

NATIONAL UNIVERSITY OF PUBLIC SERVICE



STUDENT FEES AND ALLOWANCES POLICY

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

- in accordance with Act CCIV of 2011 on National Higher Education (hereinafter referred to as the Nftv.)
- Government Decree No. 51/2007 on the allowances and certain reimbursements to be paid by students participating in higher education (hereinafter referred to as the "Juttr.")
- 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 NKE Act),
- Act XLV of 1996 on the Legal Status of Heads, Instructors and Students of Military and Law Enforcement Higher Education Institutions (hereinafter referred to as the "A c t XLV."),
- Act No CCV of 2012 on the Status of the Defence Forces (hereinafter referred to as "the Act"),
- Act XLII of 2015 on the Service Status of the Professional Staff of Law Enforcement Agencies (hereinafter referred to as "Act XLII of 2015"),
- ¹Act CXXX of 2020 on the Legal Status of the Personnel of the National Tax and Customs Administration (hereinafter referred to as the NAV Act)
- and the 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 Higher Public Administration, Law Enforcement and Military Education (hereinafter referred to as "NKE Decree")

(hereinafter referred to as the "NKU Regulations"), the University shall establish the procedure for the determination and fulfilment of the payment obligation of students and the procedure for the distribution of student benefits, i.e. the University's Student Fee and Benefit Regulations (hereinafter referred to as the "Regulations"), as part of the Student Requirements System of the Organisational and Operational Regulations.

I. CHAPTER 1 GENERAL PROVISIONS

1. §

For the purposes of these Regulations

- a) *Italics: the main provisions of the relevant legislation; these provisions do not form part of the Code*
- b) in capital letters: the provisions of the Code.

Scope of these Rules 2. §

Nftv. Annex 2 to Act CCIV of 2011

Mandatory content of the operating licence, certain institutional documents

II. The organisational and operational rules ...

3. Student requirements

¹Amended by Senate Resolution 77/2021 (VI. 16.).

The student requirements shall specify in particular: ...

d) the procedure for determining and fulfilling the payment obligations of students, the procedure for the distribution of student benefits (fees and benefits regulations),...

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 of the provisions of the Act on the National University of Public Service.*

(1) The scope of the Rules shall cover

- a)* all students, including those who are visiting students— (hereinafter jointly referred to as "students"), studying in Hungarian and foreign languages in the framework of higher education vocational training, higher education bachelor's degree courses, master's degree courses, specialised further education courses and courses defined by the previous law on higher education at the University;
- b)* in the case of certain fees, to former students of predecessors of the University; and
- c)* to the extent applicable to them, to all employees of the University, irrespective of the status of their employment, provided 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 these Regulations shall extend to matters not covered by the University Regulations for Doctoral Studies and Habilitation for students enrolled in doctoral studies and doctoral degree procedures at the University.

(3) In the payment of the co-payment, the person paying the co-payment on behalf of the student shall, to the extent applicable to him/her, also be bound by these Regulations.

General provisions

3. §

§ 21/A of the NKE Act (1) *The form of bearing the costs may be as follows*

a) a student on a public service scholarship,

b) a student who is not obliged to pay own costs and who is a professional or contractual student subject to the Act on the Service Status of Professional Staff of Law Enforcement Agencies, a professional or contractual student subject to the Act on the Status of Defence Forces, a professional or contractual student subject to the Act on the Status of Defence Forces, a student who is a tax and customs officer (hereinafter jointly referred to as: professional or contractual student) or a student who is a candidate for officer status,

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

d) a student on scholarship 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 on a civil service scholarship, with the exceptions provided for in this Act.*

(3) *A student on a civil service scholarship who is studying on a correspondence course shall not be entitled to a student allowance.*

(4) The University shall conclude a contract with students on public service scholarships.

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 higher education institution who is pursuing studies in a state-subsidised course of study,...

f) scholarship student: a full-time student admitted to a law enforcement higher education institution who is pursuing his/her studies on the basis of a scholarship contract concluded with an armed forces body or the aliens and asylum authorities (hereinafter jointly referred to as "contracting body"),

Nftv. § 46 (3) ... the student shall bear the costs of the self-financed training. ...

Nftv. § 83 (1) If the student is enrolled in a self-financed course, he/she shall pay a fee for the items specified in § 81 (1) to (2) and a fee for the items listed in § 82 (1) to (2).

Nftv. § 108 For the purposes of this Act

1. doctoral student: a student participating in doctoral studies;

NKE Act, § 36 (1) The financial allowances of law enforcement scholarship holders and of students under § 21/A (1) (b) shall be covered - with the exception provided for in paragraph (4) (a) - by the annual budget of the body concluding the scholarship contract or the body administering the scholarship. ...

(4) The University budget shall provide for

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

(5) The normative rates laid down in the Nftv. shall apply to the budgeting of student allowances and grants for doctoral students.

(6) The rules on subsidies granted by the Minister responsible for higher education shall not apply to the University.

