules for regular social grants.

#### Regular social grants

### 31. §

**§ 85/C** The higher education institution may use the funds available for student allowances for the following purposes: ...

b) a social grant, which may be paid

ba) a regular social grant;...

**Juttr. § 2 (1) g)** student entitled to social benefits: a student enrolled in full-time higher education vocational training, bachelor's, master's, or part-time studies, as well as doctoral studies, who

ga) is participating in a state-subsidised form of training or as a Hungarian state (part) scholarship holder, or

gb) started their studies in a state-subsidised training programme and would be eligible for state-subsidised training on the basis of the number of semesters of the course of study or training they have started;

**Section 10 of the Act (1)** In the case of the legal titles pursuant to Sections 85/C (a) to (d) of the Nftv., the support may be made available to the eligible student only in the form of financial support.

(2) The scholarship specified in § 85/C a), ba), bc)-bf), c)-d) of the Nftv. shall be paid to the student on a monthly basis, unless otherwise provided for in this Regulation. The higher education institution

institution, except for the first month of the academic semester, must, by the 10th day of the month concerned at the latest, send the arrange for the transfer of these benefits to the credit institution holding the account.

**(3)** ... Students who are entitled to social benefits may receive support under the entitlements specified in subsections ba)-bb) of Section 85/C of the Nftv. ...

**(7)** A student may receive support from only one higher education institution at the same time under the support titles specified in clauses b) and c) of Section 85/C of the Nftv. If the student is a student at more than one higher education institution at the same time, he/she may receive these grants from the higher education institution with which he/she first established a state-subsidised student status. ...

**Juttr. § 11** (3) The allowance specified in Section 85/C (b) of the Nftv. may be granted upon application by the student.

**Article 21** (1) When assessing the social situation of a student, the following shall be taken into account

- a) the number and income status of the persons living together in the property where the student lives, registered or resident;
- b) the distance between the place of training and the place of residence, the duration and cost of the journey,
- c) if the student lives in a household other than the one defined in the Social Insurance Institution Act, the costs of this,
- d) the amount of money the disabled student has to spend on the purchase and maintenance of special equipment, special travel needs and the use of a personal assistant or sign language interpreter,
- e) regular medical expenses incurred by the student or a close relative living in the same household due to his/her state of health,
- f) the number of dependants living in the same household as the student, in particular the number of dependent children living with the student,
- g) the costs of caring for a relative in need of care.

**(2)** For the calculation of income, the average of the last three months should be taken into account for regular monthly income and the twelfth of the last year for other income. At the request of the student, proven future income changes should also be taken into account.

**(3)** The detailed rules for determining the student's social status are laid down in the institution's rules on fees and allowances.

**(4)** The social situation of the student - with the exception of the application for an extraordinary social scholarship - is examined once every academic semester by the committee appointed for this purpose at the institutional level - in the group of applicants according to Paragraph (3) of Article 11 - and the results of this examination are used for the assessment of both social scholarships and dormitory admissions, as well as for all other need-based benefits.

**Article 16** (1) The regular social grant is a monthly allowance paid for a training period based on the social situation of the student, in accordance with the procedure and principles set out in the institutional regulations on fees and allowances.

**(2)** The monthly amount of the regular social grant shall not be less than 20% of the annual student allowance, if the student is entitled to a regular social grant on the basis of his/her social situation, taking into account the provisions of Article 21 of this Regulation, and

- a) disabled or medically needy, or
- b) severely disadvantaged, or
- c) a breadwinner, or

d) a large family, or

e) orphan.

(3) The monthly amount of the regular social grant shall not be less than 10% of the annual student allowance, if the student is entitled to a regular social grant on the basis of his/her social situation, taking into account the provisions of Article 21 of this Regulation, and

a) disadvantaged, or

b) your guardianship has ended because you have reached the age of majority, or

c) half-orphaned.

(4) The monthly amount of the regular social grant shall not be less than 10% of the annual student allowance if the student is in receipt of a grant under Articles 26-26/A, other than a grant for the duration of the part-time course.

**NKEr. § 7** With regard to the University's rules on student benefits and reimbursement, the following definitions shall apply

- shall be understood to mean the following, notwithstanding the interpretative provisions of the legislation on the allowances and certain reimbursements payable to students in higher education:

1. orphan: a student whose parents are deceased and whose support is not provided by another person;

2. half-orphan: a student whose parent has died;

3. breadwinner: a student who provides for at least one child in his/her own household or is the guardian of at least two minor children;

4. large family: a student who has at least two dependent siblings or at least two persons living in the same household with him/her, in addition to his/her dependants, whose monthly income is less than the minimum wage;

5. own income: the fee as defined in Article 37 of the NUE Act, the service fee as defined in the institutional regulations, the result of the University's entrepreneurial activity, the income from subsidies received from a business company, and the subsidy received specifically for the payment of scholarships through a tender;

(1) <sup>66</sup>Regular social scholarships shall be awarded to public service scholarship holders attending full-time higher education vocational training, bachelor's and master's programmes, and single, split and doctoral programmes, whose monthly net income per person in their family does not exceed 400% of the minimum old-age pension in force at the time of application.

(2) <sup>67</sup>The call for applications for regular social grants shall be published every academic semester, at least 15 working days before the deadline for applications. The application shall be announced by the dean on the recommendation of the competent faculty DJB. Applications must be accompanied by the supporting documents specified in the call for applications. Applicants for halls of residence do not have to re-submit the certificates they submitted when applying for halls of residence, unless the DJB or the HTVSZÜB or the DSZÜB decides otherwise. For these students, the information contained in the certificates which is necessary for the assessment of the application will be certified by the Dormitory Admissions Committee or the relevant Dormitory Officer.

(2a) <sup>68</sup>It is not possible to make up any shortfall in the application. After the deadline, on a form other than the one provided for in the call for proposals, with an incomplete application form, with an unsigned

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<sup>66</sup>Amended by Senate Resolution 77/2020 (VI.17.). Amended by Senate Resolution 77/2021 (VI.16.). Amended by Resolution 75/2023.

(VI.14.) Senate resolution.

<sup>67</sup>Amended by Senate Resolution 77/2021 (VI.16.).

<sup>68</sup>Inserted by Senate Resolution 92/2022 (VII. 13.).

a tender dossier without a single supporting document and a tender submitted by an ineligible tenderer will be rejected without a decision on the merits. No further supporting documents or additions to the application may be submitted after the deadline for submission of applications, and the decision-maker will decide on the basis of the information available to him/her in the case of missing supporting documents.

(2b)<sup>(69)</sup> If the applicant has not disclosed personal data not necessary for the evaluation of the application in a document submitted with the application, that document shall not be taken into account in the evaluation of the application. If this is the only obstacle to the evaluation of the merits of a document submitted by the applicant, the evaluator shall invite the applicant once by electronic means, within a time limit of two days, to anonymise and resubmit the document concerned in accordance with data protection rules. If the applicant does not comply with this invitation within the time limit or does not comply with it correctly, the document concerned shall not be taken into consideration for the evaluation of the merits of the proposal.

(3)<sup>70</sup> The differentiated amount of the grant shall be determined on the basis of the applications received for one academic semester, provided that the monthly amount of the regular social grant shall not be higher than 50% of the annual student allowance and, with the exceptions provided for in the Juttr, not lower than 9% of the annual student allowance.

#### Exceptional social grant

### 32. §

**§ 85/C** *The higher education institution may use the funds available for student allowances for the following purposes:...*

*b) to receive a social grant, which can be...*

*bb) exceptional social grants,...*

**Juttr. § 2 (1) g)** *student entitled to social benefits: a student enrolled in full-time higher education vocational training, bachelor's, master's, or part-time studies, as well as doctoral studies, who*

*ga) is participating in a state-subsidised form of training or as a Hungarian state (part) scholarship holder, or*

*gb) started their studies in a state-subsidised training programme and would be eligible for state-subsidised training on the basis of the number of semesters of the course of study or training they have started;*

**Section 10 of the Act (1)** *In the case of the legal titles pursuant to Sections 85/C (a) to (d) of the Nftv., the support may be made available to the eligible student only in the form of financial support.*

*(3) ... A student entitled to social benefits may receive support under the entitlements specified in subsections ba)-bb) of Section 85/C of the Nftv. ...*

**Juttr. § 11 (3)** *The allowance specified in Section 85/C (b) of the Nftv. may be granted upon request of a student.*

**Article 17 (1)** *The extraordinary social grant is a one-off allowance paid to alleviate the unexpected deterioration of the student's social situation, in accordance with the procedure and principles laid down in the institutional regulations on fees and allowances.*

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<sup>69</sup>Inserted by Senate Resolution 120/2023 (X.25.). Amended by Senate Resolution 135/2023 (XII.13.). Amended by Resolution Senate Resolution 93/2024 (17.VII.).

<sup>70</sup>Established by Senate Resolution 77/2020 (VI.17.). Amended by Senate Resolution 92/2022 (VII.13.).





*(2) Students may receive an exceptional social grant on the basis of their application. A decision on the applications received shall be taken at least once a month. Payment shall be made within eight working days of the decision.*

**(1)** An exceptional social grant may be requested - in particular - by a student who:

- a)* have been hospitalised for a long period or have had a serious accident,
- b)* you have suffered serious damage (e.g. you have been robbed, you have lost your identity documents),
- c)* and whose family has suffered a serious tragedy or external damage that has seriously affected their financial circumstances.

**(2)** <sup>71</sup>The application must be accompanied by appropriate proofs of income and exceptional circumstances (e.g. police report). Proof of income is as specified for regular social grant applications.

**(3)** <sup>72</sup>The extraordinary social grant may be used up to two times per semester, the amount of the grant may be up to HUF 80 000 per semester, within the available budget.

**(4)** The conditions for applying for an exceptional social grant must be published on a permanent basis. The application may be submitted at any time within six months of the occurrence of a circumstance which has led to an unexpected deterioration in the student's social situation. On the basis of a proposal from the DJB, the HTVSZÜB, or in the case of doctoral students the DSZÜB at least once a month, will decide on the applications received. The DJB, the HTVSZÜB and the DSZÜB will evaluate applications submitted by the 10th of the month concerned at the latest.

#### **Support for participation in an internship**

### **33. §**

**§ 85/C** *The institution of higher education may use the funds available for student allowances for the following purposes: (...) b) to pay social grants, which may be (...) bf) to support participation in an internship;...*

**Section 10 of the Act** *(1) In the case of the legal titles pursuant to Sections 85/C (a) to (d) of the Nftv., the support may be made available to the eligible student only in the form of financial support.*

**(2)** *The scholarship specified in § 85/C a), ba), bc)-bf), c)-d) of the Nftv. shall be paid to the student on a monthly basis, unless otherwise provided for in this Regulation. The higher education institution shall arrange for the transfer of these allowances to the account-keeping credit institution by the 10th day of the month in question at the latest, with the exception of the first month of the academic semester.*

**(3)** *... Students participating in full-time, state-subsidised bachelor's, master's or part-time programmes may receive the entitlement specified in Section 85/C(bf) of the Nftv. ...*

**(7)** *A student may receive support from only one higher education institution at the same time under the support titles specified in clauses b) and c) of Section 85/C of the Nftv. If the student is a student at more than one higher education institution at the same time, he/she may receive these grants from the higher education institution with which he/she first established a state-subsidised student status. ...*

**Juttr. § 11** *(3) The allowance specified in Section 85/C (b) of the Nftv. may be granted upon application by the student.*

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<sup>71</sup>Amended by Senate Resolution 92/2022 (VII.13.).

<sup>72</sup>Amended by Senate Resolution 77/2020 (VI.17.).

**Article 21** (1) *When assessing the social situation of a student, the following shall be taken into account*

- a) the number and income status of the persons living together in the property where the student lives, registered or resident;*
  - b) the distance between the place of training and the place of residence, the duration and cost of the journey,*
  - c) if the student lives in a household other than the one defined in the Social Insurance Institution Act, the costs of this,*
  - d) the amount of money the disabled student has to spend on the purchase and maintenance of special equipment, special travel needs and the use of a personal assistant or sign language interpreter,*
  - e) regular medical expenses incurred by the student or a close relative living in the same household due to his/her health condition,*
  - f) the number of dependants living in the same household as the student, in particular the number of dependent children living with the student,*
  - g) the costs of caring for a relative in need of care.*
- (2) For the calculation of income, the average of the last three months should be taken into account for regular monthly income and the twelfth of the last year for other income. At the request of the student, proven future income changes should also be taken into account.*
- (3) The detailed rules for determining the student's social status are laid down in the institution's rules on fees and allowances.*
- (4) The social situation of the student - with the exception of the application for an extraordinary social scholarship - is examined once every academic semester by the committee appointed for this purpose at the institutional level - in the group of applicants according to Paragraph (3) of Article 11 - and the results of this examination are used for the assessment of both social scholarships and dormitory admissions, as well as for all other need-based benefits.*

**Juttr. § 14/A.** (1) *An internship grant may be awarded to a student participating in a coherent internship of up to one semester, as defined in the training and outcome requirements, on the basis of an application, for a maximum of one academic semester.*

*(2) The conditions for the awarding of the internship grant are laid down in the higher education institution's regulations on fees and allowances, in such a way that the grant is awarded to students who complete the internship at a place other than the seat or site of the higher education institution, who do not receive dormitory accommodation at that place, and the distance between the place of internship and the place of residence is in accordance with the institutional regulations.*

*(3) The monthly amount of the work placement grant is not more than 10% of the annual student allowance.  
may exceed.*

*(1) The scholarship is available to full-time students on full-time bachelor, single, split or master courses, who are in receipt of a public service scholarship and whose distance between the place of work placement and their place of residence is at least 5 km.*

*(2)* <sup>73</sup>A student participating in an internship may receive a one-off grant of HUF 11 900 per person, up to the amount of the available budget. Applications for support for participation in an internship may be submitted continuously throughout the academic year.

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<sup>73</sup>Amended by Senate Resolution 75/2023 (VI.14.).

- (3) <sup>74</sup>The evaluation of the application shall be carried out in accordance with the procedure for the award of regular social grants.

#### The Bursa Hungarica Local Government Scholarship for Higher Education

### 34. §

**Nftv. § 85/C** The institution of higher education may use the funds available for student benefits for the following purposes:(...) b) to pay social scholarships, which may be (...) bc) the institutional part of the Bursa Hungarica Higher Education Self-Government Scholarship,...

**Article 8 (5)** The benefits of law enforcement scholarship holders and candidate officers of the University participating in law enforcement training shall be governed by the legislation establishing such benefits, the University's regulations on reimbursement and benefits, and the scholarship contract concluded with the body concluding the scholarship contract, with the proviso that the financial benefits of such students shall be paid by the body concluding the scholarship contract. The grants provided for in Article 85/C(a)(ab) and (ac) and (b)(bc) of the Nftv. may also be awarded to full-time students.

**Juttr. § 2 (1) g)** student entitled to social benefits: a student enrolled in full-time higher education vocational training, bachelor's, master's, or part-time studies, as well as doctoral studies, who

ga) is participating in a state-subsidised form of training or as a Hungarian state (part) scholarship holder, or

gb) started their studies in a state-subsidised training programme and would be eligible for state-subsidised training on the basis of the number of semesters of the course of study or training they have started;

**Section 10 of the Act (1)** In the case of the legal titles pursuant to Sections 85/C (a) to (d) of the Nftv., the support may be made available to the eligible student only in the form of financial support.

(2) The scholarship specified in § 85/C a), ba), bc)-bf), c)-d) of the Nftv. shall be paid to the student on a monthly basis, unless otherwise provided for in this Regulation. The higher education institution shall arrange for the transfer of these allowances to the account-keeping credit institution by the 10th day of the month in question at the latest, with the exception of the first month of the academic semester.

(3) ... Students enrolled in full-time bachelor's, master's, part-time, higher or higher vocational education may receive the entitlement specified in Section 85/C (bc) of the Nftv. The ...

(7) A student may receive support from only one higher education institution at the same time under the support titles specified in clauses b) and c) of Section 85/C of the Nftv. If a student is a student at more than one higher education institution at the same time, he/she may receive these grants from the higher education institution with which he/she first established a state-supported student status. ...

**Juttr. § 11 (3)** The allowance specified in Section 85/C (b) of the Nftv. may be granted upon request of a student.

**Juttr. 18. § (1)** The Bursa Hungarica Higher Education Scholarship (hereinafter referred to as the Bursa Hungarica Scholarship) is a social cash benefit that is granted under the Bursa Hungarica Higher Education Scholarship Scheme (hereinafter referred to as the Bursa Hungarica Scholarship: Scholarship System), consisting of a social scholarship (hereinafter referred to as the "Municipal Scholarship Part") awarded to a student by the municipal and county governments of the municipalities that have joined the current year's round of the Scholarship System and a social scholarship (hereinafter referred to as the "Institutional Scholarship Part") established on the basis of the Municipal Scholarship at the student's higher education institution on the basis of this Regulation.

(2) Bursa Hungarica Scholarships are available to students who have been awarded a scholarship by the municipality of their permanent residence and who are full-time students.

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<sup>74</sup>Amended by Senate Resolution 75/2023 (VI.14.).

are studying for a bachelor's degree, a master's degree, a split degree or a higher or university-level vocational qualification.

(3) The source of the institutional grant is the earmarked resource indicated in the budget of the institutions.

(4) Municipal or county councils may join the Scholarship Scheme on an annual basis. The Minister responsible for higher education (hereinafter referred to as "the Minister") shall publish the procedures for joining the scheme annually on the website of the Ministry under his/her authority (hereinafter referred to as "the Ministry").

(5) The maximum amount of the institutional grant per person per month (hereinafter referred to as the "maximum amount") is published annually by the Minister on the Ministry's website.

(6) The monthly amount of the institutional grant component shall be equal to the amount of the municipal grant component, but shall not exceed the amount determined pursuant to paragraph 5.

(7) Scholarships awarded under the Scholarship Scheme are awarded solely on the basis of the applicant's social situation and do not take into account the applicant's academic record.

(8) The institutional part of the scholarship is independent of any other support provided by the higher education institution.

**Article 19** (1) The central database management, coordination, and financial management tasks related to the Scholarship System shall be performed by the National Cultural Funding Agency (hereinafter referred to as the "Application Management Organisation").

(2) The institutional grant is awarded by the Minister.

(3) The grant provided by the municipal or county municipalities as a transfer of funds to the account managed by the grant management structure under the scholarship scheme shall be transferred by the grant management structure to the higher education institution where the payment is made as a transfer of funds in one amount every six months, and the grant management structure shall report the transfer to the municipal or county municipalities every six months.

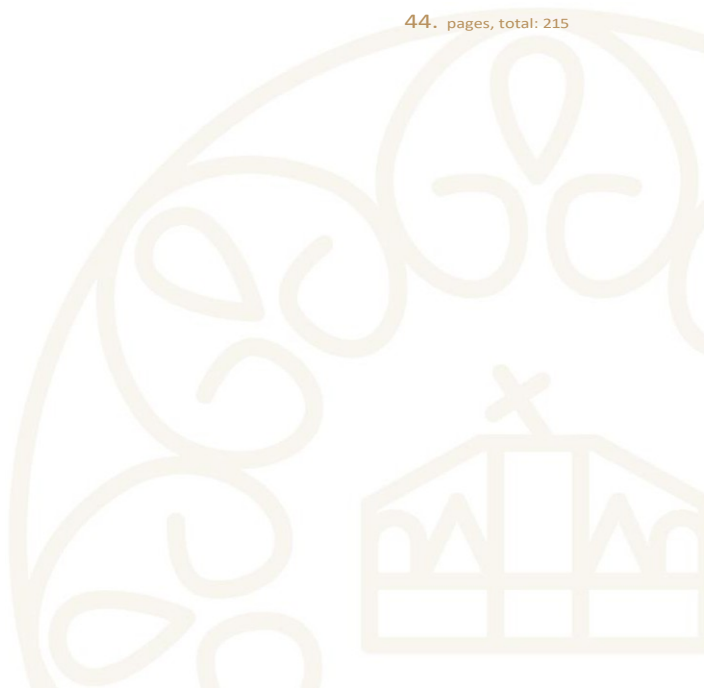
(4) The scholarship is paid to the student by the institution that pays the student benefits. The higher education institution is obliged to verify eligibility before starting the payment.

(5) For students who have started their higher education before the scholarship is paid, the payment of the institutional part of the scholarship starts in March and is paid in the same order as the student's allowances. Payment of the municipal scholarship component shall start in the month of March, but no later than the payment of the first scholarship following the transfer to the higher education institution, when the scholarships due up to that date shall be paid, and shall continue to be paid in the same order as the institutional scholarship component.

(6) If the student first started his/her higher education studies in the semester in which the scholarship is paid, the institutional part of the scholarship will be paid in the same order as the institutional student allowance, starting in October (March for cross-semester courses). The payment of the municipal scholarship component will start in October (March for cross-semester courses), but no later than the first scholarship payment following the transfer to the higher education institution, when the scholarships due up to that date will be paid, and will then be paid in the same order as the payment of the institutional scholarship component.

(7) During the months in which the student's status as a student is suspended, the scholarship will be suspended in full, without any change to the end date of the scholarship.

(8) If the scholarship recipient does not meet the conditions for receiving the scholarship, the higher education institution is obliged to terminate the scholarship. The higher education institution shall account for the unpaid scholarships after the end of the academic semester, by 30 June or 31 January at the latest



with the applicant organisation. After the settlement of accounts, the applicant organisation will notify the municipal and county authorities of the cancellation of the grant.

**(9)** If the student is not eligible for the scholarship, the higher education institution must return the unpaid part of the municipal scholarship to the application management organisation within 30 days. The application management organisation shall return the amounts received from the institutions to the municipal or county authorities that awarded the scholarship after the end of the academic semester.

**(10)** The student receiving the scholarship must notify the awarding higher education institution and the application management organisation in writing of any changes affecting the awarding of the scholarship as soon as possible, but not later than 15 days, during the period of the award. The student is obliged to notify within 5 working days of any change in the following information:

- a)** the student's name, place of residence and e-mail address,
- b)** the name of the student's course, the work schedule and the form of financing,
- c)** postponement of studies.

**(11)** A scholarship holder who fails to comply with the notification obligation may be excluded from receiving the scholarship and from the next annual round of the scholarship scheme. The scholarship holder must repay the unauthorised scholarship to the awarding higher education institution within 30 days. Scholarship holders who do not receive their scholarships due to failure to notify the Commission will not be entitled to any unpaid scholarships after the end of the academic semester (30 June or 31 January).

**Article 20 (1)** Institutions of higher education shall pay the scholarship free of charge on a monthly basis, together with and in the same manner as other benefits provided by them. The higher education institution shall be obliged to pay the municipal scholarship only if the funds have been transferred to its account by the applicant organisation.

**(2)** The institutional grant must be paid even if the municipal grant is not available in the institution's account.

**(3)** The budgetary support of public higher education institutions is accounted for in the annual accounts as part of the institutional scholarship component of the budget, taking into account eligibility.

**(4)** Non-state higher education institutions are obliged to report to the Ministry on the payment of the scholarship in accordance with the funding agreement that provides for the institutional grant component.

**(5)** For the purposes of this Decree, a metropolitan municipality shall be considered a county municipality, and a metropolitan district municipality shall be considered a settlement municipality.

**(1)** Full-time bachelor's, master's, joint, split or higher education students on a civil service or law enforcement scholarship and officer candidates who have received a grant from the municipality of their permanent residence may receive an institutional scholarship.

**(2)** The student submits the application himself/herself in accordance with the call for applications issued by the municipality.



(3) <sup>75</sup>

(4) The scholarship will be paid to the student by the University, but the OTI will check eligibility before starting the payment. If the institutional part of the scholarship is to be repaid, the rules on the repayment of the municipal part will apply.

(5) The student receiving the scholarship is obliged to provide the OTI and the application management organisation with information about any changes affecting the payment of the scholarship during the period of the scholarship, as specified in the Juttr.

(6) The Deputy Rector for Education is the framework administrator of the Bursa Hungarica Higher Education Scholarship. The OTI prepares the commitment documents for the payment.

## MINISTERIAL SCHOLARSHIPS

### Ministerial scholarships paid to foreign students under bilateral international agreements

#### 35. §

**§ 85/C** *The institution of higher education may use the funds available for student allowances for the following purposes: (...) b) payment of social scholarships, which may be (...) bd) ministerial scholarships for foreign students,*

**Article 26** (1) *The Minister shall award scholarships to students - except for students enrolled in Hungarian state scholarship doctoral programmes - who are enrolled in a state-recognised higher education institution under a bilateral international agreement. The scholarship awarded shall be for ten or twelve months per year.*

(2) *The monthly amount of the ministerial scholarship is equal to (...) b) 34% of the annual amount of the student's allowance set by the Budget Act for students in other bachelor's and master's programmes,*

*c) in the case of doctoral students, one twelfth of the annual amount of the normative appropriation for this purpose laid down in the Budget Act.*

(3) *The ministerial scholarship is paid by the higher education institution to which the student is affiliated.*

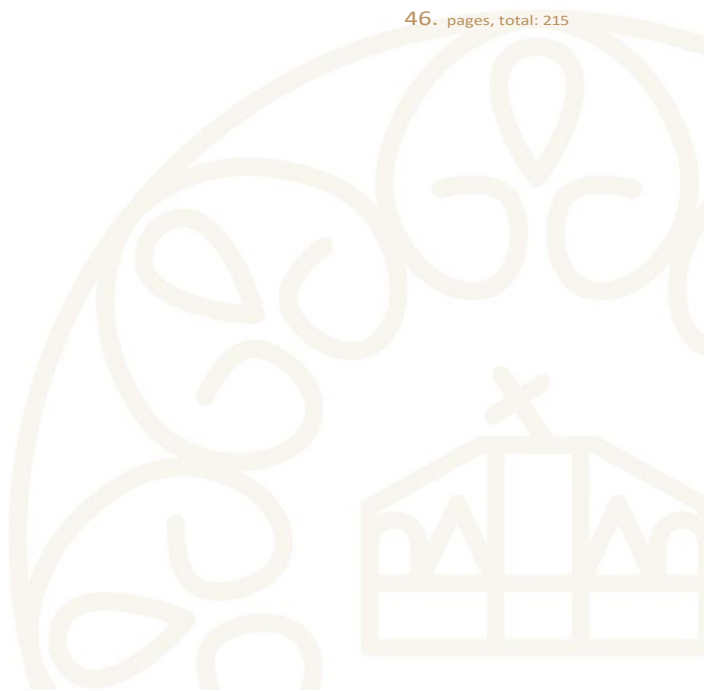
(4) *Students of non-Hungarian nationality studying in Hungary in state-supported bachelor's, master's and doctoral programmes, who are required to do so by bilateral or multilateral international agreements, are entitled to 12 months of dormitory accommodation per year. Non-Hungarian students who are studying in Hungary on a self-financed basis under a bilateral or multilateral international agreement are entitled to 12 months of dormitory accommodation per year, the fees for which are paid from their ministerial scholarship.*

...

(7) *In the case of non-Hungarian nationals participating in a part-time course under an international agreement, the provisions of paragraphs (1) to (5) shall apply, with the exception that the scholarship awarded shall be for the duration of the part-time course.*

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<sup>75</sup>Repealed by Senate Resolution 92/2022 (VII.13.).



Once the ministerial scholarship has been awarded, the Deputy Rector for Education, in cooperation with the Economic Office, prepares the documents necessary for the award of the scholarship, the framework host being the Deputy Rector for Education.

#### **János Hunyadi Ministerial Scholarship**

### **36. §**

**§ 85/C** The institution of higher education may use the funds available for student allowances for the following purposes: (...) b) payment of social scholarships, which may be (...) bd) ministerial scholarships for foreign students,

**Juttr. § 26/A** (1) The Minister may award the János Hunyadi Scholarship to a Hungarian student from abroad - with the exception of students participating in state-supported doctoral studies - who is enrolled in a state-recognised higher education institution.

(2) For full-time students, the scholarship is for ten months of the academic year, with a monthly amount of 30 000 HUF/month per student. For part-time students, the scholarship is for the duration of the part-time course and amounts to HUF 80 000 per month per student.

(3) The scholarship is awarded on the basis of an application. The Minister will designate the organiser of the application by individual decision. The individual decision must be published on the website of the Ministry headed by the Minister.

(4) The call for applications must include:

- a) the purpose of the scholarship,
- b) who is eligible for the scholarship;
- c) the rights and obligations of the scholarship holder in relation to the scholarship;
- d) the person entitled to decide;
- e) the organiser of the tender or the person authorised to conclude the contract;
- f) the reporting and accountability obligations of the grant holder;
- g) the deadlines (submission, evaluation, notification) and their dates and places;
- h) the possibility to make up for shortfalls.

(5) The Hunyadi János Scholarship is paid by the higher education institution to which the student is affiliated.

Once the ministerial scholarship has been awarded, the OTI, in cooperation with the Economic Office, prepares the documents necessary for the award of the scholarship, the framework host being the Vice-Rector for Education.

#### **Ministerial scholarship for third-country national students**

### **37. §**

**§ 85/C** The institution of higher education may use the funds available for student allowances for the following purposes: (...) b) payment of social scholarships, which may be (...) bd) ministerial scholarships for foreign students,

**Juttr. § 27** (1) For non-Hungarian students participating in a fee-charging or self-financed course in Hungary, with the exception of students under paragraph (1) of Article 26, the following shall apply.

may be awarded a scholarship by the Minister each academic year. A third-country national who is awarded a ministerial scholarship on the basis of an intergovernmental agreement shall not be subject to the obligations of the Hungarian state scholarship as defined in the Nftv. for the period for which the ministerial scholarship is awarded.

(2) The Minister responsible for the budget issues the call for tenders within the limits set by the Budget Act.

(3) Applications will be assessed on the basis of the available budget and the applicants' academic performance.

(4) Applications must be submitted to higher education institutions. Applications shall be ranked by the higher education institutions and the ranked applications shall be forwarded to the organisation referred to in paragraph 2. On the basis of the ranking and the principles laid down in paragraph 3, the Minister shall decide on the applications, if necessary with the assistance of experts.

(5) The call for applications must be published on the Ministry's website and distributed to all higher education institutions.

(6) The deadline for submission of applications must not be earlier than 30 days after publication.

Following the award of the ministerial scholarship, the OTI, in cooperation with the Economic Office, carries out the tasks assigned to the University by law.

#### Scholarship Programme for Christian Youth Ministerial Scholarship

### 38. §<sup>76</sup>

**§ 85/C** The institution of higher education may use the funds available for student allowances for the following purposes: (...) b) payment of social scholarships, which may be (...) bd) ministerial scholarships for foreign students,

**Article 27/A (1)** The Minister shall award scholarships to foreign students participating in a self-financed course at a state-recognised higher education institution in accordance with the conditions set out in Government Decree No 120/2017 (VI. 1.) amending Government Decree No 51/2007 (III. 26.) on the Scholarship Programme for Christian Youth and on the benefits and certain reimbursements payable to students participating in higher education (hereinafter: Scholarship Decree).

(2) The detailed provisions on the benefits and payment of the scholarship are set out in the Scholarship Regulation.

**Government Decree 120/2017 (VI.1.) § 1** The "Scholarship Programme for Christian Youth" programme (hereinafter referred to as the "Scholarship Programme") is a scholarship established by the Government with the aim of.

a) to provide opportunities to pursue higher education, including doctoral studies pursuant to Article 16 of Act CCIV of 2011 on National Higher Education (hereinafter referred to as the Nftv.), in state-recognised higher education institutions in Hungary (hereinafter referred to as Hungarian higher education institutions) for Christian young people whose Christian communities in their country of origin are subject to religious persecution, threats or restrictions on the free exercise of religion, and

b) contribute to the well-being of the Christian communities referred to in point (a) in their homelands.

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<sup>76</sup>Amended by Senate Resolution 92/2022 (VII.13.).





2. § (1) The Minister responsible for assisting persecuted Christians and for the implementation of the Hungary Helps Programme (hereinafter referred to as the Minister) shall be responsible for the operation of the scholarship programme in cooperation with the Minister responsible for higher education.

(2) The implementation of the scholarship programme shall be carried out by the Minister, with the tasks set out in Article 4 being carried out through the Tempus Public Foundation (hereinafter referred to as the Public Foundation).

(3) The financial cover for the operation of the scholarship programme is planned in the budget heading of the Ministry headed by the Minister.

Following the award of the ministerial scholarship, the International Office, in cooperation with the Economic Office, carries out the tasks assigned to the University by law.

## VI. CHAPTER 2 DOCTORAL SCHOLARSHIPS

### 39. §

**Article 85/C of the National Act on Higher Education (Nftv.)** The higher education institution may use the funds available for student allowances for the following purposes: (...) c) to pay doctoral scholarships, (...).

**Nftv. § 114/D (1)** Pursuant to § 85/A (1)

a) the per capita student allowance is HUF 166 600/year,

b) per capita support for doctoral students ba) HUF 1 680 000/year for the training and research phase,

bb) in the research and dissertation phase 2 160 000 HUF/year, bc) in the case of

doctoral degrees a one-off 400 000 HUF, (...)

f) the normative subsidy for textbooks and notes, sports and cultural activities is 14 566 HUF/year.

**Section 10 of the Act (1)** In the case of the legal titles pursuant to Sections 85/C (a) to (d) of the Nftv., the support may be made available to the eligible student only in the form of financial support.

(2) The scholarship specified in § 85/C a), ba), bc)-bf), c)-d) of the Nftv. shall be paid to the student on a monthly basis, unless otherwise provided for in this Regulation. The higher education institution shall arrange for the transfer of these allowances to the account-keeping credit institution by the 10th day of the month in question at the latest, with the exception of the first month of the academic semester.

(3) ... Students enrolled in full-time doctoral studies with state support may receive support under the entitlement specified in Section 85/C(c) of the Nftv.

(7) A student may receive support from only one higher education institution at the same time under the support titles specified in clauses b) and c) of Section 85/C of the Nftv. If the student is a student at more than one higher education institution at the same time, he/she may receive these grants from the higher education institution with which he/she first established a state-subsidised student status.

**Article 14 (1)** The annual amount of the doctoral scholarship of a doctoral student participating in a state-supported full-time course shall be the annual amount of the normative established for this purpose in the National Act on the Promotion of Education and Training, increased by 56% of the normative for textbooks, ticket support, sports and culture.

(2) A twelfth of the annual amount specified in paragraph (1) shall be paid monthly to registered doctoral candidates.

(1) The monthly amount of the doctoral scholarship of a full-time student participating in a supported doctoral programme is one twelfth of the annual amount of the normative allowance per training stage as defined in the Nftv. and 56% of the normative allowance for textbooks, ticket support, sports and culture.

(2) <sup>77</sup> In the case of doctoral degree, a doctoral student participating in a full-time course of study supported by a grant shall be entitled to a one-off allowance in the amount specified in the Nftv. In the case of a scholarship programme, the terms and conditions of the allowance shall be governed by the rules governing the scholarship programme.

(3) The Dean of the relevant faculty shall be the framework sponsor of the scholarships provided for in paragraphs (1) and (2).

(4) The decision on the award of the scholarship for a given semester is prepared by the Doctoral Schools and issued by the Dean of the respective faculty as the framework administrator.

## **VII. CHAPTER 2**

### **OTHER SCHOLARSHIPS SET BY THE UNIVERSITY**

**§ 85/C** *The higher education institution may use the funds available for student allowances for the following purposes: (...) d) other scholarships specified in the reimbursement and allowance regulations of the higher education institution, and for the payment of scholarships supplementing the study costs of students participating in Hungarian state (part) scholarship programmes, especially disadvantaged students and athletes, ...*

**Section 10 of the Act** (1) *In the case of the legal titles pursuant to Sections 85/C (a) to (d) of the Nftv., the support may be made available to the eligible student only in the form of financial support.*

#### **Demonstrator scholarship**

##### **40. §**

(1) A demonstrator scholarship is awarded to a student of the University who has a demonstrator mandate in accordance with the Rector's Instruction on Demonstrator Activities.

(2) The scope of the demonstrator grant and the amount of the grant will be determined by the dean<sup>77</sup> and the UASC, who will evaluate the demonstrator application. The scholarship will be paid on the basis of the performance evaluation forms specified in the Rector's Instructions on Demonstrator Activities.

(3) The Vice-Rector for Education is the administrator of the demonstrator grant management budget, with the understanding that it must be managed separately as a management budget under the management of the UEPC and may only be used with the agreement of the UEPC.

(4) <sup>78</sup>

#### **University Community Prize**

##### **41. §**

(1) The University Community Prize is awarded to full-time undergraduate, full-time graduate, single, split, master's and public service scholarship students who are enrolled in the same degree programme, as well as to students who are enrolled in the same degree programme and

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<sup>77</sup>Amended by Senate Resolution 64/2023 (17 May).

<sup>78</sup>Amended by Senate Resolution 77/2020 (VI.17.). Repealed by Senate Resolution 92/2022 (VII.13.).

The scholarships are open to self-financed students who have carried out outstanding community activities during their university years and who have enhanced the reputation of the University and/or a faculty.

(2) <sup>79</sup>The call for tenders shall be published at least 15 days before the deadline for submission of tenders. The call for applications shall be launched by the EACC with the prior approval of the Vice-Rector for Education and shall be evaluated by an independent committee set up by the EACC on the basis of the criteria set out in Annex 5. One original copy of the decision of the committee on the evaluation of the applications received shall be sent to the Vice-Rector for Education within 3 working days of the evaluation.

(3) <sup>80</sup>The scholarship may be awarded once a year to one person per faculty. The minimum scholarship amount is HUF 80,000. In the case of a tie, the scholarship will be shared equally between the winning applicants. If the applicant is a graduate of more than one faculty at the same time, the scholarship can only be awarded to one faculty.

(4) Winning applicants will receive the scholarship from the President of the UASC or his/her representative at the graduation ceremony.

(5) The Vice-Rector for Educational Affairs is the administrator of the University Community Fee, with the proviso that it must be managed separately as a management budget managed by the UEPC and may only be used with the approval of the UEPC. The initiator of the payment authorisations drawn up by the EPHA within 3 working days of their being considered is the President of the EPHA. The disbursement shall be timed to the date of the handover ceremony.

(6) <sup>81</sup>

#### **Maintenance grant**

#### **42. §**

(1) To encourage students, the Reservation may invite applications. The Reservation shall specify the eligible applicants, the conditions of application, the evaluation criteria and the amount of the scholarship in the call for applications.

(2) The application procedure is carried out by the Vice-Rector for Education. The Vice-Rector for Education will evaluate the applications in advance and the student may appeal against the decision. After the appeal phase, the final ranking is established and submitted to the Rector by the Vice-Rector for Education. The Rector submits the recommended applications for scholarships to the Principal for consideration.

(3) The annual amount of the scholarship is planned by the Principal when drawing up the University's elementary budget. The Vice-Chancellor for Education is the budget holder for the management of the maintenance grant.

#### **Sports and cultural scholarships for students**

#### **43. §**

(1) Applications for student sports and cultural scholarships are open to officers in full-time undergraduate, single, split, master's and higher education courses,

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<sup>79</sup>Amended by Senate Resolution 64/2023 (17 May).

<sup>80</sup>Amended by Senate Resolution 77/2020 (VI.17.). Repealed by Senate Resolution 92/2022 (VII.13.). Amended by Senate Resolution 64/2023 (17.V.17). Amended by Senate Resolution 120/2023 (X.25.).

<sup>81</sup>Repealed by Senate Resolution 92/2022 (VII.13.).

a law enforcement scholarship holder, a public service scholarship holder or a student on a self-financed scholarship who is an outstanding sports or cultural activities.

(2) <sup>82</sup>The Vice-Rector for Educational Affairs and the President of the EHEA shall jointly announce the application, where they shall lay down the conditions for the award of the scholarship and the procedure for its evaluation. The call for applications shall be published on the University website at least 15 days before the deadline for applications.

(3) <sup>83</sup>The scholarship is announced in the second semester of each academic year as a one-off grant, subject to the availability of funds. If the applicant student is studying in more than one faculty at the same time, the scholarship may be awarded only in one faculty.

(4) <sup>84</sup>The awarding and the amount of the scholarship shall be decided by a professional committee set up by the UASC. The members of the Committee set up by the UEPC to evaluate the application are: the President of the UEPC, the presidents of the faculty organisations of the Faculty of the UEPC, the physical education teachers appointed by the President of the UEPC and the representatives of the Property and Sports Office of the Campus Administration, in a total of 50%. The decision on the scholarship may be appealed by the President of the Students' Union and the Vice-Rector for Education before it is communicated to the applicant.

(5) An original copy of the decision of the committee on the evaluation of the applications received must be sent to the Vice-Rector for Education within 3 working days of the evaluation.

(6) Winning applicants will receive the scholarship from the President or a representative of the UASC at the graduation ceremony.

(7) <sup>85</sup>The Vice-Rector for Education is the budget holder of the student sports and cultural scholarship. The initiator of the payment authorisations, which are drawn up by the UASC within 3 working days of their being issued, is the President of the UASC. The disbursement must be timed to the date of the award ceremony.

#### **44. §<sup>86</sup>**

#### **Good Student, Good Athlete Award**

#### **45. §**

(1) The aim of the award is:

- a)* talent management;
- b)* encouraging students to improve their academic and sporting performance;
- c)* prove that university studies and high-level sport can be compatible.

(2) <sup>87</sup>The prize is open to competition. The competition is announced once per academic year by the Vice-Rector for Education.

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<sup>82</sup>Amended by Senate Resolution 64/2023 (17 May).

<sup>83</sup>Amended by Senate Resolution 120/2023 (X.25.).

<sup>84</sup>Established by Senate Resolution 77/2020 (VI.17.). Amended by Senate Resolution 92/2022 (VII.13.). Amended by Senate Resolution 75/2023 (VI.14.).

<sup>85</sup>Amended by Senate Resolution 92/2022 (VII.13.).

<sup>86</sup>Repealed by Senate Resolution 75/2023 (VI.14.).

<sup>87</sup>Amended by Senate Resolution 77/2020 (VI.17.). Amended by Senate Resolution 92/2022 (VII.13.).

(3) <sup>88</sup>The award shall be proposed by a committee to the Vice Rector for Educational Affairs, in which the Campus Administration, the faculties and the Students' Union shall be represented in proportion.

(4) <sup>89</sup>The application form for the Good Student, Good Athlete Award is set out in Annex 5/25 to these Rules, and the criteria for the award are set out in Annex 5/26 to these Rules.

(5) <sup>90</sup>The Vice-Rector for Education is the administrator of the budget for the Good Student, Good Athlete Award.

#### **Priority study scholarship**

#### **46. §**

(1) <sup>91</sup>A public service scholarship student who is not enrolled for the first time, except for a first-time enrolled student in a master's programme who has obtained a degree in a bachelor's programme of the University, who is enrolled for the first time in a full-time bachelor's programme, a single programme, a split programme, a master's programme, or a law enforcement scholarship student who

a) <sup>92</sup>in the course of his/her studies in a given programme, at least two - in the University's undergraduate programme  
Master's degree student enrolled for one - semester;

b) <sup>93</sup>at least 55 credits in the course of his/her studies - in the case of a student in a Master's degree programme of the University, at least 55 credits have been earned if the student is enrolled for the first time - , and has no missed compulsory and compulsory elective courses according to the semester of the recommended curriculum based on the active semesters of the course;

c) <sup>94</sup>has a c h i e v e d an outstanding Scholarship Index of at least 4.31 for the last two active semesters of study at the institution, averaging at least 4.31 for the two semesters and at least 4.00 per semester;

d) excellence in professional and community service; and

e) there are no disciplinary proceedings pending against him or her and he or she is not subject to disciplinary sanctions.

(2) <sup>95</sup>The amount of the priority study grant is proposed by the DJB using the available management budget, which is a fixed amount linked to the study grant. The DJB shall record its decision on the applications.

(3) <sup>96</sup>The application for the priority scholarship shall be announced by the dean within 30 days of the establishment of the budget. The deadline for the submission of applications shall be 15 days after the date of the call for applications, with a further 15 days for the evaluation of the applications. Applications will be assessed in accordance with the criteria set out in paragraph 2(e)(c) to (d) using the points system for national higher education scholarships, with the exception that sporting activities will not be considered as community service.

(3a) <sup>97</sup>The department responsible for academic administration shall certify the information specified in points (a) to (c) and (e) of paragraph 1.

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<sup>88</sup>Amended by Senate Resolution 77/2020 (VI.17.).

<sup>89</sup>Established by Senate Resolution 92/2022 (VII.13.).

<sup>90</sup>Amended by Senate Resolution 92/2022 (VII.13.).

<sup>91</sup>Established by Senate Resolution 75/2023 (VI.14.).

<sup>92</sup>Established by Senate Resolution 75/2023 (VI.14.).

<sup>93</sup>Amended by Senate Resolution 77/2020 (VI.17.). Established by Senate Resolution 75/2023 (VI.14.).

<sup>94</sup>Amended by Senate Resolution 77/2021 (VI.16.).

<sup>95</sup>Amended by Senate Resolution 77/2021 (VI.16.).

<sup>96</sup>Established by Senate Resolution 92/2022 (VII.13.).

<sup>97</sup>Inserted by Senate Resolution 92/2022 (VII.13.).