(7) Grants, donations and other obligations without consideration may be made and payments may be made from the University's budgetary resources in connection with the University's tasks and core activities as defined in its statutes.

The provisions of Act No. CCIV of 2011 on National Higher Education (hereinafter referred to as the Nftv.) and the Act on the Benefits and Certain Reimbursements of Students in Higher Education shall apply with the exceptions provided for in this Regulation.

Article 7 NKE r. With regard to the University's rules on the benefits and reimbursement of students, the following definitions shall apply, notwithstanding the interpretative provisions of the Act on the Benefits and Reimbursement of Students in Higher Education:

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

2. 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 dependants living in the same household with him/her, or whose monthly income is less than the minimum wage;

5. own income: fees as defined in Article 37 of the NKU Act, service fees as defined in the institutional regulations, the result of the University's entrepreneurial activity, income from subsidies received from a company, and subsidies received specifically for the payment of grants by means of a competitive tendering procedure; ...

NKE r. § 8 (1) With regard to the fulfilment of the conditions of the public service scholarship, the rules of the Government Decree 248/2012 (VIII. 31.) on certain provisions necessary for the implementation of Act CCIV of 2011 on National Higher Education shall apply to the procedures for the registration of the fulfilment of the conditions of the Hungarian state scholarship.

NKE r. § 11 For the student

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

b) performance-based support may be granted from the University's budget support pursuant to Section 35(2) of the

NKE Act.

Article 1 (1) The scope of this Regulation shall, with the exception of paragraph (2), 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 Regulation shall not extend to military officer candidates, officer candidates of law enforcement educational institutions, professional and contract staff of the Hungarian Defence Forces and professional staff students of law enforcement bodies, as well as scholarship students participating in law enforcement training.

Interpretative provisions

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

...d) "student with a disability or a medical condition" means a student who

(da) is in need of permanent or increased supervision or care because of a disability, or is in need of regular personal and/or technical assistance and/or services because of a disability, or

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

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

(ga) attends a state-subsidised form of training or a Hungarian state (part) scholarship, or

(gb) started his/her studies in a state-subsidised form of training and would be eligible for state-subsidised training on the basis of the number of semesters of the course of study or training concerned;

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

(2) The entitlements, conditions and rates of fees, fees for late performance and late payment of fees, as well as the amount of the dormitory fee and the amount of the co-payment or reimbursement of costs pursuant to § 46(3) and § 83 of the Nftv shall be determined in advance for the duration of an academic year and shall be published in the institution in the usual manner.

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

(2) The amount of the co-payment to be paid by the student for the following academic year shall be determined by 30 October each year in the context of the preparation of the admission prospectus for higher education, in accordance with the University's regulations on the calculation of co-payments.

(3) Unless otherwise provided for in these Regulations, students may appeal against decisions taken on the basis of these Regulations to the Student Appeals Committee in accordance with the provisions of the Regulations on the Exercise of Student Rights and Obligations, the Execution of Applications relating to Student Status and the Student Appeals Procedure.

(4) With regard to the University's rules on fees and allowances for students

1. *Scholarship index*: the product of the number of credits and marks obtained in the semester divided by the number of credits taken. In the calculation of the scholarship index, the grades and credits obtained in compulsory and optional subjects shall be 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

- K: all compulsory compulsory optional subjects in the recommended curriculum
- V: optional subject taken according to the recommended curriculum.

Courses ending with an unsatisfactory or 'failed', 'failed examination', 'failed to appear' entry are entered in the numerator of the formula with zero credit points. 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 credit index of the scholarship index is calculated according to 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 (...) In calculating the credit index, the sum of the credit value and the grade multiplied by the number of credits in 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 scholarship*: the per capita stipend for doctoral students as defined in Section 114/D(1)(b) of the Nftv.



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

Entitlements to student allowances

4. §

Section 85/C of the Nftv:

- a) payment of performance-based scholarships, which may be*
 - aa) study grants,*
 - ab) a national higher education scholarship,*
 - (ac) institutional scholarships for professional, academic and public service;*
 - b) social scholarships, which may be*
 - ba) regular social scholarships,*
 - bb) exceptional social grants,*
 - bc) the institutional part of the Bursa Hungarica Higher Education Municipal Scholarship, bd) the ministerial scholarship for foreign students,*
 - (b) a basic grant,*
 - bf) support for participation in an internship;*
 - c) payment of a doctoral scholarship,*
 - d) other scholarships provided for in the higher education institution's regulations on fees and allowances, as well as scholarships to supplement the study costs of students with (part of) a Hungarian state scholarship, in particular disadvantaged students and athletes,*
 - e) to finance the institution's operating costs, which may include*
 - (ea) support for the production of notes, the purchase of electronic textbooks, teaching materials and electronic tools for preparation, and the purchase of equipment to assist the studies of students with disabilities,*
 - (eb) support for cultural and sporting activities, (ec) maintenance and operation of a hall of residence,*
 - (ed) renting accommodation in halls of residence and renovating halls of residence,*
 - ee) support for the operation of student and doctoral self-governments, ef) support for the operation of student advisory bodies.*
- (1)** The University shall use the resources available for student allowances and the management appropriations for student grants in the following ways:
- a)* the payment of merit-based scholarships, which may be:
 - aa)* study grants;

(ab) academic professional scholarships; (ac) student academic scholarships; (ad) student public scholarships;

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

(ah) university community scholarship; (ai) maintenance scholarship;

(aj) student sport and culture scholarship; (ak) ²

(al) good student, good athlete award; (am) advanced study scholarship;

(an) scholarships funded by an external partner; (ao) scholarships for students in self-financed courses;

(ap) Pro Juventute scholarships; (aq) ³

(ar) a scholarship for a university college;

(as) scholarships for scientific students;

(at) Scholarship for the Scientific Student Conference; (au) ⁴Ludovika Collegium scholarship;

(av) ⁵Scholarship funded by a grant; (aw) ⁶Scholarship in the field of water management;

b) Social-based scholarship payment, which may be:

- (ba) basic grant;
- bb) regular social scholarship; (bc) extraordinary social scholarship;
- bd) a grant for participation in an internship;
- be) the institutional part of the Bursa Hungarica Higher Education Self-Government Scholarship;
- bf) ministerial scholarships paid to foreign students under bilateral international agreements;

²Repealed by Senate Resolution 111/2020 (19.11.20).

³Repealed by Senate Resolution 75/2023 (14.VI.).

⁴Inserted by Senate Resolution 77/2020 (VI.17.).

⁵Inserted by Senate Resolution 77/2021 (VI.16.).

⁶Enacted by Senate Resolution 28/2022 (23.II.02).

- bg) Hunyadi János Ministerial Scholarship;
- bh) Ministerial Scholarship for a third-country national student; bi) Scholarship Programme for Christian Youth Ministerial Scholarship;
- bj) support for study abroad;
- c) doctoral scholarships, which may be
 - ca) doctoral scholarships for training and research;
 - cb) a doctoral fellowship for the research and dissertation stage;
 - cc) a scholarship for successful completion of a doctoral degree;
- d) for the running costs of the student and the doctoral student council;
- e) Erasmus scholarships;
- f) Stipendium Hungaricum scholarships.
- (2) In the case of paragraph 1(a) to (c), support may be provided to the student only in the form of a cash grant or, in the case of sub-paragraph (aI), in the form of a voucher.
- (3) In the case of scholarships under paragraph (1)(a) to (b), a student may receive a maximum of 150% of the student's normative allowance as a single payment under one title.
- (4) The resources available to students on law enforcement scholarships may be used in the form of a cash grant (scholarship) under the following headings:
 - a) basic scholarships for students;
 - b) a merit-based scholarship, which may be
 - ba) study scholarships,
 - bb) merit scholarships;
 - c) a social scholarship, which may be:
 - ca) regular social scholarship,
 - cb) an exceptional social grant;
 - d) (c) regular social assistance, which may include: (a) regular social allowance, or (b) regular social allowance, or (c) special social allowance

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 shall be determined on the basis of the student allowance specified in § 114/D (1) a) of the Nftv. and the textbook and ticket allowance specified in § 114/D (1) f) of the Nftv. and the allowance for sports and cultural activities, as well as the number of eligible students per category of education.
- (2) The source of the student allowances calculated on the basis of the student normative allowance is the student allowance calculated on the basis of the student and the number of students as defined in paragraph (3)

shall be calculated by multiplying the arithmetic mean of the number of students in the March and October statistical releases of the year preceding the year in question.

(3) The following student categories and charging methods are used to determine student allowances:

- a)* full-time public service scholarship students shall be projected for all entitlements listed in paragraph 4;
- b)* ⁷For full-time officer candidate, law enforcement scholarship and self-pay students, plan for the entitlements listed in paragraph (4)(b) to (d), (i) to (j), (n) to (r);
- c)* for students in part-time training, on the basis of 25% of the normative allowance, in accordance with paragraph 4
- d)* (b) and (r) shall be calculated on the basis of the amount of the credit for the items listed in points (4) and (r);
- d)* ⁸for a student in full-time professional or contract training (dual status student), the entitlements shall be calculated on the basis of the entitlements listed in paragraph 4(d) and (p) to (r).

(4) The total student allowances calculated in accordance with paragraphs 2 and 3 may be used in the following headings and in proportion to the student's standard allowance:

<i>a)</i> study grants	53,0%
<i>b)</i> university work experience grant	0,1%
<i>c)</i> student academic scholarships	0,2%
<i>d)</i> ⁹ student public scholarships	4,4%
<i>e)</i> basic grant	2,5%
<i>f)</i> regular social grant	29,3%
<i>g)</i> exceptional social grant	0,4%
<i>h)</i> subsidy for participation in an apprenticeship	0,1%
<i>i)</i> University Community Prize	0,2%
<i>j)</i> student sport and cultural scholarships	0,1%
<i>k)</i> Good student, good athlete award	0,1%
<i>l)</i> priority scholarship	2,0%
<i>m)</i> study abroad grants	
<i>n)</i> Pro Juventute award	
<i>o)</i> ¹⁰	
<i>p)</i> scholarships for university colleges	0,3%
<i>q)</i> ¹¹ scholarships for scientific students	0,1%
<i>r)</i> Operating costs of the Student Council	

⁷Amended by Senate Resolution 107/2021 (X.27.).