(4) <sup>98</sup>If a student has also applied for a national higher education scholarship in the same academic semester, but has not been awarded it, his/her application for a national higher education scholarship and its evaluation may be accepted as proof of the conditions set out in paragraph (1)(a) to (d), provided that the student agrees to its use by the University for a purpose other than that for which it was originally intended.

(5) The monthly amount of the scholarship may not exceed 50% of the monthly amount of the national higher education scholarship. The priority scholarship is for one academic year and is paid together with the study grant.

(6) The budget for the priority study scholarship for law enforcement scholarship students shall be allocated from the budget of the law enforcement normative.

(7) <sup>99</sup>

(8) The Dean of the faculty concerned is the financial administrator of the Advanced Study Grant and makes the payments every six months.

#### **Support for training abroad**

#### **47. §**

(1) <sup>100</sup>Support for students participating in part-time studies abroad is provided by means of a grant application. The application is announced by the Dean on the recommendation of the DJB by 15 May and 15 November each year. The call for applications shall be published at least 10 days before the deadline for applications. The DJB will make a reasoned decision on the award of the grant within 10 days of the deadline for applications, which will be recorded in the minutes.

(2) Students who are eligible to apply for an open scholarship - i.e. open to all students - to travel abroad for at least 3 months.

(3) Grants are awarded primarily on a social basis, and applicants must provide proof of income in a similar way to social grants. Preference will be given to applications where the student is completing an active semester while continuing to study abroad. In determining the amount of the grant, the amount of the scholarship awarded to the student shall be taken into account.

(4) The amount awarded will be transferred to the students as a social grant before their departure.

(5) <sup>101</sup>

(6) The Dean of the relevant faculty is the budget holder for the scholarship management budget and makes the payments.

#### **Scholarship funded by an external partner**

#### **48. §**

(1) In order to promote the practical application of the students' academic activities, in accordance with the aims and mission of the University and the values of the University, the Rector may call for applications for scholarships in order to implement an agreement between the University and an external partner.

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<sup>98</sup>Established by Senate Resolution 92/2022 (VII.13.).

<sup>99</sup>Repealed by Senate Resolution 92/2022 (VII.13.).

<sup>100</sup>Established by Senate Resolution 77/2021 (VI.16.).

<sup>101</sup>Repealed by Senate Resolution 92/2022 (VII.13.).

(2) Eligibility, the amount and the regularity of the scholarship will be determined by the call for proposals, according to the criteria and criteria set by the external partner.

(3) The source of the scholarship is the funding provided to the University by the external partner, as defined in the agreement between the external partner and the University.

(4) <sup>102</sup>Proposals submitted shall be evaluated by the person or body specified in the call for proposals, on the basis of the evaluation criteria set out in the call for proposals. Payments shall be committed by the person specified in the call for proposals.

(5) <sup>103</sup>For the purposes of §§ 48 and 48/A, an external partner is a natural or legal person who is not the same as the student, the University.

#### **48/A. §<sup>104</sup>**

(1) In the case of a student who has been awarded a scholarship in a competition advertised, evaluated and funded by an external partner, the University may agree to pay the scholarship on the basis of an agreement with the external partner.

(2) Payments are committed by the person defined in the University's rules of procedure issued on the basis of an agreement with the external partner. Background documents supporting the award of the scholarship shall be stored and filed by the body responsible for the administration of payments, as defined in the rules of procedure, in accordance with the university's archiving rules.

### **Scholarships for students in self-financed courses**

#### **49. §**

(1) The Rector may call for applications in order to assist students in self-financed studies.

(2) The contents of the call for applications - the amount of the scholarship, the conditions of the application and the criteria for the evaluation - are determined by the Rector, with the applicant's academic performance being a key criterion for the application.

(3) The applications for the scholarship are submitted by the Vice-Rector for Education and Academic Affairs or the Dean, in aggregate, to the Rector of the University, who decides on the applications, with the agreement of the Director General of Economics.

(4) <sup>105</sup>The dean of the faculty concerned is the framework administrator of the scholarship and is responsible for making the payments.

### **Pro Juventute scholarship**

#### **50. §**

(1) <sup>106</sup>The Pro Juventute Scholarship is an award for graduating full-time bachelor, full-time master, full-time master, full-time master, full-time professional, public service, law enforcement scholarship and self-financed students who have performed outstanding community and professional activities during their university years and have enhanced the reputation of the University and/or a faculty. Students employed as lecturers are not eligible to apply.

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<sup>102</sup>Amended by Senate Resolution 92/2022 (VII.13.).

<sup>103</sup>Amended by Senate Resolution 77/2021 (VI.16.).

<sup>104</sup>Inserted by Senate Resolution 77/2021 (VI.16.).

<sup>105</sup>Amended by Senate Resolution 92/2022 (VII.13.).

<sup>106</sup>Amended by Senate Resolution 77/2021 (VI.16.). Amended by Senate Resolution 120/2023 (X.25.).

(2) <sup>107</sup>The call for tenders shall be published at least 15 days before the deadline for submission of tenders. The call for applications shall be issued by the UGC, with the prior approval of the Vice-Rector for Education, and shall be judged by an independent committee set up by the UGC. The members of the Committee set up by the UEPC to evaluate the application are: the President of the UEPC, the Presidents of the Faculty Student Councils and one lecturer appointed by the President of the UEPC.

(3) <sup>108</sup>The scholarship may be awarded once a year to one person per faculty. The minimum amount of the scholarship is HUF 100 000. In the event of a tie, the scholarship will be shared equally between the successful applicants. If the applicant is a graduate of more than one faculty at the same time, the scholarship can only be awarded to one faculty.

(4) <sup>109</sup>

(5) Winning applicants will receive the scholarship from the President of the UASC or his/her representative at the graduation ceremony.

(6) The Vice Rector for Education is the administrator of the Pro Juventute scholarship management budget, which must be managed separately as a management budget under the management of the UGC, and may only be used with the approval of the UGC. The initiator of the payment authorisations drawn up by the EPHA within 3 working days of their being considered is the President of the EPHA. The disbursement shall be timed to the date of the handover ceremony.

## 51. §<sup>110</sup>

### College scholarship

## 52. §

**Nftv. § 85/D** A scholarship may be awarded to a member of a specialised college of higher education as defined in § 8 (6) and § 54 in recognition of his/her outstanding activity in the specialised college. The scholarship shall be paid by the higher education institution in the case of a vocational college in a higher education institution and by the student hostel in the case of a vocational college in a student residence.

(1) <sup>111</sup>A student of the University who is a member of the University's departmental college as defined in the Annex to the Regulations on Colleges (hereinafter referred to as "departmental college student") and who has at least 25 points according to the criteria for the departmental college scholarship shall be eligible for a departmental college scholarship. To be eligible for the scholarship, the student must be actively engaged in academic and study organisation work within the framework of the departmental college, and the head of the departmental college must recommend the student for the scholarship and sign the application.

(2) The scholarship is awarded once per faculty and per semester of study. The Dean of the School of Studies will announce the scholarship application at least three weeks before the end of the academic term. The deadline for submission of applications is the end of the penultimate week of the academic term. Applications must be submitted to the Dean's Office using the form in the Annex to these Regulations, indicating the results of the semester in question. A student may submit only one application per semester.

(3) The applications will be evaluated by the Vice-Dean responsible for the departmental colleges and the faculty and student leaders of the departmental colleges belonging to the faculty concerned, no later than the deadline for submission of applications.

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<sup>107</sup>Amended by Senate Resolution 64/2023 (17 May).

<sup>108</sup>Amended by Senate Resolution 64/2023 (17 May). Amended by Senate Resolution 120/2023 (X.25.).

<sup>109</sup>Repealed by Senate Resolution 92/2022 (VII.13.).

<sup>110</sup>Repealed by Senate Resolution 111/2020 (19.XI.20.).

<sup>111</sup>Amended by Senate Resolution 77/2021 (VI.16.).



within two weeks after the expiry of the period. The faculty classification of the specialised colleges is set out in the Annex to the College Regulations. The decision-making body will award the scholarships in proportion to the marks obtained by the applicants, within the limits of the available budget.

(4) <sup>112</sup>

(5) The dean of the faculty supervising the department is the administrator of the scholarship and the scholarship is paid once per semester.

#### **Scholarship for scientific students**

#### **53. §<sup>113</sup>**

(1) A student who is a registered and active member of a Scientific Student Research Group (for the purposes of this section, hereinafter referred to as "RTD") and who has fulfilled the obligations set out in the rules of procedure of the Faculty Scientific Student Council (for the purposes of this section, hereinafter referred to as "the Faculty Scientific Student Council") may receive a scholarship for a research student group.

(2) The scholarship is awarded on condition that the member of the TDK is actively engaged in scientific and academic organizational work within the framework of the TDK, and that the TDK's academic director recommends the TDK member for the scholarship and confirms the application with his/her signature.

(3) The scholarship is awarded once per faculty and per academic semester, at the end of the semester. The Vice-Dean in charge of the TDK is responsible for the application and the Dean is authorised to award the scholarship. The competition must be announced at least three weeks before the end of the academic term of the semester in question. Applications may be submitted up to the end of the penultimate week of the semester in question. Applications must be submitted to the Dean's Office.

(4) The evaluation of proposals is the responsibility of the RTDT. A qualified majority vote of the RTDT members is required for the adoption of proposals. A representative of the Faculty's PTE must be invited to the PTE meeting convened to evaluate the proposals and must have the right to vote.

(5) Within 5 days, the KTD student secretary sends the decision on the decision - which includes the names of the scholarship holders, their Neptun code, the title of the TDK and the amount of the scholarship - to the Vice-Dean of the Faculty of Science, who prepares the decision on the basis of which the payment list is drawn up.

(6) The Dean of the relevant faculty is the financial administrator of the scientific student fellowship. The scholarship is paid once per academic semester.

#### **Scientific Student Conference scholarship**

#### **54. §**

(1) Scholarships for scientific student conferences are awarded to participants and authors who submit winning papers at the Institutional and National Scientific Student Conferences organised by the University.

(2) The source of the scholarship is earmarked, the Vice-Rector for Academic Affairs is the framework host, and the related administration is carried out by the Academic Affairs Office. Detailed rules for planning and payment are laid down in a Rector's Instruction.

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<sup>112</sup>Repealed by Senate Resolution 92/2022 (VII.13.).

<sup>113</sup>Established by Senate Resolution 92/2022 (VII. 13.).

#### **Ludovika Collegium scholarship<sup>114</sup> § 54/A<sup>115</sup>**

- (1) The Ludovika Collegium Student Talent Development Programme is open to applications for the Ludovika Collegium Student Talent Development Programme, as specified in the Rector's Instructions on the Ludovika Collegium Student Talent Development Programme. The Ludovika Collegium Programme Director (hereinafter referred to as the Programme Director) shall announce the call for applications. The rules for the calculation and payment of the scholarship shall be laid down by the Rector.
- (2) The application process is carried out by the body appointed by the Rector's Instruction on the Ludovika Collegium Student Talent Management Programme. The Programme Director will evaluate the applications in writing beforehand, which will then be submitted to the Rector. The Rector decides on the applications recommended for a scholarship.
- (3) The annual amount of the scholarship is planned by the Programme Director when the University's elementary budget is drawn up. The budget holder of the Ludovika Collegium scholarship is the Programme Director.
- (4)<sup>116</sup> If a student of the Ludovika Collegium is obliged to pay a co-payment as defined in these regulations, the amount of the co-payment shall be deducted from the scholarship amount.

#### **Grants financed from public funds<sup>117</sup> § 54/B<sup>118</sup>**

- (1) Scholarships may be paid in accordance with the call for proposals, in the framework of proposals awarded by the University from national or EU sources, financed in whole or in part by the Sponsor by means of a grant award document, in order to implement the proposal.
- (2) The eligibility, amount and periodicity of the scholarship shall be determined in the call for applications, according to the criteria and criteria set by the Sponsor.
- (3) The source of the scholarship shall be the funds provided in whole or in part by the Sponsor to the University, as determined by agreement between the Sponsor and the University.
- (4)<sup>119</sup> Proposals submitted shall be evaluated by the person or body specified in the call for proposals, on the basis of the evaluation criteria set out in the call for proposals. Payments shall be committed by the person specified in the tender specifications.

#### **Water scholarships<sup>120</sup> § 54/C<sup>121</sup>**

- (1) The Water Scholarship is open to first-year, full-time, public service scholarship students in active status who, throughout their studies, undertake to

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<sup>114</sup>Inserted by Senate Resolution 77/2020 (VI.17.).

<sup>115</sup>Inserted by Senate Resolution 77/2020 (VI.17.).

<sup>116</sup>Inserted by Senate Resolution 93/2024 (VII.17.).

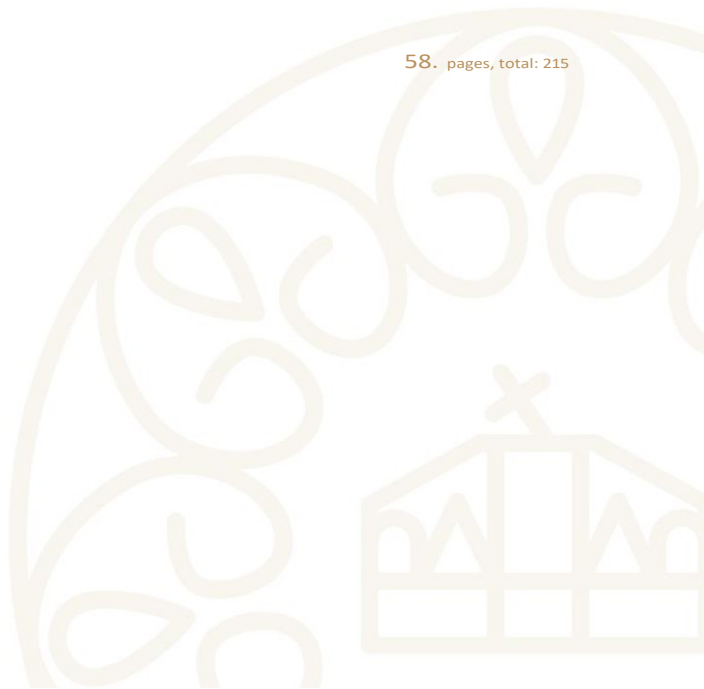
<sup>117</sup>Inserted by Senate Resolution 77/2021 (VI.16.).

<sup>118</sup>Inserted by Senate Resolution 77/2021 (VI.16.).

<sup>119</sup>Amended by Senate Resolution 92/2022 (VII.13.).

<sup>120</sup>Inserted by Senate Resolution 28/2022 (II.23.).

<sup>121</sup>Inserted by Senate Resolution 28/2022 (II.23.).



- a) have completed at least 25 credits in each active semester of study according to the current recommended curriculum of the Bachelor of Civil Engineering applicable to the student;
- b) achieve a minimum weighted grade point average of 3.5 in each active semester of study;
- c) participate in at least one institutional student scientific conference during their studies;
- d) become a member of the Zsuffa István Szakkollégium from the second active semester until the end of their studies at the latest, or are actively involved in the Szakkollégium;
- e) the work placement provided for in the curriculum is spent in the intended workplace as defined in paragraph 5;
- f) receive a diploma within 10 semesters of enrolment.

(2) It is also a condition of application that the student undertakes to enter into an employment relationship within two months of graduating from the bachelor's degree in civil engineering with

(5) water service as defined in paragraph 1 and shall maintain it for at least the number of calendar semesters equal to the number of semesters of study financed by the water scholarship.

(3) The scholarship is for four academic years (eight semesters), from 1 September to 30 June each academic year, i.e. 10 months. The maximum number of students per year is 15. The amount of the scholarship is HUF 120,000/month/person. The University shall pay the scholarship monthly in accordance with the provisions of § 14.

(4) The competition is announced by the Dean of the Faculty of Water Sciences (hereinafter referred to as the "Faculty") with the prior approval of the Rector and the Vice Rector for Education. The call for applications shall be published at least 15 days before the deadline for applications. The application form is given in Annex 5/21.

(5) The call for applications shall contain the jobs provided by the National Water Directorate General (hereinafter referred to as "OVF") or its regional bodies for the scholarship holder after obtaining the diploma, as well as the text of the contract specified in Article 54/D(3).

#### 54/D. §<sup>122</sup>

(1)<sup>123</sup>The applications submitted shall be evaluated by a committee of five members, established by the Dean of the Faculty of Science and Technology (2 lecturers, 1 delegate from the OVF, 1 delegate from the relevant regional body of the water service, 1 delegate from the PES), on the basis of the points system set out in Annex 5/22. During the application evaluation process, the evaluation committee will interview the applicant in a motivational interview.

(2) The Committee will send the decision on the evaluation of the applications received to the Dean of the Faculty of Arts for approval within 3 working days of the evaluation.

(3)<sup>124</sup>The successful applicant shall enter into a tripartite contract with the University, the OVF and the relevant territorial body of the water service, which shall provide in detail for the rights and obligations of the parties, including the legal consequences of non-compliance with the student's commitments as specified in this Section, and the cases of the scholarship holder's obligation to repay the scholarship.

(4) Within 10 days after the end of each examination period, the successful candidate shall be notified of the date of the application in accordance with Article 54/C (1)

must report on the fulfilment of the conditions set out in paragraph 1 of this Article to the Dean of the Faculty of Science.

<sup>122</sup>Inserted by Senate Resolution 28/2022 (II.23.).

<sup>123</sup>Established by Senate Resolution 120/2023 (X.25.).

<sup>124</sup>Amended by Senate Resolution 120/2023 (X.25.).

- (5) The 15 students per year of the Water Scholarship may be filled, on the basis of the relevant academic results, by applying for a place in the Water Scholarship in the next academic year, in place of a student who is no longer in receipt of the scholarship.
- (6) The source of the scholarship is partly or wholly provided by the University budget, which is planned by the JRC in the annual budget planning.
- (7) <sup>125</sup>Payments are committed by the Dean of the Faculty.

#### **László Bertl Sports Scholarship<sup>126</sup> § 54/E<sup>127</sup>**

- (1) The aim of the competition is to support students and doctoral students of the National University of Public Service who, in addition to their studies, set an example for their peers by their outstanding sporting performance.
- (2) The László Bertl Sports Scholarship is open to students and doctoral candidates who.
- a)* have qualified for and placed at the Summer, Winter and Paralympic Olympic Games,
- b)* only Olympic or Paralympic in an event adult world championships, European Championships or Universiade, or a 1st-6th place at the Universiade.
- (3) <sup>128</sup>The competition shall be announced by the Vice-Rector for Education with the prior approval of the Rector. The call for applications shall be published at least 8 days before the deadline for applications. The application form is given in Annex 5/27.
- (4) <sup>129</sup>The applications submitted shall be evaluated by a committee appointed by the Rector on the basis of the scoring system set out in Annex 5/28. The participation or representation of the Vice Rector for Education, the Campus Director General for University Sport and the President of the University Student Union shall be ensured in the evaluation committee.
- (5) <sup>130</sup>The scholarship is paid once per academic year. The amount of the scholarship shall be proposed by the evaluation committee taking into account the budgetary possibilities. The Rector shall decide on the awarding of the scholarship on the basis of the recommendation of the evaluation committee.
- (6) <sup>131</sup>The evaluation committee shall send its proposal on the evaluation of the applications received to the Rector for approval within 3 working days after the evaluation.
- (7) The source of the scholarship is partly or entirely provided by the University budget, which is planned by the ORH during the annual budget planning. Payments are committed by the ORH.

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<sup>125</sup>Amended by Senate Resolution 92/2022 (VII.13.).

<sup>126</sup>Inserted by Senate Resolution 93/2024 (VII.17.).

<sup>127</sup>Inserted by Senate Resolution 93/2024 (VII.17.).

<sup>128</sup>Amended by Senate Resolution 116/2024 (XI.13.).

<sup>129</sup>Established by Senate Resolution 130/2024 (XII.11.).

<sup>130</sup>Amended by Senate Resolution 130/2024 (XII.11.).

<sup>131</sup>Amended by Senate Resolution 130/2024 (XII.11.).

## VIII. CHAPTER 2

### EXTERNAL SCHOLARSHIPS

#### Erasmus scholarship

#### 55. §

- (1) <sup>132</sup>ERASMUS+ funding is available to students who are studying abroad under the ERASMUS+ programme. The Vice-Rector for International Affairs shall be responsible for the announcement, the criteria for application and the award of the grant. The application conditions must be published no later than 30 days before the deadline for applications.
- (2) The amount of the ERASMUS+ scholarship paid may not exceed 200% of the student normative amount defined in the Nftv.
- (3) <sup>133</sup>The International Bureau shall be responsible for the management of ERASMUS+ grants in accordance with the relevant legislation, and for the administration of the grants, with a separate budget per grant application. The framework administrator is the Vice-Rector for International Affairs.

#### Stipendium Hungaricum Scholarship

#### 56. §

#### 285/2013 (VII. 26.) Government Decree on the Stipendium Hungaricum

**1. §** (1) *The Stipendium Hungaricum (hereinafter referred to as the Scholarship Programme) is a scholarship established by the Government with the aim of providing special support to foreign students pursuing studies at Hungarian higher education institutions in order to implement the intergovernmental agreements establishing the Stipendium Hungaricum scholarships. The details of the implementation of the scholarship programme shall be governed by an agreement between the Ministry headed by the Minister responsible for foreign policy (hereinafter referred to as the "Minister") and the competent ministry of the foreign partner (hereinafter referred to as the "sending party") in accordance with the provisions of this Regulation and the relevant intergovernmental agreement.*

(2) *In the implementation of the scholarship programme, the Minister shall give effect to the medium- and long-term foreign policy and foreign economic strategic objectives of Hungary, as well as the objectives of international development cooperation.*

**2. §** (1) *The Minister shall be responsible for the operation of the scholarship programme. The Minister responsible for higher education shall contribute to the development and implementation of the strategy for the scholarship programme by mainstreaming education policy aspects.*

(2) *The Tempus Public Foundation (hereinafter referred to as the "Public Foundation") is responsible for the implementation of the scholarship programme. The Minister shall delegate a member to the Board of Trustees of the Public Foundation in his/her professional management function in connection with the operation of the scholarship programme.*

(3) *The financial coverage of the scholarships and the operation of the scholarship programme should be foreseen in the budget heading of the Ministry. The Ministry shall provide the higher education institutions participating in the programme (hereinafter referred to as "institutions") with the amount of the scholarships, the cost of the foreign student places, the housing allowance, the health contribution, the organisational flat rate and, in the case of Section 7 (4) c), the Hungarian language training flat rate, from the budget chapter of the Ministry in the form of a supporting document or an inter-chapter agreement, and shall provide the costs of the operation of the scholarship programme to the Public Foundation, as well as ensure the implementation of the tasks to be performed directly by the Ministry.*

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<sup>132</sup>Amended by Senate Resolution 50/2019 (IX.18.). Amended by Senate Resolution 62/2022 (20.IV.).

<sup>133</sup>Amended by Senate Resolution 50/2019 (IX.18.). Amended by Senate Resolution 62/2022 (20.IV.).

*(3c) The institutions shall report on the proper use of the support established and made available to them under this Regulation, without submitting accounting documents justifying the costs related to the implementation of the scholarship programme, on the basis of the number of eligible students for the financial year, in the content and within the time limits laid down in the grant award instrument or in the inter-chapter agreement.*

*(3d) Article 93(1a) and (3) of Government Decree No 368/2011 (XII. 31.) on the implementation of the Public Finance Act shall apply to budget support granted under this Regulation, with the exception that the mandatory content of the summary of the costs related to the implementation of the scholarship programme shall be specified in the grant instrument or in the inter-chapter agreement.*

**(4)** *The following benefits are paid to the scholarship holder for the duration of the scholarship contract:*

*a) exemption from reimbursement of the cost of education,*

*b) a scholarship, the amount and conditions of which are determined by the Minister, with the agreement of the Minister responsible for public finances, and published in the rules of operation of the scholarship scheme,*

*c) accommodation in a hall of residence or housing allowance,*

*d) the services pursuant to Article 81 (1) and (2) of Act CCIV of 2011 on National Higher Education (hereinafter: Nftv.),*

*e) health care services pursuant to Article 22 (1) (i) (id) of Act CXXII of 2019 on persons entitled to social security benefits and on the coverage of these benefits, and*

*f) health contribution.*

**7. § (1)** *The amount of the cost price of student places abroad shall be determined on the basis of an institutional tender, taking into account the system set out in Section 5 (g), and shall include the services pursuant to Section 81 (1) of the Nftv.*

**(2)** *The scholarship is paid to the scholarship holder who is a student during his/her studies, provided that he/she is an active student during the period of study.*

*(2a) A scholarship holder who graduates from the programme at the end of the spring semester and is awarded a scholarship at a higher level in the new application procedure of the current year shall have his/her scholarship contract in force in the semester of graduation extended until 31 August of the current year and shall be entitled to the scholarship benefits.*

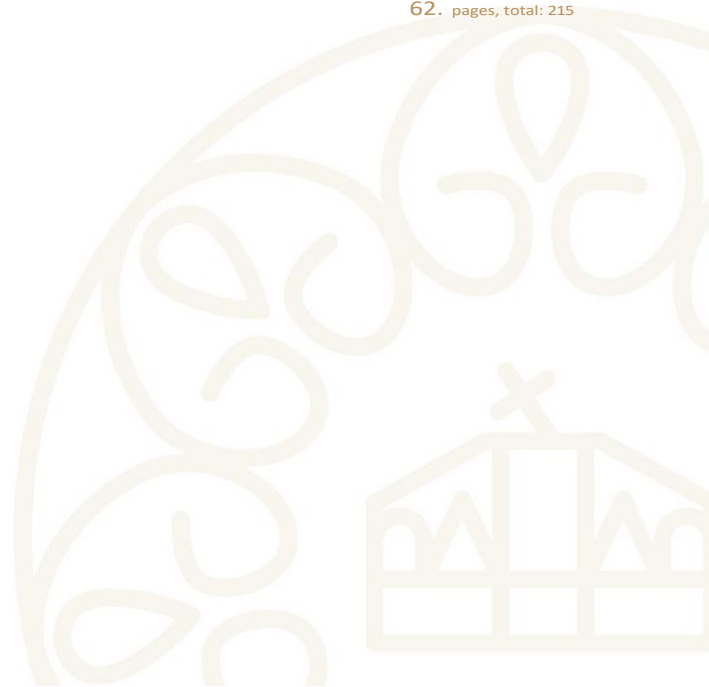
**(3)** *Scholarship holders have the rights and obligations set out in the student requirements system of the host higher education institution, the operating rules of the scholarship programme, the implementation guidelines, the scholarship contract, the relevant legislation and the study and examination regulations of the higher education institution.*

**(4)** *To be accepted as a scholarship student \**

*a) the institution submits and wins an institutional application and, on that basis, the institution and the Foundation conclude a framework agreement, except for the training courses specified in point (d),*

*b) the institution shall provide the scholarship holder with information, mentoring and counselling services as specified in the operating rules of the scholarship programme and the implementation guidelines, as well as data to the Stipendium Hungaricum alumni and internationalisation system of the Public Foundation at the end of the scholarship period, and fully cooperate in alumni and internationalisation activities organised by the Public Foundation pursuant to paragraph (4) of Article 6,*

*c) in the case of scholarship holders who have attended a one-year preparatory course in Hungarian higher education and have subsequently been admitted to a Hungarian-language higher education course, the higher education institution undertakes to*



the continuation of the Hungarian language training of the scholarship holder during his/her higher education studies in accordance with the Nftv. Article 80(2)(d),

*d) in the case of Hungarian language preparatory training organised by the Ministry or the institution entrusted by it with this public task, the Ministry or the institution entrusted by it with this public task and the Public Foundation, and in the case of Hungarian language training organised by higher education institutions, the institution and the Public Foundation shall conclude a framework agreement.*

*(5) The institution is entitled to a flat-rate Hungarian language training grant in addition to the training costs in the case of Section 7 (4) c).*

**8. § (1)** *The scholarship contract shall include:*

*a) the duration of the training period specified in the training and outcome requirements for the relevant degree course, and the duration of preparatory studies pursuant to Section 80 (2) d) of the Nftv;*

*b) the monthly amount of the scholarship and the date and method of payment, as laid down in the programme's rules of operation;*

*c) the arrangements for transfer to another higher education institution;*

*d) consent to the processing;*

*e) the condition that the scholarship contract takes effect on the date on which the scholarship holder becomes a student;*

*f) \* the rules on the suspension and termination of scholarships and higher education studies.*

*(2) The scholarship contract - in accordance with the Nftv. 59 (1) a) and 7 (2a) - shall be terminated if the scholarship holder's student status is terminated.*

*(2a) The contract and legal status of a scholarship holder who has obtained an absolute degree in doctoral studies but has not yet obtained a doctoral degree shall be terminated after 1 year, unless the scholarship holder has obtained a doctoral degree. If he/she is awarded a scholarship following a specific call for applications, he/she may be awarded a scholarship for a maximum period of 12 months after obtaining the degree.*

**9. § (1)** *The scholarship holder shall establish and maintain a student relationship with the higher education institution concerned by the admission or acceptance decision for the duration of the scholarship period, as stipulated in the scholarship contract.*

*(2) If the scholarship holder's student status is terminated, the scholarship may no longer be paid to him/her, with the exception provided for in paragraph (2a) of Article 7. If the scholarship holder suspends his/her student status, the scholarship shall not be paid during the suspension period.*

*(3) The higher education institution fulfils its obligation to provide information on the scholarship pursuant to Annex 3, Chapter I/B, point 1, subpoint h) of the Higher Education Act through the higher education information system.*

**(1)** The scholarship holder must meet the admission requirements set by the University. The scholarship shall be awarded by the Public Foundation on behalf of the Minister, on condition that the scholarship holder must be a student of the University. The scholarship holder may be a student on a self-financed course determined by the University.

**(2)** <sup>134</sup>The scholarship shall be awarded by means of a call for applications, which shall be announced for studies at a Hungarian higher education institution, for places at cost price.

**(3)** A valid application may be submitted by:

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<sup>134</sup>Established by Senate Resolution 75/2023 (VI.14.).

- a) designated by the sending country under the intergovernmental education agreements,
- b) who undertakes to sign a scholarship contract after being awarded the scholarship,
- c) who has not previously participated in the scholarship programme.

(4) When submitting an application, applicants must include a declaration that they consent to the processing of their personal data during the application procedure and during the period of their participation in the scholarship programme.

(5) <sup>135</sup>The scholarship holder shall conclude a scholarship contract with the University, which shall specify the rights and obligations related to the scholarship. The International Bureau shall act on behalf of the University in concluding the scholarship contract. The International Bureau shall check the mandatory content of the scholarship contract and, if necessary, ensure that it is included in the contract.

## 57. §

(1) The scholarship is paid to the scholarship holder who is a student during his/her studies, provided that he/she is an active student during the period of study. If the scholarship holder is on a break, no payment may be made during the period of the break. The first instalment of the scholarship must be paid within 30 days of the student's enrolment.

(2) During the period of study as defined in the scholarship contract, the scholar has the rights and obligations set out in the University regulations and the scholarship contract. In matters not covered by law or by the rules of the programme, the provisions of the University's regulations shall apply.

(3) <sup>136</sup>The scholarship holder is obliged to establish a student relationship with the University on the basis of the admission or acceptance decision and to maintain it for the duration of the scholarship period, as stipulated in the scholarship contract. In addition to the registration obligations, the scholarship holder is required to register in person at the International Office at the beginning of each semester.

(4) If the scholarship holder's student status is terminated, the scholarship will no longer be paid. If the scholarship holder is on a break, the scholarship will not be paid during the break.

## IX. CHAPTER 2

### THE FINANCING OF THE INSTITUTION'S OPERATING COSTS

#### Running costs of the student council and the doctoral student council

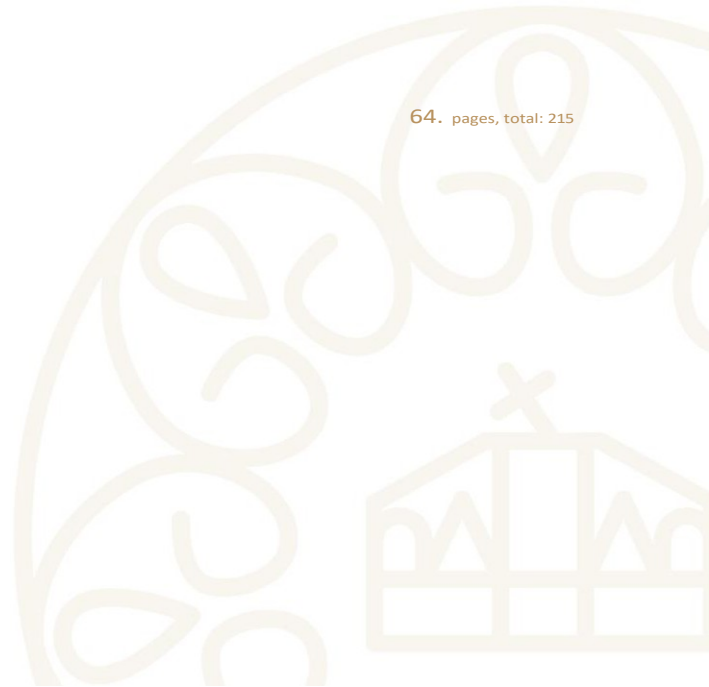
## 58. §

(1) The University shall spend 4% of the student allowance specified in the Nftv. for full-time and part-time students of higher education, bachelor, unified, split training, master's degree programmes, civil service or law enforcement scholarship students, officer candidates and students on self-financed courses on the operating costs of the Student Union.

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<sup>135</sup>Amended by Senate Resolution 50/2019 (IX.18.). Amended by Senate Resolution 62/2022 (20.IV.20.).

<sup>136</sup>Amended by Senate Resolution 50/2019 (IX.18.). Amended by Senate Resolution 62/2022 (20.IV.20.).





- (2) <sup>137</sup>For the operating costs of the DGB, the University shall allocate 3% of the doctoral scholarship normative amount corresponding to the training period specified in the Nftv. for the subsidised and self-financed doctoral students participating in doctoral training.
- (3) The University may supplement the operating costs of the Students' Union and the DGB from its institutional budget.
- (4) The UEPC and the DÖK report annually to the Senate on the use of operating costs.
- (5) The Vice-Rector for Educational Affairs is the budget holder for the operating costs of the UEPC, with the proviso that it must be managed separately as a budget held by the UEPC and may only be used with the agreement of the UEPC.
- (6) The Deputy Rector for Academic Affairs is the manager of the DGB's operating budget, which must be managed separately as a budget managed by the DGB and may only be used with the agreement of the DGB.

## **X. CHAPTER 2**

### **SERVICES FOR STUDENTS**

#### **Accommodation in dormitories/hostels**

#### **59. §**

**Section 8** (6) *The organisation providing accommodation for students participating in higher education (dormitory, student home) may - in the case of an institution not belonging to a higher education institution - perform the tasks of preparation for the commencement of higher education studies, may also participate in higher education studies and may also operate as a vocational college or may also operate a vocational college within the framework of such an organisation.*

(7) *To ensure the accommodation of students, a dormitory may be operated as part of a higher education institution, or a student residence may be established as an institution that is not part of the higher education institution. A student hostel is a legal entity operating as a budgetary or non-budgetary body, depending on the founder.*

**Article 12** (1) *Accommodation in the dormitory may be obtained by application. Applications shall be decided on the basis of the points system laid down in the Regulations on Fees and Allowances.*

(2) *The scoring system should be made available before applications are submitted.*

(3) *The points system shall take into account the social status of the student, his/her academic performance, his/her work for the student community, the work schedule of his/her education, the exemption pursuant to Section 4 (4), and if the student is to be given preference in the assessment of the application for a residence hall pursuant to Section 41 (1) of the Nftv, the existence of the conditions for preference specified in the Nftv.*

(4) *Dormitories and halls of residence operating as specialised colleges may also apply a different points system from that provided for in paragraph (3).*  
*can be used.*

(5) *Support for housing is provided under the social assistance scheme.*

**Article 4** (4) *Students who are disadvantaged, orphans, dependent on a family member, or whose guardianship is based on the age of majority, may be exempted from the obligation to pay the residence hall fee on the grounds of their social situation.*

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<sup>137</sup>Amended by Senate Resolution 77/2020 (VI.17.).

was terminated because of. The institution may provide a discount or exemption from the dormitory fee for the student working in the dormitory in accordance with the provisions of its regulations on fees and allowances.

**NKE r. § 14 (1)** The accommodation in dormitories shall be classified according to the comfort level. A building which does not comply with the dormitory rules and is used for student accommodation shall be designated as a hostel. The provisions of paragraphs (2) to (3) shall not apply to hostels. The classification of a hostel as a dormitory is possible if the hostel operator provides the facilities referred to in paragraphs 2 to 3.

**(2)** The comfort rating should take into account the condition of the building, the availability of bathrooms and the number of students per room. Additional conditions applied at the University are set out in the University's Regulations on Fees and Allowances.

**(3)** The allocation of places is subject to an agreement between the Rector of the University and the student government to be concluded by 30 May preceding the beginning of the academic year, which provides that

**a)** A dormitory is a dormitory with a shared bathroom, where 4 or more persons are accommodated in one room;

**b)** Dormitory accommodation is classified as comfort level II, where the bathrooms are shared and there are fewer than 4 people per room;

**c)** A dormitory is classified as comfort level III if it is complete per room or double room bathroom facilities, each room can accommodate less than 4 persons;

**d)** A dormitory is classified as comfort level IV if it has a complete bathroom in each room or two rooms, accommodates less than 4 people per room and has been renovated within 5 years.

**(4)** For the purposes of paragraph (3)(d), renovation shall mean any expenditure which results in a change in the standard of the dormitory, other than expenditure for conservation purposes.

**§ 15 (1)** The monthly amount of the dormitory fee specified in the University's regulations on fees and allowances for students participating in state-subsidised programmes and for students participating in state-subsidised doctoral programmes shall not exceed the annual amount of the dormitory allowance per student.

**a)** 10% of the price of a place in comfort class I;

**b)** 12% of the cost of a place in comfort class II;

**c)** 15% of the price for accommodation in comfort class III;

**d)** 22% for accommodation in comfort class IV.

**(2)** The rules and fees for the accommodation of law enforcement students of the University shall be laid down in the University's regulations on fees and allowances.

**§ 15/A** The University may provide free of charge dormitory accommodation for students on civil service scholarships, self-financed scholarships and law enforcement scholarships for two consecutive semesters in the first academic year of the student, from its own income.

**§ 15/B** The University may provide dormitory accommodation free of charge for students participating in the student talent management programme established by it, as specified in the organisational and operational regulations of the University.

**(1)** The rules for accommodation in the dormitory/hostel are laid down in the Dormitory Rules.

(2) <sup>138</sup>The dormitory and other fees payable in the Diószegi Utca Dormitory, the Orczy Úti Dormitory, the Beszédes József Dormitory shall be governed by the provisions of Annexes 3/A, 3/B and 3/C.

(2a) <sup>139</sup>The dormitory and other fees payable at the Ludovika Collegium shall be governed by the provisions of Annex 3/D.

(3) <sup>140</sup>The fees payable in the hostel of the Faculty of Military Science and Military Officer Training ("Building D") and the payment of the fees shall be as set out in Annex 4.

#### **Criteria for dormitory placement, points system**

### **60. §**

(1) The criteria for college admission, as defined in this §, are the following:

- a) the applicant's social situation;
- b) the applicant's academic or admission results;
- c) your scientific and scholarly activities in the interest of the applicant community;
- d) the applicant's disciplinary record;

(2) <sup>141</sup>The social status of the applicant shall be assessed by applying the criteria, scoring and certification system set out in Article 31 of these Rules and in Annexes 5/1 to 5/3, with the exceptions set out in this paragraph. The allowances granted to a candidate officer under the relevant legislation shall not be considered as income. The points given in the first point of the table (Annex 5/3) 'Distance of permanent residence from the place of registration of the training course' (within 20 km 1 point) shall not be taken into account for applications for admission to a college, and the points given in the second point (between 21 and 40 km 2 points) shall be taken into account only for applications for admission to a college if the distance from the place of registration of the training course is more than 30 km. If an applicant does not provide the necessary information or evidence of his/her social situation in his/her application for admission to a college, he/she will not be entitled to a social situation score, and if he/she does not provide the necessary evidence, he/she will be awarded a score only for the information provided. Failure to provide the necessary supporting documents will not lead to refusal.

(3) Criteria for assessing applications based on the applicant's academic or admission record:

- a) <sup>142</sup>in the case of an applicant in a higher year of study, the scholarship index calculated on the basis of the last two completed active semesters of study or, if the student has one completed active semester of study at the time of application, the scholarship index (calculated as a simple arithmetic average of two semesters of study), or, if the application is for one semester of study, the scholarship index calculated on the basis of the previous semester of study;
- b) for applicants starting their Master's studies in the first year of their studies, the admission score they have obtained;

<sup>138</sup>Established by Senate Resolution 107/2021 (X.27.).

<sup>139</sup>Inserted by Senate Resolution 107/2021 (X.27.).

<sup>140</sup>Amended by Senate Resolution 107/2021 (X.27.).

<sup>141</sup>Established by Senate Resolution 75/2023 (VI.14.). Amended by Senate Resolution 120/2023 (X.25.). Amended by Resolution Senate Resolution 93/2024 (17.VII.).

<sup>142</sup>Amended by Senate Resolution 77/2021 (VI.16.).

- c)* for applicants starting their first year of undergraduate studies, the number of points obtained in the admission tests;
- d)* for applicants starting their doctoral studies in the first year of their studies, the number of points obtained in the admission procedure;
- e)* <sup>143</sup>
- f)* in the case of students participating in a part-time study abroad, provided that the subjects completed in the part-time study abroad are credited to the semester of study immediately preceding the application period, as defined in the Study and Examination Regulations and the Regulations on Recognition, Credit Transfer and Validation, or, in the case of a non-examination examination in connection with a period of study abroad, which takes place after the application period but before the semester immediately preceding the semester of study abroad, the scholarship index of the last active semester of study before the semester preceding the semester of study abroad;
- g)* for applicants in the higher grades for academic scores for 6. for applicants included.

**(4)** Criteria for the evaluation of applications based on the applicant's contribution to the community and his/her scientific work:

- a)* Applicants in the upper grades and, in the case of mid-year applications, the applicant's academic activity in the interest of the community, as attested by a certificate issued by the head of the relevant department or organisation, in the last two active academic semesters immediately preceding the application, or, if the application is for one academic semester, in the immediately preceding active academic semester;
- b)* criteria and scores relating to the applicant's contribution to the community and to his/her scientific activities are set out in Annex 6.

**(5)** The distribution of scores in the college admission process:

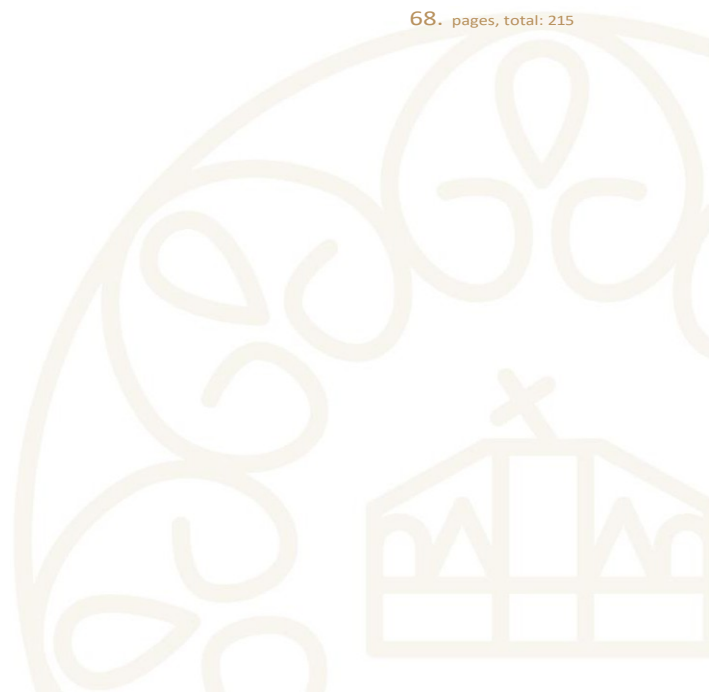
- a)* for applications from students starting their studies in the first year:
  - aa)* 60% of the admission result;
  - ab)* a score of 40% on the social situation counts in;
- b)* for students in the upper years of their studies, and for mid-year applications:
  - ba)* 50% of the academic result;
  - bb)* a social situation score of 30%;
  - bc)* 20% of the points awarded for academic activities in the interest of the community.

**(6)** <sup>144</sup>In the case of applications for places in specialised colleges, the criteria for applications for admission to colleges shall be as set out in paragraphs (3) and (4) and in Annex 6, No 1,

**3.** academic achievement as defined in points (a) and (b)(4), community service

<sup>143</sup>Repealed by Senate Resolution 77/2021 (VI.16.).

<sup>144</sup>Established by Senate Resolution 75/2023 (VI.14.).



activity and the activity of a vocational college, with a minimum of 90 points for admission acquisition, as well as the disciplinary situation defined in paragraph 61 (1).

**(7)** The distribution of points for doctoral students in the college admission process:

- a)* for applications from doctoral students starting their studies in the first year:
  - aa)* 60% of the admission result;
  - ab)* the social situation score is calculated at 40%;
- b)* for doctoral students in the training and research phase of their studies:
  - ba)* 50% of the academic result;
  - bb)* a social situation score of 30%;
  - bc)* 20% of the points awarded for academic activities in the interest of the community.
- c)* for doctoral students in the research and dissertation phase of their studies:
  - ca)* 50% of the points awarded for scientific activity;
  - cb)* a social situation score of 30%;
  - cc)* 20% of the score for community service.

**(8)** <sup>145</sup>The dormitory placement of students participating in the Ludovika Collegium's student talent management programme shall not be subject to the dormitory admission application procedure and the criteria and point system applied in this Article and the Dormitory Regulations, as well as to the additional conditions and requirements set out in Article 61.

## **61. §**

**(1)** The application score obtained under paragraphs (2) to (6) of Article 60 and Annex 6 shall be reduced by the applicant's disciplinary status in the case of applicants in the upper grades and in the case of applications issued in the middle of the year, as follows:

- a)* 5% for a warning as set out in the Disciplinary and Compensation Rules,
- b)* 10% for a reprimand,
- c)* 20% for a severe reprimand,
- d)* in the case of damages in the college, as defined in the Disciplinary and Compensation Rules, by 5-30%, depending on the extent of the damages.

**(2)** The point system according to the proportionality specified in paragraph (5) of Article 60 is set out in Annex 6. included.

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<sup>145</sup>Inserted by Senate Resolution 15/2021 (I.20.).

(3) <sup>146</sup>A student in the upper year of studies may apply for a place in a hall of residence if he/she

a) acquired at least 15 credits in the last active semester of study in the last active semester of study prior to the semester preceding the semester of study abroad, in the case specified in point (f) of paragraph (3) of Section 60, and

b) if the requirements set out in paragraph (4) are met, he/she has verified participation in the last two active semesters of study in a central event or conference organised by the University (hereinafter jointly referred to as "programme" for the purposes of this Section), worth at least 25 points as defined in the Rector's Instruction on the Rules of Event Organisation, or at least 15 points in the case of students with dual status and officer candidates of the Faculty of Law and Order.

(4) <sup>147</sup>In relation to the provisions of paragraph (3)(b), the university shall ensure that students who are preparing to take up residence hall accommodation are able to participate in the programmes specified in paragraph (3)(b) during the academic term of the two active academic semesters preceding the residence hall admission procedure, at a time and in a manner compatible with their academic obligations. The university shall inform students of the programme specified in paragraph 3(b) and the maximum number of places available for registration in the university calendar of events no later than 15 days before the date of the programme. The University shall inform students by 31 May of the year in question of the fulfilment of the conditions set out in this paragraph and of the

(3)(b) of this Regulation. The provisions of paragraph (3)

b), and the rules for the announcement of programmes and the documentation and verification of participation in them shall be laid down by the Rector's instructions.

(5) <sup>148</sup>In order to fulfil the conditions set out in paragraph (3)(b), exemption from the obligation to attend classes may be granted in accordance with the provisions of the Rules for Studies and Examinations

#### **Services available free of charge to students who receive support**

### **62. §**

**Article 81** (1) *The services that students may receive in the framework of training supported by a Hungarian state (partial) scholarship are the following:*

a) *the first attendance of lectures, seminars, consultations, practical sessions, field placements, reports, project assignments, examinations and one repetition of failed reports or examinations, the final examination, and the degree award procedure during the period of the student's studies, in order to fulfil the educational and study requirements set out in the degree programme, for the award of the diploma or doctoral degree,*

b) *vocational college sessions,*

c) *the use of the facilities of the higher education institution - library and basic library services, laboratory, computer, sports and leisure facilities - and equipment in connection with free services,*

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<sup>146</sup>Established by Senate Resolution 92/2022 (VII. 13.). Established by Senate Resolution 7/2025 (29 I).

<sup>147</sup>Inserted by Senate Resolution 7/2025 (I 29).

<sup>148</sup>Inserted by Senate Resolution 7/2025 (I 29).



*d) work clothing, personal protective equipment (protective clothing) and toiletries for practical training in higher education vocational training, and personal protective equipment (protective clothing) and toiletries in other training,*

*e) student counselling,*

*f) the first issue of all documents relating to the training or doctoral degree, unless a government decree lays down more favourable conditions for the student.*

*(2) Unless otherwise provided for by law, the higher education institution may not charge administrative service fees (e.g. enrolment fees) in the context of a course supported by a Hungarian state (partial) scholarship ....*

*(3) If a student participating in a course of study supported by a Hungarian state (partial) scholarship is enrolled in an EEA state in a partial course of study in which the studies he/she is pursuing can be counted towards the studies of the higher education institution in Hungary, the student may receive a scholarship for the period of the studies abroad from the higher education institution with which he/she is a student, as specified in paragraph (4).*

*(4) A student is entitled to the scholarship provided for in paragraph (3) if he/she started his/her studies abroad with the consent of the higher education institution.*

*(5) The scholarship provided for in paragraph (3) may be awarded from the grant provided for in paragraph (1) of Article 84/A. The award of the scholarship shall be decided on the basis of a public tender.*

The provisions of the Nftv. and other relevant higher education legislation shall be applied with regard to the services provided free of charge to the subsidised students, in particular with regard to the provisions of Government Decree No. 363/2011 (XII. 30.) on the implementation of certain provisions of Act CXXXII of 2011 on the National University of Public Service and on Public Administration, Law Enforcement and Military Higher Education.

#### **Services available to subsidised students on payment of a fee**

### **63. §<sup>149</sup>**

**Nftv. § 82 (1)** *In the framework of training supported by a Hungarian state (partial) scholarship, the student may use the following with the payment of a fee:*

*a) the teaching in a language other than Hungarian of the subjects specified in the curricula of the bachelor's and master's degree programmes in Hungarian, at the student's choice, except where the curricula contain a compulsory study requirement in a foreign language,*

*b) items produced by the means of the higher education institution, provided by the higher education institution to the student, which become the student's property (e.g. reproduced aids),*

*c) use of the facilities of the higher education institution (library, laboratory, computer, sports and leisure facilities) and equipment outside the free services,*

*d) training leading to the acquisition of credits in addition to those which are compulsory or which the higher education institution is obliged to provide under this Act.*

*(2) The study and examination regulations of the higher education institution shall provide for the third and subsequent examinations in the same subject, the repeated attendance of lectures, seminars, consultations, practical sessions, field exercises, project assignments, the payment of fees and allowances for the failure to fulfil or late fulfilment of the obligations set out in the study and examination regulations.*

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<sup>149</sup>Amended by Senate Resolution 77/2020 (VI.17.).

an obligation to. The payment obligation may not exceed five per cent of the statutory minimum wage (minimum wage) for full-time work.

**(3)** *The arrangements for determining the fees that may be claimed under paragraphs 1 to 2 shall be laid down in the fees and allowances regulations.*

**(4)** *A student supported by a Hungarian state (partial) scholarship may also participate in education within the framework of his/her status as a visiting student in accordance with the provisions of Article 81 and paragraphs (1) to (3).*

The third and subsequent examinations in the same subject, as well as lectures, seminars, consultations, practical sessions, field exercises, on the third and each subsequent occasion, failure to comply with the obligations set out in the Regulations for Studies and Examinations or late compliance with the obligations set out in the Regulations for Studies and Examinations shall be subject to payment as provided herein. The fees are set out in Annex 1 to these Regulations.

#### **Services to be provided to self-financed students**

### **64. §**

**Nftv. § 83** (1) *If the student participates in self-financed training, he/she shall pay a self-financing fee for the items specified in paragraphs (1) to (2) of Article 81 and a fee for the items listed in paragraphs (1) to (2) of Article 82.*

**(2)** *The procedure for determining the co-payments and fees shall be laid down in the Regulations on Fees and Allowances, on the basis of which the student and the higher education institution shall fix the amount of the co-payments and fees in the student's training contract.*

**(3)** *The pro rata share of the fees paid, as set out in the Organizational and Operational Regulations, shall be refunded if the student announces the termination or suspension of his/her student status by the date set out in the Organizational and Operational Regulations.*

**(4)** *The rules on the basis of which the rector decides on the discounts for students on self-financed courses based on academic results, on the discounts based on social situation and on the authorisation of instalment payments shall be laid down in the organisational and operational rules.*

**(5)** *The higher education institution may conclude agreements with persons designated by the contracting party for the purpose of establishing student status. On the basis of such an agreement, a student status may be established with a person who otherwise fulfils the conditions laid down in this Act. The agreement shall stipulate that all costs relating to the training of students shall be borne by the contracting party.*

**Nftv. § 39** (3) ... *The following shall be carried out with the payment of the costs specified in § 15 (2)-(6) training, a student training contract must be concluded.*

**Nftv. § 46** (3)... *the costs of self-financed training shall be borne by the student or the natural or legal person who bears the costs of the student's self-financed training. ...*

**Nftv. Vhr. § 50** (1) *The student training contract shall contain.*

**a)** *the name of the training,*

**b)** *the amount for the course at cost, which cannot be changed during the student's period of study.*

**(2)** *The student training contract shall be an annex to the enrolment form in accordance with Article 38(4)(b). If the training contract is concluded due to a reclassification, the training contract shall be attached to the master form.*

The provisions of the Nftv. and other relevant higher education legislation shall apply to the services that students may use for self-payment, in particular with regard to the



**Services available to self-financed students with a separate fee**

**65. §**

In accordance with the Regulations for Studies and Examinations, the third and subsequent examinations in the same subject, as well as the third or, with equitable permission, the fourth admission to lectures, seminars, consultations, practical sessions, field exercises, the failure to fulfil or late fulfilment of the obligation laid down in the Regulations for Studies and Examinations, shall be subject to payment as provided for in these Regulations. The fees that may be charged are set out in Annex 1 to these Regulations.

**XI. CHAPTER 2**

**SPECIAL RULES ON FEES AND OTHER EXPENSES PAID BY STUDENTS**

**Fees payable by students**

**66. §**

**Nftv. § 104** (1) *The provisions of this Act shall apply to the National University of Public Service and the higher education in the fields of public administration, public administration, law enforcement, military, national security, international and European public service, as well as to the staff and students employed by the institution, with the exception provided for in the Act on the National University of Public Service.*

*(1a) This Act*

*a) in the Act on the Status of the Defence Forces with regard to the status of candidate officers,*

*b) in respect of officer candidates of the law-enforcement service, in the Act on the Civil Service Status of the Professional Staff of the Law-Enforcement Service*

*c) for candidates for the National Tax and Customs Administration, in the Act on the Status of the Staff of the National Tax and Customs Administration shall apply subject to the derogations provided for in.*

**NKE tv. § 21/A** (1) *According to the form of cost bearing, a participant in the University's training may be.*

*a) student on a public service scholarship,*

*b) a student who is not obliged to pay the cost of his/her studies and who is a professional, a professional or contracted service subject to the Military Service Act, a professional or contracted service subject to the Government Decree on the Status of Defence Forces, a tax and customs service in the status of a tax inspector (hereinafter jointly referred to as: professional or contracted service) or an officer candidate,*

*c) a student on a self-financed basis, or*

*d) a scholarship student as defined in Article 2 (f) of Act XLV of 1996 on the Legal Status of Heads, Instructors and Students of Military and Law Enforcement Institutions of Higher Education (hereinafter referred to as: law enforcement scholarship student).*

(2) *The rules applicable to students supported by a Hungarian state scholarship shall apply to students receiving a public service scholarship, with the exceptions provided for in this Act.*

(3) *A student on a public service scholarship who is studying part-time is not entitled to a student allowance.*

(4) *Students on public service scholarships are contracted by the University.(...)*

(6) *Paragraphs (2)-(3) of Article 48 of the Nftv. shall apply only to students participating in self-financed training and to students receiving a public service scholarship.*

(1) The student shall be liable to pay the fees specified in the Study and Examination Regulations and in these Regulations only in the cases specified in these Regulations and in the event of failure to fulfil or late fulfilment of an obligation.

(2) Candidate officers, civil service scholarship holders and students with dual status are subject to the provisions of these regulations pay a fee, they cannot be charged a cost price.

(3) Students on a self-pay course pay their own costs and fees.

(4) The total fees payable by students may be paid in euros and US dollars by students who are not Hungarian citizens as defined by the Hungarian Citizenship Act and do not have a bank account in Hungary. The exchange rates used to determine the fees are the MNB exchange rate as of 31 December of the year preceding the autumn semester of the academic year in question, rounded upwards in all cases. Fees set in foreign currency for the academic year in question are published on the University's website.

#### **Rules relating to own costs<sup>150</sup> § 66/A<sup>151</sup>**

**Section 83** (2) *The procedure for determining the co-payment and the fee shall be specified in the Regulations on Fees and Allowances, on the basis of which the student and the higher education institution shall fix the amount of the co-payment and the fee in the student training contract.*

(1) The University uses the direct costing method, the method of allocating overheads and the principle of the marginal costing method as the method of costing.

(2) In the context of the supplementary costing, the University settles the direct costs charged to the activity in question at the time of use, on the basis of the supporting documents and the dispatches drawn up on the basis of these documents.

(3) Indirect costs are collected by the University at the place where they are incurred (cost centre) and allocated to the individual activities on the basis of indicators of consumption, by means of a surcharge.

(4) The University uses a projection base per cost centre to divide the costs collected in the cost centres and allocated to the activities, which results in the amount of costs that can be allocated to each activity.

(5) Cost unit of account and fee unit of charge: a unit of account for the calculation of the cost of an education at a level within a form of financing (higher education, vocational education and training, basic education,

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<sup>150</sup>Inserted by Senate Resolution 93/2024 (17 July).

<sup>151</sup>Inserted by Senate Resolution 93/2024 (VII 17).

Master's, Master's, specialised further training, doctoral training), a set of courses that can be identified within a work pattern (full-time, part-time) and can be interpreted as a single year.

(6) The cost price of training and reimbursement fees for the calculation units can be determined as follows:

- a) The direct personnel allowance and allowances of the departments (faculty or institute) (lecturers/researchers) providing the training are determined on the basis of the time spent on teaching activities and course data. The proportion of teaching - research time (hereinafter referred to as 'teaching rates') of the working time of lecturers is determined by the University's Staff Regulations.
- b) Other direct expenditure of the training departments (faculty or institute) is charged to the are segregated by transaction codes.
- c) The indirect staff allowances and contributions of the training departments (faculty or institute) are determined taking into account the number of students.
- d) Central overheads are determined taking into account teaching ratios and student numbers.

(7) The cost and rules for the fee and for the calculation of the additional detailed fee are University  
The Rector's Instruction on the Rules for the Calculation of Costs.

(8) The amount of the student's co-payment for the following academic year is determined in the context of the preparation of the admission prospectus for higher education by 30 October each year. If the date of registration of a new course justifies it, the amount of the co-payment will be determined after that date.

## 67. §

(9) The University will keep a record of the student's training contract.

(10) The University will publish the amount of the first-year co-payment in the admission prospectus.

(11) A student participating in a self-financed course is obliged to pay a self-financing fee per semester of study, in two equal instalments, so that the first instalment of the self-financing fee is paid before the first day of the registration period (enrolment period) (by the last day of the period preceding the registration period). Enrolment or registration is conditional upon the receipt of the first instalment of the franchise fee. The method of payment is set out in a separate University prospectus and the fees payable are published in the Neptun system. The deadline for the payment of the second instalment is set out in the Rector's Instruction on the timetable for the academic year. Anyone who pays in a different way from the normal way can do so on special request (payment facilitation).

(3a)<sup>(152)</sup>Participants in the Ludovika Collegium Student Talent Management Programme shall pay the amount of the co-payment pursuant to paragraph (3) within two months after the end of the registration period.

(3b)<sup>(153)</sup>Students enrolled in the specialised further training courses of the Institute of Public Administration shall pay the amount of the co-payment pursuant to paragraph (3) within one month after the end of the registration period.

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<sup>152</sup>Inserted by Senate Resolution 77/2020 (VI.17.).

<sup>153</sup>Inserted by Senate Resolution 120/2023 (X.25.).

(12) <sup>154</sup>A student who is enrolled in a self-financed course shall be provided with a student training contract and may be paid by another person in accordance with Article 63 of these Rules.

(13) Where these Regulations refer to cost sharing, this shall be understood to refer to cost sharing for students who started their studies on a fee-paying course before September 2013.

## 68. §

(1) In case of notification of the suspension of the student's status during the registration period, or in case of an ex officio declaration of suspension, the student is exempted from paying the co-payment, and the entry in the Neptun system based on the obligation to pay the co-payment is deleted. If the student has paid the tuition fee before the suspension is declared, the University will refund it.

(2) If a student's student status is terminated within one month of the beginning of the academic term, the University will refund the student's tuition fees paid for the semester in question, based on the certificate of the head of the faculty's academic administration who established the student's eligibility, if the student did not start his/her studies in the semester in question. If the student has commenced his/her studies, the University will reimburse 90% of the tuition fees paid for the given period of study, up to which amount the student will be exempted from the payment of the tuition fees. A student has begun his/her studies in good standing if he/she has attended a course in the semester in question.

(3) <sup>155</sup>If the student announces in writing within one month of the beginning of the academic term that he/she will be taking a break from his/her student status for the semester in question, the University shall, on the basis of a certificate issued by the head of the faculty's academic administration who established the student's eligibility, refund to the student 90% of the tuition fees established and paid for the given period of study - for the entire academic term - and shall exempt the student from paying the tuition fees up to this amount. This rule shall also be applied accordingly if the student has not yet paid or has only partially paid the amount of the co-payment for the semester of study in question, with the proviso that in this case, too, the decision shall be based on the amount of the co-payment for the entire semester of study, with the proviso that the student shall not be required to pay the unpaid portion of the amount awarded to the student.

(4) It is not possible to cancel the registration after one month from the start of the training period, so for applications received after this period, the paid co-payment is not refundable, except as provided for in paragraph 5.

(5) <sup>156</sup>In the event of a subsequent interruption of a semester of study in accordance with the Academic and Examination Regulations, when the student has not been able to complete the semester of study due to illness, childbirth or other reasons beyond the student's control, the HTVSZÜB may, upon the student's request, refund a minimum of 25% and a maximum of 90% of the fees paid for the entire semester of study, as determined by the Rector. This rule shall also be applied accordingly if the student has not yet paid or has only partially paid the amount of the co-payment for the semester in question, with the proviso that the decision shall be based on the amount of the co-payment for the entire semester, with the proviso that the student shall not be required to pay the unpaid portion of the amount awarded to the student. In making his/her decision, the Rector shall take into account the time elapsed during the academic year and the reasons and circumstances for declaring the semester started incomplete. The application for a refund under this paragraph shall be submitted by the deadline set in the Academic and Examination Regulations for the submission of applications for the declaration of the semester begun as incomplete, within the period of time specified in the Academic and Examination Regulations for the semester begun as incomplete.

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<sup>154</sup>Amended by Senate Resolution 92/2022 (VII.13.).

<sup>155</sup>Established by Senate Resolution 92/2022 (VII. 13.).

<sup>156</sup>Established by Senate Resolution 92/2022 (VII. 13.).



semester on no completed for the declaration of a semester concerning request at the same time a faculty to the department responsible for academic administration.

## 69. §

- (1) If the student is being paid in full or in part by someone else, the Declaration of Commitment form must be completed at the start of the course. The data provided will be recorded in the Neptun system by the department responsible for economic/financial tasks, after which the student can prepare and print an invoice and send it to the person(s) responsible for payment, who will refer to the student's name or Neptun code and the account number of the invoice issued in the communication field when sending the invoice.
- (2) A commitment made by another person is valid for the whole period of the student's studies, and a new form only needs to be filled in if there is a change in the person or details of the person making the commitment.
- (3) In the case that the student and the person assuming the obligation have both paid the cost of the course, the amount paid by the student will be transferred to the student's account number in the Neptun system after the payment declaration has been verified.
- (4) The Economic Office shall accept the request for amendment of the invoice within 15 days of the occurrence of the fact or other circumstance giving rise to the legal basis for the amendment, subject to the limitation that no amendment of the invoice may be made after 15 January of the year following the year of issue of the invoice.

## 70. §

**Nftv. § 42 (5) ....** A student who has not paid the overdue fees may not enrol enough.

**Nftv. § 50 (5)** Students who have not fulfilled their payment obligations to the institution of higher education may not be admitted to the final examination.

- (1) In the event of non-payment of the payment obligations by the payment deadline, the department responsible for economic/financial matters will send the student a deadline for the settlement of the default. In the case of late and overdue payment, the student is liable to pay an additional late payment fee as set out in Annex 1.
- (2) Students who do not meet their payment obligations will not be allowed to sit exams.
- (3) <sup>157</sup>The head of the department responsible for the economic/financial functions concerned twice, by setting a deadline of 8 days for the student to meet the outstanding payment obligation, informing the student that the legal consequence of non-payment is the termination of the student's status. In the event of failure of the payment reminders, and after examining the student's social situation, the Rector shall terminate the student's student status on the grounds of the outstanding arrears.
- (4) If the student is removed from the student register, arrangements must be made to settle any outstanding debts owed to the University.

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<sup>157</sup>Amended by Senate Resolution 107/2021 (X.27.).

## Rules on dormitory fees

### 71. §

**Juttr. § 11** (2) *In higher education institutions, the fees to be paid by students for default and late performance, the entitlements, conditions and rates of the fees, as well as the dormitory fees, and the fees for the use of the dormitories, shall be determined in accordance with the Nftv. § 46 (3) and § 83, the amount of the out-of-pocket expenses and the amount of the reimbursement of expenses shall be fixed for the duration of one academic year and shall be published in the institution in the usual manner.*

**Article 15** (1) *The monthly amount of the dormitory fee specified in the University's regulations on fees and allowances for students participating in state-supported training and for students participating in state-supported doctoral training shall not exceed the annual amount of the dormitory allowance per student.*

- a) 10% of the price of a place in comfort class I;
- b) 12% of the cost of a place in comfort class II;
- c) 15% of the price for accommodation in comfort class III;
- d) 22% for accommodation in comfort class IV.

(2) *The rules and fees for the accommodation of law enforcement students at the University are set out in the University's Regulations on Fees and Benefits.*

**Article 15/A of the NKer.** *The University may provide free of charge dormitory accommodation for students on a public service scholarship, self-financed scholarship or law enforcement scholarship for two consecutive semesters in the first academic year of the student, from its own income.*

**NKer. § 15/B** *The University may provide dormitory accommodation free of charge to students participating in the student talent management programme established by it, as defined in the organisational and operational regulations of the University.*

(1)<sup>158</sup> A dormitory fee shall be paid for accommodation in the dormitory. The monthly dormitory fee is payable from September to June (10 months), after which a daily fee is charged for the duration of the stay in the dormitory until the end of the examination period. The fees and other fees payable are set out in Annexes 3/A to D and 4.

(1a)<sup>159</sup> By way of derogation from paragraph (1), the student shall be liable to pay a reduced monthly residence fee calculated on a pro rata basis according to the actual period of non-residence in the hall of residence in the following cases:

- a) the student was prevented from attending for epidemiological reasons during the period September to June by the declaration of a public health emergency and during an epidemiological emergency;
- b) a student who has been awarded a Voluntary Reserve Scholarship will be placed on a break from halls of residence for the duration of the basic training;
- c) the student shall be suspended from the dormitory for the duration of the preferential study regime allowed under Article 20 (1) (f), (g) and (h) of the Study and Examination Regulations;
- d) for a reason in the University's interest and with the student's consent, the student's residence is suspended.

<sup>158</sup>Established by Senate Resolution 111/2020 (XI.19.). Amended by Senate Resolution 77/2021 (VI.16.). Amended by Senate Resolution 107/2021 (X.27.). Established by Senate Resolution 75/2023 (VI.14.).

<sup>159</sup>Inserted by Senate Resolution 75/2023 (VI.14.).

(2) <sup>160</sup>The dormitory and other fees shall be charged through the Neptun system, the deadline for payment of which shall be the 25th of each month or the 8th calendar day following the date of the charge, except as provided for in paragraph (3).

(3) The monthly fee for October is the same as the monthly fee for September and the monthly fee for February is the same as the monthly fee for March. After two months in arrears, the director of the hall of residence may, after unsuccessful notification and after an assessment of the student's social situation, terminate the student's residence contract by unilateral written declaration.

(4) If a student who is studying abroad or doing a traineeship abroad in the framework of learning mobility takes a break from his/her residence in the halls of residence during his/her stay abroad, he/she does not have to pay the hall fees during the break. The rules on the suspension of the residence permit are laid down in the Residence Regulations.

(5) In view of the allocation of student grants, the late fee for late payment of the monthly fees for September and October will be charged from 31 October, and the late fee for late payment of the monthly fees for February and March will be charged from 31 March.

(6) The rules for the use of summer residence halls outside the training period are laid down in the Rector's Instructions. The minimum duration of dormitory accommodation outside the training period is 7 days.

(7) <sup>161</sup>A student with the rank of officer/flag officer (hereinafter referred to as "dual status student") studying in a full-time three-year basic law enforcement training course shall be entitled to free accommodation in dormitories during the first academic year of the training, and, in addition to the application in accordance with the provisions of the Dormitory Regulations, a dual status student assigned to the duties of section commander or squad commander shall be entitled to free accommodation in dormitories from the second academic year of the training, on the basis of the agreement in force between the Ministry responsible for law enforcement and the University. In other cases, from the second year of training, law enforcement officer candidates and students with dual status shall be entitled to dormitory accommodation on request and against payment. Accommodation in halls of residence may be granted according to the ranking of the student in the order of priority established on the basis of the applications submitted in the halls of residence admission procedure, up to the maximum capacity laid down in the Regulations for Hall Accommodation.

(8) <sup>162</sup>A student of law enforcement training who is obliged to perform duties or perform extraordinary service as defined in Article 30 (2) f) of the NKE Act shall not be obliged to pay dormitory fees for the duration of the ordered contribution.

(9) <sup>163</sup>Students who have been awarded the sports scholarship specified in paragraphs (2)-(3) of Article 22 of Government Decree 423/2012 (XII. 29.) on the admission procedure for higher education shall pay 80% of the monthly and daily fees for dormitory accommodation specified in Annexes 3/A-D.

(10) <sup>164</sup>Students participating in the Ludovika Collegium's student talent programme shall be provided with accommodation in dormitories free of charge. The student participating in the programme shall be entitled to accommodation free of charge from the time of the establishment of the LC-legal status according to the rector's instruction, with the proviso that during the period of the LC-legal status suspension, the student shall not be entitled to accommodation free of charge in the dormitory in connection with this legal status.

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<sup>160</sup>Amended by Senate Resolution 93/2024 (17 July).

<sup>161</sup>Established by Senate Resolution 77/2020 (VI.17.). Repealed by Senate Resolution 92/2022 (13.VII.). Established by Senate Resolution 75/2023 (VI.14.).

<sup>162</sup>Inserted by Senate Resolution 111/2020 (19.XI.20.).

<sup>163</sup>Inserted by Senate Resolution 111/2020 (19.XI.20.). Amended by Senate Resolution 107/2021 (X.27.).

<sup>164</sup>Inserted by Senate Resolution 15/2021 (I.20.). Established by Senate Resolution 107/2021 (X.27.).



(11) <sup>165</sup>In accordance with the provisions of the interinstitutional and intergovernmental agreement, accommodation shall be provided free of charge or subject to a fee. In the absence of an inter-institutional or inter-state agreement, foreign students arriving in the hostel may only use the hostel against payment of a fee.

(12) <sup>166</sup>A student on a civil service scholarship, a student on a self-financed scholarship or a law enforcement scholarship who is enrolled in a bachelor's, master's or ungraded master's degree programme, if admitted to a hall of residence, shall be entitled to free accommodation in a hall of residence for two consecutive semesters in the first academic year of his/her studies, provided that the student may benefit from this benefit once during his/her university studies, regardless of the number of admission procedures. If a student is unable to benefit from this advantage in whole or in part during his first bachelor's, master's or joint master's degree course as a result of a legal or regulatory instrument under public law, he may benefit from the advantage for the same period as the period not taken up in the first academic year of his next bachelor's, master's or joint master's degree course, provided that he has a social score equal to or higher than the average of the social scores awarded to applicants in the admission procedure for the period concerned.

(13) <sup>167</sup>A student on a civil service scholarship, a student on a self-financed law enforcement scholarship or a doctoral student, a student on a voluntary reserve service contract, who is enrolled in a bachelor's, master's, master's or doctoral programme, or a student on a doctoral programme, and who has been admitted to a dormitory, shall be entitled to free accommodation in dormitories during the semester of the entry into force of the enrolment act and the following semester. If he is entitled to free dormitory accommodation under Article 71(12) of the Conditions of Employment of Other Servants, he shall be entitled to the benefit of this paragraph after he has received the benefit described in that paragraph. In the event of the termination of voluntary reserve service, the allowance shall cease to apply on the last day of the month in which the voluntary reserve service is terminated.

#### Other payment rules

### 72. §

(1) There is no charge for defending the thesis and taking the final exam for the first time, regardless of the date. Thereafter, the student pays a fee in accordance with the fees set out in Annex 1 to these Regulations.

(2) To be established on a pro rata basis:

- a) the fee if the student takes more than 10% of the credits of the recommended curriculum;
- b) self-financing, if the student is unable to complete his/her studies during the period of support and has been allowed to continue his/her studies on a self-financing basis;
- c) the cost of the course itself, if a student in a self-financed course takes a course to complete his/her studies after the number of active semesters corresponding to the duration of the course as defined in the Training and Learning Outcomes Requirements;
- d) self-payment if a student with self-payment from another higher education institution takes courses as part of their studies;

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<sup>165</sup>Inserted by Senate Resolution 75/2023 (VI.14.).

<sup>166</sup>Inserted by Senate Resolution 75/2023 (VI.14.). Established by Senate Resolution 127/2023 (29.11.2016), Senate **Resolution 127/2023.**

**(XI.29.) shall apply from 1 September 2023.**

<sup>167</sup>Inserted by Senate Resolution 102/2024 (IX. 25.).





e) the out-of-pocket costs, if the student is enrolled in a part-time course with out-of-pocket costs pursuant to § 42 (2) of the Nftv;

f) the fee if the student exceeds the number of credits in the recommended curriculum  
takes a course taught in a language other than Hungarian for more than 10% of its credits.

(3) A student supported by a Hungarian state (partial) scholarship may also participate in education within the framework of his/her status as a visiting student in accordance with the provisions of Article 62 of these Regulations.

(4) Students coming to the University under the ERASMUS+ programme are not required to pay any co-payments or fees.

(5) If a student of a foreign higher education institution establishes a visiting student status on the basis of an intergovernmental or institutional bilateral agreement or in connection with international programmes in which the University or one of its departments participates, the student shall be exempted from paying the cost of the stay. The competent dean may grant written permission for the establishment of a visiting student status as defined in this paragraph.

### 73. §

(1) The amount of the co-cost/fee (CO) is the ratio of the co-cost (D) and the total credit (TC) of the course multiplied by the credit value of the subject (TK), rounded to 100 HUF:

$$K\ddot{O} = D/\ddot{O}K \times TK$$

(2) No pro-rata co-costs may be established if the amount of the pro-rata co-costs calculated on the basis of paragraph (1) of Article 72 exceeds the co-costs determined for the course in question at the beginning of the student's training period in accordance with paragraph (2) of Article 3 and paragraph (2) of Article 67. In this case, the student shall be entitled to the maximum amount of the student's own contribution for the given semester, as determined in the student's training contract, in accordance with § 3.

(2) you must pay the out-of-pocket expenses referred to in paragraphs 67(2) and 67(2).

(3) The unit responsible for the administration of the course of study determines the co-costs/fees on a pro-rata basis and the fee is issued by the Economic Office.

(4) The procedure for the assessment of the library late fee is laid down in the Organisational and Operational Regulations of the Central Library and Archives of the University.

(5) In the event of non-payment of the fees, late fees and credit co-payments provided for in this Article, the provisions of Article 70 shall apply mutatis mutandis.

### Payment facilitation

### 74. §

**Article 33/B of the NKE Act** A student shall be entitled to an instalment discount, deferment or exemption for the fulfilment of any payment obligation towards the University, under the conditions and in accordance with the procedure set out in the Organisational and Operational Regulations, on the basis of a decision of the committee established under the Organisational and Operational Regulations.

**NKE r. § 10 (1)** The student shall submit the following documents in relation to his/her financial circumstances, income, academic performance with regard to the payment of salaries and allowances, as laid down in the University's

*may apply for a waiver, an instalment facility or a deferment to meet its obligations.*

*(2) No waiver, instalment facility or deferred payment may be granted for sanction payments as defined in the University's fees and benefits regulations, or on the basis of participation in a community service activity.*

*(3) Students participating in the University's self-financed courses may be exempted from the payment of the self-financing fee without submitting an application, in accordance with the University's regulations on fees and allowances, provided that the University provides the cost of the course from the application source.*

(1) A student may apply for a waiver, an instalment facility or a deferment of payment (hereinafter referred to as "payment facility") to meet his/her payment obligations, within the limits set out in this paragraph, in view of his/her financial circumstances, income situation or academic performance. The reasons given in the application shall be duly substantiated by supporting documents. The proof of financial standing and proof of income shall be based on the proofs of social standing set out in these Rules.

(2) In the case of a self-payment obligation, only instalment payments or deferred payments are allowed as payment relief.

(3) With regard to the fees, students may be granted a payment reduction based on their academic performance, financial situation and income.

(4) A student who is disadvantaged, an orphan, a breadwinner or whose guardianship has been terminated due to his/her majority may be exempted from the obligation to pay the fees on the grounds of his/her social situation. A student who works in a hall of residence may be granted a discount or exemption from the hall fee.

(5) In the case of a subsequent suspension of a semester that has begun in accordance with the Academic and Examination Regulations, the student may submit a request for payment relief in connection with the fulfilment of the repayment obligation in view of his/her financial circumstances and income situation at the same time as the request for subsequent suspension. The reasons given in the application must be duly substantiated by supporting documents. The proof of financial standing and proof of income shall be based on the proofs of social standing set out in these Rules.

(6) No exemptions, instalment reductions or deferred payment facilities may be granted for late payment and late payment fees or on the basis of participation in a community activity.

## **75. §**

(1) The student must apply for payment of the fee to the department responsible for the academic administration of the course no later than 15 August for the autumn semester and 15 January for the spring semester, in the case of payment of the fee for the self-financing obligation, in the event of a payment obligation arising thereafter, or in the event of a situation or circumstance directly affecting the fulfilment of the obligation to pay the fees, which is beyond the student's control and for which he/she is not responsible, on the basis of a written request submitted by the last day of the deadline for payment. The deadline is subject to a time limit, and no justification may be given for failure to meet it.



(1b)<sup>168)</sup> In the case of students enrolled in the specialised further education courses of the Institute of Public Administration, the deadline for applying for payment relief related to the obligation to pay the cost of the course in accordance with paragraph (1) is 20 September for the autumn semester and 20 February for the spring semester.

(2) In the first instance, the HTVSZÜB, and in the case of doctoral students, the DSZÜB, will decide on the application for payment relief within 21 days.

(3) If the student is removed from the student register, arrangements must be made to settle any outstanding debts owed to the University.

(4) In the event that any payment obligation to the student is based on the average of the previous semester or the credits completed in that semester, the previous semester shall be understood to be the last active semester completed by the student.

#### **Exemption from the obligation to pay out-of-pocket expenses**

#### **76. §**

**Article 10** (3) *Students participating in the University's self-financed training may be exempted from paying the self-financed fees without submitting an application, in accordance with the University's regulations on reimbursement and allowances, if the University provides the costs of the training from the application source.*

**NKE r. § 11/A** *If the University finances the costs of the course material from a grant, the course material shall be provided to the student free of charge.*

(1) The University will inform the applicants and students concerned in writing about the exemption granted on the basis of the application funds. In the absence of such information, the student shall not be exempted from the payment of the application fee. The exemption lasts until the training costs are covered by the grant. The University shall inform the students concerned in writing of any termination of the exemption. The organisation responsible for the financial management of the grant shall be responsible for the implementation of the tasks relating to the provision of the costs of the training financed by the grant.

(2) The exemption provided for in this Section shall be provided for in the student's training contract of the student who is enrolled in a course of study at cost, provided that, in the event of termination of the exemption, the student's training contract may be unilaterally amended by the University in respect of the provisions relating to the payment of the cost of the course which are related to the exemption.

#### **Fees and other charges**

#### **77. §**

(1) The fees payable by students for failure to fulfil or late fulfilment of the obligations laid down in the Study and Examination Regulations (the amount and the grounds for their imposition) are set out in Annex 1 to these Regulations, which shall be published on the University's website.

(2) In the case of incorrect payment, the student may choose to be refunded or credited the amount paid, if he/she can provide sufficient proof of this. Refunds or credits will be made by the relevant department responsible for economic/financial matters.

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<sup>168)</sup>Inserted by Senate Resolution 120/2023 (X.25.).

## Special provisions for foreign nationals<sup>169</sup>

### 77/A. §<sup>170</sup>

**Section 44 of Government Decree 423/2012 (XII. 29.) on the Higher Education Admission Procedure ... (2) In the case of applications for courses in a foreign language advertised for foreign citizens, the higher education institution may determine an institutional procedural fee. The fee shall be paid to the higher education institution and shall be due in full to the higher education institution.**

*... (4) The admission procedure fee for higher education admission is refundable if the applicant*

*a) withdraw your application by the closing date for applications at the latest;*

*b) your late application will be rejected;*

*c) paid an amount higher than the set admission fee, up to the difference;*

*d) has not submitted an application."*

**(1)** Applicants for courses offered by the University to foreign citizens in a foreign language who are nationals of a third country subject to visa requirements as defined in the Act on the Entry and Residence of Third-Country Nationals (hereinafter referred to as "visa applicants") shall pay the institutional fee of EUR 150 by transfer to a bank account specified by the University at the same time as they submit their application for admission, but no later than the deadline for admission. The fee will be refunded to the applicant only in the cases provided for by the relevant legislation.

**(2)** The amount of the institutional procedure fee paid by the visa applicant as specified in paragraph 1 shall, in the case of a student status, be deducted from the amount of the co-payment to be paid in respect of the first semester of study.

**(3)** For the first semester of study, the visa applicant must pay the full amount of the cost of the visa by the deadline set by the University, but no later than the first day of the registration period (enrolment period).

**(4)** A student may apply for reimbursement of the costs paid for the first semester of study as provided for in paragraph 3 only on the grounds that his/her visa application has been rejected, unless it is established to his/her satisfaction that he/she has provided false or incorrect information during the admission or visa procedures.

## Rules for reclassification

### 78. §

**Nftv. § 48 (1)** *The student shall be enrolled in a Hungarian state (part-)scholarship or self-financed form of education. classify.*

*(2) Higher education institutions shall, in accordance with the procedure determined by the Government decree, reclassify to self-financed courses every academic year students who have been enrolled in courses supported by a Hungarian state (partial) scholarship and who, on average in the last two semesters in which their student status was not interrupted or who did not enrol in a course under the 81. § (3) and (4), has not earned or has not attained at least the minimum number of credits or the average grade point average specified in the organisational and operational regulations of the higher education institution at least 15 days prior to the academic year, and a student who has not completed at least the first semester of a semester of study abroad, as defined in § 48/D.*

*§ (2) of the Act of Accession.*

*(2a) The provisions of paragraph (2) shall not apply to doctoral studies.*

<sup>169</sup>Inserted by Senate Resolution 37/2021 (18.III.21.).

<sup>170</sup>Inserted by Senate Resolution 37/2021 (18.III.21.).

**(3)** If a student admitted to a course supported by a Hungarian state (partial) scholarship terminates his/her student status before the end of his/her studies, or if the student continues his/her studies on a self-financed basis for any reason, he/she may be replaced by a student studying the same subject at the higher education institution on a self-financed basis. The higher education institution shall decide on the transfer on the basis of the academic performance of the students on a self-financed basis who apply for transfer to a course supported by a Hungarian state (partial) scholarship.

**(4)** A student enrolled in a course supported by a Hungarian state scholarship may be replaced by a student enrolled in a course supported by a Hungarian state partial scholarship in accordance with paragraph (3).

**Section 47** (1) A person may pursue studies in higher education in the (part-)scholarship-based training of the Hungarian state for a total of twelve semesters in vocational training, bachelor's and master's programmes (hereinafter referred to as the "support period"). The support period shall be up to fourteen semesters if the student is enrolled in an open-ended programme and the training requirements indicate that the training period exceeds ten semesters.

...(2) The maximum period of support for a doctoral student is eight semesters.

**(3)** The maximum period of support for the award of a diploma in a course of study as referred to in paragraph 1 may not exceed two semesters, or, where paragraph 4 applies, six semesters, of the duration of the studies concerned. The period of support for a given degree course shall include the period of support previously received for the same degree course. If the student is unable to obtain the degree (diploma) in question during the period of support thus determined, he may continue his studies in that course of study on a self-financed basis even if he has not otherwise completed the period of support referred to in paragraph 1.

**(4)** The higher education institution may extend the period of support for a student with a disability specified in paragraph (1) by a maximum of four semesters. This benefit may be used to obtain more than one degree (diploma), provided that the total period of support used in respect of this paragraph does not exceed four semesters.

**(5)** The period of support taken up by the student is considered to be any semester for which the student logged in.

**(6)** The following shall not be taken into account in the calculation of the period of eligibility

**a)** the beginning of the semester, if the student has been unable to complete the semester due to illness, childbirth or other reasons beyond his/her control,

**b)** the semester completed during the period of support if the higher education institution has been closed without the student having been able to complete his/her studies, provided that he/she was not able to continue his/her studies at another higher education institution,

**c)** the semesters not recognised by the higher education institution for the continuation of studies from the semesters completed at the institution which ceased to exist,

**d)** the semester that the student, who is a student of the National University of Public Service, is enrolled in the National University of Public Service, in the legal relationship defined in points a), b) and d) of paragraph (1) of Article 21/A of Act CXXXII of 2011 on the National University of Public Service and on Higher Public Administration, Law Enforcement and Military Education (hereinafter: the National University of Public Service Act),

**e)** the semester that the student has been enrolled in the Master's degree course in teaching pursuant to Section 39(4a), and

*f) semesters taken in a teacher's master's degree programme in parallel with a non-teaching bachelor's or master's degree programme or after a non-teaching bachelor's or master's degree programme, and semesters taken in a 4-semester teacher's master's degree programme.*

*(7) Participation in a course supported by a Hungarian state (part) scholarship does not exclude the existence of a degree and professional qualification in higher education, with the proviso that if a person pursues studies in a Hungarian state (part) scholarship course in a training cycle, in the case of further (parallel) training in the same training cycle, the number of semesters corresponding to the number of parallel courses supported by a state (part) scholarship must be deducted from the period of support every semester.*

*(8) If the student has exhausted the period of support available to him/her under this §, he/she may only pursue studies in higher education in the form of self-financed studies.*

*(5) With regard to students with a civil service scholarship, only paragraphs (2) to (3) of Article 47 of the Nftv. and, in connection therewith, paragraphs (4) to (6) and paragraph (8) of Article 47 of the Nftv. shall apply, with the proviso that only the period of support used in the course of the University's training supported by a civil service scholarship shall be taken into account when calculating the period of support. With regard to the students defined in paragraph (1)(b) to (d), Section 47 of the Nftv, with the exception of Section 47(6)(d) of the Nftv, shall not apply.*

*(6) Paragraphs (2)-(3) of Article 48 of the Nftv. shall apply only to students who are enrolled in self-financed courses and to students who are recipients of a public service scholarship.*

**NKE tv. Section 53** Paragraphs 21/A (5) and (6) of Act LXX of 2017 on the Regulation of Education and the Amendment of Certain Related Acts (hereinafter: Amendment Act No. 2) shall also apply to students who commenced their studies in the academic year 2012/2013 or afterwards in a non self-financed form, excluding students on law enforcement scholarships and students who are candidates for officer, professional or contractual status. For students who started their studies before the academic year 2012/2013 in a non-fee-paying form, who are not law enforcement scholarship holders and who are not military officers in a candidate, professional or contractual status, the reclassification shall be carried out in accordance with Act CXXXIX of 2005 on Higher Education.

**NKE r. § 13** The decision on the transfer between the public service scholarship and the self-financed (reimbursement of expenses) form of training shall be made at the end of the academic year after the end of the training period, but no later than 40 days before the beginning of the next training period.

**Nftv. Vhr. § 61 (1)** In doctoral programmes, the higher education institution shall decide on the reclassification of students between self-financed and Hungarian state (part-)scholarship programmes, subject to the restrictions specified in Article 48 (2a) of the Nftv.