⁸Inserted by Senate Resolution 107/2021 (X.27.).

⁹Established by Senate Resolution 111/2020 (XI.19.).

¹⁰Repealed Senate Resolution 111/2020 (XI.19.).

¹¹Amended by Senate Resolution 92/2022 (VII.13.).

6. §

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

f) of the standard allowance for sports and cultural activities, as defined in paragraph 3, shall be added to the resources calculated as the arithmetic mean of the numbers of students as defined in the statistical data releases of March and October of the year preceding the year under consideration.

(2) In calculating the resource calculated on the basis of the standard allowances for textbooks and subscriptions and for sporting and cultural activities, full-time students on public service scholarships shall be taken into account.

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

a) regular social scholarships	56,0%
b) 56.6 % 56.2 % of the operating costs of the student council	44,0%

7. §

(1) Determination of the sources of the allowances granted to students in doctoral studies, the normatives specified in § 114/D (1) (b) of the Nftv., § 114/D (1) of the Nftv.

f) of the textbook and ticket subsidies, the normative allowances for sports and cultural activities and the additional resources provided 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 allowance shall be calculated as the arithmetic mean of the number of doctoral students as defined in paragraph (3) multiplied by the number of students as defined in paragraph (1)(b) of Article 114/D of the Nftv. and the number of students as defined 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. for full-time public service scholarship doctoral students, the allowances shall be calculated for all the entitlements listed in paragraph 4.

(4) The allowances for doctoral students calculated in accordance with paragraphs (2) and (3) at the following entitlements used for the following purposes:

a) a doctoral scholarship for the training and research phase	100,0%
b) doctoral fellowship research and dissertation phase	100,0%
c) award for successful completion of a doctorate	100,0%

8. §

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

(1) (f) of paragraph 114(d)(f) of the Faculty of Doctoral Studies, and the sports and cultural

¹²Amended by Senate Resolution 92/2022 (VII.13.).

activity norms as defined in paragraph (3) of this Article, multiplied by the arithmetic mean of the number of students as defined in the statistical data releases of March and October of the year preceding the year in question.

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

(3) The total resources determined on the basis of paragraphs 1 and 2 shall be used for the following titles and in proportion to the doctoral training as follows:

<i>a)</i>	doctoral fellowships	56,0%
<i>b)</i>	operating costs of the doctoral community	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 product of 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) In calculating the resource, the total number of doctoral students shall be taken into account.

(3) ¹³The total resources determined pursuant to paragraphs (1) and (2) shall be used for 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 § 114/D(1)(*ba*) and (*bb*) of the Nftv:

<i>a)</i>	a university internship grant	0,1%
<i>b)</i>	doctoral 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 special funds provided by the University, the framework administrators must plan each year for the following scholarships:

- a)* national higher education scholarships;
- b)* national national higher education scholarship;
- c)* demonstrator scholarships;
- d)* Scholarships for the European Union, the European Student Research Conference scholarship;
- e)* ¹⁴Ludovika Collegium scholarship;

¹³Established by Senate Resolution 77/2020 (VI.17.).

¹⁴Inserted by Senate Resolution 77/2020 (17.VI.17.).

f) ¹⁵Water scholarship.

(2) The following scholarships shall be planned and budgeted¹⁶ in accordance with legislation, grant solicitations, grant agreements, funding documents, and other agreements:

a) ministerial scholarships

b) Maintenance scholarships

c) ¹⁷

d) scholarships financed by an external partner

e) scholarships for students in self-financed courses

f) Erasmus scholarship

g) Stipendium Hungaricum scholarships;

h) ¹⁸Scholarships financed by grants.

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

11. §

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

(2) The allowances charged shall be determined each academic semester and allocated to the budget holders in the form of a management envelope, taking account of the following:

a) when determining the management envelopes for fixed (fixed) amounts of grants, the amount of the envelope must be exactly equal to a multiple of the fixed amount, with any surplus or deficit being offset against the reserve;

b) in the case of scholarships where the monthly amount cannot be determined as a whole number, the monthly scholarship amount must be rounded upwards to the nearest HUF;

c) the number of students to be taken as a basis for determining the number of students shall be the number of students who are actually active students in the semester in question.

(3) The Director-General for Economic Affairs is authorised to make transfers between the different titles in consultation 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.

¹⁵ Inserted by Senate Resolution 28/2022 (II.23.).

¹⁶ Amended by Senate Resolution 77/2021 (VI.16.).

¹⁷ Repealed Senate Resolution 75/2023 (VI.14.).