*(2) In order to determine the number of students who can be reclassified in the next academic year, the higher education institution must determine, on the basis of the students' academic performance, whether in the given academic year and in the given degree programme*

*a) how many Hungarian state (part-)scholarship holders and how many state-funded students had their student status terminated before obtaining their final certificate,*

*b) how many Hungarian students with (part) state scholarships and how many students with state support are transferred to self-financed or fee-based courses,*

*c) the number of students who have already taken advantage of the support period available in the given degree programme pursuant to Section 47 (3) of the Nftv.*



*(3) When deciding on the reclassification of a given academic year, students who have studied at the given higher education institution for no more than one period of study and who were unable to complete their semester due to the reasons specified in Article 47 (6) of the Nftv.*

*(4) Students who are self-financed can only apply for a Hungarian state scholarship, while students who are reimbursed by the state can only apply for a state-subsidised programme.*

*(5)*

*(6) When registering for the first semester following the transfer to the Hungarian state scholarship, the student shall submit the declaration on a separate form in accordance with Annex 9, point 10. The declaration must be attached to the application form.*

*(7) If the successful candidate or the student applying for reclassification does not accept the conditions of the course supported by the Hungarian state (part) scholarship, the higher education institution must offer him/her the possibility to participate in the same course at his/her own expense.*

*(8) The decision on reclassification pursuant to Section 48 (2) of the Nftv. shall be made once per academic year, by 31 July of each year. If, pursuant to Section 56(1), the completion of the credits for a given semester takes place after 31 July and the higher education institution has a Hungarian state scholarship place that can be filled, the reclassification decision shall be reviewed and, if necessary, amended accordingly.*

*(9) A student who has not obtained the credits specified under Section 48 (2) of the Nftv. or has not achieved the weighted average of studies specified for each field of study shall be reclassified according to Section 48 of the Nftv. Earned credits are the credits earned by the student in the course and academic year in question and the credits counted in the academic year in question in accordance with Section 41(3)(9).*

*(10) By 15 July, the higher education institution shall inform the Office of the number of decisions on the transfer to self-financed training by field of study.*

*(1) A student who has not obtained at least 18 credits or has not achieved a weighted grade point average of 3.00 in the last two semesters in which he/she did not have a break in his/her student status or did not participate in a foreign course as defined in Article 81 (3) and (4) of the Nftv., is obliged to be transferred to a self-financed course each academic year.*

*(2) –The decision on reclassification is taken by the competent dean.*

*(3) The decision provided for in paragraph (3) shall be taken by specialisation, bachelor, single, split and master's degree courses by specialisation and by year.*

*(4) A self-financed student who applies for reclassification to a vacant subsidised student place may be transferred to a new place*

*a) <sup>171</sup>has earned an average of at least 18 credits over the last two semesters of enrolment, has met the academic average specified in paragraph (1) and is at the top of the student ranking based on the cumulative adjusted credit index,*

*b) or who meet the criteria laid down in the legislation defining the specific conditions for admission to the assisted training course in question.*

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<sup>171</sup>Amended by Senate Resolution 77/2020 (VI.17.).



(5) There are different ways to transfer to a subsidised form of training, by degree and by year option, as follows:

- a) any funded places that become available in a given year group are filled primarily by students in the same year group,
- b) if the number of places available in a given year is higher than the number of applicants eligible for a course in the same year, the vacant places may be filled by students with the same status and the best adjusted credit index in other years in the same courses.

(6) Students may be transferred to a subsidised form of training only in the case of courses for which the number of students - broken down by subject, specialisation, field of study, work schedule - may be admitted to a subsidised course in the given academic year, provided that the other conditions set out in this § are met.

## **XII. CHAPTER 2**

### **LOGIN**

#### **79. §**

**Section 18** (1) *The higher education institution shall.*

- a) *the proper functioning of the institution,*
- b) *the exercise of the rights and obligations of applicants and students,*
- c) *to organise training and research,*
- d) *to exercise the rights of employers and to exercise the rights and fulfil the obligations of teachers, researchers and employees,*
- e) *to keep the records required by law,*
- f) *for the establishment, assessment and verification of eligibility for benefits provided by legislation and the organisational and operational rules of the higher education institution,*
- g) *for the purpose of tracking graduates under §§ 15 and 16*

*keeps a record of personal and specific data that are indispensable for.*

(2) *The scope of the data recorded pursuant to paragraph (1), the purpose and duration of the processing and the conditions for the transmission of the recorded data are set out in Annexes 3 and 6. The data recorded may be used for statistical purposes and may be transmitted to the official statistical service for statistical purposes.*

**Nftv. Annex 3 to Act CCIV of 2011**

#### **I. Personal and specific data recorded and processed in higher education institutions**

*I/B. Data on students*

##### **1. Data recorded under this Act:**

a) *data related to the recruitment:*

aa) *the applicant's name and surname, sex, maiden name and surname, mother's maiden name and surname, place and date of birth, nationality, place of residence, domicile, address for service of documents and*



telephone number, in the case of non-Hungarian citizens, the title of residence in the territory of Hungary and the name and number of the residence document - in the case of persons with the right of free movement and residence, the document certifying the right of residence according to a special law,

*ab) details of the school leaving examination,*

*ac) details of the secondary school,*

*ad) the data necessary for the assessment of the application for admission,*

*ae) the details of the admission procedure, the admission identification number,*

*af) the identification number of the declaration pursuant to paragraph (2) of Article 48/D,*

**b) data relating to student status:**

*ba) the student's name, gender, name at birth, mother's name, place and date of birth, nationality, place of residence, place of stay, notification address and telephone number, e-mail address, in the case of non-Hungarian citizens, the title of residence in Hungary and the name and number of the document entitling the student to stay - in the case of persons with the right of free movement and residence, the document certifying the right of residence according to a special law,*

**bb) the type of student (visiting student) status, the date and method of its creation and termination, the name of the course followed by the student, the state funding and the work schedule, the expected date of completion of the course, the student's academic evaluation, examination results, semesters started, the period of funding used, the termination of the student's status,**

*bc) the place and time of study abroad,*

*bd) credits acquired and recognised during the course of the training, credited studies,*

*(b) data on student benefits, data necessary to assess eligibility for benefits (social status, parental data, maintenance data),*

*bf) details of the student's employment,*

*bg) data on student disciplinary and compensation cases,*

*bh) the data necessary for the assessment of special treatment for people with disabilities,*

*bi) data on student accidents,*

*bj) the serial number of the student's student ID card, the identification number of the student's master record,*

*bk) the student's educational identification number, identity document number, photograph, social security number,*

*bl) an electronic copy of the thesis (diploma thesis) and the diploma supplement, information on the completion of the internship, the diploma, the final examination (doctoral thesis), the language examination, the diploma, the diploma supplement and the micro-certificate,*

*bm) the data necessary to fulfil the rights and obligations arising from the student status,*

**c) data on student tracking,**

**d) the student's tax identification number,**

**e) data for the identification of the supporting documents,**

*f) the fees and reimbursements paid by the student - the instalment facility linked to the obligation, deferment, exemption - details,*

*g) in the case of student or housing assistance, if it is provided on the basis of receipt of an infant care allowance, childcare allowance, child-raising allowance, childcare allowance, regular child protection allowance or on the grounds of disadvantage, details of such allowances, grants,;*

*h) a hallgató tanulmányai támogatása érdekében, a hallgató jogviszonyára tekintettel folyósított – a 85. § (1) and (2) of the Government Decree - scholarship data,*

*i) data on the student competency assessment and its results,*

*j) information on the existence and type of the loan granted by the Student Loan Centre and, in the case of a tied loan, the amount of the student loan requested by the student, the number of the loan contract, the amount transferred to the higher education institution and the date of the transfer;*

*k) the date and reason for removal from the register of identity and address.*

**2. Purpose of processing:** according to § 18 (1). The institution of higher education may process personal and special data only in connection with the legal relationship, the establishment and fulfilment of benefits, discounts, obligations, for reasons of national security, for the purpose of managing the records specified in this Act, to the extent appropriate for the purpose, and for a specific purpose.

**3. Duration of data processing:** up to 80 years from the date of the notification of the termination of the student's status.

**4. Conditions for data transfer:** data may be transferred:

*a) all data necessary for the maintenance provider to carry out the tasks related to the maintenance management,*

*b) data necessary for the court, the police, the public prosecutor's office, the bailiff, the public administration body to decide on a specific case,*

*c) is necessary for the national security service to perform the tasks specified in the Nbtv. all data,*

*d) all data to the body responsible for the operation of the higher education information system,*

*e)*

*f) the body responsible for registering the conditions for the Hungarian state scholarship for the course and the student status.*

**(1)** The processing of personal data within the scope of this Policy is governed by the applicable legislation, this Policy, the additional regulations included in the Student Requirements of the Organisational and Operational Regulations, the Regulations on the Protection of Personal Data and on Tasks Related to Data of Public Interest, and - in relation to the Neptun system - the Neptun Regulations.

**(2)** <sup>172</sup>The processing of personal data within the scope of this Code is governed by the provisions of Regulation (EU) 2016/679 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (hereinafter referred to as "GDPR") 6. Article 6(1)(c) and (e) of the GDPR - is based on a provision of public interest and law and, in the case of scholarship applications specified in these rules, on the need to protect the public interest beyond the scope of these rules (*professional, scientific, public, sporting, cultural, etc.*).

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<sup>172</sup>Established by Senate Resolution 77/2020 (VI.17.). Amended by Senate Resolution 93/2024 (17.VII.).

*activity data*) is necessary for the performance of a contract pursuant to Article 6(1)(b) of the GDPR and, in respect of sensitive data, for the establishment or exercise of legal claims pursuant to Article 9(2)(f) of the GDPR. The statutory provision is Section 18 and Annex 3, Chapter I/B. The purpose of data processing is defined in Section 18 (1) of the Nftv., Annex 3, Chapter I/B of the Nftv.

subsection 2. The University shall inform the data subjects about the processing.

(3) <sup>173</sup>If an application or request submitted by a student for a scholarship or admission to a college or for payment relief contains personal data concerning a person other than the student (hereinafter referred to as "third party") in connection with the presentation of the student's social situation, the data may be taken into account in the assessment of the application or request only if the third party or his/her legal representative has given his/her written consent to the use of the data for such purpose. The University's data protection notice for social, means-tested applications and the data protection declaration form are attached as Annex 7 to this Regulation. The document must be attached to the application. The legal representative may give consent to several third parties in one document, with their data duly indicated.

(4) <sup>174</sup>If an application or request for a scholarship or admission to a college or for payment of a salary reduction submitted by a student contains a document required by these Regulations as proof of the student's social status, the applicant shall make the personal data not required for the assessment of the application unrecognisable in this document before submitting the application.

### **XIII. CHAPTER 2 FINAL PROVISIONS**

#### **80. §**

(1) These Rules were adopted by the Senate by its Resolution 29/2019 (VII.10.).

(2) These Rules shall enter into force on 1 August 2019.

(3) The rules adopted by Senate Resolution 119/2013 (VII. 10.) are repealed.

(4) The provisions on the management of certificates set out in Article 60(2) of these Regulations shall also apply to the college admission procedure for the academic year 2019/2020 p e n d i n g at the time of entry into force of these Regulations.

(5) <sup>175</sup>The provisions set out in Article 61 (3) (b) , Article 61 (4) and (5) o f these Regulations shall apply from the academic year 2019/2020, with the proviso that the fulfilment of the conditions set out in Article 61 (3) (b) shall be taken into account for the first time in the college admission procedure for the academic year 2021/2022, and the conditions set out in Article 61 (3) (b) shall be taken into account for the first time in the college admission procedure for the academic year 2020/2021. The partial fulfilment of the condition laid down in Article 61(3)(b) in the 2019/2020 school year may be taken into account in the context of the Community interest criterion in the admission procedure for the school year 2020/2021.

(6) The funds for the scholarships to be paid in the autumn semester of the academic year 2019/2020 shall be calculated in accordance with the provisions of these Regulations.

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<sup>173</sup>Established by Senate Resolution 93/2024 (VII. 17.).

<sup>174</sup>Inserted by Senate Resolution 92/2022 (VII. 13.).

<sup>175</sup>Established by Senate Resolution 55/2020 (IV.24.).

(7) <sup>176</sup>Paragraphs 61(3) and (4) to (5) of these Regulations, as amended by Senate Resolution 92/2022 (13 July), shall apply for the last time to the college admission procedure announced for the first academic semester of the academic year 2022/2023.

(8) <sup>177</sup>Annexes 5/1 to 5/7 to these Regulations, as amended by Senate Resolution 92/2022 (13 July), shall be applied for the first time in the tendering procedures announced for the second academic semester of the academic year 2022/2023.

(9) <sup>178</sup>Annexes 5/23 to 5/26 to these Regulations, established by Senate Resolution 92/2022 (13 July), shall be applied for the first time in the 2023 scholarship competitions.

(10) <sup>179</sup>Paragraphs (3) to (5) of Article 61 of these Regulations, established by Senate Resolution No. 7/2025 (29 I), shall apply for the first time to the college admission procedure announced in the second academic semester of the academic year 2024/2025, for the first academic semester of the academic year 2025/2026, with the exception that certified participation in a programme worth at least 10 points in the second academic semester of the academic year 2024/2025 shall be required. In the case of students whose student or dormitory status is interrupted for at least one semester in the academic year 2024/2025, paragraphs (3) to (5) of Article 61 shall be applied for the first time in the dormitory admission procedure announced for the first academic semester of the academic year 2026/2027.

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<sup>176</sup>Inserted by Senate Resolution 92/2022 (VII. 13.).

<sup>177</sup>Inserted by Senate Resolution 92/2022 (VII. 13.).

<sup>178</sup>Inserted by Senate Resolution 92/2022 (VII. 13.).

<sup>179</sup>Inserted by Senate Resolution 7/2025 (I. 29.).

## Annexes:

Annex 1: Table of fees and charges

Annex 2/A: Methodology for planning sources of student allowances

Annex 2/B: Methodology for planning the sources of doctoral allowances

Annex 2/C: Methodology for the planning of allowances financed from separate resources Annex 3/A: <sup>180</sup>Dormitory fees at the Diószegi Utca Dormitory

Annex 3/B: Dormitory fees at the Orczy Úti Dormitory

Annex 3/C: Dormitory fees at the Beszédes József Dormitory Annex 3/D: <sup>181</sup>Dormitory fees at the Ludovika Collegium

4. Annex No: Fees at the hostel of the Faculty of Military Science and Training ("D" building)

5. Annex No: System for the distribution of certain student allowances

6. Annex No: College admission scoring system

7. Annex No: Data protection information and privacy statement for third parties

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<sup>180</sup>Established by Senate Resolution 107/2021 (X.27.).

<sup>181</sup>Inserted by Senate Resolution 107/2021 (X.27.).

## TABLE OF FEES AND CHARGES

#	Name of the payment obligation	The extent of the obligation (data in HUF)	Comment
<b>FEES RELATED TO STUDY COMMITMENTS IN HUF</b>			
1	Examination retake fee (§ 43 (4) para, § 44 (7), § 55 (paragraph 7))	In the case of the examination specified in paragraph (7) of Article 4(7) of the TVSZ	3 000,-
		Repeat revision exam with practical mark, report and colloquium in case of	3 000,-
		Repeat revision exam for final exam per part of final exam	6 000,-
2	Fee for unjustified missed examinations (TVSZ § 39. (5) paragraph, § (3) paragraph 44, § 44 (4) paragraph)		5 000,-
3	Fee for the third and all additional courses (TVSZ 18. § (7) paragraph)		6 500,-
<b>DOCTORAL TRAINING FEES IN HUF</b>			
1	Application fee for doctoral studies (EDHSZ § 62 (3) (a))		9 000,-
2	Doctoral degree procedure fee (EDHSZ § 62 (3) (b))	in Hungarian	175.000,-
		in a foreign language	350.000,-
3	Naturalisation (EDHSZ § 62 (3) (c))		Statutory procedure fee
<b>ADMINISTRATIVE CHARGES</b>			
1	Missing the deadline	Non-payment of an outstanding debt to the university obligation to pay costs in case of	5 000,-
		Thesis/dissertation late submission	7 000,-
		Failure to pay the University	1 000,-
		Late data reporting	1 000,-
		New invoice to be amended for late submission by account	1 000,-
		Library book lending until the 10th working day after the expiry of the lending period return of failure to comply	5 000,- /tet

<sup>182</sup>Established by Senate Resolution 50/2019 (IX.18.). Established by Senate Resolution 77/2021 (VI.16.). Amended by Senate Resolution 107/2021 (X.27.). Established by Senate Resolution 92/2022 (VII.13.). Amended by Senate Resolution 75/2023 (VI.14.). Established by Senate Resolution 93/2024 (17.VII.).

#	Name of the payment obligation		The extent of the obligation (data in HUF)	Comment
		Study obligations to be fulfilled during the registration period, beyond the registration period application submitted / application to be submitted during the registration period beyond the registration period Submission to	2 000,-	
2	Fees for the administration of issuing a certificate/certificate supplement - duplicate, copy	Duplicate of diploma/micro certificate	10 000,-	Includes the issue of a duplicate diploma/micro-certificate the cost of.
		Copy of diploma/micro certificate certified by the University	500,-	
		Simple copy of diploma/micro certificate	300,-	
		Issue of a certificate supplement - duplicate	10 000,-	
		Certified true copy of diploma annex	1 000,-	
		Certificate Supplement simple copy	500,-	
		Diploma Supplement in English for graduates from 1 July 2003 to 1 March 2006	10 000,-	
		in the 1993/94 academic year, or students starting their studies after 1 July 2003 but graduating before 1 July 2003, as defined in Act LXXX of 1993 of the Diploma Supplement to the exhibition at	15 000,-	
		Doctoral degree separately requested by a foreigner language (not English)	12.000,-	
3	Student card administration fee	Replacement of a validation sticker in case of a lost sticker	3 500,-	
4	Fees for the administration of the student record book and the extract from the student record book	Replacement of a lost or unusable textbook (duplicate)	8 000,-	
		Extracts from a textbook or a master copy that exceed the required number (free copy)	front page 600,- from the second page per page 200,-	
5	Fees related to the length of the doctoral thesis	In the field of technical sciences in Hungarian for the part of the thesis exceeding 250 pages applicable fee (Ft / 10 pages)	8 000,-	
		Foreign language engineering disciplines in the 250 pages for theses exceeding 250 pages, the fee for the part exceeding 250 pages (HUF / 10 pages)	16 000,-	

#	Name of the payment obligation		The extent of the obligation (data in HUF)	Comment
		Hungarian language in the social science discipline of 250 pages for theses exceeding 250 pages, the fee for the part exceeding 250 pages (HUF / 10 pages)	8.000,-	
		Foreign-language social sciences in the 250-page for theses exceeding 250 pages, the fee for the part exceeding 250 pages (HUF / 10 pages)	16 000,-	
6	Other administrative charges	Password to connect to a computer system change, issue a new password (the password issued by the University in terms of)	1 000,-	
OTHER FEES				
1	Student Sports Card		3 000,-	Ft/month
2 <sup>183</sup>	Replacement of a lost dormitory key	Orczy Road College	3 500,-	
		Diószegi Street College	5500,-	security key
		József Beszédes College	4 000,-	
		Ludovika Collegium	5500,-	
3	Replacing a lost magnetic card	-	2 000,-	
4	Lost, damaged student sports card replacement		500,-	Ft/application

<sup>183</sup>Established by Senate Resolution 107/2021 (X.27.).



## METHODOLOGY FOR PLANNING THE SOURCES OF STUDENT ALLOWANCES

## I. Headcount data

Title		Public service scholarship holder		Official candidate student	Are you a professional student under contract		Law enforcement scholarship holder	Self-costed		Total		
Faculty	Title	full-time Training	part-time Training	full-time Training	full-time Training	part-time Training	full-time Training	full-time Training	part-time Training	full-time Training	part-time Training	Total
ÁNTK	basic training									0	0	0
	Univocational training									0	0	0
	Master's degree									0	0	0
	higher vocational education									0	0	0
	international programme									0	0	0
	Scholarship Hungaricum									0	0	0
	partial knowledge training									0	0	0
	<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
HHK	basic training									0	0	0
	Univocational training									0	0	0
	Master's degree									0	0	0
	higher vocational education									0	0	0
	international programme									0	0	0
	Scholarship Hungaricum									0	0	0
	partial knowledge training									0	0	0
	<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
RTK	basic training									0	0	0
	Univocational training									0	0	0
	Master's degree									0	0	0
	higher vocational education									0	0	0
	international programme									0	0	0
	Scholarship Hungaricum									0	0	0
	partial knowledge training									0	0	0
	<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
VTK	basic training									0	0	0
	Univocational training									0	0	0
	Master's degree									0	0	0
	higher vocational education									0	0	0
	international programme									0	0	0
	Scholarship Hungaricum									0	0	0
	partial knowledge training									0	0	0
	<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Total	basic training	0	0	0	0	0	0	0	0	0	0	0
	Univocational training	0	0	0	0	0	0	0	0	0	0	0
	Master's degree	0	0	0	0	0	0	0	0	0	0	0
	higher vocational education	0	0	0	0	0	0	0	0	0	0	0
	international programme	0	0	0	0	0	0	0	0	0	0	0
	Scholarship Hungaricum	0	0	0	0	0	0	0	0	0	0	0
	partial knowledge training	0	0	0	0	0	0	0	0	0	0	0
	<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<sup>184</sup>Established by Senate Resolution 77/2020 (VI.17.). Amended by Senate Resolution 111/2020 (19.11.20). Established by Senate Resolution 77/2021 (VI.16.). Amended by Senate Resolution 64/2023 (17.V.17). Amended by Senate Resolution 93/2024 (17 July).

## II. Benefits data

Title	Frameworks	Retrieved from	Duration	Amount	Source from	Comment
Study scholarship	Dean of Faculty	monthly (10 months)	semester	changing	student allowance	
University internship scholarship	ORH	one-off	academic year	fix	student allowance/special	1 person per faculty, 80000 HUF/person, spring semester
Student academic scholarships	ORH	one-off	academic year	fix	student allowance	1 person per faculty, 100000 HUF/person, spring semester
Student Public Affairs Scholarship	ORH (EHÖK)	monthly (12 months)	Monthly	changing	student allowance	
Funding	Dean of Faculty	monthly (10 months)	semester	changing	student allowance	50% of the normative allowance for bachelor's degree, 75% of the normative allowance for master's degree
Regular social grants	Dean of Faculty	monthly (10 months)	semester	changing	student allowance	minimum 10% or 20% of the student allowance
Exceptional social grant	Dean of Faculty	ad hoc	ad hoc	changing	student allowance	maximum 80000Ft/ occasion
Support for participation in an internship	Dean of Faculty	one-off	academic year	changing	student allowance	11900 Ft/person
University Community Prize	ORH (EHÖK)	one-off	academic year	fix	student allowance	1 person per faculty, 80000 HUF/person, spring semester
Sports and cultural scholarships for students	ORH	one-off	academic year	changing	student allowance	
Good Student, Good Athlete Award	ORH	one-off	academic year	changing	student allowance	
Priority study scholarship	Dean of Faculty	monthly (10 months)	academic year	changing	student allowance	
Support for training abroad	Dean of Faculty	every six months	semester	changing	student allowance	
Pro Juventute Award	ORH (EHÖK)	one-off	academic year	fix	student allowance	1 person per faculty, 100000 HUF/person, spring semester
College scholarship	Dean of Faculty	every six months	semester	changing	student allowance	
Scholarships for scientific students	Dean of Faculty	ad hoc	semester	changing	student allowance	
Operating costs of the student government	ORH (EHÖK)	-	fiscal year	-	student allowance	
Reserve	CONTENTS	-	-	-	student allowance / Separate	

## III. Eligibility for benefits

Title	Public service scholarship holder		Official candidate student	Professional or contractual student (dual status)		Law enforcement scholarship holder	Self-costed		Allocation rate	Frameworks
	full-time Training	part-time training	full-time Training	full-time Training	part-time training	full-time Training	full-time Training	part-time training		
Study scholarship	X								53,0%	Dean of Faculty
University internship scholarship	X		X			X	X		0,1%	ORH
Student academic scholarships	X		X			X	X		0,2%	ORH
Student Public Affairs Scholarship	X	X	X	X	X	X	X	X	4,4%	ORH (EHÖK)
Funding	X								2,5%	Dean of Faculty
Regular social grants	X								29,3%	Dean of Faculty
Exceptional social grant	X								0,4%	Dean of Faculty
Support for participation in an internship	X								0,1%	Dean of Faculty
University Community Prize	X						X		0,2%	ORH (EHÖK)
Sports and cultural scholarships for students	X		X			X	X		0,1%	ORH
Good Student, Good Athlete Award	X								0,1%	ORH
Priority study scholarship	X					X			2,0%	Dean of Faculty
Support for training abroad	X								0,3%	Dean of Faculty
Pro Juventute Award	X		X			X	X		0,1%	ORH (EHÖK)
College scholarship	X		X	X		X	X		2,0%	Dean of Faculty
Scholarships for scientific students	X		X	X		X	X		0,4%	Dean of Faculty
Operating costs of the student government	X	X	X	X	X	X	X	X	4,0%	ORH (EHÖK)
Reserve	X								0,8%	CONTENTS
									100,0%	

IV. Framework calculation (pursuant to Section 114/D (1) (a) of the Nftv.)

Student allowance pursuant to § 114/D (1) a) of the National Education Act (HUF/year)									166 600 Ft
Title	Public service scholarship holder		Official candidate student	Are you a professional student under contract		Law enforcement scholarship holder	Self-costed		Total
	full-time training	part-time training (1/4)	full-time training	full-time training	part-time training (1/4)	full-time training	full-time training	part-time training (1/4)	
Study scholarship	0	0	0	0	0	0	0	0	0
University internship scholarship	0	0	0	0	0	0	0	0	0
Student academic scholarships	0	0	0	0	0	0	0	0	0
Student Public Affairs Scholarship	0	0	0	0	0	0	0	0	0
Funding	0	0	0	0	0	0	0	0	0
Regular social grants	0	0	0	0	0	0	0	0	0
Exceptional social grant	0	0	0	0	0	0	0	0	0
Support for participation in an internship	0	0	0	0	0	0	0	0	0
University Community Prize	0	0	0	0	0	0	0	0	0
Sports and cultural scholarships for students	0	0	0	0	0	0	0	0	0
Good Student, Good Athlete Award	0	0	0	0	0	0	0	0	0
Priority study scholarship	0	0	0	0	0	0	0	0	0
Support for training abroad	0	0	0	0	0	0	0	0	0
Pro Juventute Award	0	0	0	0	0	0	0	0	0
College scholarship	0	0	0	0	0	0	0	0	0
Scholarship for scientific students	0	0	0	0	0	0	0	0	0
Operating costs of the student government	0	0	0	0	0	0	0	0	0
Reserve	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

V. Framework calculation (pursuant to Section 114/D (1) (f) of the Nftv.)

Normative subsidy for textbooks and notes, sports and cultural activities pursuant to § 114/D (1) f) of the National Education Act (HUF/year)									14 566 Ft
Regular social grants		56%							
Student government operating costs		44%							
Title	Public service scholarship holder		Official candidate student	Are you a professional student under contract		Law enforcement scholarship holder	Self-costed		Total
	full-time Training	part-time Training	full-time Training	full-time Training	part-time Training	full-time Training	full-time Training	part-time Training	
Regular social grants	0								0
Operating costs of the student government	0								0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## VI. Total fish quota by title

Title	Public service scholarship holder		Official candidate student	Are you a professional student under contract		Law enforcement scholarship holder	Self-costed		Total	Keretgzada
	full-time Training	part-time Training	full-time Training	full-time Training	part-time Training	full-time Training	full-time Training	part-time Training		
Study scholarship	0	0	0	0	0	0	0	0	0	Dean of Faculty
University internship scholarship	0	0	0	0	0	0	0	0	0	ORH
Student academic scholarships	0	0	0	0	0	0	0	0	0	ORH
Student Public Affairs Scholarship	0	0	0	0	0	0	0	0	0	ORH (EHÖK)
Funding	0	0	0	0	0	0	0	0	0	Dean of Faculty
Regular social grants	0	0	0	0	0	0	0	0	0	Dean of Faculty
Exceptional social grant	0	0	0	0	0	0	0	0	0	Dean of Faculty
Support for participation in an internship	0	0	0	0	0	0	0	0	0	Dean of Faculty
University Community Prize	0	0	0	0	0	0	0	0	0	ORH (EHÖK)
Sports and cultural scholarships for students	0	0	0	0	0	0	0	0	0	ORH
Good Student, Good Athlete Award	0	0	0	0	0	0	0	0	0	ORH
Priority study scholarship	0	0	0	0	0	0	0	0	0	Dean of Faculty
Support for training abroad	0	0	0	0	0	0	0	0	0	Dean of Faculty
Pro Juventute Award	0	0	0	0	0	0	0	0	0	ORH (EHÖK)
College scholarship	0	0	0	0	0	0	0	0	0	Dean of Faculty
Scholarship for scientific students	0	0	0	0	0	0	0	0	0	Dean of Faculty
Operating costs of the student government	0	0	0	0	0	0	0	0	0	ORH (EHÖK)
Reserve	0	0	0	0	0	0	0	0	0	CONTENTS
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

Framework host aggregation									
Dean of Faculty	0	0	0	0	0	0	0	0	0
ORH	0	0	0	0	0	0	0	0	0
ORH (EHÖK)	0	0	0	0	0	0	0	0	0
CONTENTS	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## VIII. Faculty framework allocation

Title	Public service scholarship holder		Official candidate student	Are you a professional student under contract		Law enforcement scholarship holder	Self-costed		Total	Keretgzada
	full-time Training	part-time Training	full-time Training	full-time Training	part-time Training	full-time Training	full-time Training	part-time Training		
Study scholarship	0	0	0	0	0	0	0	0	0	Dean of Faculty
Funding	0	0	0	0	0	0	0	0	0	Dean of Faculty
Regular social grants	0	0	0	0	0	0	0	0	0	Dean of Faculty
Exceptional social grant	0	0	0	0	0	0	0	0	0	Dean of Faculty
Support for participation in an internship	0	0	0	0	0	0	0	0	0	Dean of Faculty
Priority study scholarship	0	0	0	0	0	0	0	0	0	Dean of Faculty
Support for training abroad	0	0	0	0	0	0	0	0	0	Dean of Faculty
College scholarship	0	0	0	0	0	0	0	0	0	Dean of Faculty
Scholarships for scientific students	0	0	0	0	0	0	0	0	0	Dean of Faculty
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

## METHODOLOGY FOR PLANNING THE SOURCES OF DOCTORAL ALLOWANCES

## I. Headcount data

Title		Public service scholarship holder		Self-costed		Total		
		full-time training	part-time training	full-time training	part-time training	full-time training	part-time training	Total
	Grade I.					0	0	0
	Grade II.					0	0	0
	Year III.					0	0	0
	Year IV.					0	0	0
	<i>Number of expected degree holders</i>					0	0	0
<b>Doctoral School of Military Sciences</b>		0	0	0	0	0	0	0
	Grade I.					0	0	0
	Grade II.					0	0	0
	Year III.					0	0	0
	Year IV.					0	0	0
	<i>Number of expected degree holders</i>					0	0	0
<b>Military Doctoral School of Engineering</b>		0	0	0	0	0	0	0
	Grade I.					0	0	0
	Grade II.					0	0	0
	Year III.					0	0	0
	Year IV.					0	0	0
	<i>Number of expected degree holders</i>					0	0	0
<b>Doctoral School of Public Administration</b>		0	0	0	0	0	0	0
	Grade I.					0	0	0
	Grade II.					0	0	0
	Year III.					0	0	0
	Year IV.					0	0	0
	<i>Number of expected degree holders</i>					0	0	0
<b>Doctoral School of Law</b>		0	0	0	0	0	0	0
	<b>Grade I.</b>	0	0	0	0	0	0	0
	<b>Grade II.</b>	0	0	0	0	0	0	0
	<b>Year III.</b>	0	0	0	0	0	0	0
	<b>Year IV.</b>	0	0	0	0	0	0	0
	<i>Number of expected degree holders</i>	0	0	0	0	0	0	0
<b>Total</b>		0	0	0	0	0	0	0

<sup>185</sup>Established by Senate Resolution 77/2020 (VI.17.). Amended by Senate Resolution 93/2024 (17.VII.).

## II. Benefit data

Title	Frameworks	Retrieved from	Duration	Amount	Source from	Comment
University internship scholarship	TRH	one-off	academic year	fix	Separate frame (TRH)	1 person per faculty, 80000 HUF/person, spring semester
Doctoral Public Policy Fellowship	TRH (DÖK)	monthly (12 months)	Monthly	changing	special framework (DÖK)	
Doctoral scholarships (training and research)	Dean of Faculty	monthly (12 months)	semester	fix	doctoral norms	140680 Ft/person/month (1680000 Ft+(14566 Ft * 56%))/year / 12 months )
Doctoral scholarships (research and dissertation)	Dean of Faculty	monthly (12 months)	semester	fix	doctoral norms	180680 Ft/person/month (2160000 Ft+(14566 Ft * 56%))/year / 12 months )
Doctoral scholarship (degree)	Dean of Faculty	one-off	ad hoc	fix	doctoral norms	400000 HUF/person in case of successful graduation
Doctoral self-government operating costs	TRH (DÖK)	-	fiscal year	-	Separate framework (DÖK)	
Regular social grants	Dean of Faculty	monthly (10 months)	semester	changing	Separate frame (arm)	minimum 10% or 20% of the student allowance
Exceptional social grant	Dean of Faculty	ad hoc	ad hoc	changing	Separate frame (arm)	maximum 80000Ft/ occasion
Reserve	CONTENTS	-	-	-	Separate frame (Tart)	

## III. Eligibility for benefits

Title	Public service scholarship holder		Self-costed		Doctoral training normative % (*Student % of norm)	Frameworks
	full-time training	part-time training	full-time training	part-time training		
University internship scholarship	X				0,1%	TRH
Doctoral Public Policy Fellowship	X	X	X	X	1,5%	TRH (DÖK)
Doctoral scholarships (training and research)	X				100,0%	Dean of Faculty
Doctoral scholarships (research and dissertation)	X				100,0%	Dean of Faculty
Doctoral scholarship (degree)	X				100,0%	Dean of Faculty
Operating costs of the Doctoral School	X	X	X	X	3,0%	TRH (DÖK)
Regular social grants *	X				29,3%	Dean of Faculty
Extraordinary social grant *	X				0,4%	Dean of Faculty
Reserve	X				0,5%	CONTENTS

IV. Framework calculation (pursuant to § 114/D(1)(b) and (a) of the Nftv.)

Allowance for the doctoral training and research phase pursuant to Section 114/D (1) ba) of the National Research Act (HUF/year)	1 680 000 Ft
Allowance for the doctoral research and dissertation phase pursuant to Section 114/D (1) bb) of the National Research Act (HUF/year)	2 160 000 Ft
One-off allowance granted for doctoral degrees pursuant to Art. 114/D (1) bc) of the National Doctoral Degree Act (HUF/year)	400 000 Ft
Per capita student allowance pursuant to § 114/D (1) a) of the National Education Act (HUF/year)	166 600 Ft

Title	Public service scholarship holder		Self-costed		Total
	full-time training	part-time training (1/4)	full-time training	part-time training (1/4)	
University internship scholarship	0	0	0	0	0
Doctoral Public Policy Fellowship	0	0	0	0	0
Doctoral scholarships (training and research)	0	0	0	0	0
Doctoral scholarships (research and dissertation)	0	0	0	0	0
Doctoral scholarship (degree)	0	0	0	0	0
Operating costs of the Doctoral School	0	0	0	0	0
Regular social grants *	0	0	0	0	0
Extraordinary social grant *	0	0	0	0	0
Reserve	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

V. Framework calculation (pursuant to Section 114/D (1) (f) of the Nftv.)

Textbook and ticket subsidies, as well as the normative subsidy for sports and cultural activities pursuant to Section 114/D (1) f) of the National Education Act (HUF/year)	14 566 Ft
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Doctoral scholarship supplement 56%  
Operating costs of the Doctoral School 44%

Title	Public service scholarship holder		Self-costed		Total
	full-time training	part-time training	full-time training	part-time training	
University internship scholarship					0
Doctoral Public Policy Fellowship					0
Doctoral scholarships (training and research)	0				0
Doctoral scholarships (research and dissertation)	0				0
Doctoral scholarship (degree)					0
Operating costs of the Doctoral School	0				0
Reserve					0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## VI. Total fish quota by title

Title	Public service scholarship holder		Self-costed		Total	Keretgzada
	full-time training	part-time training	full-time training	part-time training		
University internship scholarship	0	0	0	0	0	TRH
Doctoral Public Policy Fellowship	0	0	0	0	0	TRH (DÖK)
Doctoral scholarships (training and research)	0	0	0	0	0	Dean of Faculty
Doctoral scholarships (research and dissertation)	0	0	0	0	0	Dean of Faculty
Doctoral scholarship (degree)	0	0	0	0	0	Dean of Faculty
Operating costs of the Doctoral School	0	0	0	0	0	TRH (DÖK)
Regular social grants	0	0	0	0	0	Dean of Faculty
Exceptional social grant	0	0	0	0	0	Dean of Faculty
Reserve	0	0	0	0	0	CONTENTS
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Framework host aggregation</b>						
Dean of Faculty	0	0	0	0	0	
TRH	0	0	0	0	0	
TRH (DÖK)	0	0	0	0	0	
CONTENTS	0	0	0	0	0	
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

## VII. Faculty framework allocation

Faculty (Doctoral School)

Title	Public service scholarship holder		Self-costed		Total	Keretgzada
	full-time training	part-time training	full-time training	part-time training		
University internship scholarship	0	0	0	0	0	TRH
Doctoral Public Policy Fellowship	0	0	0	0	0	TRH (DÖK)
Doctoral scholarships (training and research)	0	0	0	0	0	Dean of Faculty
Doctoral scholarships (research and dissertation)	0	0	0	0	0	Dean of Faculty
Doctoral scholarship (degree)	0	0	0	0	0	Dean of Faculty
Operating costs of the Doctoral School	0	0	0	0	0	TRH (DÖK)
Regular social grants	0	0	0	0	0	Dean of Faculty
Exceptional social grant	0	0	0	0	0	Dean of Faculty
Reserve	0	0	0	0	0	CONTENTS
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	



## THE METHOD FOR PLANNING BENEFITS FINANCED FROM SPECIFIC RESOURCES

Title	Frameworks	Retrieved from	Duration	Amount	Source from
National scholarships for higher education	ORH	monthly (10 months)	academic year	fix	Separate frame
Bursa Hungarica scholarship (institutional)	Dean of Faculty	monthly (10 months)	semester of study	changing	Separate frame
Ministerial scholarship	ORH	according to law	according to law	law no.	Separate frame
Demonstrator scholarship	ORH (EHÖK)	monthly (10 months)	Monthly	changing	Separate frame
Maintenance grant	ORH	one-off	academic year / semester	changing	Separate frame
Good State Scholarship	NRH	monthly	academic year / semester	changing	Separate frame
Scholarship funded by an external partner	Dean of Faculty	ad hoc	ad hoc	changing	separate frame
Scholarships for students in self-financed courses	Dean of Faculty	ad hoc	ad hoc	changing	separate frame
Scientific Student Conference scholarship	TRH	ad hoc	academic year	changing	separate frame
Ludovika Collegium scholarship	Programme Director	ad hoc	ad hoc	changing	separate frame
Erasmus scholarship	NRH	ad hoc	ad hoc	changing	separate frame
Stipendium Hungaricum scholarship	Dean of Faculty	ad hoc	semester	changing	separate frame
Water scholarship	VTK Dean	monthly (10 months)	year	fix	separate frame
Scholarship funded by a grant	Framework application host	ad hoc	ad hoc	ad hoc	separate frame
László Berti Sports Scholarship	ORH	one-off	academic year	changing	separate frame

Title	Frameworks	design standard (Ft)	case number	case number me.	staffing	Total	Comment
National scholarships for higher education	ORH	400 000	1	year	10	4 000 000	2 per faculty
Bursa Hungarica scholarship (institutional)	ÁNTK	4 300	10	Month	193	8 299 000	based on base year data
	HHK	5 000	10	Month	2	100 000	based on base year data
	RTK	4 900	10	Month	11	539 000	based on base year data
	VTK	4 200	10	Month	29	1 218 000	based on base year data
	<b>Total</b>				<b>235</b>	<b>10 156 000</b>	<b>based on base year data</b>
Ministerial scholarship	ORH	0	0	year	0	0	on the basis of calls for tender
Demonstrator scholarship	ORH (EHÖK)	7 000	10	year	34	2 380 000	based on the rector's instructions and the base year
Maintenance grant	ORH	0	0	year	0	0	based on base year data
Good State Scholarship	NRH	0	0	year	0	0	based on base year data
Scholarship funded by an external partner	ÁNTK	0	0	year	0	0	based on base year data
	HHK	0	0	year	0	0	based on base year data
	RTK	0	0	year	0	0	based on base year data
	VTK	0	0	year	0	0	based on base year data
	<b>Total</b>				<b>0</b>	<b>0</b>	<b>based on base year data</b>
Scholarships for students in self-financed courses	ÁNTK	0	0	year	0	0	based on base year data
	HHK	0	0	year	0	0	based on base year data
	RTK	0	0	year	0	0	based on base year data
	VTK	0	0	year	0	0	based on base year data
	<b>Total</b>				<b>0</b>	<b>0</b>	<b>based on base year data</b>
Scientific Student Conference scholarship	TRH	0	0	year	0	0	based on the rector's instructions and the base year
Ludovika Collegium scholarship	Programme Director	0	0	year	0	0	based on the rector's instructions and the base year
Erasmus scholarship	NRH	0	0	year	0	0	based on base year and contracts
Stipendium Hungaricum scholarship	Dean of Faculty	0	0	year	0	0	based on base year and contracts
Water scholarship	VTK Dean	120 000	0	Month	0	0	maximum 15 students per class
Scholarship funded by a grant	Framework application host	0	0	ad hoc	0	0	according to the call for proposals
László Berti Sports Scholarship	ORH	0	0	ad hoc	0	0	according to the call for proposals

<sup>186</sup>Established by Senate Resolution 77/2020 (VI.17.). Established by Senate Resolution 77/2021 (VI.16.). Established by Senate Resolution 107/2021 (X.27.). Established by Senate Resolution 28/2022 (II.23). Established by Senate Resolution 92/2022 (VII.13.). Established by Senate Resolution 75/2023 (VI.14.). Established by Senate Resolution 93/2024 (17.VII.).



**DORMITORY FEES IN THE DIÓSZEGI STREET DORMITORY**

Ssz.	Location	Main	Comfort level	Monthly dormitory fee (HUF/person/month)	Daily dormitory fee (Ft/person/night)
1.	2 beds - during term time and exams	2	IV.	24.000,-	1.000,-
2.	2 beds (on request) - study and during the examination period	1	IV.	48.000,-	2.000,-
3.	2 beds - outside term time and exams	1	IV.		4.000,-
4.	2 beds - outside term time and exams	2	IV.		2.000,-
5.	2 beds - outside term-time and exams discount *	1	IV.	-	2.000,-
6.	2 beds - outside term-time and exams discount *	2	IV.	-	1.000,-

**Fees for foreign students participating in the Stipendium Hungaricum programme, the Diaspora Higher Education Programme and the "Scholarship Programme for Christian Youth"**

Ssz.	Location	Main	Comfort level	Monthly fee (HUF/person/month)	Daily fee (Ft/person/night)
1.	2 beds	1	IV.	80.000,-	4.000,-
2.	2 beds	2	IV.	40.000,-	2.000,-

**Fees for foreign students (other than students participating in the Stipendium Hungaricum programme, the Diaspora Higher Education Programme and the "Scholarship Programme for Christian Youth"), under inter-institutional or inter-state agreements or scholarship programmes established by the Government**

Ssz.	Location	Main	Comfort level	Monthly fee (HUF/person/month)	Daily fee (Ft/person/night)
1.	2 beds	1	IV.	132.200,-	9.300,-
2.	2 beds	2	IV.	66.100,-	4.900,-

**Other fees**

Ssz.	Title	Total
1.	Visitor reception fee	1.500,-/night
2.	In case of late payment of the dormitory fee, the late fee (after the 5th day following the payment deadline) is	3 000,-

<sup>187</sup>Amended by Senate Resolution 107/2021 (X.27.). Established by Senate Resolution 92/2022 (VII.13.). Established by Senate Resolution 120/2023 (X.25.), **the new rates established by Senate Resolution 120/2023 (X.25.) shall apply from 1 February 2024.**

3.	Failure to meet the deadline for moving out (in case the student has not indicated the absence in advance)	1.500,-/ day
4.	In case of late payment of the visitor admission fee, the late fee (after the 5th day following the due date for payment) is	1 000,-

\* Discounted dormitory fees are provided for the period of mandatory internships, public activities in the interest of the University or academic work related to the training, after professional approval, outside the academic and examination periods. The minimum duration of the residence hall accommodation for this period is 7 days.