¹⁸ Inserted by Senate Resolution 77/2021 (VI.16.).

Common provisions for scholarships awarded on the basis of a 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 competition announced in accordance with the provisions of these Regulations, unless otherwise expressly provided in these Regulations.

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

- a)* the title and purpose of the call for proposals;
- b)* the title, title, title and purpose of the call for proposals, and the eligible applicants;
- c)* the deadline, method and place for submission of applications;
- d)* the forms to be used for the submission of tenders and a definition of the certificates to be submitted;
- e)* the criteria, method and deadline for the evaluation;
- f)* the method of communicating the decision;
- g)* the time, method and place for lodging appeals against the decision;
- h)* the availability on the university's website of the Student Fee and Benefit Rules.

(3) ¹⁹The call for applications shall be issued by the framework administrator. The call for applications shall be published on the website of the University and of the faculty concerned.

(4) Where the relevant provision of these Rules provides for the use of an application form or other form for the scholarships 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) Applications must be submitted to the organisation specified in these Rules or in the call for proposals, which will forward them without delay to the body or person entitled to examine them.

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

(6a) ²⁰Minutes shall be kept of the decision making process, in particular of a board meeting, prior to the decision on the application, 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.

¹⁹ Amended by Senate Resolution 92/2022 (VII.13.).

²⁰ Inserted by Senate Resolution 92/2022 (VII.13.).

(7) The decision on the application must be communicated to the applicant by post or via the electronic academic record system (hereinafter referred to as the 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 Regulations. 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) ²¹The framework host shall be responsible for the management and safekeeping of all documents relating to the call for proposals and the evaluation of proposals, as supporting documents for the commitment, unless otherwise expressly provided for in these rules.

13. §

(1) If the application is submitted electronically via the Neptun system, the documents supporting the grounds for the application must be uploaded to the Neptun system, stating

- a) the original paper document(s) may be requested from the applicant at any time, and
- b) failure to produce the original documents by the deadline and in the manner specified in the relevant call for applications may result in the rejection of the application or the withdrawal of the grant.

(2) No person who has applied for a grant or whose close relative has applied for a grant may participate in the decision or the preparation of the decision on the award of non-social grants to students within the scope of Act CLXXXI of 2007 on the Transparency of Public Grants (2007), in relation to his/her own case or that of his/her close relative within the meaning of the Act referred to in this paragraph (hereinafter referred to in this paragraph as "close relative"). 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) The student shall be subject to disciplinary proceedings in accordance with the University's Disciplinary and Compensation Policy for Students if he/she provides false information or facts in his/her application.

(4) ²²No person who is not a student or an employee of the University may take part in the evaluation of the application. Persons involved in the evaluation of applications shall be bound by professional secrecy.

(5) ²³A student may apply for any of the Pro Juventute scholarships (§ 50), the University Internship 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.

²¹Inserted by Senate Resolution 92/2022 (13 July).

²²Inserted by Senate Resolution 92/2022 (VII.13.).

²³Inserted by Senate Resolution 92/2022 (VII.13.).



Regulation on the payment of student allowances

14. §

- (1) The payment of student stipends to be paid by the University to students shall be ordered in the management authorization of the manager with budget management authority over the management budget, after financial countersignature as specified in the instruction issued by the Rector.
- (2) The commitment documents must include the name of the student, his/her Neptun code, the title of the payment, the source of the payment, the case number, the case and total amounts, the reference period and the semester. Different types of scholarships cannot be combined.
- (3) ²⁴In the case of monthly scholarships, the Finance Office shall arrange for the transfer of student scholarships granted 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 and the Scholarship Programme for Young Christians. The transfer of the ad hoc scholarships must be made within 3 working days of the receipt of the commitment document with all signatures by the Finance Office.
- (4) The documents relating to the calls for applications, applications submitted, committee or management decisions on which the various scholarships are based shall be kept by the organisations or 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 awarded may not be paid during the period of suspension, if the student is suspended. 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 in which the student's contract is terminated, the full amount will be refunded if the student's contract is terminated before the 15th of that month, and the half-monthly allowance will be refunded if the student's contract is terminated after that date.
- (6) In the event of a subsequent interruption of a semester of study under the Study and Examination Regulations, the student must repay the grant(s) paid to him/her in the semester in which the subsequent interruption occurred within 15 days of the date on which the decision to interrupt the semester 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) ²⁵If the student's entitlement to a scholarship ceases due to reclassification, the scholarship previously awarded to the student and linked to a subsidised form of financing shall cease to be paid from the date on which the decision to reclassify becomes final. The student must repay the grant(s) of subsidised funding awarded to the student in the semester concerned by the reclassification decision within 15 days of the date on which the decision becomes final.

Incorrect payment

15. §

²⁴Amended by Senate Resolution 92/2022 (VII.13).

²⁵Inserted by Senate Resolution 107/2021 (X.27.).