## FEES FOR DORMITORY ACCOMMODATION IN THE DORMITORY ON ORCZY ÚT

Ssz.	Location	Main	Comfort level	Monthly dormitory fee (HUF/person/month)	Daily dormitory fee (Ft/person/night)
1.	2 beds - during term time and exams	2	IV.	24.000,-	1.000,-
2.	2 beds (on request) - study and during the examination period	1	IV.	48.000,-	2.000,-
3.	2 beds - outside term time and exams	1	IV.		4.000,-
4.	2 beds - outside term time and exams	2	IV.		2.000,-
5.	2 beds - outside term-time and exams discount *	1	IV.	-	2.000,-
6.	2 beds - outside term-time and exams discount *	2	IV.	-	1.000,-

## Fees for foreign students participating in the Stipendium Hungaricum, the Diaspora Higher Education Programme and the "Scholarship Programme for Christian Youth"

Ssz.	Location	Main	Comfort level	Monthly fee (HUF/person/month)	Daily fee (Ft/person/night)
1.	2 beds	1	IV.	80.000,-	4.000,-
2.	2 beds	2	IV.	40.000,-	2.000,-

## Fees for foreign students (other than students participating in the Stipendium Hungaricum programme, the Diaspora Higher Education Programme and the "Scholarship Programme for Christian Youth"), under inter-institutional or inter-state agreements or scholarship programmes established by the Government

Ssz.	Location	Main	Comfort level	Monthly fee (HUF/person/month)	Daily fee (Ft/person/night)
1.	2 beds	1	IV.	132.200,-	9.300,-
2.	2 beds	2	IV.	66.100,-	4.900,-

## Other fees

Ssz.	Title	Total
1.	Visitor reception fee	1.500,-/night
2.	In case of late payment of the dormitory fee, the late payment fee (after the 5th day after the payment deadline) is	3 000,-
3.	Failure to meet the deadline for moving out (in case the student has not given prior notice)	1.500,-/ day

<sup>188</sup>Established by Senate Resolution 92/2022 (VII.13.). Established by Senate Resolution 120/2023 (X.25.), Senate **Resolution 120/2023. (X.25.) shall apply from 1 February 2024.**

4.	In case of late payment of the visitor admission fee, the late fee (after the 5th day following the due date for payment) is	1 000,-
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\* Discounted dormitory fees are provided for the period of mandatory internships, public activities in the interest of the University or academic work related to the training, after professional approval, outside the academic and examination periods. The minimum duration of the residence hall accommodation for this period is 7 days.

## DORMITORY FEES AT THE BESZÉDES JÓZSEF DORMITORY

Ssz.	Location	Main	Comfort -degree	Monthly dormitory fee (HUF/person/ month)	Daily dormitory fee (Ft/person/night ka)
1.	3 beds - during term time and exams	3	IV.	14.000,-	**600,-
2.	2*2 beds - during term time and exams	4	IV.	16.000,-	**600,-
3.	2 beds - during term time and exams	2	IV.	18.000,-	**600,-
4.	3 beds (on request) - study and during the exam period	1	IV.	28.000,-	** 1.100,-
5.	2*2 beds (on request) - study and during the exam period	2	IV.	32.000,-	** 1.100,-
6.	2 beds (on request) - study and during the exam period	1	IV.	36.000,-	** 1.100,-
7.	3 beds - during term time and exams outside	3	IV.		1.100,-
8.	2*2 beds - during term time and exams outside	4	IV.		1.100,-
9.	2 beds - during study and exam periods outside	2	IV.		1.100,-
10.	2 beds (on request) - study and outside the examination period	1	IV.		1.100,-
11.	3 beds - during term time and exams outside <b>discount *</b>	3	IV.		600,-
12.	2*2 beds - during term time and exams outside <b>discount *</b>	4	IV.		600,-
13.	2 beds - during term time and exams outside <b>discount *</b>	2	IV.		600,-

## Fees for foreign students participating in the Stipendium Hungaricum, the Diaspora Higher Education Programme and the "Scholarship Programme for Christian Youth"

Ssz.	Location	Main	Comfort level	Monthly fee fee (HUF/person/ month)	Daily fee (Ft/person/night)
1.	2 beds	1	IV.	80.000,-	3.300,-
2.	2 beds	2	IV.	40.000,-	1.650,-
3.	3 beds	3	IV.	40.000,-	1.650,-

<sup>189</sup>Established by Senate Resolution 37/2021 (III.18.). Established by Senate Resolution 77/2021 (VI.16.). Established by Senate Resolution 92/2022 (VII.13.). Established by Senate Resolution 120/2023 (X.25.), **the new tariffs established by Senate Resolution 120/2023 (X.25.) shall apply from 1 February 2024.**

4.	3 beds	2	IV.	80.000,-	3.300,-
5.	3 beds	1	IV.	120.000,-	4.950,-
6.	2*2 beds	2	IV.	40.000,-	1.650,-
7.	2*2 beds	1	IV.	80.000,-	3.300,-

**Fees for foreign students (other than students participating in the Stipendium Hungaricum programme, the Diaspora Higher Education Programme and the "Scholarship Programme for Christian Youth"), under inter-institutional or inter-state agreements or scholarship programmes established by the Government**

Ssz.	Location	Main	Comfort level	Monthly fee (Ft/person/month)	Daily fee (Ft/person/night)
1.	2 beds	1	IV.	125.900,-	8.900,-
2.	2 beds	2	IV.	63.000,-	4.700,-
3.	3 beds	3	IV.	42.200,-	3.300,-
4.	3 beds	2	IV.	63.200,-	4.700,-
5.	3 beds	1	IV.	126.500,-	8.900,-
6.	2*2 beds	2	IV.	52.300,-	4.000,-
7.	2*2 beds	1	IV.	104.500,-	7.500,-

#### Other fees

Ssz.	Title	Total
1.	Visitor reception fee	1.500,-/night
2.	In the event of late payment of the dormitory/accommodation fee, the late payment penalty fee (after the 5th day after the payment deadline)	3 000,-
3.	Failure to meet the deadline for moving out (in the case where the student has not previously indicated)	1.500,-/ day
4.	The late fee for late payment of the visitor admission fee is (after the 5th day after the payment deadline)	1 000,-

\* Discounted dormitory fees are provided for the period of mandatory internships, public activities in the interest of the University or academic work related to the training, after professional approval, outside the academic and examination periods. The minimum duration of the residence hall accommodation for this period is 7 days.

\*\* Only students on the correspondence course are entitled to a daily allowance during term-time and exams.



## DORMITORY FEES AT LUDOVIKA COLLEGIUM

Ssz.	Location	Main	Comfort -degree	Monthly dormitory fee (Ft/person/month)	Daily dormitory fee (Ft/person/night)
1.	2 beds - during term time and exams	2	IV.	24.000,-	1.000,-
2.	2 beds (on request) - during term time and exams	1	IV.	48.000,-	2.000,-
3.	2 beds - outside term time and exams	1	IV.		4.000,-
4.	2 beds - outside term time and exams	2	IV.		2.000,-
5.	2 beds - <b>reduced rate</b> outside term-time and exams *	1	IV.	-	2.000,-
6.	2 beds - <b>reduced rate</b> outside term-time and exams *	2	IV.	-	1.000,-
7.	1 bed (on request) - during term time and exams	1	IV.	48.000,-	2.000,-
8.	1 bed during term time and exams	1	IV.	24.000,-	1.000,-
9.	1 bed - outside term-time and exams	1	IV.		4.000,-
10.	1 bed - <b>reduced rate</b> outside term-time and exams *	1	IV.		2.000,-

## Fees for foreign students participating in the Stipendium Hungaricum, the Diaspora Higher Education Programme and the "Scholarship Programme for Christian Youth"

Ssz.	Location	Main	Comfort level	Monthly fee (HUF/person/month)	Daily fee (Ft/person/night)
1.	2 beds	1	IV.	80.000,-	4.000,-
2.	2 beds	2	IV.	40.000,-	2.000,-
3.	1 bed	1	IV.	40.000,-	2.000,-

## Fees for foreign students (other than students participating in the Stipendium Hungaricum programme, the Diaspora Higher Education Programme and the "Scholarship Programme for Christian Youth"), under inter-institutional or inter-state agreements or scholarship programmes established by the Government

Ssz.	Location	Main	Comfort level	Monthly fee fee (HUF/person/month)	Daily fee (Ft/person/night)
1.	2 beds	1	IV.	132.200,-	9.300,-

<sup>190</sup>Inserted by Senate Resolution 107/2021 (X.27.). Established by Senate Resolution 92/2022 (VII.13.). Established by Senate Resolution 120/2023 (X.25.), **the new rates established by Senate Resolution 120/2023 (X.25.) shall apply from 1 February 2024.**

2.	2 beds	2	IV.	66.100,-	4.900,-
3.	1 bed	1	IV.	66.100,-	4.900,-

**Other fees**

Ssz.	Title	Total
1.	Visitor reception fee	1.500,- /night
2.	In case of late payment of the dormitory fee, the late payment fee (after the 5th day after the payment deadline) is	3 000,-
3.	Failure to meet the deadline for moving out (in case the student has not given prior notice)	1.500,-/ day
4.	In the event of late payment of the visitor admission fee, the late fee (payment after the 5th day after the deadline)	1 000,-

\* Discounted dormitory fees are provided for the period of mandatory internships, public activities in the interest of the University or academic work related to the training, after professional approval, outside the academic and examination periods. The minimum duration of the residence hall accommodation for this period is 7 days.

## FEES AT THE HOSTEL OF THE FACULTY OF MILITARY SCIENCE AND TRAINING ("D" BUILDING)

Ssz.	Location	Monthly dormitory fee (HUF/person/month )	Daily dormitory fee (HUF/person/night)
1.	2 beds	12.000,-	1.000,-

## Other fees

Ssz.	Title	Total
1.	In case of late payment of the dormitory/accommodation fee, the late fee (after the 5th day after the payment deadline) is	3 000,-
2.	Failure to meet the deadline for moving out (in the case where the student has not previously indicated)	1.500,-/day

In the case of accommodation in the hostel of the Faculty of Military Science and Training of Military Officers, no reimbursement fee will be charged.

<sup>191</sup>Established by Senate Resolution 92/2022 (VII.13.).

**System for the distribution of certain student allowances (EHJFR)<sup>192</sup>****I. CHAPTER 2  
SOCIAL SCHOLARSHIPS  
(HTJSZ CHAPTER V)****1. Funding  
(ART. 30 OF THE RSO)****1. §**

Applications for the basic grant may be submitted on the application form for the regular social grant, which is attached as Annex 5/1 to these Regulations. The provisions of these Regulations shall apply mutatis mutandis to the application for the basic grant for the regular social grant for the preparation, submission and assessment of applications for the basic grant.

**2. Regular social grants  
(ART. 31 OF THE RSO)****2. §**

The application form for the regular social grant is set out in Annex 5/1 to these Rules. The documents to be submitted with the application, which must be attached to the application form, are set out in Annex 5/2 to these Rules. The criteria for assessing applications are set out in Annex 5/3 to these Rules.

**3. Exceptional social grant  
(ART. 31 OF THE RSO)****3. §**

(1) The application form for the exceptional social grant and the documents to be submitted with the application, which must be attached to the application form, are set out in Annex 5/4 to these Rules.

(2)<sup>193</sup>

**4. Support for participation in an internship  
(ART. 33 OF THE HJSA )****4. §**

(1)<sup>194</sup>The application form for the traineeship grant and the documents to be submitted with the application, which must be attached to the application form, are set out in Annex 5/5 to these Rules.

(2)<sup>195</sup>

**5. Support for training abroad  
(ART. 47 OF THE HJAO)****5. §**

(1) The application form and the documents to be submitted with the application, which must be attached to the application form, are set out in Annex 5/6 to these Rules.

(2)<sup>196</sup>

<sup>192</sup>Amended by Senate Resolution 75/2023 (VI.14.).

<sup>193</sup>Repealed by Senate Resolution 92/2022 (VII.13.).

<sup>194</sup>Amended by Senate Resolution 92/2022 (VII.13.).

<sup>195</sup>Repealed by Senate Resolution 92/2022 (VII.13.).

<sup>196</sup>Repealed by Senate Resolution 92/2022 (VII.13.).

(3) The criteria for the evaluation of applications are set out in Annex 5/7 to these Rules.

## **II. CHAPTER 2 MERIT-BASED SCHOLARSHIPS**

### **1. University internship scholarship (ART. 21 OF THE HJAO)**

#### **6. §**

The application form for the university internship scholarship is set out in Annex 5/8 to these Regulations. The criteria for the evaluation of applications and the documents to be submitted with the application form are set out in Annex 5/9 to these Regulations.

### **2. Student academic scholarships (ART. 22 OF THE RSO)**

#### **7. §**

The application form for the student academic scholarship is set out in Annex 5/10 to these Regulations. The criteria for the evaluation of applications and the documents to be submitted with the application form are set out in Annex 5/11 to these Rules.

### **3. Scholarships for students, doctoral students and public figures (HTJSZ §§ 23-26)**

#### **8. §**

The application form for the Student Public Scholarship is set out in Annex 5/12 to these Regulations. The criteria for the evaluation of applications are set out in Annex 5/13 to these Rules. Applications shall be certified by the Students' Union or the DGB Bureau.

### **4. National scholarships for higher education<sup>197</sup> (ART. 27 OF THE HJAO)**

#### **8/A. §<sup>198</sup>**

The application form for the national higher education scholarship is set out in Annex 5/23 of these Regulations, and the evaluation criteria are set out in Annex 5/24.

## **III. CHAPTER 2 OTHER SCHOLARSHIPS**

### **1. Sports and cultural scholarships for students (ART. 43 OF THE RSO)**

#### **9. §**

The application form for the student sports and cultural scholarship is attached as Annex 5/14 to these Regulations. The criteria for the evaluation of applications and the documents to be submitted with the application form are set out in Annex 5/15 to these Regulations.

### **2. Pro Juventute scholarship (ART. 50 OF THE RSO)**

#### **10. §**

The application form for the Pro-Juventute scholarship is set out in Annex 5/8 to these Rules. The evaluation criteria and the documents to be submitted with the application, which must be attached to the application form, are set out in Annex 5/9 to these Rules.

### **3. University Community Prize (ART. 41 OF THE HJAO)**

#### **11. §**

<sup>197</sup>Inserted by Senate Resolution 92/2022 (VII. 13.).

<sup>198</sup>Inserted by Senate Resolution 92/2022 (VII 13).

The application form for the University Community Fee and the documents to be submitted with the application, which must be attached to the application form, are set out in Annex 5/8 to these Rules. The criteria for the evaluation of applications are set out in Annex 5/9 to these Rules.

**12.** <sup>199</sup>  
**§** <sup>200</sup>

**5. College scholarship**  
(ART. 52 OF THE RSO)  
**13. §**

The application form for the Szakkollegium Scholarship is set out in Annex 5/17 to these Regulations, and the evaluation criteria are set out in Annex 5/18 to these Regulations.

**6. Scholarships for scientific students**  
(ART. 53 OF THE RSO)  
**14. §**

The application form for the Scientific Student Fellowship is set out in Annex 5/19 to these Regulations, and the evaluation criteria are set out in Annex 5/20.

**7. Water scholarships** <sup>201</sup>  
(HTJSZ § 54/C-54/D)  
**15. §**

The application form for the water scholarship is set out in Annex 5/21 to these Rules and the scoring system in Annex 5/22.

**8. Good Student, Good Athlete Award** <sup>202</sup>  
(ART. 45 OF THE HJAO)  
**16. §** <sup>203</sup>

The application form for the Good Student, Good Athlete Award is set out in Annex 5/25 to these Rules, and the evaluation criteria are set out in Annex 5/26.

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<sup>199</sup>Repealed by Senate Resolution 111/2020 (19.XI.).

<sup>200</sup>Repealed by Senate Resolution 111/2020 (19.XI.20).

<sup>201</sup>Inserted by Senate Resolution 28/2022 (II.23.).

<sup>202</sup>Inserted by Senate Resolution 92/2022 (VII 13).

<sup>203</sup>Inserted by Senate Resolution 92/2022 (VII 13).

*Annexes:*

- 5/1. regular social grant, basic grant - application form
- 5/2. regular social scholarship, basic allowance - to apply to be attached Documents to be submitted with application (with appendix)
- 5/3. regular social grants, basic allowance - points system
- 5/4. exceptional social scholarship - application form and supporting documents 5/5. work placement grant - application form and supporting documents 5/6. study abroad grant - application form and supporting documents 5/7. study abroad grant - points system
- 5/8. university scholarships, university community awards, Pro Juventute Awards - application form
- 5/9. university scholarships, university community awards, Pro Juventute Awards - points system and documents to be attached to the application
- 5/10. student academic scholarship - application form
- 5/11. student academic scholarships - points system and documents to be attached to the application
- 5/12. public scholarship - application form (public affairs report)
- 5/13. public scholarship - points system
- 5/14. student sport and culture scholarship - application form
- 5/15. student sport and culture scholarship - points system and documents to be attached to the application
- 5/16. <sup>204</sup>
- 5/17. 5/17. 5/18. 5/18. 5/19. 5/19. 5/19. 5/19. 5/19.
- 5/20. criteria for the Scientific Student Fellowship
- 5/21 <sup>205</sup>Application form for water scholarships
- 5/22 <sup>206</sup>Points system for the water scholarship
- 5/23 <sup>207</sup>national higher education scholarship - application form
- 5/24 <sup>208</sup>national scholarships for higher education - evaluation criteria
- 5/25 <sup>209</sup>Good Student, Good Athlete Award - application form
- 5/26 <sup>210</sup>Good student, good athlete award - criteria for the award
- 5/27 <sup>211</sup>László Berti Sports Scholarship - application form
- 5/28 <sup>212</sup>László Berti Sports Scholarship - evaluation criteria

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<sup>204</sup>Repealed by Senate Resolution 111/2020 (19.XI.20.).

<sup>205</sup>Inserted by Senate Resolution 28/2022 (II.23.).

<sup>206</sup>Inserted by Senate Resolution 28/2022 (II.23.).

<sup>207</sup>Inserted by Senate Resolution 92/2022 (VII.13.).

<sup>208</sup>Inserted by Senate Resolution 92/2022 (VII.13.).

<sup>209</sup>Inserted by Senate Resolution 92/2022 (VII.13.).

<sup>210</sup>Inserted by Senate Resolution 92/2022 (VII.13.).

<sup>211</sup>Inserted by Senate Resolution 93/2024 (17 July).

<sup>212</sup>Inserted by Senate Resolution 93/2024 (17 July).



## A HAZA SZOLGÁLATÁBAN

Annex 5/1 to the EHJFR<sup>213</sup>

File number:

### REGULAR SOCIAL GRANT, BASIC SUBSIDY

Name of applicant:

Student ID (Neptun code):

Kar:

Level of education (bachelor/ master/ master):

Grade:

#### **DECISION PROPOSAL** (To be completed by the Student Welfare Committee!)

<b>Regular social grants</b> YES / NO Score: Amount awarded: Reason:*  Budapest, ..... _____	The Committee is chaired by:
<b>Basic subsidy</b> YES / NO Score: Amount awarded: Reason:*  Budapest, ..... _____	The Committee is chaired by:

#### **DECISION** (To be completed by the Committee for Students, Studies, Social Affairs and Examinations!)

**The proposed decision is approved.**

Budapest, .....

The Committee is chaired by: \_\_\_\_\_

#### **Decision other than the proposed decision:**

<b>Regular social grants</b> YES / NO Score: Amount awarded: Reason:*  Budapest, ..... _____	The Committee is chaired by:
<b>Basic subsidy</b> YES / NO Score: Amount awarded: Reason:*  Budapest, ..... _____	The Committee is chaired by:

*\*in case of refusal or partial refusal*

<sup>213</sup>Established by Senate Resolution 92/2022 (VII.13.). Amended by Senate Resolution 75/2023 (VI.14.). Established by Senate Resolution 120/2023 (X.25.). Amended by Senate Resolution 135/2023 (XII.13.).



The decision is based on §§ 12-13 and §§ 28-29 and § 30 of the Student Fee and Benefit Regulations of the National University of Public Service (hereinafter referred to as the "HTJSZ"). The decision-maker's competence and jurisdiction were determined on the basis of § 28 (3) of the HTJSZ. The applicant's right to legal remedy is guaranteed by Articles 57-58 of the National Higher Education Act.

#### APPLICATION DATA SHEET

**Subject of the request** (Indicate with an appropriate x)

☐ **Regular social grants**

☐ **Funding**

#### **INFORMATION FOR THE APPLICATION FORM**

##### **Information on the supporting documents to be submitted with the application**

1. If

**a.)** any of the information indicated on the Application Form is not duly justified, the Applicant will not be given points,

**b.)** any of the certificates submitted is not included in the table summarising the certificates submitted on the Application Form, it will not be taken into account by the evaluator/decision-maker and will not be awarded any points,

**c.)** if any of the information on the income of a single person living in the same household given in the Application Form is missing, the student will not be awarded any points.

2. If the proof of address<sup>214</sup> is missing for any of the persons concerned, the application will not be considered!

**There is no possibility to make up for the shortfall.** Applications submitted after the deadline, not on the Application Form, with an incomplete Application Form, with an unsigned Application Form, without a single supporting document, or by an unauthorised applicant will be rejected without consideration. No further supporting documents or additions to the application may be submitted after the deadline for submission of applications and the decision-maker will decide on the basis of the information available to him/her in the case of missing supporting documents.

**Applicants acknowledge that if they have not disclosed in any of the documents submitted with their application any personal data not required for the evaluation of the application, such documents will not be taken into account for the evaluation of the application.** If this is the only obstacle to the evaluation of the merits of a document submitted by the applicant, the evaluator **will invite** the applicant once by electronic means, within a time limit of two days, **to anonymise and resubmit the document concerned in accordance with data protection rules. If the applicant does not comply with this invitation within the time limit or does not comply with it correctly, the document concerned will not be taken into consideration for the evaluation of the merits of the proposal.**

If the student applies by proxy, he/she must also attach a power of attorney signed by the student and the proxy and attested by two witnesses. Without such a power of attorney, the application will be rejected without a decision on the merits.

**The form must be filled in legibly in large print. If the form is handwritten, please mark the zero as follows: 0**

**The annexes to be attached must be numbered and indicated on the Application Form by serial number and by the content of the annex.**

**The conditions for claiming social benefits are set out in the Regulations on Student Fees and Benefits of the National University of Public Service.**

#### **I. PERSONAL DATA OF THE APPLICANT**

**Name:**

<sup>214</sup> In order to prove that you are living at the same address as other persons, you must submit the following documents to the District Office/ Metropolitan A certificate issued by the District Office of the Government Office not more than three months old - or an equivalent document issued by the notary - stating who is registered in the property at the Applicant's address.

<b>Student ID (Neptun code):</b>									
<b>Date of birth:</b>					<b>year</b>			<b>month</b>	<b>day</b>
<b>Start of studies:</b>									
<b>Grade:</b>									
<b>Form of funding: subsidised / self-financing</b> (underline as appropriate)									
<b>Level of training: bachelor / master / diploma</b> (Underline as appropriate)									
<b>Working hours: full-time (full-time) / correspondence</b> (Underline as appropriate)									
<b>Telephone:</b>									
<b>E-mail address:</b>									
<b>Does the Applicant have a student status at another higher education institution? YES / NO</b> (Please underline the answer) If yes, please specify <ul style="list-style-type: none"> <li>- university/college:</li> <li>- the date of the student's enrolment:</li> <li>- form of financing:</li> </ul>									

## II. THE HOUSING CONDITIONS OF THE APPLICANT

<b>1</b>	<b>Your address (where you live)</b> declared place of residence <input type="checkbox"/> declared place of stay <input type="checkbox"/> undeclared residence: <ul style="list-style-type: none"> <li>- higher education c o l l e g e <input type="checkbox"/></li> <li>- rental property <input type="checkbox"/></li> <li>- owner-occupied dwelling <input type="checkbox"/></li> <li>- Other address not declared <input type="checkbox"/> .....</li> </ul>
<b>2.</b>	<b>Distance of the address (where you live) from the municipality where the training is registered</b> .....km

## III. A PERSON WHO LIVES WITH THE APPLICANT AT THE APPLICANT'S REGISTERED ADDRESS AND IS REGISTERED THERE PLACE OF PERSONNEL (To be completed if the applicant is not under Chapter V of the Application Form)!

In order to prove that the Applicant is living with other persons at the registered address (where the Applicant lives), a certificate issued by the District Office of the District Office of the District Office of the Metropolitan Government Office, issued not more than three months ago, or a document of equivalent content issued by the notary, is required, stating who is registered in the property at the Applicant's address.

Name	Date of birth in case of same sex	Income type <sup>215</sup>	Net regular income amount by type <sup>216</sup>	Net ad hoc income amount by type <sup>217</sup>
The Applicant	-			

Monthly net income per person in the household \_\_\_\_\_ Ft<sup>218</sup>

<sup>215</sup>regular income from employment (including public employment), regular income from self-employment or partnership, occasional income from self-employment or partnership, regular income from farming, occasional income from farming, childcare allowance, childcare allowance, child-raising allowance, unemployment benefit, old-age pension, widow's pension, rehabilitation benefit, child support

<sup>216</sup>total of last three months' income

<sup>217</sup>the total amount of income earned in the last calendar year; the income to be reported shall be incidental income from self-employment, self-employment or self-employment in a partnership, the value of which exceeds HUF 100 000 net per case

<sup>218</sup>the monthly average of regular income, or 1/12th of regular income in the case of occasional income. **If the Applicant lives alone at the registered address or at an address other than the registered address**

**IV. Is the Applicant in receipt of family support?**<sup>219</sup> yes ☐ no ☐ (To be completed only if the Applicant lives alone or at an address other than the registered address)

If so:

- the total amount of the cash allowance, averaged over the month.....,-Ft

**V. EXPENDITURE OF THE APPLICANT** (To be completed only if the Applicant lives alone at the registered address or lives at an address other than the registered address, does not receive regular financial support (in cash or in-kind) from his/her family and has no other regular income!)

Cost type	Amount of expenditure
<b>Housing costs</b> (if more than one person lives in the property, the cost of proportionate share) <sup>220</sup>	
<b>Cost of transport within the city of the training location</b> (public transport only) public transport service use) <sup>221</sup>	
<b>Telephone costs</b> (if the fee payer is the Applicant) <sup>222</sup>	
<b>Internet cost</b> (if the fee payer is the Applicant) <sup>223</sup>	

**VI. EXPENDITURE ASSOCIATED WITH RESPONSIBILITY**<sup>224</sup> LIVING PAYMENT (Only in the case of to be completed if the applicant wishes to refer to this expenditure in the present application!)

Issue type	Expenditure sub-type/total <sup>225</sup>
<b>the purchase of special equipment</b> , i.e. devices with a lifetime of 1 year or less, purchased on medical advice from in the context of disability <sup>226</sup>	
<b>the maintenance of special assets</b> , i.e. assets with a service life of more than 1 year the cost of maintaining assets <sup>227</sup> if the asset was purchased	

and has a regular income, including the regular family allowance paid to the applicant (see Chapter IV of the Application Form).

<sup>219</sup>Family allowances are considered to be allowances with an average monthly net value of HUF 5,000.

<sup>220</sup>last three months

<sup>221</sup>last two months

<sup>222</sup>last three months

<sup>223</sup>last three months

<sup>224</sup>An applicant with a disability in relation to this call for proposals is an applicant who

- a) needs permanent or increased supervision or care because of a disability<sup>(1)</sup> or
- b) regularly needs personal assistance and/or services because of a disability<sup>(1)</sup> or
- c) regularly needs technical assistance and/or services because of a disability<sup>(1)</sup> or
- d) has lost at least 67% of his or her capacity to work or has a disability of at least 50% and has been so for one year or is expected to continue for at least one year.

<sup>1</sup>who has a motor, sensory or speech disability, or, in the case of multiple disabilities, a cumulative disability, autism spectrum disorder or other mental disability (severe learning disability, attention deficit or behavioural disability);

<sup>225</sup>last three months.

<sup>226</sup>the cost per month for single-use equipment to be used regularly on a daily or weekly basis

<sup>227</sup>maintenance is defined as the regular or periodic repair work necessary to ensure the continued suitability of the equipment for its intended use

a medical recommendation was made in relation to the disability	
<b>with special travel needs</b> additional costs incurred in connection with	
<b>personal assistant, sign language interpreter</b> cost	

**VII. BECAUSE OF THE HEALTH CONDITION OF THE APPLICANT OR A CLOSE RELATIVE LIVING IN THE SAME HOUSEHOLD AS THE APPLICANT**  
**NORMALLY ACCEPTABLE HEALTH EXPENDITURE (To be completed only if the Applicant intends to refer to this expenditure in this application!)**

Name	Silent identity for date of birth	Rokoni degrees <sup>228</sup>	Amount of expenditure <sup>229</sup>

**VIII. NUMBER OF DEPENDANTS LIVING IN THE SAME HOUSEHOLD AS THE APPLICANT**

Name	Date of birth in case of same sex	Dependent title <sup>230</sup>

**IX. CHARGES INCURRED BY THE BIDDER'S RESPONSIBILITY FOR THE RESPONSIBILITY OF THE BIDDER (Only in the case of  
to be completed if the Applicant wishes to refer to these costs in this application!)**

Name	Date of birth in case of same sex	Rokoni degrees <sup>231</sup>	Amount of expenditure <sup>232</sup>

<sup>228</sup> spouse, parent, grandparent, child, adopted child, stepchild, foster child, adoptive parent, stepparent, foster parent, sibling

<sup>229</sup> a prescription that is justified on the basis of the patient's medical condition and is prescribed on a continuous or recurring basis  
the cost of a month's supply of medicines

<sup>230</sup> An Applicant is considered a dependent unless:

- a) a breadwinner, i.e. someone who looks after at least one child in their own household or is the guardian of at least two minor children;
- b) if your regular monthly income exceeds the minimum wage;
- c) if his/her social situation is assessed under point c) of paragraph (1) of Article 21 of the Act. the child or sibling of the Applicant, if

aa) has not yet reached the age of 16,

ab) is over 16 years of age but attends an educational institution full-time, or has been out of education for not more than 90 days, or is under 25 years of age;

ac) a person who has reached the age of 16 but has a disability and this condition has lasted for at least one year or is not expected to cease within one year;

b) the spouse (partner) or parent of the applicant, if they have not yet reached the retirement age;

c) the parent, grandparent or sibling of the applicant's spouse (partner), if the person is disabled

<sup>231</sup> spouse, parent, grandparent, child, adopted child, stepchild, foster child, adoptive parent, stepparent, foster parent, common-law partner, spouse of a relative in the same line of marriage, spouse's relative in the same line of marriage and sibling, spouse of a sibling

<sup>232</sup> The costs of care should be taken into account primarily as the personal costs involved, i.e. the costs of the carer, but also where the relative concerned is placed in a residential institution for a fee due to a health condition and the costs of this are borne, in a verifiable manner, by the Applicant or the household of which the Applicant is a part.

Expenditure on routine medical care may be taken into account only for medical aids and medical products which are not taken into account under point VII and which are verifiably borne by the Applicant or the household of which the Applicant is a part.

Last three months.


**X. SOCIAL CIRCUMSTANCES TO BE TAKEN INTO ACCOUNT WHEN DETERMINING THE MONTHLY AMOUNT OF THE REGULAR SOCIAL GRANT (NOT PART OF THE SCORING)**

**The Applicant**

1	semi-orphan <sup>233</sup>	
2	orphan <sup>234</sup>	
3	family maintenance <sup>235</sup>	
4	his or her guardianship ceased because of his or her majority	
5	disabled or medically needy <sup>236</sup>	
6	disadvantaged <sup>237</sup>	
7	severely disadvantaged <sup>238</sup>	
8	large family <sup>239</sup>	

**XI. THE ANNEXES ATTACHED**

Number of annexes attached: .... db

**(the attached annexes must be numbered and listed in the table below!) The call for proposals specifies the format of the certificates!**

**If the University issues a form for a certificate, the certificate must be submitted as follows!**

Annex serial number	Annex type	Justify what?

I hereby certify that the information provided in this application is true and correct, as evidenced by the attached supporting documents. I acknowledge that any false declaration may lead to disciplinary action or rejection of my application. **I DECLARE ANY CHANGES THAT MAY HAVE OCCURRED IN THE MEANTIME.**

I declare that I will not receive any funding from any other higher education institution under this title, nor will I receive any funding if my application is successful.

By signing this Application Form, I declare that I have read and understood the information on data management set out in Chapter XII of the Student and Fee Rules and the data protection information as set out therein. In view of this, by signing this Application Form, I expressly consent to the processing of my personal data provided in this application - beyond the scope of the statutory data processing - by the National University of Public Service for the purposes of the evaluation of the application and the eligibility for the scholarship.

<sup>233</sup> a half-orphan is a Candidate who has one parent who is deceased

<sup>234</sup> an orphan is a Candidate whose parents are deceased and whose support is not provided by another person

<sup>235</sup> a breadwinner is an Applicant who is responsible for the maintenance of at least one child in his/her household or who is the guardian of at least two minor children

<sup>236</sup> An applicant with a disability in relation to this application is a person who

- a) needs permanent or increased supervision or care because of a disability<sup>(1)</sup> or
- b) regularly needs personal assistance and/or services because of a disability<sup>(1)</sup> or
- c) regularly needs technical assistance and/or services because of a disability<sup>(1)</sup> or

- d) has lost at least 67% of his or her capacity to work or has a disability of at least 50% and has been so for one year or is expected to continue for at least one year.

<sup>(1)</sup> who has a motor, sensory or speech disability, or, in the case of multiple disabilities, a cumulative disability, autism spectrum disorder or other mental disability (severe learning disability, attention deficit or behavioural disability);

<sup>237</sup> A disadvantaged Candidate is a Candidate who has not reached the age of 25 years by the closing date for applications for admission and who

is disadvantaged as defined in the Act on the Protection of Children and Guardianship Administration

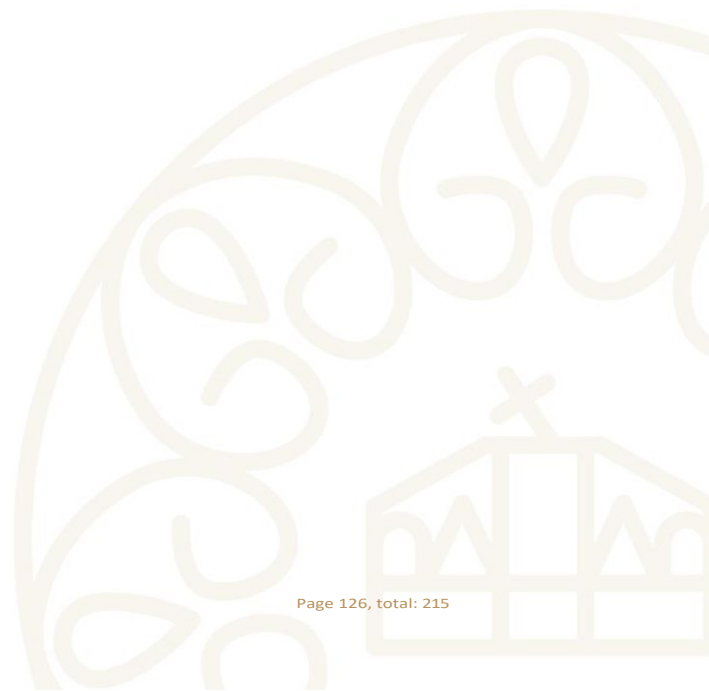
<sup>238</sup> a Candidate who has not reached the age of 25 by the closing date for applications and who is considered to be a person with a cumulatively disadvantaged situation as defined in the Act on the Protection of Children and Guardianship Administration is a person with a cumulatively disadvantaged situation

<sup>239</sup> A large family is an Applicant who has at least two dependent siblings or at least two persons living in the same household with him/her, in addition to his/her dependent(s), whose monthly income is less than the minimum wage.

to the extent and for the duration necessary for the examination. I acknowledge that if I withdraw my consent to the processing of personal data beyond the scope of the statutory processing or request the deletion of the data, it will make it impossible to evaluate the application, to ensure the transparency and control of the procedure, to verify eligibility, and that the application may be rejected or the grant may be withdrawn.

Celtic \_\_\_\_\_, 20 . \_\_\_\_\_ month, \_\_\_\_\_ day

\_\_\_\_\_  
Applicant's signature





## A HAZA SZOLGÁLATÁBAN

Annex 5/2 to the EHJFR<sup>240</sup>

### List of required certificates Regular Social Assistance, Basic Subsidy for Applications

#### I. Evidence of social circumstances to be taken into account when scoring the application

**1. If the Applicant lives in the property at the registered address with other persons registered there, he/she** must submit the following documents (the Applicant is subject to Article 21(1)(a) of the Act).

##### **1.1. Proof of habitual residence**

If the applicant has both a registered domicile and a registered residence, his/her address is the one where he/she normally resides, as declared by the applicant in a private document with full probative value (FNY). In the absence of a declaration, the registered domicile is considered to be the applicant's address.

In order to prove that the applicant is living with other persons at the address, a certificate issued by the District Office of the District Office of the District Office of the Metropolitan Government Office not older than three months - or a document of equivalent content issued by the notary - is required, stating who is registered in the property at the applicant's address (hereinafter referred to as the "certificate of address"). In addition to the address, the certificate of address must include the personal identification details (name and date of birth) of the persons living there. **In the absence of the certificate of address, the application will not be considered.**

If the identity of the occupants cannot be clearly established on the basis of the information on the address certificate and this information cannot be verified by any other document submitted by the Applicant during the application process (in particular, a document submitted for the purpose of income verification, see. 1.2), a copy of the page of the occupants' address card showing their name and address must also be provided, with all other personal data except these two being rendered unrecognisable.

If the certificate of residence also includes a person who is no longer a member of the household (e.g. a brother or sister who has moved away), this must be confirmed by a declaration made to a notary or notary public. The declaration must state that the person concerned is living at an address other than the applicant's address.

Personal data not required for the purposes of this point shall be rendered unrecognisable on the documents submitted as evidence.

##### **1.2. Proof of income of persons living together in the property at the applicant's registered address and registered there**

For the purposes of this point, income shall be defined as the following (hereinafter referred to as "types of income"), for which the following certificates (hereinafter collectively referred to as "income certificates") must be submitted in respect of all persons living together as a family, including the Applicant:

- a)** assets acquired in cash or in vouchers (wages, salaries, non-accounted-for remuneration, etc.) from employment (including public employment)

<sup>240</sup>Established by Senate Resolution 92/2022 (VII.13.). Established by Senate Resolution 75/2023 (VI.14.). Established by Senate Resolution 120/2023 (X.25.). Amended by Senate Resolution 52/2024 (IV.17.). Amended by Senate Resolution 93/2024 (17.VII.).

derived from): a certificate issued by the employer stating your regular income for the last three months;

- b)* the value in cash of assets acquired from self-employment or a partnership: a declaration by the person concerned in a private document (FNY) with full probative value of his/her regular income from business activities for the last three months, and a bank statement proving this;
- c)* the monetary value of assets acquired from self-employment or a partnership: a declaration by the person concerned in a private document (FNY) with full probative value of his/her occasional income from this activity during the last calendar year, if the value of such income exceeds HUF 100 000,- net per case, and a bank statement proving this;
- d)* the value in cash of assets acquired from farming: a declaration by the person concerned in a private document (FNY) with full probative value of his/her regular income from farming in the last three months, and a bank statement proving this;
- e)* monetary value of assets acquired from farming: a declaration in a private document (FNY) of the individual's income from this activity during the last calendar year, if the value of the income exceeds HUF 100 000,- net per case, and a bank statement proving this;
- f)* infant care allowance, childcare allowance, childcare allowance, child-raising allowance: a bank statement for the last three months or, if the amount is not paid into the bank account, a certificate issued by the body granting the allowance no more than one month old, stating the type and amount of the allowance and the period of entitlement during the period under consideration;
- g)* unemployment benefit: a bank statement showing the last three months of payment, or, if the amount is not paid into the bank account, a certificate issued by the Labour Office no more than one month old stating that the person concerned is registered as unemployed, the amount of the unemployment benefit and the period of entitlement during the period under consideration;
- h)* old-age pension, widow's pension, rehabilitation benefit: information on the amount of the pension for the current year, issued by the pension fund;
- i)* child support: a bank statement showing the last three months of payment, or, if the amount is not paid into the bank account, a declaration in a private document (FNY) signed by both parents or a declaration signed by one parent and certified by a notary stating the amount of child support and the payment of the amount during the period under examination.

That the person concerned does not have any of the types of income specified in points (a) to (g), by means of a declaration in a private document with full probative value (FNY) and the following documents:

- bank statements for the last three months;
- if you do not have a bank account, a private document to that effect, in a form which is fully authentic Declaration (FNY);
- if you are unemployed, a certificate issued by the Labour Office no more than one month old stating that you are not registered as unemployed.

Income means net income.

Income from temporary work (student work, voluntary reserve service) while studying is not considered income.

For the purposes of admission to the college only, the allowances granted to a student officer candidate under the relevant status laws are not considered as income.



Personal data not required for the purposes of this point shall be rendered unrecognisable on the documents submitted as evidence.

The exact periods for which documents must be submitted are set out in the call for proposals. Documents marked (FNY) must be submitted on the form provided by the University.

Only a bank statement that clearly establishes the nature, amount or absence of income or support as defined in these Rules will be accepted as proof of income or lack thereof.

**2. If the Applicant lives alone at the registered address or lives at an address other than the registered address and receives regular financial support from his/her family, given that he/she has no other regular income, he/she** must submit the following documents (the Applicant is subject to point (a) of paragraph (1) of Article 21 of the Act).

#### **2.1 Proof of residence at the registered address alone / at an address other than the registered address**

If the Applicant is the only person living alone at the registered address, the applicant must, in accordance with point 1.1. you must provide proof of address.

If the Applicant lives at an address other than the registered address, he/she must provide credible proof of this fact in addition to the document specified in point 1.1 (proof of address). This may include, in particular, a certificate from the landlord or, failing this, a rental contract, a residence contract, or, in the case of property owned by the applicant, an extract from the title deeds and a declaration by the applicant in a private document (FNY). If the applicant provides a contract as proof, he/she must submit only the pages showing the fact of conclusion of the contract and the subject of the contract. If the applicant submits a title deed as proof of ownership, only the pages showing the applicant as the owner need be submitted.

Personal data not required for the purposes of this point shall be rendered unrecognisable on the documents submitted as evidence.

The exact periods for which documents must be submitted are set out in the call for proposals. Documents marked (FNY) must be submitted on the form provided by the University.

#### **2.2. Proof of regular family support**

A declaration by a family member who regularly supports the Applicant financially, in a private document with full probative value, stating the regular financial support - in cash - provided to the Applicant, the value of which is equal to HUF 5000,- net per month on average. If the applicant's parents (guardians) do not live in the same household, a declaration from both parents must be attached separately.

#### **2.3. Proof of no other regular income**

If the Applicant has no other regular income than that specified in point 2.2, he/she shall provide proof of such income as specified in point 1.2.

**3. If the Applicant is the only person living at his/her registered address or if he/she lives at an address other than his/her registered address and has a regular income, he/she** must submit the following documents (the Applicant is subject to Article 21(1)(a) of the Act).

#### **3.1. Proof of habitual residence at the registered address alone / at an address other than the registered address**

If the Applicant is the only person living permanently at the registered address, or if the Applicant lives permanently at an address other than the registered address, he/she must provide proof of this in the manner specified in point 2.1.

### **3.2. Proof of regular income**

If the Applicant has one of the types of regular income specified in points 1.2(a) to (g), he/she must provide proof of this in the manner specified in point 1.2.

For the purposes of this point, the regular family allowance as defined in point 2.2 shall also be considered as income. The applicant shall provide proof of the receipt or absence of regular family allowances as specified in points 2.2 and 4.2.

**4. If the Applicant lives alone at the registered address or lives at an address other than the registered address, does not receive regular financial support from his/her family and has no other regular income, he/she must submit the following documents (the Applicant is subject to point c) of paragraph (1) of Article 21 of the Act).**

#### **4.1. Proof of habitual residence at the registered address alone / at an address other than the registered address**

If the Applicant is the only person living permanently at the registered address, or if the Applicant lives permanently at an address other than the registered address, he/she must provide proof of this in the manner specified in point 2.1.

#### **4.2. Proof of the absence of regular family support**

A declaration by the Applicant's parent (guardian) in a private document (FNY) with full probative value that he/she does not provide regular financial support - in cash - to the Applicant, or that the value of such support does not exceed HUF 5000,- net on a monthly average. If the applicant's parents (guardians) do not live in the same household, a declaration from both parents must be attached separately.

#### **4.3. Proof of no other regular income**

If the Applicant has no regular income other than that specified in point 4.2.  
you provide evidence of this in the manner set out in point 1.2.

#### **4.4. Justification of expenditure**

**a)** accommodation costs (if there are several people living in the property, the proportionate share of the costs): for the accommodation costs (fees), a statement from the landlord or, if not, the rental contract or dormitory contract, and for the utility (overhead) costs, a cash transfer order for the last three months or, in the case of monthly overhead costs paid to the landlord, a bank statement for the last three months;

**b)** transport costs within the city where the training takes place (public transport only): the last two monthly (already expired) season tickets must be submitted;

**c)** telephone costs (if the Applicant is the payer): the last three monthly invoices and proof of payment (cash transfer order, bank statement) must be provided;

**d)** internet costs (if the Applicant is the fee payer): the last three monthly invoices and proof of payment (cash transfer order, bank statement) must be provided;

If the applicant submits a contract as proof, he/she only needs to submit the pages showing the fact of conclusion of the contract and the subject of the contract (including the rental price).

The documents submitted as evidence, excluding the data subject's own declaration, shall be rendered non-recognisable personal data which are not necessary for the purposes of this point.

The exact periods for which documents must be submitted are set out in the call for proposals. Documents marked (FNY) must be submitted on the form provided by the University

submit.

Personal data not required for the purposes of this point shall be rendered unrecognisable on the documents submitted as evidence.

The exact periods for which documents must be submitted are set out in the call for proposals. Documents marked (FNY) must be submitted on the form provided by the University.

The assessment looks at the relevant expenditure over the last three months, scoring the average expenditure per month.

## **5. Distance, travel time and cost between the place of training and the place of residence**

For the purposes of this point:

- place of study: where the applicant is actually pursuing his/her studies;
- place of residence: where the applicant has his/her usual place of residence, as evidenced by the following documents, as specified in points 1 to 4 a document proving that you live in the property concerned.

If the place of training and the place of residence are in the same municipality, the circumstances set out in this point will not be taken into account in the assessment of the application.

When determining the distance and duration of the journey, MÁV Zrt. /GYSEV Zrt. or Volán Zrt. are taken into account for the calculation of the cost of travel, the fares, the distance and the time of travel for public transport services provided by a selected category.

## **6. Disability-related expenditure for disabled applicants**

### **6.1. Proof of disability**

An applicant with a disability in relation to this application is a person who

- a) needs permanent or increased supervision or care because of a disability<sup>(241)</sup>, or
- b) regularly needs personal assistance and/or services because of a disability<sup>(1)</sup>,  
or
- c) regularly needs technical assistance and/or services because of a disability<sup>1</sup>,  
or
- d) have lost at least 67% of their capacity to work, or
- e) has suffered at least 50% impairment and this condition has lasted for one year or is expected to last for at least one more year.

The existence of a disability as defined above shall be certified by a certificate issued by the applicant's treating doctor or specialist, which shall only attest compliance with the conditions and shall not contain any information on the type or extent of the disability or the cause or nature of the loss of working capacity or the impairment. If it is not possible to issue a medical certificate, an opinion or decision issued by a committee of experts or an authority may be accepted, but in this case any personal data which are not indispensable for establishing the above conditions must be rendered unrecognisable.

### **6.2. Justification of expenditure**

Disability-related expenses must be presented and certified in the following breakdown:

- a) the purchase of special equipment, i.e. equipment with a lifespan of 1 year or less, which is purchased on medical advice in connection with a disability (in the case of disposable equipment to be used regularly on a daily or weekly basis, the cost per month): an invoice for the purchase of the equipment in the name of the Applicant;

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<sup>241</sup>who has a physical, sensory or speech disability, or, in the case of multiple disabilities, a cumulative disability, autism spectrum disorder or other mental disability (severe learning disability, attention deficit or behavioural disorder)

- b) maintenance of special equipment, i.e. the cost of maintaining equipment with a service life of more than 1 year, where the equipment was purchased on medical advice in connection with a disability (maintenance is defined as regular or periodic repairs necessary to ensure the continued fitness for purpose of the equipment): an invoice for the maintenance in the name of the Applicant.
- c) additional costs incurred for special travel needs: the certificate of special travel needs issued by the Applicant.
- d) personal assistant, sign language interpreter: invoice for the service in the name of the Applicant.

The assessment looks at the relevant expenditure over the last three months, scoring the average expenditure per month.

Personal data not required for the purposes of this point shall be rendered unrecognisable on the documents submitted as evidence.

The exact periods for which documents must be submitted are set out in the call for proposals included.

## 7. Regular medical expenses due to the health condition of the applicant or a close relative living in the same household

### 7.1. Proof of close family member status

If the health condition of a close relative living in the same household as the applicant is the reason for regular expenses, the close relative's status must be proven.

For the purposes of this application, the following persons are considered close relatives of the Applicant: spouse, relative, adopted, step and foster child, adoptive, step and foster parent and sibling. Proof of being a close relative must be provided by submitting the following documents:

spouse	marriage certificate
relative in the line of descent	the applicant has provided full evidence of a declaration in a private document*
adopted child	birth certificate(s)
adoptive parent	birth certificate(s)
stepchild	marriage certificate and birth certificate (in the absence of marriage, a marriage certificate may be replaced by the applicant's a declaration in a private document)
step-parent	marriage certificate and birth certificate (in the absence of marriage, a marriage certificate instead of a birth certificate is required to be submitted with the relevant a declaration in a private document)
foster child	decision of the guardianship authority
foster parent	decision of the guardianship authority
brother	birth certificates*

\*If, in the case of a child or sibling, a certificate issued by the educational or training establishment is submitted as proof of the quality of the dependent as referred to in point 8.1, a declaration by the applicant or a birth certificate is not required.

The above documents must be submitted in such a way that personal data not necessary for establishing the close family relationship are rendered unrecognisable.

## **7.2. Proof of cohabitation**

Proof of regular expenditure due to the health condition of a close relative living in the same household as the Applicant is provided by means of the proof of address as specified in point 1.1.

## **7.3. Justification of expenditure**

For the purposes of this point, expenditure shall be deemed to be the cost of a month's supply of prescription medication justified by the patient's state of health, prescribed on a continuous or recurring basis. A certificate of regular medication costs issued by the general practitioner or specialist doctor must be submitted. The document must not contain any information identifying the medical condition (illness) and the medicinal products, and the personal data on the document must be rendered unrecognisable, unless required for the purposes of this point.

The exact periods for which documents must be submitted are set out in the call for proposals included.

## **8. Number of dependants living in the same household as the Applicant**

### **8.1. Proof of dependency**

**8.1.1.** For the purposes of this point, the Applicant is considered a dependent unless:

- a) a breadwinner, i.e. someone who looks after at least one child in their own household or is the guardian of at least two minor children;
- b) if your regular monthly income exceeds the minimum wage;
- c) if his/her social situation is assessed on the basis of Article 21 (1) (c) of the Act.

The Applicant shall prove that he/she is a dependent on the basis of the above by providing proof of address in accordance with point 1.1 and proof of income in accordance with point 1.2.

**8.1.2.** For the purposes of this point, the following shall be considered as dependants of the Applicant(s)

- a) your child or brother or sister, if
  - aa) has not yet reached the age of 16,
  - ab) is over 16 years of age but attends an educational institution full-time, or has been out of education for not more than 90 days, or is under 25 years of age;
  - ac) a person who has reached the age of 16 but has a disability and this condition has lasted for at least one year or is not expected to cease within one year;
- b) your spouse (civil partner) or parent, if you have not yet reached retirement age;
- c) or the spouse's (partner's) parent, grandparent, brother or sister, if the person is disabled.

Parents include step-parents, adoptive parents and foster parents. Child includes stepchild, adopted child and foster child.

The persons listed are considered as dependants only if their regular monthly income does not exceed the current minimum wage.

The following documents must be submitted to prove your relationship and age as defined above:

spouse

marriage certificate

relative in the line of descent	a      Applicant      full      supporting      a declaration in a private document*
adopted child	birth certificate(s)
adoptive parent	birth certificate(s)
stepchild	marriage certificate and birth certificate (in the absence of a marriage certificate, a declaration by the Applicant in a private document with full probative value)
step-parent	marriage certificate and birth certificate (in the absence of a marriage certificate, a declaration by the person concerned in a private document with full probative value)
foster child	decision of the guardianship authority
foster parent	decision of the guardianship authority
brother	birth certificates*
life partner	life partners      shared      full      Evidence declaration in a private document with full legal effect

If the child or sibling is in full-time education or has been out of full-time education for less than 90 days, a certificate issued by the educational institution must be submitted. In this case, a declaration by the applicant or a birth certificate is not required.

A certificate issued by the child's doctor or specialist must be submitted to prove that the child or sibling has a reduced capacity for work or that this condition has lasted for at least one year or is not expected to cease within one year.

The above documents must be submitted in such a way that personal data not necessary for establishing the close family relationship are not identifiable.

The amount of regular monthly income must be certified as described in point 1.2.

## 8.2. Proof of cohabitation

Proof of residence in the same household as the Applicant is provided by the proof of address as specified in point 1.1.

A child or sibling, other than a student in a full-time care institution, may be considered to be living in the same household as the applicant even if he/she is temporarily living outside the applicant's household for a period of time while pursuing his/her studies.

## 9. Costs of caring for a relative of the applicant who needs care

### 9.1. Certification of the quality of the relatives

For the purposes of this application, the following persons are considered to be relatives of the Applicant: spouse, relative, adopted, step and foster child, adoptive, step and foster parent and sibling, life partner, spouse of relative, spouse's relative and sibling's spouse.

The following documents must be submitted to prove your relationship and age as defined above:

spouse	marriage certificate
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relative in the line of descent	a      Applicant      full      supporting      a declaration in a private document*
adopted child	birth certificate(s)
adoptive parent	birth certificate(s)
stepchild	marriage certificate and birth certificate (in the absence of a marriage certificate, a declaration by the Applicant in a private document with full probative value)
step-parent	marriage certificate and birth certificate (in the absence of a marriage certificate, a declaration of the person concerned in a private document with full probative value)
foster child	decision of the guardianship authority
foster parent	decision of the guardianship authority
brother	birth certificates
life partner	life partners      shared      full      Evidence declaration in a private document with full legal effect

\*If, in the case of a child or sibling, a certificate issued by the educational or training establishment is submitted as proof of the quality of the dependent as referred to in point 8.1, a declaration by the applicant or a birth certificate is not required.

The above documents must be submitted in such a way that personal data not necessary for establishing the close family relationship are not identifiable.

## 9.2. Expenses and proof that they are borne by the household of which the Applicant is a part

The costs of care should be taken into account primarily as the personal costs of the care-giver, but also where the relative concerned is placed in a residential care facility for a fee due to a health condition and the costs of this are verifiably borne by the Applicant or the household of which the Applicant is a part.

Expenditure on routine medical care may only be taken into account for medical aids and medical preparations which are not taken into account under point 7 and which are verifiably borne by the Applicant or the household of which the Applicant is a part.

Supporting documents may include in particular: any document proving entitlement to the care allowance, invoices for the use of services, and invoices for expenditure on materials.

The assessment looks at the relevant expenditure over the last three months, scoring the average expenditure per month.

Personal data not required for the purposes of this point shall be rendered unrecognisable on the documents submitted as evidence.

The exact periods for which documents must be submitted are set out in the call for proposals included.

For the purposes of determining that the expenditure is not borne by the Applicant but by the household of which the Applicant is a member, points 1 to 4 shall apply, except that for point 2, the household of the Applicant shall be the household of the family regularly supporting the Applicant.

## **II. Social circumstances to be taken into account when determining the monthly amount of the regular social grant (not part of the scoring)**

### **1. The Applicant is a half-orphan**

For the purposes of this point, a half-orphan is an Applicant whose parent has died. Parent shall also be understood to mean adoptive parent.

Supporting documents:

- The semi-orphan category must be confirmed by means of a death certificate by making all personal data in the document unrecognisable, except for the fact of death and the data necessary to identify the deceased.

### **2. The Applicant is an orphan**

For the purposes of this point, an orphan is an Applicant whose parents are deceased and whose support is not provided by another person. Parents shall also be understood to include adoptive parents.

Supporting documents:

- Orphan status must be confirmed by means of a death certificate by making all personal data in the document unrecognisable, except for the fact of death and the data necessary to identify the deceased.
- The Applicant shall declare that the orphaned Applicant is not dependent on any other person by means of a declaration in a private document (FNY) with full probative value.

### **3. The Applicant is a breadwinner**

For the purposes of this point, a breadwinner is an Applicant who provides for the maintenance of at least one child in his/her own household or who is the guardian of at least two minor children.

Supporting documents:

- For the certification of the Applicant's children, the provisions of Chapter I, point 8.1 shall apply.
- Proof that the applicant is responsible for the maintenance of the child in his/her own household shall be provided by means of the proof of address in accordance with Chapter I, point 1.1 and the proof of income in accordance with Chapter I, point 1.2;
- Proof that the applicant is the guardian of at least two minor children must be provided by means of a certificate issued by the guardianship authority, in which all personal data other than the data required for this purpose must be rendered unrecognisable.

### **4. The Candidate's guardianship ceased due to his/her majority**

Proof that the applicant's guardianship has ceased due to his/her majority must be provided by a certificate issued by the guardianship authority. Failing this, the applicant may also prove the existence of this circumstance by submitting a decision to this effect, provided that any personal data other than those required for the above purposes are rendered unrecognisable in the document.

### **5. The applicant is disabled or has a medical condition that makes him/her needy**

In this respect, the provisions of Chapter I, point 6.1.

### **6. The applicant is disadvantaged**

For the purposes of this point, a disadvantaged applicant is a candidate who has not reached the age of 25 by the closing date for applications and who is considered disadvantaged as defined in the Act on the Protection of Children and Guardianship Administration.

According to this, a disadvantaged person is a child entitled to regular child protection benefits and a child who has reached the age of majority, if one of the following circumstances applies:

- a) low level of education of the parent or guardian, if both parents raising the child together, the parent or guardian raising the child alone - voluntary



a declaration that he/she has at most a basic level of education at the time of applying for regular child protection,

b) low employment status of the parent or the adoptive guardian, if either of the parents raising the child or the adoptive guardian can be found to be entitled to active-age benefits under [Article 33 of the Social Security Act](#) at the time of applying for regular child protection benefit or to have been registered as a jobseeker for at least 12 months in the 16 months preceding the date of applying for regular child protection benefit,

c) the child's unsatisfactory housing environment or housing conditions, if it is established that the child lives in housing declared as segregated in the integrated settlement development strategy for the settlement or in semi-segregated, uncomfortable or emergency housing or in housing conditions where the conditions necessary for his/her healthy development are limited.

Supporting document:

- The decision of the guardianship authority or the decision of the notary on the matter, stating that, in addition to the data necessary to identify the Applicant and the fact of the finding of disadvantage, other personal data contained in these documents must be rendered unrecognisable.

## **7. The Applicant is a person with a multiple disadvantage**

For the purposes of this point, a cumulatively disadvantaged applicant is one who has not reached the age of 25 by the closing date for applications and who is considered to be cumulatively disadvantaged as defined in the Act on the Protection of Children and Guardianship Administration.

According to this, the most disadvantaged

a) a child entitled to regular child protection benefit and a child who has reached the age of majority and for whom at least two of the circumstances set out in points 6(a) to 6(c) apply,

b) the child in foster care,

c) young adults in aftercare and in education or training. Supporting document:

- A decision of the guardianship authority or a decision of the notary on the matter, stating that, in addition to the data necessary to identify the Applicant and the fact of the finding of a cumulative disadvantage, other personal data contained in these documents must be rendered unrecognisable.

## **8. The Applicant is a large family**

For the purposes of this point, an applicant is considered to have a large family if he/she has at least two dependent siblings or if at least two persons living in the same household as him/her, in addition to his/her dependants, have a monthly income below the minimum wage.

Supporting documents:

- For proof of dependent siblings, the provisions of [Chapter I, point 8.1](#) apply.
- Proof that the monthly income of at least two persons other than the applicant's dependent(s) living in the same household is less than the minimum wage is provided by means of the proof of address specified in point 1.1 of Chapter I and the proof of income specified in point 1.2 of Chapter I.



## A HAZA SZOLGÁLATÁBAN

Annex 5/3 to the EHJFR<sup>242</sup>

### PONTRENDSZER regular social assistance

I. Juttr. § 21 (1) a): number and income status of persons living together in the property of the student's address, registered or residing there

Net income per capita					
lower limit	ceiling	Point	lower limit	ceiling	Point
Up to 28500 Ft		50	78 001	80 000	24
28 501	30 000	49	80 001	82 000	23
30 001	32 000	48	82 001	84 000	22
32 001	34 000	47	84 001	86 000	21
34 001	36 000	46	86 001	88 000	20
36 001	38 000	45	88 001	90 000	19
38 001	40 000	44	90 001	92 000	18
40 001	42 000	43	92 001	94 000	17
42 001	44 000	42	94 001	96 000	16
44 001	46 000	41	96 001	98 000	15
46 001	48 000	40	98 001	100 000	14
48 001	50 000	39	100 001	102 000	13
50 001	52 000	38	102 001	103 000	12
52 001	54 000	37	103 001	104 000	11
54 001	56 000	36	104 001	105 000	10
56 001	58 000	35	105 001	106 000	9
58 001	60 000	34	106 001	107 000	8
60 001	62 000	33	107 001	108 000	7
62 001	64 000	32	108 001	109 000	6
64 001	66 000	31	109 001	110 000	5
66 001	68 000	30	110 001	111 000	4

<sup>242</sup>Established by Senate Resolution 77/2021 (VI.16.). Established by Senate Resolution 92/2022 (13 July).  
Established by Senate Resolution 75/2023 (VI.14.).

68 001	70 000	29	111 001	112 000	3
70 001	72 000	28	112 001	113 000	2
72 001	74 000	27	113 001	114 000	1
74 001	76 000	26	114000+		0
76 001	78 000	25			

**II. Article 21(1)(b) of the Act: the distance between the place of training and the place of residence, the duration and cost of the journey**

Distance of permanent residence from the municipality of the training place from	Point	Distance of permanent residence from the municipality of the training place from	Point
at 20 km inside	<b>2 Point</b>	161-180 km between	<b>10 Point</b>
21-40 km between	<b>3 Point</b>	181-200 km between	<b>12 Point</b>
41-60 km between	<b>4 Point</b>	201-220 km between	<b>14 Point</b>
61-80 km between	<b>5 Point</b>	221-240 km between	<b>16 Point</b>
81-100 km between	<b>6 Point</b>	241-260 km between	<b>18 Point</b>
101-120 km between	<b>7 Point</b>	261-280 km between	<b>20 Point</b>
121-140 km between	<b>8 Point</b>	281-300 km between	<b>22 Point</b>
141-160 km between	<b>9 Point</b>	Over 300 km	<b>25 Point</b>

Trip duration	Point	Trip duration	Point
20 minutes inside	<b>2 points</b>	106-120 minutes between	<b>10 Point</b>
21-30 minutes between	<b>3 points</b>	121-135 min between	<b>12 Point</b>
31-40 min between	<b>4 points</b>	136-150 min between	<b>14 Point</b>
41-50 min between	<b>5 points</b>	151-165 minutes between	<b>16 Point</b>
51-60 minutes between	<b>6 points</b>	166-180 minutes between	<b>18 Point</b>
61-75 min between	<b>7 points</b>	181-210 minutes between	<b>20 Point</b>
76-90 min between	<b>8 points</b>	211-240 minutes between	<b>22 Point</b>
91-105 min between	<b>9 points</b>	Over 240 minutes	<b>25 Point</b>

Cost of travel	Point	Cost of travel	Point
Below 200 Ft	<b>2 points</b>	1601-1800 Ft between	<b>10 points</b>
201-400 Ft between	<b>3 points</b>	1801-2000 Ft between	<b>12 points</b>
401-600 Ft between	<b>4 points</b>	2001-2200 Ft between	<b>14 points</b>
601-800 Ft between	<b>5 points</b>	2201-2400 Ft between	<b>16 points</b>
801-1000 Ft between	<b>6 points</b>	2401-2600 Ft between	<b>18 points</b>
1001-1200 Ft between	<b>7 points</b>	2601-2800 Ft between	<b>20 points</b>
1201-1400 Ft between	<b>8 points</b>	2801-3000 Ft between	<b>22 points</b>
1401-1600 Ft between	<b>9 points</b>	Over 3000 Ft	<b>25 points</b>

The average of the scores obtained for the details of the trip (distance+duration+cost) selected on the basis of idealised travel conditions is the imputed score

**III. Paragraph 21 (1) c) of the Act:** if the student does not live in a shared household during his/her studies, the costs of this

Amount of expenditure (only in cases under (c))					
lower limit	ceiling	Point	lower limit	ceiling	Point
Up to 28500 Ft		0	71 001	73 000	26
28 500	29 000	1	73 001	75 000	27
29 001	31 500	2	75 001	77 000	28
31 501	33 000	3	77 001	79 000	29
33 001	34 500	4	79 001	81 000	30
34 501	36 000	5	81 001	83 000	31
36 001	37 500	6	83 001	85 000	32
37 501	39 000	7	85 001	87 000	33
39 001	40 500	8	87 001	89 000	34
40 501	42 000	9	89 001	91 000	35
42 001	43 500	10	91 001	93 000	36
43 501	45 000	11	93 001	95 000	37
45 001	46 500	12	95 001	97 000	38
46 501	48 000	13	97 001	99 000	39
48 001	49 500	14	99 001	101 000	40
49 501	51 000	15	101 001	103 000	41
51 001	53 000	16	103 001	105 000	42
53 001	55 000	17	105 001	107 000	43



## A HAZA SZOLGÁLATÁBAN

55 001	57 000	18	107 001	109 000	44
57 001	59 000	19	109 001	110 000	45
59 001	61 000	20	110 001	111 000	46
61 001	63 000	21	111 001	112 000	47
63 001	65 000	22	112 001	113 000	48
65 001	67 000	23	113 001	114 000	49
67 001	69 000	24	114000+		50
69 001	71 000	25			

### IV. Article 21(1)(d) of the Act: the amount of money a disabled student must pay for the purchase and maintenance of special equipment, special travel needs and the use of a personal assistant or sign language interpreter

Volume of expenditure	Point
Between 1 500-3 000 Ft	1
Between HUF 3 001-5 000	2
Between HUF 5 001-10 000	3
Between 10 001-15 000 Ft	4
Between HUF 15 001 and 20 000	5
Between HUF 20 001-50 000	15
50 001-100 000 Ft between	20
Over HUF 100 000	25

### V. Section 21 (1) (e) of the Juttr.: health care expenses regularly incurred by the student or his/her close relative living in the same household due to his/her health condition

Volume of expenditure	Point
Between 2 500-5 000 Ft	1
Between 5 001-7 500 Ft	3
Between HUF 7 501-10 000	5
Between 10 001-12 500 Ft	8
Between 12 501-15 000 Ft	10
Between HUF 15 001 and 20 000	13
Over HUF 20 000	15

### VI. Juttr. § 21, paragraph f): the number of dependants living in the same household as the student, in particular the number of children living with the student

3 points/maintained

### VII. Juttr. § 21(1)(g): costs of care for a relative in need of care

Volume of expenditure	Point
-----------------------	-------

Between 2 500-5 000 Ft	1
Between HUF 5 001-10 000	3
Between 10 001-15 000 Ft	5
Between HUF 15 001 and 20 000	8
Between HUF 20 001-30 000	10
Between HUF 30 001-50 000	13
Over HUF 50 000	15



## A HAZA SZOLGÁLATÁBAN

Annex 5/4 to the EHJFR<sup>243</sup>

File number:

### EXCEPTIONAL SOCIAL GRANT

Name of applicant:

Student ID (Neptun code):

Kar:

Level of education (bachelor/postgraduate/master): Year:

#### DECISION PROPOSAL (To be completed by the Student Welfare Committee!)

YES / NO

Amount awarded:

Reason:\*

Budapest, .....

President of the  
Commission:

\*in case of refusal or partial refusal

### APPLICATION FORM FOR AN EXCEPTIONAL SOCIAL GRANT

Please fill in legibly in large print!

#### Personal data of the Applicant

Name:										
Student ID (Neptun code):										
Date of birth:					year			month		day
Start of studies:										
Form of funding: subsidised / self-financing	(underline as appropriate)									
Level of education: bachelor / master / diploma	(underline as appropriate)									
Working hours: full-time (full-time) / correspondence	(underline as appropriate)									
Profession (specialisation):										
Permanent residence:										
Residence Location:										
Telephone:										
E-mail address:										

Have you applied for a regular social grant in the current semester? Also did your application win? (Please underline the answer)

<sup>243</sup>Established by Senate Resolution 92/2022 (VII.13.). Amended by Senate Resolution 75/2023 (VI.14.). Amended by Senate Resolution 120/2023 (X.25.). Amended by Senate Resolution 93/2024 (17.VII.).

- YES
- YES, but he did not win.
- NO

**How much exceptional social assistance are you entitled to?**

*(This amount is indicative, more or less can be awarded on the basis of the application!)*

.....Ft

**For the current academic semester, the applicant has applied for a regular social grant: YES / NO (Underline the answer)**

**Income situation of persons living in the same household as the Applicant (If the applicant has not applied for a regular social grant.)**

If the applicant has both a registered domicile and a registered residence, his/her address is the one where he/she normally resides, as declared by the applicant in a private document with full probative value (FNY). In the absence of a declaration, the registered domicile is considered to be the applicant's address.

In order to prove that the applicant is living with other persons at the address, a certificate issued by the District Office of the District Office of the District Office of the Metropolitan Government Office not older than three months - or a document of equivalent content issued by the notary - is required, stating who is registered in the property at the applicant's address (hereinafter referred to as the "certificate of address"). In addition to the address, the certificate of address must include the personal identification details (name and date of birth) of the persons living there. **In the absence of the certificate of address, the application will not be considered.**

If the identity of the occupants cannot be clearly established on the basis of the information on the address certificate and this information is not included in any other document submitted by the Applicant during the application process (in particular, a document submitted for the purpose of income verification), a copy of the page of the occupants' address card showing their name and address must also be submitted, with all other personal data except these two being rendered unrecognisable.

If the certificate of residence also includes a person who is no longer a member of the household (e.g. a brother or sister who has moved away), this must be confirmed by a declaration made to a notary or notary public. The declaration must state that the person concerned is living at an address other than the applicant's address.

In order to prove that the Applicant is living with other persons at the registered address (where the Applicant lives), a certificate issued by the District Office of the District Office of the District Office of the Metropolitan Government Office, issued not more than three months ago, or a document of equivalent content issued by the notary, is required, stating who is registered in the property at the Applicant's address.

Name	Date of birth in case of same sex	Income Type <sup>244</sup>	Net regular income amount by type <sup>245</sup>	Net ad hoc income amount by type <sup>246</sup>
The Applicant	-			

<sup>244</sup>regular income from employment (including public employment), regular income from self-employment or partnership, occasional income from self-employment or partnership, regular income from self-employment, occasional income from self-employment, childcare allowance, childcare allowance, childcare allowance, child-raising allowance, unemployment benefit, old-age pension, widow's pension, rehabilitation benefit, child support

<sup>245</sup>total of the last three months' income

<sup>246</sup>the total amount of income earned in the last calendar year; the income to be reported must be occasional income from self-employment, self-employment or self-employment in a partnership, the value of which exceeds HUF 100 000 net per case




Is the Applicant in receipt of family support?<sup>247</sup> yes ☐ no ☐ (To be completed only if the Applicant lives alone or at an address other than the registered address)

If so:

- the total amount of the cash allowance, averaged over the month.....,-Ft

Monthly net income per person in the household ..... Ft<sup>248</sup>

**Please summarise the reasons for the sudden deterioration in your social situation, which has a very serious negative impact on your living conditions and for which you are applying for exceptional social assistance:**

.....

.....

.....

.....

.....

.....

.....

Number of attachments: .....db

List of attached annexes:

ssz.	Annex type	Justify what?

**Please enclose the relevant certificate for all the data referred to. If the applicant indicates in the application a circumstance that could lead to an unexpected deterioration of his/her social situation, which is also mentioned in the application form for the regular social grant, the documents specified in the application form for the regular social grant must be attached to prove this and to prove the applicant's income situation (Regulation 5/2. Annex 5.5 of the Student Fees and Allowances Regulations) unless the applicant has submitted an application for a regular social grant in the same academic semester and has declared that the documentation may be used for the purposes of this grant as described below:**

By signing this Application Form, I declare that the supporting documents submitted by me in the academic semester covered by this application for the regular social scholarship as specified in Annex 5/2 of the Student Fee and Benefit Regulations may be used for the purpose of the assessment of this application. YES / NO (Please underline the answer)

I hereby certify that the information provided in this application is true and correct, as evidenced by the attached supporting documents. I acknowledge that any false declaration may lead to disciplinary action or rejection of my application. **I DECLARE ANY CHANGES THAT MAY HAVE OCCURRED IN THE MEANTIME.**

<sup>247</sup>Family allowances are considered to be allowances with an average monthly net value of HUF 5,000.

<sup>248</sup>the monthly average of regular income and 1/12th of occasional income. If the applicant is the only person living alone at his/her registered address or if he/she lives at an address other than his/her registered address and has a regular income, the regular family allowance granted to the applicant shall be included.

I declare that I will not receive any funding from any other higher education institution under this title, nor will I receive any funding if my application is successful.

By signing this Application Form, I declare that I have read and understood the information on data management set out in Chapter XII of the Student and Fee Rules and the data protection information as set out therein. In view of this, by signing this Application Form, I expressly consent to the processing of my personal data provided in this application by the National University of Public Service to the extent and for the duration necessary for the evaluation of the application and the assessment of the scholarship eligibility, beyond the scope of the data processing based on the law. I acknowledge that if I withdraw my consent to the processing of my personal data beyond the scope of the statutory data processing or request the deletion of the data, it will make it impossible to evaluate the application, to ensure the transparency and control of the procedure, to verify eligibility, and that the application may be rejected or the scholarship may be withdrawn.

Celtic \_\_\_\_\_, 20 . \_\_\_\_\_ month, \_\_\_\_\_ day

Applicant's signature



## A HAZA SZOLGÁLATÁBAN

Annex 5/5 to the EHJFR<sup>249</sup>

File number

### SUPPORT FOR PARTICIPATION IN AN INTERNSHIP

Name of applicant:

Student ID (Neptun code):

Kar :

Level of education (bachelor/postgraduate/master): Year:

#### DECISION PROPOSAL (To be completed by the Student Welfare Committee!)

YES / NO

Score:

Amount awarded:

Reason:\*

Budapest, .....

President of the  
Commission:

\* in case of refusal or partial refusal

### APPLICATION FORM FOR A GRANT FOR AN INTERNSHIP

Please fill in legibly in large print!

#### Personal data of the Applicant

Name:									
Student ID (Neptun code):									
Date of birth:					year			sn	ow
Start of studies:									
Form of funding: subsidised / self-financing (underline as appropriate)									
Level of education: bachelor / master / diploma (Underline as appropriate)									
Working hours: full-time (full-time) / correspondence (Underline as appropriate)									
Profession (specialisation):									
Permanent residence:									
Residence Location:									
Telephone:									
E-mail address:									

<sup>249</sup>Established by Senate Resolution 92/2022 (VII.13.). Amended by Senate Resolution 93/2024 (17.VII.).

**Details of the institution hosting the applicant for the traineeship**

<b>Name of the institution providing the traineeship:</b>
<b>The place(s) where the exercise will take place:</b>
<b>Duration of the exercise:</b>

Distance between the place of traineeship and the place of permanent residence: ..... km<sup>1</sup>

For the second academic semester of the current academic year, the Applicant has applied for a regular social grant: YES / NO  
(Please underline the answer)

The attached annexes must be numbered as follows!

ssz.	Annex type
1	Proof of the distance between the applicant's permanent residence and the place of the traineeship according to the timetable of MÁV Zrt., or in the absence of train services, according to the timetable of Volánbusz Zrt., based on the shortest route among the routes offered
2	Evaluation document on the completion of the traineeship
3	To prove the applicant's social status, the documents specified in the application for a regular social grant (Annexes 5/1 to 5/2 of the Student Fee and Allowance Rules) must be attached, unless the applicant has submitted an application for a regular social grant in the second academic semester and declares that this documentation may be used for the purposes of this grant as follows: <b>By signing this Application Form, I declare that the documents submitted by me for the second academic semester for the regular social scholarship, as defined in Annexes 5/1-5/2 of the Student Fee and Benefit Rules, may be used for the purpose of the evaluation of this application. YES / NO (Please underline the answer)</b>

I hereby certify that the information provided in this application is true and correct, as evidenced by the attached supporting documents. I acknowledge that any false declaration may lead to disciplinary action or rejection of my application. **I DECLARE ANY CHANGES THAT MAY HAVE OCCURRED IN THE MEANTIME.**

I declare that I do not receive any funding from other higher education institutions under this title and will not receive any funding if my application is successful.

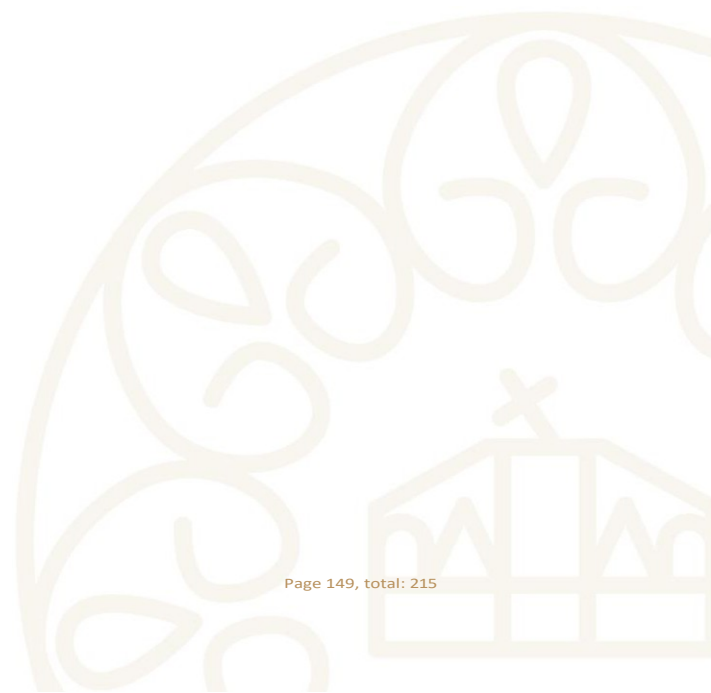
I declare that I do not/was not in a hostel in the place where the traineeship was carried out (within the municipality) during the traineeship.

By signing this Application Form, I declare that I have read and understood the information on data management set out in Chapter XII of the Student and Fee Rules and the data protection information as set out therein. In view of this, by signing this Application Form, I expressly consent to the processing of my personal data provided in this application by the National University of Public Service to the extent and for the duration necessary for the evaluation of the application and the assessment of the scholarship eligibility, beyond the scope of the data processing based on the law. I acknowledge that if I withdraw my consent to the processing of my personal data beyond the scope of the statutory data processing or request the deletion of the data, it will make it impossible to evaluate the application, to ensure the transparency and control of the procedure, to verify eligibility, and that the application may be rejected or the scholarship may be withdrawn.

Celtic \_\_\_\_\_, 20 . \_\_\_\_\_ month, \_\_\_\_\_ day

Applicant's signature

<sup>1</sup>Based on the website of MÁV <http://www.mavcsoport.hu/> (in the absence of train transport, based on the website of Volánbusz Zrt. [http://ujmenetrend.cdadata.hu/uj\\_menetrend/volan/](http://ujmenetrend.cdadata.hu/uj_menetrend/volan/)), the place of permanent residence must be entered as the starting station and the place of the internship as the destination, and the shortest distance of the offered routes must be indicated on the application form.





## A HAZA SZOLGÁLATÁBAN

Annex 5/6 to the EHJFR<sup>250</sup>  
File number:

### SUPPORT FOR TRAINING ABROAD

Name of applicant:

Student ID (Neptun code):

Kar:

Level of education (bachelor/postgraduate/master): Year:

#### DECISION PROPOSAL (To be completed by the Student Welfare Committee!)

YES / NO

Score:

Amount awarded:

Reason:\*

Budapest, .....

President of the  
Commission:

\* in case of refusal or partial refusal

#### APPLICATION FORM FOR SUPPORT FOR PART-TRAINING ABROAD

Please fill in legibly in large print!

#### I. Personal data of the Applicant

Name:												
Student ID (Neptun code):												
Date of birth:						year			month			day
Start of studies:												
Form of funding: subsidised / self-financing (underline as appropriate)												
Level of education: bachelor / master / diploma (underline as appropriate)												
Working hours: full-time (full-time) / correspondence (underline as appropriate)												
Profession (specialisation):												
Permanent residence:												
Residence Location:												
Telephone:												
E-mail address:												

<sup>250</sup>Established by Senate Resolution 92/2022 (VII.13.). Amended by Senate Resolution 93/2024 (17.VII.).

Type of application received: <sup>1</sup>
Duration of training:
Place of training:
The amount of the scholarship awarded for the part-time course:
Last active semester GPA: <sup>1</sup>
Student status during the period of study abroad: active/passive ( <i>Please underline the answer</i> )

For the current academic semester of the academic year, the Applicant has applied for a regular social grant: YES / NO (*Please underline the answer*)

The attached annexes must be numbered as follows!

1. a copy of the decision on the application for a study abroad,
2. a letter of acceptance from the institution offering the course abroad, including the duration of the course,
3. a document proving the amount of the scholarship or the absence of a scholarship for the study abroad,
4. a certificate from the organisation responsible for academic administration confirming your academic average for the last active semester of study,
5. the documents specified in the application for a regular social scholarship (Annexes 5/1 to 5/2 of the Student Reimbursement and Remuneration Regulations) must be attached to prove the applicant's social status, unless the applicant has submitted an application for a regular social scholarship in the same academic semester and has declared that the documentation may be used for the purposes of this scholarship as follows:

**By signing this Application Form, I declare that the documents submitted by me for the academic semester covered by this application, for the regular social scholarship as defined in Annexes 5/1-5/2 of the Student Fee and Benefit Regulations, may be used for the purpose of the assessment of this application. YES / NO (*Please underline the answer*)**

**Please enclose the relevant certificate for all the data referred to.**

I hereby certify that the information provided in this application is true and correct, as evidenced by the attached supporting documents. I acknowledge that any false declaration may lead to disciplinary action or rejection of my application. I DECLARE ANY CHANGES THAT MAY HAVE OCCURRED IN THE MEANTIME.

If I am awarded a grant and for whatever reason I do not go on the study abroad trip clearly specified in my application, I undertake to repay the grant within 30 days.

By signing this Application Form, I declare that I have read and understood the information on data management set out in Chapter XII of the Student and Fee Rules and the data protection information as set out therein. In view of this, by signing this Application Form, I expressly consent to the processing of my personal data provided in this application by the National University of Public Service to the extent and for the duration necessary for the evaluation of the application and the assessment of the scholarship eligibility, beyond the scope of the data processing based on the law. I acknowledge that if I withdraw my consent to the processing of my personal data beyond the scope of the statutory data processing or request the deletion of the data, it will make it impossible to evaluate the application, to ensure the transparency and control of the procedure, to verify eligibility, and that the application may be rejected or the scholarship may be withdrawn.

Celtic \_\_\_\_\_, 20 \_\_\_\_ month, \_\_\_\_\_ day

Applicant's signature



## A HAZA SZOLGÁLATÁBAN

Annex 5/7 to the EHJFR<sup>251</sup>

File number:

### POINTS SYSTEM TO SUPPORT STUDY ABROAD

Expected cost of living in a given country		Duration spent abroad	
Germany	24 points	3 months	5 points
England	26 points	4 months	6 points
Romania	2 points	5 months	7 points
Slovakia	4 points	6 months	8 points
Slovenia	16 points	7 months	9 points
Finland	30 points	8 months	10 points
Poland	8 points	9 months	11 points
Lithuania	6 points	10 months or more	12 points
Italy	20 points		
Greece	14 points		
Turkey	12 points		
Belgium	32 points		
France	30 points		
Portugal	18 points		
Austria	28 points		
Czech Republic	10 points		
China	15 points		
Russia	9 points		
Monthly amount of scholarship awarded (EUR)			
350-420	5		
420-470	8		
470-520	12		

Social situation of the applicant	
Dependants living in the same household as the applicant	3 points/person
Applicant with a child	15 points/child
Orphan applicant	20 points
Half-price applicant	10 points
Disadvantaged groups of students (except orphans, half-orphans, disabled, long-term sick)	10 points
Groups of students with multiple disadvantages	20 points
Student with a disability	20 points
Student's disabled family member	10 points/person
Large family	10 points

<sup>251</sup>Established by Senate Resolution 92/2022 (VII.13.).



Net monthly income per person (HUF/person/month)								
lower limit	ceiling	Point	lower limit	ceiling	Point	lower limit	ceiling	Point
28 500	29 000	47	36 001	37 000	40	62 001	64 000	20
29 001	30 000	46	37 001	38 000	39	64 001	66 000	19
30 001	31 000	45	38 001	39 000	38	66 001	68 000	18
31 001	32 000	44	39 001	40 000	37	68 001	70 000	17
32 001	33 000	43	40 001	41 000	36	70 001	72 000	16
33 001	34 000	42	41 001	42 000	35	72 001	74 000	15
35 001	36 000	41	42 001	43 000	34	74 001	76 000	14
			43 001	44 000	33	76 001	78 000	13
			44 001	45 000	32	78 001	80 000	12
			45 001	46 000	31	80 001	82 000	11
			46 001	47 000	30	82 001	84 000	10
			47 001	48 000	29	84 001	86 000	9
			48 001	49 000	28	86 001	88 000	8
			49 001	50 000	27	88 001	90 000	7
			50 001	52 000	26	90 001	92 000	6
			52 001	54 000	25	92 001	94 000	5
			54 001	56 000	24	94 001	96 000	4
			56 001	58 000	23	96 001	98 000	3
			58 001	60 000	22	98 001	100000	2
			60 001	62 000	21	100000	102000	1

Academic average											
3,01 -	3,05	1	3,51 -	3,55	6	4,01 -	4,05	11	4,51 -	4,55	16
3,06 -	3,10	1	3,56 -	3,60	6	4,06 -	4,10	11	4,56 -	4,60	16
3,11 -	3,15	2	3,61 -	3,65	7	4,11 -	4,15	12	4,61 -	4,65	17
3,16 -	3,20	2	3,66 -	3,70	7	4,16 -	4,20	12	4,66 -	4,70	17
3,21 -	3,25	3	3,71 -	3,75	8	4,21 -	4,25	13	4,71 -	4,75	18
3,26 -	3,30	3	3,76 -	3,80	8	4,26 -	4,30	13	4,76 -	4,80	18
3,31 -	3,35	4	3,81 -	3,85	9	4,31 -	4,35	14	4,81 -	4,85	19
3,36 -	3,40	4	3,86 -	3,90	9	4,36 -	4,40	14	4,86 -	4,90	19
3,41 -	3,45	5	3,91 -	3,95	10	4,41 -	4,45	15	4,91 -	4,95	20
3,46 -	3,50	5	3,96 -	4,00	10	4,46 -	4,50	15	4,96 -	5,00	20

Country	Sublet / room price (mainly in capital cities)	Local public transport (monthly season ticket)	Bread	Milk	Coffee / cappuccino
England	500-600 / 150-200 €	65 €	1-2 €	1-2 €	2,5 / 3,5 €
Austria	900-1000 / 200-600 €	44,5 €	2 €	1 €	3-4 / 5-6 €
Azerbaijan	250-600 / 250 €	6 €	0,3-0,5 €	0,5 €	1-2 / 2-3 €
Belgium	500-1000 / 400-600 €	46 €	1,98 €	1,09 €	1,5-2 / 2,86 €
Bulgaria	650-900 / 400-700 €	26 €	0,5 €	1 €	0,8 / 1,2 €
Cyprus	400-500 / 300-400 €	40 €	1,4 €	1,3 €	3 / 3,4 €
Czech Republic	500-800 / 350-450 €	21 €	0,9 €	0,75 €	1,5 / 1,9 €
South Africa	400-900 / 200-500 €	27,5 €	0,8 €	0,9 €	1,2 / 1,6 €
Estonia	700-800 / 300-500 €	16,5 €	0,8 €	0,7 €	2,2 / 2,5 €
Finland	900-1600 / 500-700 €	52,5 €	1,6 €	1 €	3,2 / 3,7 €
France	600-1200 / 350-850 €	54 €	1,7 €	1,4 €	3 / 3,4 €
Greece	350-700 / 250-350 €	30 €	0,8 €	1,2 €	2,5 / 2,9 €
Netherlands	500-700 / 350-700 €	75 €	1,6 €	1,1 €	2,5 / 2,8 €
Croatia	350-750 / 250-350 €	45 €	0,8 €	0,9 €	1,2 / 1,5 €
Israel	900-2000 / 700-1000 €	52 €	1,9 €	1,3 €	2,4 / 2,8 €
Kazakhstan	200-250 / 210-790 €	15 €	0,2 €	0,6 €	1-2 / 1,5 €
China (Beijing)	1000-2000 / 210-790 €	25 €	1,3 €	1,7 €	1-3 / 3-5 €

<b>Country</b>	<b>Sublet / room price (mainly in capital cities)</b>	<b>Local public transport (monthly season ticket)</b>	<b>Bread</b>	<b>Milk</b>	<b>Coffee / cappuccino</b>
China (Shanghai)	1000-2000 / 250- 800 €	25 €	1,5 €	2 €	1-2 / 2-4 €
Poland	420-1000 / 280-590 €	23 €	0,6 €	0,5-1 €	1-2 / 1-2 €
Latvia	450-900 / 100-350 €	45 €	1 €	1 €	1-2 / 2-3 €
Lithuania	450-900 / 100-350 €	29 €	1 €	1 €	1-2 / 2-3 €
Germany	800-1400 / 400-800 €	70 €	1 €	0,7 €	2,5 / 2-3 €
Italy	800-1200 €	35 €	1,5 €	1 €	1,2 / 1,3 €
Russia (MOSCOW)	300-850 / 200-480 €	28 €	0,5 €	1 €	1-2 / 1,6 €
Portugal	800-1200 / 250-600 €	35 €	1,5 €	0,6 €	1-2 / 1-2 €
Romania	400-1000 / 150-300 €	13 €	0,5 €	0,1 €	1-2 / 1 €
Spain g	550-1200 / 300-700 €	42 €	0,5-1,5 €	0,7 €	1-2 / 1,3 €
Slovakia	300-700 / 100-200 €	26 €	1 €	0,7 €	1-2 / 2 €
Slovenia	200-700 / 180-300 €	36 €	1 €	0,1 €	1,2 / 1,4 €
Turkey	250-600 / 150-500 €	43 €	0,4 €	0,6 €	1-2 / 1 €



## A HAZA SZOLGÁLATÁBAN

Annex 5/8 to the EHJFR<sup>252</sup>

File number:

### UNIVERSITY PROFESSIONAL SCHOLARSHIP UNIVERSITY COMMUNITY AWARD PRO JUVENTUTE SCHOLARSHIP

Name of applicant:

Student ID (Neptun code):

Faculty / Non-Faculty Institute:

Level of education (bachelor/postgraduate/master): Year:

#### Decision

Name of applicant:

Student ID (Neptun code):

YES / NO

Score:

Amount awarded: Reason:\*

Budapest, .....