- (1) An incorrect payment is considered to be a payment made by the University to a student without authorization or in excess of the amount specified. The University will notify the student of the fact of the incorrect payment in the Neptun system.
- (2) A scholarship payment made to a student until the decision to suspend the student's status becomes final or until the termination of the student's status is final, and which the University has 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 an unauthorised payment.
- (3) The student must repay the amount wrongly paid to him/her no later than
- a) by the end of the semester in which the student's studies were interrupted following the notification of the erroneous payment, if the student's status as a student is not interrupted in that semester;
 - b) before the notification of the next active semester, if he/she is on a break from his/her student status in the semester following the notification of the erroneous payment;
 - c) until the start of the final examination, if you complete your studies in the semester in which the erroneous payment was notified;
 - d) in the event of termination of the student's status, until the deadline set out in the decision establishing the termination.

III. CHAPTER 3

SPECIAL RULES ON ALLOWANCES

Allowances for trainee officers

16. §

NKE r. § 8 (5) *The allowances of law enforcement scholarship holders and officer candidates who are students of the University of Law Enforcement shall be governed by the legislation establishing such allowances, the University's regulations on fees and allowances and the scholarship contract concluded with the body concluding the scholarship contract, with the proviso that the cash allowances 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.*

Article 230 (1) *A military officer candidate shall be entitled to a monthly salary as specified in the Minister's decree. The salary shall consist of a basic salary and study allowance and a salary supplement. The basic salary shall not be less than the guaranteed minimum wage. The amount of the basic salary, the amount of the study allowance and the amount of the salary supplement shall be fixed by the Minister by decree.*

(2) *In addition to the salary referred to in paragraph (1), the other allowances to which a military officer candidate is entitled shall be laid down by ministerial decree.*

**7/2015 (VI. 22.) HM Order on the Salaries and Salary-Related Allowances of the Honvédek 75-
§§ 77**

14/2018 (IX. 17.) of the Ministry of Defence on the food supply of the Hungarian Defence Forces

Article 287 (1) *Candidate law enforcement officers shall be entitled to a monthly salary as specified 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) Candidate law enforcement officers are entitled to dormitory accommodation, free board and lodging, free clothing, tuition assistance and certain other allowances and social benefits, as laid down by ministerial decree.

(3) The law enforcement agency shall transfer the candidate's allowances in cash to the payment account specified by the candidate in a monthly instalment.

(4) A candidate police officer shall not be entitled to a salary if his status as a candidate police officer is suspended or if he is absent without leave.

(5) The absences shall be paid at the average of the basic salary, the education allowance and the salary supplement for the period of absence, calculated pro rata temporis.

Articles 14 to 28 and Annex 2 of BM Decree No 5/2022 (31.III.) of 5/2022 on candidate law enforcement officers and candidate law enforcement officer service in law enforcement bodies under the authority of the Minister of the Interior

§ 244 [Remuneration of officer candidates]

(1) A candidate officer shall be entitled to a monthly salary as specified 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) Candidate officers are entitled to dormitory accommodation, free board and lodging, free clothing, tuition assistance and certain allowances and social benefits, as laid down in the Staff Regulations.

(3) Candidate officers' allowances are paid by the NAV in one monthly sum into the payment account specified by the candidate officer.

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

(1) ²⁶A military officer candidate shall be entitled to the allowances provided for in the relevant provisions of the Code of the Defence Forces, and a law enforcement officer candidate shall be entitled to the allowances provided for in the relevant provisions of the Code of the Defence Forces and the NAV.

(2) ²⁷The salary of a military officer candidate shall be paid in accordance with the provisions of the Act on the Payment of Salaries of Military Officers. and its implementing regulation shall be paid by the MH Ludovika Battalion on the basis of the data provided by the competent body responsible for the administration of studies within five working days of the end of the examination period.

(3) ²⁸For the calculation of the study fee part of the salary of an officer candidate in law enforcement training, the organisation responsible for the study administration shall provide data via the Law Enforcement Branch for the calculation of the study fee part of the salary of the officer candidate in law enforcement training on the basis of the Hszt. and the NAV Sjt.v. and the BM Regulation on its implementation, and the relevant regulations of the law enforcement agencies within five working days after the end of the examination period.

(4) ²⁹In other respects, the legislation establishing such allowances, 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 officer candidates.

²⁶Amended by Senate Resolution 77/2021 (VI.16.). Amended by Senate Resolution 92/2022 (13.VII.).

²⁷Amended by Senate Resolution 92/2022 (VII.13.).

²⁸Amended by Senate Resolution 77/2021 (16.VI.16.). Amended by Senate Resolution 92/2022 (13.VII.13).

²⁹Amended by Senate Resolution 92/2022 (13.VII.).