.....

President of the

Commission:

.....\*in case of refusal or partial refusal

#### APPLICATION FORM

Subject of the request (Indicate with an appropriate x)

- ☐ Pro Juventute Prize
- ☐ University Professional Scholarship
- ☐ University Community Prize

*Please fill in legibly in large print!*

#### Personal data of the Applicant

Name:											
(Student ID) Neptun code:											
Date of birth:						year			month		day
Grade:											
Form of funding: subsidised / self-financing (underline as appropriate)											
Level of training: bachelor / master / doctorate (The corresponding											

<sup>252</sup>Established by Senate Resolution 77/2021 (VI.16.). Amended by Senate Resolution 92/2022 (VII.13.). Established by Senate Resolution 64/2023 (V.17). Amended by Senate Resolution 120/2023 (X.25). Amended by Senate Resolution 93/2024 (17.VII.). Amended by Senate Resolution 130/2024 (11/12/12).

underlined)					
<b>Training timetable: full-time (full-time) / correspondence / individual training</b> (underline as appropriate)					
<b>Profession (specialisation):</b>					
<b>Permanent residence:</b>					
<b>Residence Location:</b>					
<b>Telephone:</b>					
<b>E-mail address:</b>					

**Professional Activity (to be completed for University Professional Scholarships and Pro Juventute Awards)**

<b>Publication</b>			<b>Point</b>
<b>Publication date time, place</b>	<b>Publication title</b>	<b>Publication language</b>	<b>Certificate serial number</b>

<b>Editing a professional volume</b>			<b>Point</b>
<b>Publication date time, place</b>	<b>Volume title</b>	<b>Volume language</b>	<b>Certificate serial number</b>

<b>Research activity</b>			<b>Point</b>
<b>Research time, location</b>	<b>Title of research</b>	<b>Research language</b>	<b>Certificate serial number</b>

<b>Professional lecture</b>			<b>Point</b>
<b>Presentation time, place</b>	<b>Presentation title</b>	<b>Presentation language</b>	<b>Certificate serial number</b>

**Participation in an international competition**

<b>Competition time, place</b>	<b>Name of competition</b>	<b>Individual/team competition (number of teams in case of team competition)</b>	<b>Ranking achieved</b>	<b>Certificate serial number</b>

<b>OTDK competitor</b>				<b>Point</b>
<b>OTDK year</b>	<b>Address</b>	<b>Number of authors</b>	<b>Ranking achieved</b>	<b>Certificate serial number</b>


OTDK opponent

Point

OTDK year	Address	Ranking achieved	Certificate serial number

ITDK competitor

Point

ITDK year	Address	Ranking achieved	Certificate serial number

ITDK opponent

Point

ITDK year	Address	Ranking achieved	Certificate serial number

Participation in other competitions (national/university)

Point

Competition time, place	Name of competition	Individual/team competition (in case of team competition number of teams)	Ranking achieved	Certificate serial number

TDK

Point

Educational department (department/institute)	Secretary	Tag	Number of half-years	Certificate serial number
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		

Graduate school

Point

President	Secretary	Cabinet Day / Member of the Bureau	Tag	Half-year course duration	Workshop leadership	Editing a college publication	Number of half-years	Certificate serial number
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
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**Graduate School/ National Association of Doctoral Students (Scientific Department)/ Doctoral Students' Self-Government** **Point**

President	Secretary	Cabinet day/ Member of the Bureau	Tag	Number of half-years	Certificate serial number
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

**Demonstrator work**

**Point**

Educational department (department/institute)	Number of half-years	Certificate serial number

**Professional programme, project participation**

**Point**

Name of professional programme, project	Number of half-years	Certificate serial number

**Other**

**Point**

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

**Academic Average**

The cumulative average of the most recently completed active half-year:

**Point**

**Community Activity (to be completed for Pro Juventute Award and University Community Award and Doctoral Student Scholarship)**

**University Student Self-Government / Doctoral Student Self-Government**

**Point**

President	Vice-President s	Cabinet Secretary	Office Manager ö	Reference	Delegates' meeting i tag	Commission tag	Number of half-years	True fate of the

<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

#### Faculty Student Self-government

									Point
President	Vice President	Office-Manager	Reference	Select from nyi tag	Faculty Council member	Senate i tag	Commission tag	Number of half-years k	Certificate serial number of the
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

#### Membership in other university/faculty committees (e.g.: Faculty Studies Committee,

ETDT, etc.)

Point

Name of the Commission	University/college	Number of half-years	Certificate serial number of the

#### Sport

		Point
National, international level	At university level	Certificate serial number
<input type="checkbox"/>	<input type="checkbox"/>	

#### Mentoring programme

Point

Manager	Mentor	Number of years	Proof of serial number of the
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		

<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		

**Publication in academic media**

**Point**

Date of publication, location	Publication title	Certificate serial number

**Other**

**Point**

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**Number of attachments:** .....db

**List of attached annexes:**

SSZ.	Annex type	Justify what?

**Please enclose the relevant certificate for all the data referred to.**

**I hereby certify that I have not submitted an award-winning Pro Juventute application during my current student status.\***

*\*To be underlined when applying for a Pro Juventute Award*

**I also certify that the information provided in this application is true and correct. I acknowledge that any false declaration may result in disciplinary action or**



may result in the rejection of your application.

**I hereby certify that I have not submitted an award-winning Doctoral Scholarship application to date.\*\***

**\*\* *Underlined if applying for a Doctoral University Scholarship***

**By signing this Application Form, I declare that I have read and understood the information on data management set out in Chapter XII of the Student and Fee Rules and the data protection information as set out therein. In view of this, by signing this Application Form, I expressly consent to the processing of my personal data provided in this application by the National University of Public Service to the extent and for the duration necessary for the evaluation of the application and the assessment of the scholarship eligibility, beyond the scope of the data processing based on the law. I acknowledge that if I withdraw my consent to the processing of my personal data beyond the scope of the statutory data processing or request the deletion of the data, it will make it impossible to evaluate the application, to ensure the transparency and control of the procedure, to verify eligibility, and that the application may be rejected or the scholarship may be withdrawn.**

Celtic \_\_\_\_\_, 202\_\_\_\_ . \_\_\_\_\_ month, \_\_\_\_\_ sun

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**Applicant's signature**



## A HAZA SZOLGÁLATÁBAN

Annex 5/9 to the EHJFR<sup>253</sup>

### University Professional Scholarship, Pro Juventute Award, University Community Award points system and documents to be attached to the application

#### Points available based on professional activity (University Professional Scholarship, Pro Juventute Award)

ACTIVITY	SCORE	
Publication	6 points/publication (Maximum of 4, excluding doctoral candidates)	In a foreign language for written publications + 5 points per publication
Editing a professional volume	8 points/volume (Maximum 4 pieces, except doctoral candidate)	In a foreign language for a volume written in + 5 points per publication
Professional lecture	4 points/performance	For a presentation in a foreign language +5 points per lecture
Research activity	Research activity by faculty or subject area research group (except TDK and vocational college working group)	3 points per semester (Maximum of 4, excluding doctoral candidates)
	Proven independent research Activity (which is not intended to the thesis or TDK)	3 points per semester (Maximum of 4, excluding doctoral candidates)
	Organised in addition to compulsory lessons participating in research (e.g.: collection of material, bibliography)	1 point/half year (Maximum of 4, excluding doctoral candidates)
International competition participation(In team events, the score is divided proportionally.)	1st place	30 points
	2nd place	25 points
	3rd place	20 points
	Special prize	15 points
	Participate at	3 points
OTDK (The score is divided by the number of authors.)	1st place	40 points
	2nd place	30 points

<sup>253</sup>Established by Senate Resolution 77/2021 (VI.16.). Established by Senate Resolution 64/2023 (17 May). Established by Senate Resolution 120/2023 (X.25.). Established by Senate Resolution 93/2024 (17.VII.). Amended by Senate Resolution 130/2024 (11/12/12).

	3rd place	20 points
	Special prize	18 points
	Participate at	5 points
	Best opponent	5 points
	Opposition activity (without placement)	3 points
	Professional jury membership	2 points
ITDK (The score is divided by the number of authors.)	1st place	20 points
	2nd place	15 points
	3rd place	10 points
	Special prize	5 points
	Participate at	1 point
	Best opponent	2 points
	Opposition activity (without placement)	1 point
	Professional jury membership	1 point
Other national competition (In the case of a team competition, the score is divided proportionally.)	1st place	25 points
	2nd place	20 points
	3rd place	15 points
	Special prize	10 points
	Participate at	2 points
Other university competition (In the case of a team competition, the score is divided proportionally.)	1st place	10 points
	2nd place	8 points
	3rd place	6 points
	Special prize	4 points
	Participate at	1 point
TDK	Secretary	5 points per semester
	tag	3 points per semester
Graduate school	President	15 points per semester
	Secretary	10 points per semester
	cabinet day	10 points per semester
	tag	5 points per semester
	Half-year course duration	3 points per semester
	Workshop guide	3 points per semester
	College publication editing	2 points per semester
Demonstrator work		5 points per semester
Professional programme, project participation	Participation in university project	5 points per semester
	Scholarship awarded under the new National Excellence Programme	5 points per semester
	Participation in other professional programmes, projects	3 points per semester
Other professional-scientific organisation (e.g.: MAB, MHTT)	tag	4 points per semester
Other		On an individual basis, up to 50 dot.
Doctoral Students' Association/ National Association of Doctoral Students Scientific Department	President	15 points per semester
	Secretary	10 points per semester
	board member	10 points per semester

	tag	5 points per semester
<b>Academic average</b> <i>(After the last closed active semester based on the cumulative average from the table below, rounded to the nearest whole number.)</i> <i>(For doctoral students only in the training and research phase)</i>	below 3,00	No points due
	3,00-3,24	10 points
	3,25-3,49	15 points
	3,50-3,74	20 points
	3,75-3,99	25 points
	4,00-4,09	30 points
	4,10-4,19	32 points
	4,20-4,29	34 points
	4,30-4,39	36 points
	4,40-4,49	38 points
	4,50-4,59	40 points
	4,60-4,69	42 points
	4,70-4,79	44 points
	4,80-4,89	46 points
	4,90-4,99	48 points
	5,00	50 points

**Scores available based on public activity (Pro Juventute Award, University Community Award)**

<u>ACTIVITY</u>		<u>SCORE</u>	
Interest representation Organisation	University Student Self-Government	President	30 points per semester
		vice-president	25 points per semester
		chief of staff	25 points per semester
		ref	20 points per semester
		Head of Office	15 points per semester
		Member of the Board of Delegates	5 points per semester
	Students Municipality faculty organisation	President	25 points per semester
		Vice President	20 points per semester
		ref	15 points per semester
		Head of Office	10 points per semester
		member of the electoral board	5 points per semester
		Senate member	7 points per semester
		Faculty Council member	5 points per semester
	Commission	university committee member (e.g. HJB) up to 3 different committee may be charged	5 points per semester
		faculty committee member (e.g.: HTVSZÜB, KÁVB) <sup>254</sup> up to 3 different committees can be accounted for	3 points per semester
		HÖK committee member up to 3 different committee may be charged	2 points per semester

<sup>254</sup>Amended by Senate Resolution 10/2019 (I.30.).

	Students National Association of Local Governments Conference	Membership of the Bureau, Programme Manager	15 points per semester
		Programme Coordinator position	8 points per semester
		Programme mentor position	5 points per semester
		Membership of the Electoral Board	8 points per semester
		Alternate membership of the Electoral Board	5 points per semester
Athlete		regularly competing in national or international championships	10 points per semester
		a regular athlete for the university team	5 points per semester
		sports organisation (e.g.: sports ambassador, head of department)	5 points per semester
		Member of the Ludovika Sports Club	5 points per semester
Mentoring programme		Manager	8 points/year
		mentor	5 points/year
Publication in academic media		Publication activity	in Hungarian: 2 points / publication in English: 4 points (Maximum 4 pieces)
TDK/Skill College/PUBLIC event organisation		University-level event management	3 points (up to 4 pieces)
		Kari level event management	2 points (up to 4 pieces)
Other students outside the HÖK, DÖK Organisation		Manager	8 points
		tag	3 points
Other			On an individual basis, up to 50 dot.

#### Documents to be attached to the application: professional activity

1. Publication: a copy of the publication, or in the case of in press publications, the acknowledgement of receipt or a copy thereof. The publication cannot be a transcription of a TDK thesis.
2. Editing a professional volume: a copy of the edited volume.
3. Professional presentation: Letter of invitation/programme leaflet or certificate from the organiser. The professional lecture cannot be a TDK thesis lecture.
4. Research activity: original recommendation from the supervisor/departmental head (a certificate signed by the lead researcher/researcher and detailing the applicant's activity must be submitted).
5. International competition: organiser's certificate of participation and placing.
6. OTDK: Stamped certificate with the result. In case of membership of a professional jury, a certificate from the organiser.
7. ITDK: Stamped certificate with the result. In case of membership of a professional jury, an organiser's certificate.
8. National/university academic competition: certificate or diploma issued by the organiser.

9. TDK activity: certificate issued by the TDK leader.
10. College activity: a certificate issued by the head of the college. Copy of the publication in the case of a college publication.
11. Demonstration work: certificate issued by the head teacher of the educational unit (department/institute).
12. Professional programme, project participation: original certificate of the activity.
13. Other professional and scientific organisation: certificate issued by the head of the organisation.
14. Other: anything that has enhanced the reputation of the university from a strictly professional point of view.
15. Grade point average: the cumulative grade point average is certified by the study class, so it is not must be attached.

#### Public activity

1. Membership of a representative organisation: a certificate issued by the head of the organisation concerned, membership of the management board must be clearly indicated on the certificate. Colleges are not representative organisations.
2. Participation in national or international championships: certificate from the National Sports Federation of the sport. For those who regularly play for a university team, a certificate from the physical education teacher or the Ludovika SE-Sports Association is required.
3. Mentor programme: certificate issued by the student government.
4. Article in the university newspaper: copy of published article (Bonum Publicum, Forum Publicum, Ludovika.hu)
5. TDK/School/School of Spiritual Science/PUBLIC event organisation: certificate from the head of the organising organisation.
6. Student organisations other than the Student Union, Student Union: self-help group, HEAD, ESN, Fusion (the certificate is issued by the university body responsible for the organisation for the leading member and by the president of the organisation for the member).
7. Other: everything that has stimulated university life.



## A HAZA SZOLGÁLATÁBAN

Annex 5/10 to the EHJFR<sup>255</sup>

File number:

### STUDENT ACADEMIC SCHOLARSHIPS

Name of applicant:

Student ID (Neptun code):

Faculty / Non-Faculty Institute:

Level of education (bachelor/master/master): Year:

#### **Decision**

Name of applicant:

Student ID (Neptun code):

YES / NO

Score:

Amount awarded: Reason:\*

Budapest, .....

Commission President: .....

\*in case of refusal or partial refusal

### **APPLICATION FORM FOR STUDENT ACADEMIC SCHOLARSHIPS**

*Please fill in legibly in large print!*

#### **Personal data of the Applicant**

<b>Name:</b>												
<b>Student ID (Neptun code):</b>												
<b>Date of birth:</b>						<b>year</b>			<b>month</b>			<b>day</b>
<b>Start of studies:</b>												
<b>Form of funding: subsidised / self-financing</b> (underline as appropriate)												
<b>Level of education: bachelor / master / diploma</b> (underline as appropriate)												
<b>Working hours: full-time (full-time) / correspondence</b> (underline as appropriate)												
<b>Profession (specialisation):</b>												
<b>Permanent residence:</b>												
<b>Residence Location:</b>												
<b>Telephone:</b>												
<b>E-mail address:</b>												

<sup>255</sup> Amended by Senate Resolution 92/2022 (VII.13.). Amended by Senate Resolution 75/2023 (VI.14.). Established by Senate Resolution 93/2024 (17.VII.).

**General Activity****Language test****Point**

Language	Type	Certificate serial number

**Graduate school****Point**

Board member	Tag	Certificate serial number
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	

**Scientific organisation****Point**

Board member	Tag	Certificate serial number
<input type="checkbox"/>	<input type="checkbox"/>	

**TDK**

Educational department (department/institute)	Secretary	Tag	Number of half-years	Certificate serial number
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		

**Demonstrator work**

Educational department (department/institute)	Number of half-years	Certificate serial number

**Publications in the applicant's field of expertise****Point****Volume**

Volume title	Language	Number of co-authors (ha van)	Certificate serial number

**Volume editing****Point**

Volume title	Language	Number of co-editors (if any)	Certificate serial number



Publication			Point
Publication title	Language	Number of strokes	Certificate serial number

Review, criticism			Point
Review title	Language	Number of strokes	Certificate serial number

Translation			Point
Translation Title	Language	Number of strokes	Certificate serial number

**Publications in the applicant's field of expertise**

Study competition (Faculty TDK, OTDK, county, national, faculty, international)

			Point
Competition time, place	Name of competition	Ranking achieved	Certificate serial number

**Scientific, professional presentations in the applicant's field of expertise**

					Point
Presentation time, location	Title of lecture	National zi/ national/ university	Társze trainers number (ha van)	Language	Proof of the line today

**Event management in the applicant's field of expertise****Point**

Event time, location	Event name	International/ national/ vocational college	Certificate serial number a

Number of attachments: .....db

**List of attached annexes:**

ssz.	Annex type	Justify what?

**Please enclose the relevant certificate for all the data referred to.**

I hereby certify that the information provided in this application is correct. I acknowledge that any false declaration may lead to disciplinary action or rejection of my application.

By signing this Application Form, I declare that I have read and understood the information on data management set out in Chapter XII of the Student and Fee Rules and the data protection information as set out therein. In view of this, by signing this Application Form, I expressly consent to the processing of my personal data provided in this application by the National University of Public Service to the extent and for the duration necessary for the evaluation of the application and the assessment of the scholarship eligibility, beyond the scope of the data processing based on the law. I acknowledge that if I withdraw my consent to the processing of my personal data beyond the scope of the statutory data processing or request the deletion of the data, it will make it impossible to evaluate the application, to ensure the transparency and control of the procedure, to verify eligibility, and that the application may be rejected or the scholarship may be withdrawn.

Celtic \_\_\_\_\_, 20 \_\_\_\_ month, \_\_\_\_\_ day

**Applicant's signature**



## A HAZA SZOLGÁLATÁBAN

Annex 5/11 to the EHJFR<sup>256</sup>

### Student academic scholarship points system and documents to be attached to the application

<u>ACTIVITY</u>		<u>SCORE</u>
<b>General activities</b> <i>(Activities eligible for funding each semester)</i>		
Language test	level C in a specialised language	8 points
	tertiary level type C	5 points
	intermediate level C in a specialised language	4 points
	intermediate level type C	1 point
Graduate school	board member	10 points
	tag	8 points
Scientific organisation	board member	12 points
	tag	9 points
Scientific Student Circle organisation	Secretary	5 points
	tag	3 points
Demonstrator work		5 points
<b>Publications in the applicant's field of expertise</b>		
Stand-alone volume		15 points
Co-authored volume	15-[number of co-authors]	9-14 points
Volume editing		7 points
Volume co-editing	7-[number of co-editors]	4-6 points
Publication		1 point per 1000 characters/publication <i>(Maximum 5 points.)</i>
Foreign language extra point		2 points
Review, criticism		1 point/publication per 1000 characters <i>(Maximum 5 points.)</i>
Foreign language extra point		2 points
Translation		1 point per 1000 characters/translation <i>(Maximum 5 points.)</i>
<b>Competitions</b>		
Participation in a faculty TDK (without placement)		3 points
Kari TDK	1st place	9 points
	Second place	8 points
	III place	7 points
	Special prize	5 points
	Best opponent	2 points
	Opposition activity (without placement)	1 point
	Professional jury membership	1 point
OTDK participation (without placement)		5 points
OTDK	1st place	14 points

<sup>256</sup>Established by Senate Resolution 77/2021 (VI.16.). Established by Senate Resolution 64/2023 (17 May). Amended by Senate Resolution 75/2023 (VI.14.). Amended by Senate Resolution 120/2023 (X.25). Established by Senate Resolution 93/2024 (17.VII.).

	Second place	13 points
	III place	12 points
	Special prize	8 points
	Prized 1st place	18 points
	Best opponent	5 points
	Opposition activity (without placement)	2 points
	Professional jury membership	2 points
Other faculty academic competition	1st place	3 points
	Second place	2 points
	III place	1 point
Other county academic competitions	1st place	6 points
	Second place	5 points
	III place	4 points
	Participate at	1 point
Other national academic competitions	1st place	9 points
	Second place	8 points
	III place	7 points
	Participate at	2 points
Other international study competitions	1st place	12 points
	Second place	11 points
	III place	10 points
	Participate at	3 points
<b>Scientific, professional presentations in the applicant's field of expertise</b>		
Individual presentation at an international conference		15 points
Co-authored presentation at international conference	15-[number of co-authors]	9-14 points
Independent presentation at national conference		7 points
Co-authored presentation at national conference	7-[number of co-authors]	4-6 points
University lecture		2 points
Lecture in a foreign language		3 points
Participation in a professional conference		2 points
<b>Event management in the applicant's field of expertise</b>		
Organisation of international conferences and events		10 points
Organisation of national conferences and events		8 points
Organisation of a college conference, event		3 points

#### Certificates:

1. Language test: copy of certificate.
2. Specialised college: certificate issued by the head of the specialised college.
3. Scientific organisation: certificate of the head of the scientific organisation.
4. Volume edit: Publisher's certificate or certificate of ISBN/ISSN number.
5. Publication: a copy of the publication, or in the case of an in press publication, a copy of the publisher's statement or a copy. Publication may not be a transcription of a TDK thesis.
6. Review, translation: the relevant pages of the publication that published the work, in press review, in the case of publication, a statement or copy of the publisher.
7. Competition: certificate or organiser's certificate of participation and placing.
8. Presentation: Letter of invitation/programme booklet or certificate from the organiser. The presentation cannot be a TDK thesis presentation.
9. Event organisation: certificate from the head of the organising organisation.



## A HAZA SZOLGÁLATÁBAN

Annex 5/12 to the EHJFR<sup>257</sup>

File number:

### PUBLIC AFFAIRS SCHOLARSHIP - PUBLIC AFFAIRS REPORT

NAME, NEPTUN CODE:	
FACULTY/ORGANISATION:	
TITULUS:	
TIMES:	

PERMANENT AND AD HOC TASKS

PROJECTS

I hereby certify that the information provided in this application is correct. I acknowledge that any false declaration may lead to disciplinary action or rejection of my application.

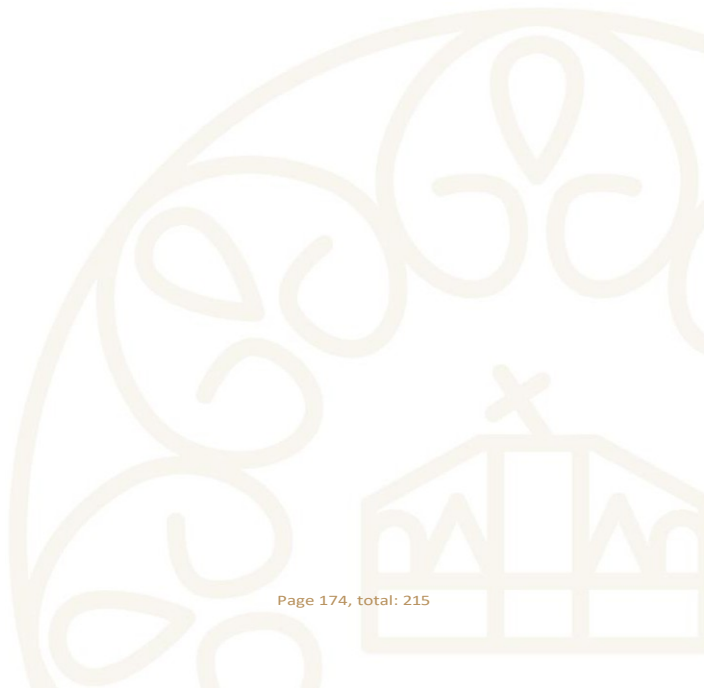
By signing this Application Form, I declare that I have read and understood the information on data management set out in Chapter XII of the Student and Fee Rules and the data protection information as set out therein. In view of this, by signing this Application Form, I expressly consent to the processing of my personal data provided in this application by the National University of Public Service to the extent and for the duration necessary for the evaluation of the application and the assessment of the scholarship eligibility, beyond the scope of the statutory data processing. I acknowledge that if I withdraw my consent to the processing of my personal data beyond the scope of the statutory data processing or request the deletion of the data, it will make it impossible to evaluate the application, to ensure the transparency and control of the procedure, to verify eligibility, and that the application may be rejected or the scholarship may be withdrawn.

Applicant's signature

Application accepted:	YES /NO
Score:	
The amount of the grant awarded for the month:	Ft
Justification:	
	He approved:

<sup>257</sup>Amended by Senate Resolution 120/2023 (X.25.).

		President University Student Self-Government/ Doctoral Student Self-Government National University of Public Service
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## A HAZA SZOLGÁLATÁBAN

Annex 5/13 to the EHJFR<sup>258</sup>

### Public scholarship points system

OFFICERS, ACTIVITIES	TASK/SUB-TASKS	POSSIBLE SCORE
President	The work of the FEPC/FEPC/DEPC coordinating, organising and managing. Managing the day-to-day work of the organisation planning, defining tasks for the the officials responsible for the area (maximum 80 points).	0-150 points
	Participation in university decision-making (maximum 30 points).	
	Carrying out strategic and protocol activities (maximum 40 points).	
Vice-President	Carrying out the administrative tasks of the FEPC/DEPC and coordination activities in its own field. Defined background materials and preparation of documentation (up to 50 point).	0-120 points
	Participation in university decision-making (maximum 30 points).	
	Supporting the President on strategic issues related to his/her area of expertise (maximum 20 points).	
	Other activities related to student representation (maximum 20 points).	
Chief of Cabinet	Carrying out the administrative tasks of the FEPC/DGB, in its own area of expertise coordination activities related to. Preparing specific background material (up to 50 points) Participation in university decision-making (maximum 30 points). Support the President on strategic issues related to his/her area of expertise (up to 20 points). Other activities related to student representation (maximum 20 points).	0-120 points

<sup>258</sup>Established by Senate Resolution 111/2020 (XI.19.). Established by Senate Resolution 130/2024 (11.XII.).

Vice President	Carrying out the administrative tasks of the PTE, DÖK and coordination activities related to its own field. Defined background materials and preparing documentation (up to 40).	0-80 points
	Participation in university decision-making (maximum 20 points).	
	Support the President on issues related to his/her area of expertise (maximum 10 points).	
	Other activities related to student representation (maximum 10 points).	
Reference	Performing administrative and operational activities related to his/her area of expertise (maximum 30 points).	0-60 points
	Coordination of a committee in the field (maximum 10 points).	
	Carrying out the day-to-day tasks of the department under the guidance of the President (maximum 10 point).	
	Other related to your area of expertise carrying out activities (maximum 10 points).	
Member of the Electoral Board	Carrying out the representative functions of the HÖK (maximum 20 points)	0-30 points
	Participation in the organisation and running of events organised by the Student Union (maximum 5 points)	
	Other advocacy tasks (maximum 5 points).	
DÖK Delegate Assembly Member	The doctoral students' representative body fulfil its tasks (maximum 30 points)	0-30 points
Involvement in university science organisation	Participation in the DÖK's science organisation activities (maximum 30 points).	0-60 points
	Participation in DGB community-building activities (maximum 30 points).	
Committee Membership	Carrying out the tasks of the Committee (maximum 20 points).	0-30 points
	Other activities related to the portfolio of the Committee (maximum 10 points)	
Contribution to the university shaping community life	Participation in the organisation and management of events related to university community life (minimum 2 points per event).	On an individual basis
Other university community life activities Activity	Other aspects of university community life related activity (on an individual basis).	On an individual basis





## A HAZA SZOLGÁLATÁBAN

Annex 5/14 to the EHJFR<sup>259</sup>  
File number:

### STUDENT SPORT AND CULTURE SCHOLARSHIPS

Name of applicant:

Student ID (Neptun code):

Faculty / Non-Faculty Institute:

Level of education (bachelor/postgraduate/master): Year:

#### Decision

Name of applicant:

Student ID (Neptun code):

YES / NO

Score:

Amount awarded: Reason:\*

Budapest, .....

Commission President: .....

*\*in case of refusal or partial refusal*

### APPLICATION FORM FOR STUDENT SPORT AND CULTURE SCHOLARSHIPS

*Please fill in legibly in large print!*

#### Personal data of the Applicant

Name:									
Student ID (Neptun code):									
Date of birth:					year			month	day
Start of studies:									
Form of funding: subsidised / self-financing (underline as appropriate)									
Level of training: bachelor / associate / master (underline as appropriate)									
Working hours: full-time (full-time) / correspondence (underline as appropriate)									
Profession (specialisation):									
Permanent residence:									
Residence Location:									
Telephone:									
E-mail address:									

Point

<sup>259</sup>Amended by Senate Resolution 92/2022 (VII.13.). Established by Senate Resolution 120/2023 (X.25.).

**General Activity**

Sports	NKE Sport-scholarship holder	Retrieved from competitor	Selected competitor	Coach	Judge	Certificate serial number
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**Competitions**

Point

Competition time, place	Name of competition	Ranking achieved	Certificate serial number

**Awards and recognition**

Point

Competition time, place	Name of competition	Foreign / domestic	Certificate serial number

**Competition organisation in the applicant sport**

Point

Event time, location	Event name	International/ national/ regional/ local	Certificate serial number of the

**Cultural activities**

Point

Artistic association/ choir/ orchestra/ other cultural association	Tag	Management tag	Certificate serial number
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

**Exhibition**
**Point**

Exhibition time, place	Exhibition name	Foreign / home	Certificate serial number

**Action**
**Point**

Time and place of the event	Name of the action	Individual / group	Foreign / home	Certificate serial number

**Awards and recognition**
**Point**

Competition time, place	Name of competition	Foreign / home	Ranking achieved	Certificate serial number

**Event management**
**Point**

Exhibition, performance time, location	Name of exhibition, performance	Foreign / home	Certificate serial number

Number of attachments: .....db

**List of attached annexes:**

ssz.	Annex type	Justify what?
.		


**Please enclose the relevant certificate for all the data referred to.**

I hereby certify that the information provided in this application is correct. I acknowledge that any false declaration may lead to disciplinary action or rejection of my application.

By signing this Application Form, I declare that I have read and understood the information on data management set out in Chapter XII of the Student and Fee Rules and the data protection information as set out therein. In view of this, by signing this Application Form, I expressly consent to the processing of my personal data provided in this application by the National University of Public Service to the extent and for the duration necessary for the evaluation of the application and the assessment of the scholarship eligibility, beyond the scope of the data processing based on the law. I acknowledge that if I withdraw my consent to the processing of my personal data beyond the scope of the statutory data processing or request the deletion of the data, it will make it impossible to evaluate the application, to ensure the transparency and control of the procedure, to verify eligibility, and that the application may be rejected or the scholarship may be withdrawn.

Celtic \_\_\_\_\_, 202 . \_\_\_\_\_ month, \_\_\_\_\_ sun

\_\_\_\_\_  
Applicant's signature



## A HAZA SZOLGÁLATÁBAN

Annex 5/15 to the EHJFR<sup>260</sup>

### STUDENT SPORT AND CULTURE SCHOLARSHIP POINTS SYSTEM AND DOCUMENTS TO BE ATTACHED TO THE APPLICATION

#### Available scores based on sporting activity

ACTIVITY	SCORE
<b>General activities</b>	
NKE Sports Scholar	15 points
Certified competitor per sport	4 points
Selected competitor per sport	8 points
Coaching by sport	6 points
Referee licence per sport	3 points
<b>Competitions</b> (1st place maximum points, afterwards 1 point for each place)	
Olympia	15-30 points
Universiade	10-25 points
World Championship, setting a world record	10-25 points
Olympic Hopes Competition	10-25 points
European championship	5-20 points
World Cup	5-20 points
Other international competition	4-8 points
Hungarian National Championship	4-6 points
MEFOB	4-6 points
UNIVERSITAS	2-4 points
Other national competition	2-5 points
Hungarian regional championship	1-3 points
Other competitions I-II-III place	1 point
<b>Awards, Recognitions</b>	
International awards, recognition	8 points
National award, recognition	6 points
<b>Organising competitions in the applicant sport</b>	
International competition organisation	10 points
National competition organisation	8 points
Regional competition organisation	5 points
Other competition organisation	2 points

#### Scores available based on cultural activity

ACTIVITY	SCORE
<b>General activities</b>	
Member of the Artistic Association	4 points
Board member of the Arts Association	6 points
Orchestra, choir member	4 points
Member of other cultural associations	2 points
Board member of other cultural associations	4 points
<b>Exhibitions</b>	
Participation in an exhibition abroad	12 points
Participation in a national exhibition	8 points
<b>Action</b>	

<sup>260</sup>Amended by Senate Resolution 92/2022 (VII.13.). Established by Senate Resolution 120/2023 (X.25.).

Individual action abroad	10 points
Group action abroad	8 points
Stand-alone domestic action	6 points
Group domestic action	4 points
<b>Awards, Recognitions</b>	
International I.-II.-III. places	13-16 points
Domestic 1st - 2nd - 3rd place	7-10 points
Other international recognition	4 points
Other national recognition	2 points
<b>Event management</b>	
Organisation of exhibitions abroad	5 points
Domestic exhibition organisation	3 points
Organising gigs abroad	4 points
Organising a national performance	2 points

**Documents to be attached to the application form: sporting activity**

1. Certified athlete, coach: certificate from the head of the sports club.
2. Selected competitor, referee's licence: certificate from the National Sports Federation of the sport
3. Competition result: certificate of participation and placing from the National Sports Federation of the sport
4. Award or recognition: certificate or certificate of the organiser of the award or recognition.
5. Organising a competition: original certificate from the head of the organising organisation

**Cultural activities**

1. Association, orchestra, choir member: certificate from the head of the association.
2. Exhibition, performance, event organisation: certificate from the head of the organisation organising the exhibition or performance.
3. Award or recognition: certificate or certificate of the organiser of the award or recognition.



## A HAZA SZOLGÁLATÁBAN

Annex 5/16 to the EHJFR<sup>261</sup>

<sup>261</sup> Repealed by Senate Resolution 111/2020 (19.XI.20.).



## A HAZA SZOLGÁLATÁBAN

Annex 5/17 to the EHJFR<sup>262</sup>

File number:

### VOCATIONAL COLLEGE SCHOLARSHIP

#### **Decision**

Name of applicant:

Student ID (Neptun code):

YES / NO

Score:

Amount awarded:

Justification:

Budapest, .....

The Vice-Dean responsible for the Colleges: .....

### **APPLICATION FOR A SCHOLARSHIP**

*Please fill in legibly in large print!*

#### **Personal data of the Applicant**

<b>Name:</b>											
<b>Neptune code:</b>											
<b>Date of birth:</b>					<b>year</b>			<b>month</b>			<b>day</b>
<b>Start of studies:</b>											
<b>Level of training: bachelor / associate / master</b> (Underline as appropriate)											
<b>Profession (specialisation):</b>											
<b>Telephone:</b>											
<b>E-mail address:</b>											

#### **Demonstrated activities of the applicant to be included in the scoring**

Activity place, time		Title of activity (Scope according to)	Description	For action points scored

<sup>262</sup>Amended by Senate Resolution 77/2021 (VI.16.). Established by Senate Resolution 92/2022 (13.VII.).




**Certificate of the Head of the College**

\_\_\_\_\_ (name of the vocational college)

\_\_\_\_\_ (name of manager),

to \_\_\_\_\_ (applicant's name) has carried out the activity described above and has not objected to its work. I recommend you for a scholarship.

\_\_\_\_\_  
Signature of the Head of the School

I hereby certify that the above information is true and correct, I understand that any false information may lead to disciplinary action or rejection of the application.

By signing this Application Form, I declare that I have read and understood the information on data management set out in Chapter XII of the Student and Fee Rules and the data protection information as set out therein. In view of this, by signing this Application Form, I expressly consent to the processing of my personal data provided in this application by the National University of Public Service to the extent and for the duration necessary for the evaluation of the application and the assessment of the scholarship eligibility, beyond the scope of the data processing based on the law. I acknowledge that if I withdraw my consent to the processing of my personal data beyond the scope of the statutory data processing or request the deletion of the data, it will make it impossible to evaluate the application, to ensure the transparency and control of the procedure, to verify eligibility, and that the application may be rejected or the scholarship may be withdrawn.

Celtic \_\_\_\_\_, 201-\_\_\_\_\_, month, \_\_\_\_\_ day

\_\_\_\_\_  
Applicant's signature



## A HAZA SZOLGÁLATÁBAN

Annex 5/18 to the EHJFR

File number:

### Scheme of criteria for the Accelerated Scholarship

Activity		Score
<b>Scientific student activities</b> (points per paper)		
OTDK I. / II. / III. place		40 / 35 / 30 points
OTDK special prize		20 points
OTDK thesis presentation (except for placements and special prizes)		15 points
Best opponent at OTDK		10 points
Opponent activity at the OTDK (except for best opponent)		5 points
ITDK 1st / 2nd / 3rd place		30 / 25 / 20 points
ITDK special prize		16 points
OTDK qualification (except for places and special prizes)		14 points
ITDK thesis presentation (except for placements, special prizes and OTDK qualification)		12 points
Best opponent on ITDK		4 points
Opponent activity on ITDK (except for best opponent)		2 points
<b>Active and winning applications in the new National Excellence Programme</b>		10 points
<b>National Programme for Young Talent (NFTÖ)</b>		10 points
<b>Academic average</b> (based on the weighted average of the last active semester after the end of the last active semester)	4,90-5,00	10 points
	4,80-4,89	9 points
	4,70-4,79	8 points
	4,60-4,69	7 points
	4,50-4,59	6 points
	4,40-4,49	5 points
	4,30-4,39	4 points
	4,20-4,29	3 points
	4,10-4,19	2 points
	4,00-4,09	1 point
<b>Publication activity</b>		
Publication in a peer-reviewed scientific journal or publication, including online publications (75% of the points for multiple authors, 150% for publications in foreign languages). applicant)		30 points / publication
Other professional publications, including publications on the online platform (75% of the points for multiple authors, 150% for publications in foreign languages)		1 point / publication 2 000 per stroke
Editorial tasks, which include editorial tasks for the online platform (in case of co-editing, 75% of the points will be awarded)		1 point / publication 4 000 per stroke
<b>Presentation at a scientific conference</b> (except for TDK, in case of a presentation in a foreign language the number of points awarded 150% of the total amount)	International	12 points
	national	10 points
	university	8 points
	vocational college	6 points
<b>Study, professional and simulation competitions</b> (in the case of team competitions)	I. / II. / III. place	16 / 14 / 12 points
	special prize	10 points

75% of the points awarded, or 150% in international competitions, to the applicant)	participation (except for placings and special prizes)	8 points
<b>Filling a post in a college</b>	President	25 points
	board member and member of middle management (except for chairman) - different structures of vocational colleges due to	20 points
<b>Internal training system</b>	work in a research group	5 points
	completion of a vocational college course	5 points
	participation in a vocational college training course	2 points
<b>Organisational mandates</b>	coordinator of a research group, course and other professional group	6 points
	mentor	5 points
	permanent representative	5 points
	occasional representative	1 point
<b>Organising professional events in the College</b> (maximum 20 points can be added)		2 points/event
<b>Participation in professional events</b> (maximum 10 points)		1 point/event
<b>Organising other College events (except professional events)</b>		1 point/event
<b>Points awarded by the College Leader for other activities</b>		20/15 / 10 / 5 Point
<b>Writing a report on a colloquium event</b>		1 point / 500 characters



## A HAZA SZOLGÁLATÁBAN

Annex 5/19 to the EHJFR<sup>263</sup>

File number:

### RESEARCH STUDENTSHIP

#### **Decision**

Name of applicant:

Student ID (Neptun code):

YES / NO

Score:

Amount awarded:

Justification:

Budapest, .....

.....

Deputy Dean responsible for the TDK:

### APPLICATION FOR AN ACADEMIC STUDENT RESEARCH FELLOWSHIP

*Please fill in legibly in large print!*

#### **Personal data of the Applicant**

<b>Name:</b>											
<b>Neptune code:</b>											
<b>Date of birth:</b>						<b>year</b>			<b>month</b>		<b>day</b>
<b>Start of studies:</b>											
<b>Level of training: bachelor / master / diploma</b> (Underline as appropriate)											
<b>Profession (specialisation):</b>											
<b>Telephone:</b>											
<b>E-mail address:</b>											
<b>Name of the scientific student circle membership:</b>											

#### **Applicant's Community activities**

Activity place, time	Entering a category according to the scheme	Activity name, description

<sup>263</sup>Established by Senate Resolution 92/2022 (VII.13.).


**Certificate of the TDK leader**

\_\_\_\_\_ A \_\_\_\_\_ (TDK name) as head  
 \_\_\_\_\_ (leader name) I certify, that  
 \_\_\_\_\_ (name of applicant) has carried out the activity described above,  
~~there were no objections to his work. I recommend her for a research student fellowship.~~

\_\_\_\_\_  
 Signature of the TDK leader

I hereby certify that the above information is true and correct, I understand that any false information may lead to disciplinary action or rejection of the application.

By signing this Application Form, I declare that I have read and understood the information on data management set out in Chapter XII of the Student and Fee Rules and the data protection information as set out therein. In view of this, by signing this Application Form, I expressly consent to the processing of my personal data provided in this application by the National University of Public Service to the extent and for the duration necessary for the evaluation of the application and the assessment of the scholarship eligibility, beyond the scope of the statutory data processing. I acknowledge that if I withdraw my consent to the processing of my personal data beyond the scope of the statutory data processing or request the deletion of the data, it will make it impossible to evaluate the application, to ensure the transparency and control of the procedure, to verify eligibility, and that the application may be rejected or the scholarship may be withdrawn.

Celtic \_\_\_\_\_, 201-, \_\_\_\_\_ month, \_\_\_\_\_ day

**Applicant's signature**

\_\_\_\_\_



## A HAZA SZOLGÁLATÁBAN

Annex 5/20 to the EHJFR<sup>264</sup>

### Framework for the Scientific Student Fellowship

Activity	Score
<b>Scientific per essay)</b>	
student circle (OTDK, ITDK) activities (scoring	
OTDK I. / II. / III. place	40 / 35 / 30 points
OTDK special prize	20 points
OTDK thesis presentation (except for placements and special prizes)	15 points
Best opponent at OTDK	10 points
Opponent activity at the OTDK (except for best opponent)	5 points
ITDK 1st / 2nd / 3rd place	30 / 25 / 20 points
ITDK special prize	16 points
OTDK qualification (except for places and special prizes)	14 points
ITDK paper presentation (excluding placements, special prizes and OTDK qualification in case of)	12 points
Best opponent on ITDK	4 points
Opponent activity on ITDK (except for best opponent)	2 points
<b>Publication activity</b>	
Publication in a peer-reviewed scientific journal or publication, including online publications (75% of the points for multiple authors, 150% for publications in foreign languages). applicant)	30 points per publication
Other professional publications, which include publications on the online platform (75% of the points awarded for multiple authors, in foreign languages 150% for publications)	1 point per publication 2 000 per stroke
Editorial tasks, including editorial tasks for the online interface to be included (in the case of co-editing, 75% of the points available will be awarded to the applicant)	1 point per publication per 4 000 impressions
<b>Presentation at a scientific conference (except ITDK, OTDK foreign in the case of a performance in one language, the applicant will receive 150% of the points available)</b>	
International	12 points
national	10 points
university	8 points
TDK	6 points
<b>Academic, professional and simulation competitions (75% of the points awarded for team competitions, 150% for international competitions) the applicant)</b>	
I. / II. / III. place	16 / 14 / 12 points
special prize	10 points
participation (except for placings and special prizes)	8 points

<sup>264</sup>Established by Senate Resolution 92/2022 (VII.13.).

<b>Filling the post of TDK leader</b>	
ETDT	15 points
KTDT	10 points
TDK	5 points
<b>Organising TDK professional/academic events (maximum 10 points may be added)</b>	2 points/event
<b>Participation in TDK professional/academic events (maximum 10 points may be awarded)</b>	1 point/event
<b>Writing a report on a TDK professional/scientific event</b>	1 point/ 500 Character



## A HAZA SZOLGÁLATÁBAN

Annex 5/21 to the EHJFR<sup>265</sup>

### APPLICATION FORM FOR WATER SCHOLARSHIPS

*Please fill in legibly in large print!*

#### Personal data of the Applicant

Name:			
Student ID (Neptun code):			
Date of birth:	year	month	day
Start of studies:			
Form of funding: public service scholarship			
Level of training: basic training			
Working hours: full-time (full-time)			
Degree (specialisation): Bachelor of Civil Engineering			
Permanent residence:			
Residence:			
Telephone:			
E-mail address:			

#### List of attached annexes:

The attached annexes must be numbered as follows!

#### ssz. Annex type

1. Curriculum Vitae / Cover Letter (1 - 3 pages)
2. Proof of your score in the higher education admission procedure
3. Proof of language proficiency not included (not taken into account) in the scoring carried out by the Education Office in the higher education admission procedure
4. Other qualifications (e.g. technical certificate) not included (not taken into account) in the scoring carried out by the Education Office in the higher education admission procedure
5. Participation in a secondary school vocational study competition not included (not taken into account) in the scoring by the Education Office in the higher education admission procedure  
proof of participation/achievement
6. Other professional, scientific, public activities /pl. publications, lectures, student council membership, etc. / proof of
7. 3 of the subsequent possible jobs advertised in the call for applications are selected in order of priority.

By signing this Application Form, I certify that the information provided in this application is true and correct, as evidenced by the attached supporting documents. I acknowledge that any false declaration may lead to disciplinary action or rejection of my application.

By signing this Application Form, I declare that I agree to comply with the provisions of Articles 54/C.-54/D. of the Student Fee and Allowance Rules of the National University of Public Service and the conditions of the Water Scholarship as set out in the call for applications for the scholarship under the conditions set out therein.

By signing this Application Form, I declare that I have read and understood the information on data processing and the terms and conditions of the Student and Fee Policy of the National University of Public Service, Chapter XII.

<sup>265</sup>Inserted by Senate Resolution 28/2022 (II.23.).



I have read and understood the data protection notice as set out therein. In this regard, by signing this Application Form, I expressly consent to the processing of my personal data provided in this application by the National University of Public Service to the extent and for the duration necessary for the evaluation of the application and the assessment of the eligibility for the scholarship. I acknowledge that if I withdraw my consent to the processing of my personal data beyond the scope of the statutory data processing or request the deletion of the data, this will make it impossible to evaluate the application, to ensure the transparency and control of the procedure, to verify eligibility, and in view of this the application may be rejected or the scholarship may be withdrawn.

Celtic \_\_\_\_\_, 201-\_\_\_\_\_, month, \_\_\_\_\_ day

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**Applicant's signature**



## A HAZA SZOLGÁLATÁBAN

Annex 5/22 to the EHJFR<sup>266</sup>

### PONTRENDSZER FOR WATER SCHOLARSHIPS

Available scores:

ACTIVITIES	PONTSZÁM
<b>Score in the admission procedure</b>	
> 400 points	15 points
399 - 380	13 points
379 - 360	11 points
359 - 340	9 points
339 - 320	7 points
319 - 300	5 points
<b>Language skills not included in the admission scoring</b>	
school leaving certificate with distinction	5 points
graduation grade good	3 points
language test not included in the admission criteria	5 points
<b>Other qualifications not included in the admission score</b>	
professional technician certificate	5 points
higher education vocational certificate	5 points
IT / Geospatial course	5 points per course
other courses	3 points per course
<b>Participation / achievement in a high school vocational competition</b>	
1st - 3rd place in a national professional competition	10 points / per place
1st - 3rd place in an institutional professional competition	6 points / per place
Participation in a professional competition	5 points per competition
Sectoral vocational baccalaureate (1st-3rd place)	8 points per competition
<b>Other professional, scientific and public activities</b>	
Professional, scientific and public activities	3 points per activity
<b>Motivational interviewing</b>	
Communication, expression	max 5 points
Basic professional knowledge, professional awareness	max 5 points
Professional commitment	max 5 points

### EVALUATION

The Commission will analyse the job requirements in the applications submitted and the jobs included in the call for applications and, during the motivation interview, will offer three jobs to the applicant on a regional approach basis, taking into account the application requirements. To be successful, you must accept at least one of the three possible subsequent jobs during the motivational interview. If you do not accept any of the three jobs, your application will be unsuccessful, regardless of the number of points you score.

The successful application will be the one which, taking into account the above, is ranked in the order of the scores. occupies one of the positions 1-15.

<sup>266</sup>Inserted by Senate Resolution 28/2022 (II.23.).

## NATIONAL HIGHER EDUCATION SCHOLARSHIP APPLICATION FORM

Name:

Reference number:

Neptune code:

Place and time of birth:

Address:

Institution, faculty:

National Public service  
UniversityPhone number,  
email:Vintage  
currently:Training:

BA-BSc/MA-MSc/univ

Profession, pair of  
professions:

Date of enrolment:

Finishes at half term  
yes / no

in the .. /.... academic year:

(Designation according to the Government Decree defining the qualification requirements for  
the specialisation)

Studies (I)

Study results

Average scholarship

Semester I:

Semester II:

Professional activity (II)

(The list is not taxative, it does not imply any order, but the listed ones are in another category - I, III -  
cannot be transferred.)

Research activity

OTDK, TDK participation, placement

Other professional or academic competitions

Publications, presentations

Activities of the College

Other outstanding professional activities

Education-related activity (e.g. demonstrator)

Public, sporting and other activities (III)

(The list is not taxative, it does not imply any order, but the listed ones are in another category - I, II -  
cannot be transferred.)<sup>267</sup>Inserted by Senate Resolution 92/2022 (VII.13.).

Student civic activity

Participation in a mentoring programme

Other outstanding social, social, cultural activities

Active, productive or outstanding sporting activity

By submitting this Application Data Sheet, I certify that the information provided in this application is true and correct, as evidenced by the attached supporting documents. I acknowledge that any false declaration may lead to disciplinary action or rejection of my application. By submitting this Application Form, I expressly consent to the processing of my personal data provided in this application by the National University of Public Service to the extent and for the duration necessary for the evaluation of the application and the assessment of my eligibility for the scholarship. I certify that I have read and accepted the data processing information.

Celt,

202..

month,

day

.....  
Applicant's signature

## NATIONAL SCHOLARSHIPS FOR HIGHER EDUCATION

## Evaluation criteria

National scholarship applications for higher education will be ranked according to a 200-point system, with a maximum total of:

- a) 120 points can be awarded for academic performance,
- b) 60 points are awarded for professional activity and
- c) 20 points are awarded for public, sporting, cultural and other activities.

The maximum number of points for each category may not be exceeded if the sum of the points awarded under the sub-categories listed within the category is greater.

Assessment of academic performance

Academic performance is calculated **on the basis of the simple arithmetic average of the student's results in the last two active semesters of study, calculated as specified in this Call for Applications (hereinafter referred to as the "National Higher Education Scholarship Average")**. If the student's last active semester is a consecutive internship semester, the average of the last two active semesters preceding the last active semester shall be taken into account.

To be considered when applying active semester study as a result of system, the scholarship index for the student is taken into account.

a Neptun-

The detailed rules for the calculation of the scholarship index are set out in § 3 (4) 1. is set out in.

If in either of the student's last two active semesters the scholarship index is less than or equal to 4.3, will not be eligible for a national higher education scholarship.

No points will be awarded for academic achievement below a national higher education scholarship average of 4.5. A 4.5 National Merit Scholarship average is worth 60 points and a 5.0 National Merit Scholarship average is worth 120 points. If the average is between the two thresholds, the number of points that can be obtained is calculated according to the following formula:

**Academic performance score= 60+ [(national higher education scholarship average - 4.5) x 1.2 x 100]**

where:

60 is the minimum score

4,5 is the minimum national average for higher education scholarships at which points can be awarded 1,2 is the number of points per hundredth

100 is the multiplier needed to determine the actual score.

The general rounding rules apply to the academic performance score and to the rounding of the average national higher education scholarship, with the second decimal place being obtained by rounding.

The scholarship average of the last two active semesters is certified by the department responsible for the academic administration of the course (Academic Department). The document certifying the academic record must be uploaded as an attachment to the application, indicating the type of document.

<sup>268</sup>Inserted by Senate Resolution 92/2022 (VII.13.). Enacted by Senate Resolution 93/2024 (VII. 17.).

### Evaluation of professional performance

Professional activities beyond the compulsory studies are a very important assessment criterion, as the outstanding performance required for the award of a national higher education scholarship includes professional and research activities.

A maximum of 60 points can be awarded for professional activity.

One point may be awarded for each of the entitlements specified in the table below this point, regardless of the number of categories to which the activity on the document submitted by the student belongs.

All documents proving the professional activity must be attached after selecting the appropriate title from the drop-down box. In addition, for each document, one of the following options must be used to indicate which activity it is used to justify:

1. the applicant must indicate on the document and sign it the **activity for which the document is used to justify the activity (following the activity definitions set out in the table).**
2. all documents (files) uploaded with the application to justify the professional activity must be uploaded by the applicant under a name that clearly identifies **the activity for which the document is** uploaded **(following the activity definitions set out in the table).**

If it cannot be clearly identified which activity the document is used to justify, **it will not be taken into account in the evaluation of the application!**

Supporting documents from a person or organisation other than those specified in the table below or not submitted in the correct form **will not be taken into consideration** in the evaluation of the application.

Where the table under this point specifies the semester/semesters, documents will be accepted if the duration of the activity for which they are validated falls entirely within (i.e. does not p r e c e d e ) at least the first active semester of study to be taken into account for the assessment of the application.

Professional activity (maximum 60 points)	Available from score	Certificate required, other Terms and conditions
<b>1. Research activities</b>	<b>max 5 points per semester, total max.10 points</b>	<i>Course supervisor/specialisation original recommendation from the head of the department in which you are studying. For documents justifying these activities (A letter signed by the principal investigator/principal investigator involved in the research, describing the applicant's activities and the a detailed certificate must be submitted.)</i>
1.1. Research activity in a faculty or departmental research group (except in a professional college) working group)	3 points	
1.2. Verified independent research activity (which is not the purpose of the thesis)	3 points	
1.3. Organised in addition to compulsory lessons participating in research (e.g.: collecting material, preparing bibliographies)	1 point	
<b>2. ITDK, OTDK</b>	<b>max 35 points</b>	<i>The achieved a copy of the certificate of placement/participation or the original certificate of participation issued by the organising body or a copy of. The application</i>
2.1 OTDK participation	5 points	
2.2 OTDK 1st place	20 points	
2.3 OTDK 2nd place	15 points	
2.4 OTDK 3rd place	10 points	
2.5 OTDK special prize	10 points	
2.6 ITDK 1st place	10 points	
<b>Professional activity (maximum 60 points)</b>	<b>Available from score</b>	<b>Certificate required, other Terms and conditions</b>
2.7 ITDK 2-3rd place	7 points	<i>more than two years after the deadline for submission no points can be awarded for a completed competition. Points may be awarded for more than one TDK paper, but the score cannot be higher than 35 points. OTDK scores in the case of a first place or special prize, no additional points are awarded for participation alone. In the case of multiple authors, the applicant will receive 70% of the points awarded. The other criteria for the submission of an application TDK within two years of the deadline</i>
2.8 ITDK special prize	5 points	
2.9 OTDK Best Opponent	5 points	
2.10 OTDK opponent	2 points	
2.11 ITDK Best Opponent	2 points	
2.12 Participation in international TDK	7 points	
2.13 OTDK/ITDK commendation	2 points	
<b>3. Other professional or academic competitions</b>	<b>max 5 points</b>	
3.1 Ranking 1-3	5 points	
3.2 Special prize	3 points	

3.3 Participation	2 points	<i>original certificate of the TDK supervisor needed.</i>
<b>4. Publication, presentation</b>	<b>max 10 points</b>	<i>A copy of the publication, or in the case of an in press publication, an acknowledgement or a copy of the publication.</i>  <i>In the case of multiple authors, the following may be added 70 % of the points will be awarded to the applicant.</i>
4.1 Publication, presentation in Hungarian	5 points	
4.2 Publication, presentation in a foreign language	10 points	
<b>5. Activities of the student council/scholarly circles</b>	<b>max 5 points per semester, total max 10 points</b>	<i>The original of a certificate issued by the head of the relevant department, detailing the applicant's activities. On this activities and documents proving membership  required for semester/semesters the exact indication of.</i>
5.1 Member of a college/academic student circle	2 points	
5.2 In a college/academic student circle organisational task carried out	3 points	
5.3 Academic work in a college/student scientific circle, presentation	5 points	
<b>6. Other outstanding professional activities</b>	<b>max 5 points per semester, total max 10 points</b>	<i>Certificate of activity in the original. On this for documents justifying activities the exact semester(s) must be indicated.</i>
6.1 Participation in a university project	5 points	
6.2. Awarded under the New National Programme of Excellence scholarship	5 points	
6.3. Other professional activities	max 5 points	
<b>7. Education-related activities</b>	<b>max 5 points per semester, total max 10 points</b>	<i>Certificate of activity in the original. On this for documents justifying activities the exact semester(s) must be indicated.</i>
7.1. Demonstrator mandate	4 points	
7.2. Professional practice (in the training programme in addition to those set out in)	2 points	
7.3. Other activities related to education	2 points	

### Evaluation of public, sporting, cultural and other activities

A total of 20 points can be awarded for public, sporting, cultural and other activities.

One point may be awarded for each of the entitlements specified in the table below this point, regardless of the number of categories to which the activity in the document submitted by the student belongs.

All documents proving public, sporting, cultural or other activities must be attached after selecting the appropriate title from the drop-down box. In addition, for each document, one of the following options must be used to indicate which activity it is used to justify:

1. the applicant must indicate on the document and sign it the **activity for which the document is used to justify the activity (following the activity definitions set out in the table).**
2. all documents (files) uploaded with the application to justify public, sporting, cultural or other activities must be uploaded by the applicant under a name that clearly identifies **the activity for which the document is being used (following the activity definitions set out in the table).**

If it cannot be clearly identified which activity the document is used to justify, **it will not be taken into account in the evaluation of the application!**

Supporting documents from a person or organisation other than those specified in the table below or not submitted in the correct form **will not be taken into consideration** when evaluating the application.

Where the table under this point specifies the semester/semesters, documents will be accepted if the duration of the activity for which they are validated falls entirely within (i.e. does not precede) at least the first active semester of study to be taken into account for the assessment of the application.

Public, sporting, cultural and other activities (maximum 20 points)	Points awarded	Required certificate, other conditions
<b>1. Student civic engagement</b>	<b>max 10 points</b>	<i>Points can be awarded for activities in the Student Council, Dormitories for work in the Council, registered by the Student Council for work in the organisation, for organising a university event, for publishing in the university student newspaper. Need the competent organisation original certificate from the head of the company. For these activities and for documents certifying membership, the exact semester(s) and details of the activity must be provided.</i>
1.1 Work carried out in a student organisation Activity	3 points	
1.2 Membership of a student organisation	2 points	
1.3 Student membership of the Board in the organisation	10 points	
<b>2. Participation in a mentoring programme</b>	5 points	
<b>3. Other outstanding social, social, cultural activities</b>	<b>max 10 points</b>	
3.1 Exhibition organisation	2 points	
3.2 On request of faculty/institute/department cultural, social and community activities	4 points	
3.3 Individually motivated cultural, social, social and cultural activities Activity	4 points	
3.4 Organising a university event, or assisting in the implementation	4 points	
<b>4. Active, productive and outstanding sports activity</b>	<b>max 10 points</b>	<i>Information about the ranking/participation achieved a copy of your diploma or a copy of the diploma issued by the organiser(s)</i>
Public, sporting, cultural and other activities (maximum 20 points)	Points awarded	Required certificate, other conditions
4.1 Military, police, fire brigade at least 1st-6th place at the World Games	8 points	<i>a signed certificate of participation in the competition in the original or copies of. For active and productive sporting activities club/class etc. certificate needed. Documents proving these activities require the following. specify the semester/semesters. By way of derogation, in the case of competitions, if the competition took place more than four years before the deadline for submission of applications or before the student's no points can be awarded for a competition.</i>
4.2 Universiade, the International University Sports Federation (FISU) at least 1st-6th place in an organised world university championship	8 points	
4.3 National Championship results at least 1st-3rd place	7 points	



4.4 At least 1-3. results at MH, BM, University National Championships ranking	5 points
4.5 BM School Championships, MH Amateur at least 1-3 in championships. ranking	3 points
4.6 Organised within the university at least 1 - 3 in a sporting event. ranking	3 points

The student will be awarded a maximum of 20 points in each category for Olympic Team Membership and for placing 1st-10th in a World or European Championship.

There may be overlaps between categories. Only one point may be awarded for a performance that can be classified in more than one category.

**APPLICATION FORM**  
 NATIONAL UNIVERSITY OF PUBLIC SERVICE  
*"Good student, good athlete" award*

<b>Personal data:</b>			<b>Score:</b> *
Name: _____			
Place / time of birth: _____			
Mother's name: _____			
Address: _____			
Neptune code: _____			
Faculty/ institute: _____			
Bank account number _____			
202../202.. academic year ... semester _____			
<b>Study result:</b>		<b>Average:</b>	
202../202.. academic year ... semester _____			
<b>Sport results:</b>			
(from 202.... to 202.....)		<b>Date of</b>	<b>Ranking</b>
Olympics/paralympics			
VB, EB			
Non-Olympic sports, World Championships, European Championships			
World Cup organised by an international sporting federation			
Military, police world games			
University EB, VB, Universiade			
National Championships			
MH, BM, University National Championships			
BM School Championships, MH Amateur Championships			
National Scientific Student Conference (on sport or a related topic)			
<b>Attached at certificates</b>			
1. _____			
2. _____			
3. _____			
4. _____			
5. _____			
6. _____			
7. _____			
8. _____			
9. _____			
10. _____			

<sup>269</sup> Inserted by Senate Resolution 92/2022 (VII.13.). Amended by Senate Resolution 75/2023 (VI.14.).

**Total:** \_\_\_\_\_

I hereby certify that the information provided in this application is correct. I acknowledge that any false declaration may lead to disciplinary action or rejection of my application. By signing this Application Form, I agree that the personal data I provide in this application will be used by the National University of Public Service for the purposes of the evaluation of the application and the award of the prize.

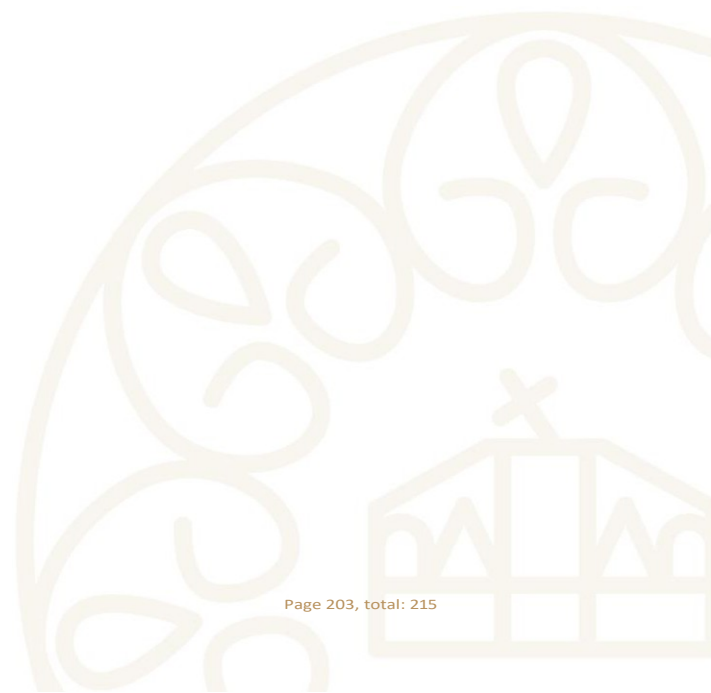
the extent and duration of the treatment. By signing below, I certify that I have read the privacy notice and I accepted.

Celt,

202.... years      .....month      ..... day

\* Scores are filled in by the committee.

signature of applicant



**GOOD STUDENT, GOOD ATHLETE AWARD****Evaluation criteria****The participants in the competition are:**

The competition is open to all II.-III.-IV full-time, and in the case of a two-semester Master's programme, the 2nd semester. Students enrolled in full-time courses in the second semester, who have been successful in international (Olympics, World Championships, European Championships) and national (at least national championships) competitions of sports federations, the Hungarian University and College Sports Association, the Ministry of the Interior (BM) and the Ministry of Defence (HM), and who have a minimum arithmetic mean of 3.51 in their last two active semesters. It is an advantage if the applicant is involved in a verifiable sporting activity in one of the associated departments of the Ludovika at the National University of Public Service. One prize per university and one prize per faculty may be awarded.

**Disposition:**

The committee ranks the applicants according to their results. The university-level prize is awarded to the student with the highest score among the faculty winners, followed by the second best student in the faculty ranking.

**STUDY SCORECARD**

Study result	Score
5,00	90
4,71-4,99	70
4,41-4,70	60
4,11-4,40	50
3,81-4,10	40
3,51-3,80	30

1. Only the best result from the same sport will be taken into account. In the case of a tie, the best sporting result counts.

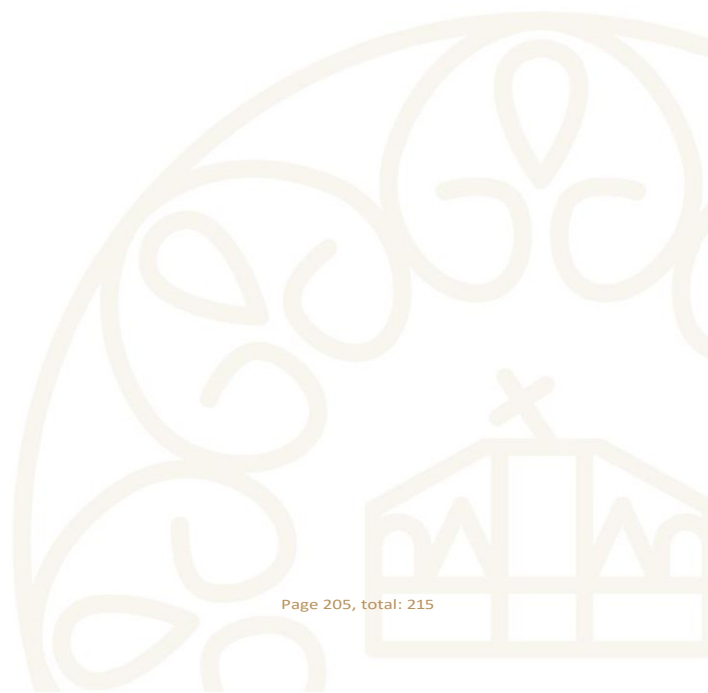
2. Points for entering a competition:	Ranking	Score
Olympics/paralympics		140
VB, EB	1st-6th place	100
Non-Olympic sports World Championships, European Championships	1st-6th place	80
World Cup organised by an international sporting federation	1st-6th place	80
Military, police world games	1st-6th place	80
University EB, VB, Universiade	1st-6th place	80
National championship	1-3. place	70
Hungarian Defence Forces (MH), BM University National Championships	1-3. place	50
BM School Championships, MH Amateur Championships	1-3. place	30
National Scientific Student Conference (on sport or a related topic)	1st-3rd place, or special prize	30

3. Minimum requirement: a place in an international or national championship. Documents required to apply:

1. A certificate of achievement from a national sports federation.
2. Faculty of Law and Order Department of Physical Education and Department of Martial Arts , and of Faculty of Defence and the Military Physical Education and Sports Centre of the Faculty of Defence Officer Training respectively, the certificate of the BM, HM of the results.
3. Certificate from the Faculty Studies Departments/Institutional Study Organizations of the weighted grade point average at the end of the last two active semesters.
4. Participation in and proof of achievement at the National Scientific Student Conference.

<sup>270</sup>Inserted by Senate Resolution 92/2022 (VII.13.). Established by Senate Resolution 75/2023 (VI.14.).

5. Ludovika Sports Club's certificate of membership of a section.



NATIONAL UNIVERSITY OF PUBLIC SERVICE

<b>Personal data:</b>					
Name:					
Place / time of birth:					
Mother's name:					
Address:					
Neptune code:					
Faculty/ institute:					
Bank account number					
<b>Sports results:</b>					
Event	Sports	Date of	Departure law	Ranking	Score*
Olympia					
Paralists					
World Cup					
European Championship					
Univerisiade					
<b>Attached certificates:</b>					
1.					
2.					
3.					
4.					
5.					

Celt, 202.... year .....month ..... day

\* To be completed by the jury.

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## EVALUATION CRITERIA

NATIONAL UNIVERSITY OF PUBLIC SERVICE

**"László Berti Sports Scholarship"****Colonel László Berti (Berty) (1875-1952)**

László Berty, a swordsman, was one of the great swordsmen of the epoch, who excelled in both sword and dagger, and competed in two Olympics. In Stockholm, he fenced in the winning sword team and finished fourth in the individual épée. Twelve years later, in Paris, at the age of 49, he was still a member of the second-placed team in the sabre and the third-placed team in the épée. Two years later, at the European Championships in Budapest, he finished second in the individual event in the épée. A bladesman of exceptional talent, he was considered by his contemporaries to be almost unbeatable in training.

In 1909, after becoming a teacher of physical education and sports at the Ludovika Academy, he founded the Ludovika Academy Sports Association. After his retirement, he continued to work as a fencing teacher at the Royal Hungarian College of Physical Education and later as a teacher of physical education and sports at Ludovika.

**The participants in the competition are:**

The competition is open to all active university students and doctoral candidates who have qualified for participation in Olympic, Paralympic, World Championship, European Championship or Universiade competitions and have placed in these competitions during the academic year (from September of the academic year to 31 August of the following year).

You can apply once per sporting event.

**Disposition:**

The evaluation committee scores the applicants on the basis of their results, and the evaluation committee proposes the value of a point, taking into account the budget available.

Sport event	Departure law	Ranking					
		6.	5.	4.	3.	2.	1.
Olympia	40	20	24	32	40	60	80
Paralists	40	20	24	32	40	60	80
World Cup	32	16	20	24	30	40	60
European Championship	24	12	16	20	24	30	40
Universiade	16	8	12	16	20	24	30

**Documents required for the application:**

Certificates of sporting achievement

<sup>272</sup>Inserted by Senate Resolution 93/2024 (VII. 17). Established by Senate Resolution 116/2024 (XI. 13.). Amended by Senate Resolution 130/2024 (XII. 11.).

## College admission points system

1. Study points for applicants in the upper years							
Tan. average	Point	Tan. average	Point	Tan. average	Point	Tan. average	Point
4,99-5,00	80	4,61-4,62	56	4,23-4,24	37	3,85-3,86	18
4,97-4,98	78	4,59-4,60	55	4,21-4,22	36	3,83-3,84	17
4,95-4,96	76	4,57-4,58	54	4,19-4,20	35	3,81-3,82	16
4,93-4,94	74	4,55-4,56	53	4,17-4,18	34	3,79-3,80	15
4,91-4,92	72	4,53-4,54	52	4,15-4,16	33	3,77-3,78	14
4,89-4,90	70	4,51-4,52	51	4,13-4,14	32	3,75-3,76	13
4,87-4,88	69	4,49-4,50	50	4,11-4,12	31	3,73-3,74	12
4,85-4,86	68	4,47-4,48	49	4,09-4,10	30	3,71-3,72	11
4,83-4,84	67	4,45-4,46	48	4,07-4,08	29	3,69-3,70	10
4,81-4,82	66	4,43-4,44	47	4,05-4,06	28	3,67-3,68	9
4,79-4,80	65	4,41-4,42	46	4,03-4,04	27	3,65-3,66	8
4,77-4,78	64	4,39-4,40	45	4,01-4,02	26	3,63-3,64	7
4,75-4,76	63	4,37-4,38	44	3,99-4,00	25	3,61-3,62	6
4,73-4,74	62	4,35-4,36	43	3,97-3,98	24	3,59-3,60	5
4,71-4,72	61	4,33-4,34	42	3,95-3,96	23	3,57-3,58	4
4,69-4,70	60	4,31-4,32	41	3,93-3,94	22	3,55-3,56	3
4,67-4,68	59	4,29-4,30	40	3,91-3,92	21	3,53-3,54	2
4,65-4,66	58	4,27-4,28	39	3,89-3,90	20	3,51-3,52	1
4,63-4,64	57	4,25-4,26	38	3,87-3,88	19	3,50 and alatta	0

2. Social scores for applicants in the upper grades*					
Social point	Point	Social point	Point	Social point	Point
127-	48	94-96	32	46-48	16
125-126	47	91-93	31	43-45	15
123-124	46	88-90	30	40-42	14
121-122	45	85-87	29	37-39	13
119-120	44	82-84	28	34-36	12
117-118	43	79-81	27	31-33	11
115-116	42	76-78	26	28-30	10
113-114	41	73-75	25	25-27	9
111-112	40	70-72	24	22-24	8
109-110	39	67-69	23	19-21	7
107-108	38	64-66	22	16-18	6
105-106	37	61-63	21	13-15	5
103-104	36	58-60	20	10-12	4
101-102	35	55-57	19	7-9	3
99-100	34	52-54	18	4-6	2
97-98	33	49-51	17	1-3	1

\*Proportionalisation of the points determined according to the points system in Annex 5/3, as applicable in the college admission procedure as defined in Article 60( 5).

<sup>273</sup>Amended by Senate Resolution 111/2020 (19.XI.20.). Amended by Senate Resolution 92/2022 (13.VII.). Amended by Senate Resolution 120/2023 (X.25.). Amended by Senate Resolution 135/2023 (XII.13.). Amended by Senate Resolution 52/2024 (17.IV.4). Amended by Senate Resolution 130/2024 (11.XII.).



3. Points awarded for activities in the community Maximum points awarded: 50 points			
Interest representation Organisation	University Students' Union, Doctoral Students Local government	President	30 points per semester
		vice-president	25 points per semester
		chief of staff	25 points per semester
		ref	20 points per semester
		Member of the Board of Delegates	5 points per semester
	Students Municipality faculty Organisation	President	25 points per semester
		Vice President	20 points per semester
		ref	15 points per semester
		member of the electoral board	5 points per semester
		Senate member	15 points per semester
	Commission	Faculty Council member	5 points per semester
		university committee member (e.g.: ETDT, HJB)	5 points per semester
		faculty (joint institute) committee member (e.g. HTVSZÜB, KÁVB)	3 points per semester
		PEP or DÖK committee tag	4 points per semester
Graduate school		board membership	25 points per semester
Scientific student circle		Manager	15 points per semester
Demonstrator activity			15 points per semester
Event management		participation in the organisation of a faculty event	2 points / occasion
		Organising a FEPU or DGB event Participation	3 points / occasion
		kari event in the organisation of Participation	2 points / occasion
		participation in the organisation of a university event	3 points / occasion
		professional presentations, workshops, conferences organising and running	3 points / occasion
Sport		competing in national or international championships, athlete	10 points per semester
		regularly playing sport for the university team	5 points per semester
		sports ambassadorship	10 points per semester
		Ludovika Sports Club membership	5 points per semester
Mentoring programme		Manager	10 points per semester
		mentor	5 points per semester
At the HÖK, DÖK outside other students organisation*		Manager	10 points per semester
		tag	5 points per semester
Voluntary reserve status		the existence of a voluntary reserve status - the contractually agreed fulfilment of obligations in case of	50 points

\*Other student organisations: self-acting circle, HEAD, ESN, Fusion (the certificate for the leading member is issued by the university supervisory body responsible for the organisation, the certificate for the member is issued by the president of the organisation).

<b>4. Academic activity score (up to 50 points for non-degree and non-doctoral students)</b>	
Scientific student group activities (only for completed and submitted papers, ITDK and/or OTDK submission and presentation of a thesis)	40 points
Publication in a peer-reviewed scientific journal or publication (except TDK thesis) (for BSc and MSc students)	20 points per publication in Hungarian
	35 points/foreign language publication
Publication in a peer-reviewed scientific journal or publication (except TDK thesis) (For doctoral students and doctoral candidates)	35 points/foreign language publication
	25 points/foreign language publication
Presentation at an academic conference (except TDK presentation) (for BA and MA students)	10 points/Hungarian language presentation
	15 points/foreign language presentation
Presentation at a scientific conference (except for TDK) (for doctoral students and doctoral candidates)	5 points/Hungarian language presentation
	10 points/foreign language presentation
Scientific Student Membership	5 points per semester
College membership	10 points per semester
New National Excellence Programme active winning application	15 points per semester
Participation in academic conferences, events and workshops organised by the University	1 point/application

<b>5. Proportionality of points awarded to senior applicants for community service and academic activities*</b>					
Point of public interest	Point	Point of public interest	Point	Point of public interest	Point
50	32	36-37	16	18-19	7
49	30	34-35	15	16-17	6
48	28	32-33	14	13-15	5
47	26	30-31	13	10-12	4
46	24	28-29	12	7-9	3
44-45	22	26-27	11	4-6	2
42-43	20	24-25	10	1-3	1
40-41	18	22-23	9		
38-39	17	20-21	8		

*\*Proportionalisation of the points determined according to the points system under points 3 and 4 of Annex 6, which may be applied in the college admission procedure as defined in Article 60(5).*

**6. Points awarded to first-year Master's and Doctoral candidates based on the admission score achieved**

University admission point	Dormitory Point	University admission point	Dormitory Point	University admission point	Dormitory Point
100	96	83	62	66	28
99	94	82	60	65	26
98	92	81	58	64	24
97	90	80	56	63	22
96	88	79	54	62	20
95	86	78	52	61	18
94	84	77	50	60	16
93	82	76	48	59	14
92	80	75	46	58	12
91	78	74	44	57	10
90	76	73	42	56	8
89	74	72	40	55	6
88	72	71	38	54	4
87	70	70	36	53	2
86	68	69	34	52 and below	0
85	66	68	32		
84	64	67	30		

**7. Scores awarded to first-year undergraduate applicants based on the admission score achieved**

University admission point	Coll. point	University admission point	Coll. point	University admission point	Coll. point
500-499	96	446-445	42	392-391	9
498-497	94	444-443	40	390-389	8
496-495	92	442-441	38	388-387	7
494-493	90	440-439	36	386-385	6
492-491	88	438-437	34	384-383	5
490-489	86	436-435	32	382-381	4
488-487	84	434-433	30	380-379	3
486-485	82	432-431	29	378-377	2
484-483	80	430-429	28	376-375	1
482-481	78	428-427	27	374 and below	0
480-479	76	426-425	26		
478-477	74	424-423	25		
476-475	72	422-421	24		
474-473	70	420-419	23		
472-471	68	418-417	22		
470-469	66	416-415	21		
468-467	64	414-413	20		
466-465	62	412-411	19		
464-463	60	410-409	18		
462-461	58	408-407	17		
460-459	56	406-405	16		
458-457	54	404-403	15		
456-455	52	402-401	14		
454-453	50	400-399	13		
452-451	48	398-397	12		
450-449	46	396-395	11		
448-447	44	394-393	10		

8. Social scores for first-year applicants*					
Social point	Point	Social point	Point	Social point	Point
127-	64	82-84	44	22-24	24
125-126	63	79-81	43	19-21	23
123-124	62	76-78	42	16-18	22
121-122	61	73-75	41	13-15	21
119-120	60	70-72	40	10-12	20
117-118	59	67-69	39	7-9	19
115-116	58	64-66	38	4-6	18
113-114	57	61-63	37	1-3	17
111-112	56	58-60	36		
109-110	55	55-57	35		
107-108	54	52-54	34		
105-106	53	49-51	33		
103-104	52	46-48	32		
101-102	51	43-45	31		
99-100	50	40-42	30		
97-98	49	37-39	29		
94-96	48	34-36	28		
91-93	47	31-33	27		
88-90	46	28-30	26		
85-87	45	25-27	25		

*\*The points established according to the point system in Annex 5/3 are those defined in § 60 (5) which may be applied in the college admission procedure.*

**Privacy Notice and Data Privacy Statement<sup>275</sup>**

**the use of personal and specific data of third parties in applications for social scholarships submitted to the University by a student of the National University of Public Service, in applications submitted in the application/college admission procedure/application for payment relief in connection with his/her payment obligations to the University**

The purpose of the present information is to inform the relatives of the student and other persons concerned by the application (hereinafter referred to as "the data subject") about the processing of personal data concerning them in the course of the assessment of the application in the context of applications for social scholarships submitted to the University by a student of the National University of Public Service, in applications submitted in the application/college admission procedure/application for payment relief in connection with his/her payment obligation to the University (hereinafter referred to as "the application"). The obligation to provide information is governed by Regulation (EU) 2016/679 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation; hereinafter "GDPR")

Article 13.

**1. Name of data controller**

National University of Public Service

address: 1083 Budapest, Ludovika tér 2.

phone number: +36 1 432 9000,

e-mail address: [nke@uni-nke.hu](mailto:nke@uni-nke.hu);

website contact: <https://www.uni-nke.hu/> represented by Dr. Gergely Deli Rector

**2. Contact details of the Data Protection Officer**

Direct contact: [adatvedelem@uni-nke.hu](mailto:adatvedelem@uni-nke.hu)

Phone number: +36 1 432 9000/29833

**3. Information for data subjects where personal data are provided directly by the data subject (content of Article 13 GDPR)**

Categories of data subjects and scope of data processed	Purpose of data processing	Legal basis	Non-disclosure of data/contribution implications
The application submitted to the University by a student of the National University of Public Service in social-type scholarship applications, applications/college admission procedures in a tender/application for payment relief in connection with a payment obligation to the University in the application (the hereinafter referred to as "the request") from the student's relatives or other persons persons concerned by the request. Scope of the data processed: the student applicant	In the framework of the examination of the application the purpose of the personal data processing is to verify the eligibility of the applicant student the social situation on which the assessment is based. The assessment of the social situation is described in the Government Decree No 51/2007 (III. 26.) on the allowances and certain reimbursements payable to students attending higher education, Decree No CXXXII. of 2011 on the National University of Public Service and Higher Administrative, Law Enforcement and Military Education. law on certain on the implementation of the provisions of the 363/2011 (XII. 30.) of the Government Decree No.	GDPR 6. Article (1) Paragraph point (a) and, as regards specific data 9. Article from (2) Paragraph a) point 2 - the processing of the data subject on the contribution of based on.	Failure to give consent, to provide data or to withdraw consent may make it impossible to assess the application, to ensure the transparency of the relevant procedure, to verify the eligibility of the applicant, and to a particular application may be refused or the application may be initiated withdrawal of the benefit. The person concerned in the absence of his or her consent, the data relied on by the applicant in the application in relation to the data subject will not be taken into account in the assessment of the application, or are destroyed.

<sup>274</sup>Amended by Senate Resolution 92/2022 (VII.13.).

<sup>275</sup>Amended by Senate Resolution 77/2020 (VI.17.). Amended by Senate Resolution 77/2021 (VI. 16.).

personal and specific data necessary for the assessment of your social situation, which may include, in particular, the following, property, data on income status, health data, other, social circumstance data.	Regulation, the University Student Fees and Benefits Policy (available here: <a href="http://www.uni-nke.hu">www.uni-nke.hu</a> ) and the relevant call for proposals (hereafter referred to as the testing regulations).		
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#### 4. Recipients and categories of recipients of personal data

The voluntarily provided data may be made available to the University staff and students involved in University decision-making (committee members, student interest group members) whose task is to prepare and make University decisions related to the request:

- a) the Education and Studies Office (address: 1083 Budapest, Ludovika tér 2; e-mail: [tanulmanyi@uni-nke.hu](mailto:tanulmanyi@uni-nke.hu) , telephone: +36 1 432-9000, website: <https://www.uni-nke.hu>);
- b) Faculty of Political Science and International Studies, Department of Studies (address: 1083 Budapest, Üllői út 82, e-mail: [tanulmanyi.antk@uni-nke.hu](mailto:tanulmanyi.antk@uni-nke.hu) , telephone: +36 1 432-9000, website: <https://www.uni-nke.hu>);
- c) the Faculty of Military Science and Military Officer Training, Department of Studies (address: 1087 Budapest, Hungária krt. 9-11., e-mail: [tanulmanyi.hhk@uni-nke.hu](mailto:tanulmanyi.hhk@uni-nke.hu) , telephone: +36 1 432-9000, website: <https://www.uni-nke.hu>);
- d) Faculty of Law, Department of Studies (address: 1083 Budapest, Üllői út 82., e-mail: [tanulmanyi.rtk@uni-nke.hu](mailto:tanulmanyi.rtk@uni-nke.hu) , telephone: +36 1 432-9000, website: <https://www.uni-nke.hu>);
- e) the Institute of Disaster Management, Department of Education Organisation, Faculty of Police Sciences (address: 1087 Budapest, Hungária krt. 9-11., e-mail: [tanulmanyi.kvi@uni-nke.hu](mailto:tanulmanyi.kvi@uni-nke.hu) , telephone: +36 1 432-9000, website: <https://www.uni-nke.hu>);
- f) the Faculty of Water Sciences, Dean's Office (address: 6500 Baja, Bajcsy-Zsilinszky utca 14., e-mail: [tanulmanyi.vtk@uni-nke.hu](mailto:tanulmanyi.vtk@uni-nke.hu), telephone: +36 1 432-9000, website: <https://www.uni-nke.hu>);
- g) Institute for Administrative Training (address: 1083 Budapest, Ludovika tér 1., e-mail: [kti.igazgato@uni-nke.hu](mailto:kti.igazgato@uni-nke.hu), telephone: +36 1 432-9000, website: <https://www.kti.uni-nke.hu>);
- h) depending on the subject of the application, the persons and bodies competent to decide on the application.

The possible cases of data transfer are defined in Annex 3, Section I/B of Act CCIV of 2011 on National Higher Education.

#### 5. Duration of processing

80 years from the date of termination of the student status of the applicant, given that the period of processing of additional data related to the application is regulated as such in Annex 3, point I/B of Act CCIV of 2011 on National Higher Education. The necessity, purpose limitation and legal basis for the processing of data will be reviewed every 3 years.

#### 6. Data protection

The University will take all reasonable steps to ensure that the data it processes is not accessible to unauthorised persons. Access to the data is restricted and password protection is in place.

The University has a policy on the protection and security of personal data and data of public interest. The University also has an Information Security Policy.

#### 7. Automated processing (including profiling)

No automated decision-making based on data management takes place at the University.

#### 8. Transfers to third countries or international organisations -

#### 9. Exercise of rights, legal remedies

The data subject may exercise his or her rights under the GDPR throughout the period of processing, as set out in paragraphs 1. at any time using the contact details set out in point 2.

The data subject may request that the data relating to him or her

- *access to personal data* (the data subject has the right to obtain from the controller feedback as to whether or not his or her personal data are being processed and, if such processing is taking place, the right to access to the personal data and information as defined in the GDPR) (Article 15 GDPR),
- *rectification of personal data* (the data subject has the right to obtain, at his or her request and without undue delay, the rectification by the controller of inaccurate personal data relating to him or her. Having regard to the purposes of the processing, the data subject shall have the right to obtain the rectification of incomplete personal data, including by means of a supplementary declaration) (Article 16 GDPR),
- *the erasure of personal data* (the data subject has the right to obtain from the controller the erasure of personal data relating to him or her without undue delay and the controller has the obligation to erase personal data relating to him or her without undue delay where justified under the GDPR; no erasure request may be granted in the case of processing required by law) (Article 17 GDPR),
- *restriction of the processing of personal data* (the data subject has the right to obtain restriction of processing by the controller at his or her request if the conditions of the GDPR are fulfilled) (Article 18 GDPR),
- *exercise the right to data portability* (the data subject has the right to receive personal data relating to him or her which he or she has provided to a controller in a structured, commonly used, machine-readable format and the right to transmit those data to another controller without hindrance from the controller to which he or she has provided the personal data, subject to the conditions of the GDPR) (Article 20 GDPR),
- *may object to the processing of personal data* (the data subject has the right to object at any time, on grounds relating to his or her particular situation, to the processing of his or her personal data in accordance with Article 6(1)(e) or (f), including profiling based on those provisions. In such a case, the controller may no longer process the personal data unless the controller demonstrates compelling legitimate grounds for the processing which override the interests, rights and freedoms of the data subject or for the establishment, exercise or defence of legal claims; in the case of processing required by law, no objection may be lodged) (Article 21 GDPR).

The request must be sent to the postal address of the controller or to the e-mail address [adatvedelem@uni-nke.hu](mailto:adatvedelem@uni-nke.hu). The controller will provide information in writing within the shortest possible time, not exceeding 1 month (15 days in the event of an objection) (this time limit may be extended by a further 2 months in view of the complexity of the request). [ugyfelszolgalat@naih.hu](mailto:ugyfelszolgalat@naih.hu) Furthermore, in the event of a breach of rights, the data subject may also bring an action before a court (the action may be brought, at the data subject's option, before the competent court of law of the place of residence or domicile) or the National Authority for Data Protection and Freedom of Information (1055 Budapest, Falk Miksa utca 9-11, tel.

**Declaration:** I have read and understood this document and by accepting it I consent to the processing of my personal data OR\*\* the personal data of a person under my legal representation as set out above.

Celtic \_\_\_\_\_, 20 \_\_\_\_ month, \_\_\_\_\_ day

\_\_\_\_\_  
Signature of the person  
concerned Name of the person  
concerned:\*

**BUT\*\***

\_\_\_\_\_  
Signature of the legal representative of the person  
concerned  
Name of person concerned: \*  
Name of legal representative: \*

\* to be completed in large print

\*\* to be selected and underlined