Allowances for students on law enforcement scholarships

17. §

NKE Act, § 36 (1) *The financial allowances of law enforcement scholarship holders and of students under § 21/A (1) (b) shall be covered - with the exception of the provisions of paragraph (4) (a) - by the annual budget of the body concluding the scholarship contract or the body administering the scholarship.*

Article 8 (5) *The allowances of law enforcement scholarship holders and trainee officers of the University who are participating in law enforcement training shall be governed by the legislation establishing such allowances, the University's regulations on reimbursement and allowances and the scholarship contract concluded with the body concluding the scholarship contract, with the proviso that the cash allowance for 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.*

(1) In the case of law enforcement scholarship holders, the following limits shall be calculated from the normative amount of the cash allowance for full-time scholarship holders of the Faculty of Law Enforcement of the National University of Public Service (hereinafter referred to as the "law enforcement normative amount"):

- a)* students are entitled to 82% of the 1/11th part of the law enforcement normative allowance per month as a basic student stipend in the first semester of the first year of the first year;
- b)* as a basic student grant, from the second semester of the first year, students are entitled to 35% of 1/11th of the law enforcement standard allowance per month for the semester of study;
- c)* the amount per student of the study grant shall be determined in accordance with Articles 19 and 20 of these Regulations, the monthly amount available for this purpose being 46% of 1/11th of the law enforcement standard allowance for the academic semester;
- d)* the amount per student of the advanced study grant shall be determined in accordance with Article 46 of these Regulations, the monthly amount available for this purpose being 1% of 1/11th of the law enforcement standard allowance for the academic semester;
- e)* the eligibility criteria and the amount of the regular social grant shall be as laid down in Articles 28, 29 and 31 of these Regulations, the monthly amount available for this purpose being 17% of 1/11th of the law enforcement standard allowance for the academic semester;
- f)* the eligibility conditions and the amount of the extraordinary social grant shall be as laid down in Articles 28, 29 and 32 of these Regulations, with the monthly allocation for this purpose being 1% of 1/11th of the law enforcement standard allowance for the academic semester;
- g)* students are entitled to 100% of the 1/11th of the law enforcement standard allowance for the month of the internship.

(2) The scholarships paid by the body awarding the scholarship contract will be transferred in accordance with the provisions of the body awarding the scholarship.

(3) For the purpose of determining the study and priority study grants, the semester's academic data are submitted by the body responsible for the study administration to the faculty of the Student Council, which informs the body responsible for the study administration of the amount of the grants awarded at the same time as it informs the body responsible for the study administration of the amount of the grants awarded.

(4) In the case of social scholarships, the Committee for Student Academic, Examination and Social Affairs (hereinafter referred to as the "CSEASC") shall, on the basis of a proposal from the faculty organisation of the Student Government, make the following decisions

propose the amount of the scholarships to the body concluding the scholarship contract, at the same time informing the body responsible for the administration of the studies.

Allowances for students with dual status

18. §

NKE Act, § 36 (1) *The financial allowances of students holding a law enforcement scholarship and of students under § 21/A (1) (b) shall be covered by the annual budget of the body concluding the scholarship contract or the body administering the scholarship, with the exception of the provisions of paragraph (4) (a).*

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

Special clothing allowance³⁰

18/A.⁵⁽³¹⁾

(1) The university shall provide full-time students of the security specialisation in the bachelor's degree course in law enforcement administration with uniforms free of tax for the 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 for the provision of the non-monetary allowance specified in paragraph (1). The Dean shall issue a Dean's Instruction for the implementation of these tasks.

IV. CHAPTER 3 MERIT-BASED

SCHOLARSHIPS

Study scholarships

19. §

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

a) *payment of performance-based scholarships, which may be*

aa) study scholarships,

Article 10 (1) *In the case of the entitlements pursuant to Article 85/C (a) to (d) of the Nftv., the support may be made available to the eligible student only in the form of cash support.*

(2) *Unless otherwise provided for in this Regulation, the scholarship provided for in Sections 85/C(a), (ba), (bc)-(bf), (c)-(d) of the Nftv. shall be paid to the student on a monthly basis. 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 state-subsidised basic education, part-time education, master's degree courses and higher education vocational training may receive grants under the entitlements specified in § 85/C (aa) and (be) of the Nftv. ...*

³⁰Inserted by Senate Resolution 111/2020 (19.11.20).

³¹Inserted by Senate Resolution 111/2020 (19.11.20).

(8) *In the case of additional (parallel) student status, the scholarship provided for 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 additional bachelor's or master's degree programmes.*

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 enrolled in a state-supported full-time 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 study grants, the number and number 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 grants awarded are equal.*

(3) *Students enrolled for the first time at an institution of higher education shall not be eligible for a scholarship for the first period of study following their 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 shall be laid down in the fees and allowances regulations of the host higher education institution.*

(1) Scholarships are available to full-time undergraduate, single, split, master's and vocational higher education students who are not enrolled for the first time.

(2) ³²The proportion of recipients of study grants per faculty may not exceed the rate specified in Article 13(1) of the Juttr. In any case, the monthly amount of the study grant shall be 10% of the student's standard student allowance.

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

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

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

(5) ³³The 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. §

³²Amended by Senate Resolution 107/2021 (X.27.).

³³Inserted by Senate Resolution 92/2022 (13.VII.).

(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 study grant budget also being made on a pro rata basis in the case of further differentiation, in particular by subject or specialisation;
- b) ³⁴at the beginning of each academic semester, at the latest within two weeks of the beginning of the academic term, the organisation responsible for the administration of studies 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;
- c) the Student Welfare Committee (hereinafter referred to as the DJB) of the Faculty Student Self-Governing Body (hereinafter referred to as the Faculty Student Self-Governing Body), in cooperation with the organisation responsible for academic administration and the Economic Office, shall propose the list of those eligible for the scholarship and the amount of the scholarship on the basis of the guidelines of the EHÖK within one week of the information provided under point b).

(2) Notwithstanding Article 19(3) to (4), 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 shall be entitled to a scholarship for the academic semester of his/her transfer, if the transfer and enrolment of the student take place before the issue of the commitment document establishing the scholarship for that semester, under the same conditions as other students, taking into account his/her previous academic record. Students who have subsequently transferred and enrolled are not eligible for a scholarship for the semester in question.

(4) ³⁵

(5) The dean of the faculty concerned is the financial administrator of the scholarship and will arrange for the timely preparation of the supporting documents for payment.

University professional scholarships

21. §

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

a) *performance-based scholarships, which may be...*

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

Article 8 (5) *The allowances of law enforcement scholarship holders and candidate officers of the University who are enrolled in law enforcement training shall be governed by the legislation establishing such allowances, the University's regulations on fees and allowances and the scholarship contract concluded with the body concluding the scholarship contract, with the proviso that the cash allowance for such students shall be paid by the body concluding the scholarship contract. A*

³⁴Amended by Senate Resolution 75/2023 (14.VI).

³⁵Repealed by Senate Resolution 92/2022 (13.VII).

The grants provided for in Article 85/C(a)(ab) and (ac) and (b)(bc) of the Nftv. may also be granted to full-time students.

Juttr. § 10 (1) *In the case of the entitlements under § 85/C(a) to (d) of the Nftv, the aid may be made available to the eligible student only in the form of cash aid.*

(2) *Unless otherwise provided for in this Regulation, the grants provided for in Section 85/C(a), (ba), (bc)-(bf), (c)-(d) of the Nftv. shall be paid to the student on a monthly basis. 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 grants under the entitlement specified in § 85/C(ac) of the Nftv. ...*

(4) *Institutional professional, academic and public scholarships are non-compulsory allowances paid on the basis of a call for applications, for a fixed period of time, monthly or once a month, to students who carry out activities going beyond the curricular requirements, in accordance with the procedures and principles laid down in the institution's rules on fees and allowances.*

(1) The university professional scholarship is open to full-time graduates of higher education, bachelor's degree courses, single courses, split courses, master's degree courses or doctoral studies with at least two completed semesters, civil service, law enforcement scholarship holders, 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.

(2) ³⁶The 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 UASE 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 DÖK President.

(3) ³⁷The university internship scholarship shall be awarded once a year, to one main student per faculty and to a total of one main doctoral student. The amount of the university internship scholarship is 80 000 HUF. In the case of a tie, the scholarship shall be divided equally between the successful applicants. Doctoral students are eligible to receive the scholarship only once during their doctoral studies.

(4) ³⁸One 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 UASC and the President of the DGB at a ceremony.

(5) For students, the Vice-Rector for Education is the administrator of the university professional scholarship, while for doctoral students it is the Vice-Rector for Academic Affairs. The initiator of the Vice-Rector's commitment document, which is 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.

³⁶Amended by Senate Resolution 64/2023 (17 May).

³⁷Amended by Senate Resolution 64/2023 (17 May).

³⁸Amended by Senate Resolution 92/2022 (13 July).



Student academic scholarships

22. §

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

a) for the payment of performance-based scholarships, which may be...

ac) institutional professional, academic and public scholarships;...

(5) The benefits of law enforcement scholarship holders and candidate officers of the University who are enrolled in law enforcement training shall be governed by the legislation establishing such benefits, the University's regulations on fees and allowances and the scholarship contract concluded with the body concluding the scholarship contract, with the proviso that the cash 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. § 10 *(1) In the case of the entitlements under § 85/C (a) to (d) of the Nftv., the aid may be made available to the eligible student only in the form of cash aid.*

(2) Unless otherwise provided for in this Regulation, the grants provided for in Sections 85/C(a), (ba), (bc)-(bf), (c)-(d) of the Nftv. shall be paid to the student on a monthly basis. 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 grants under the entitlement specified in § 85/C(ac) of the Nftv. ...

(4) Institutional professional, scientific and public scholarships are non-compulsory allowances 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 going beyond the curricular requirements, in accordance with the procedures and principles laid down in the institution's rules on fees and allowances.

(1) Applications for student academic scholarships may be submitted by full-time students, trainee officers, students on a full-time higher education course, bachelor students, students in a single course, students in a single course, students in a master's course, students on a public service scholarship, law enforcement scholarship and students on a self-financed course who are engaged in outstanding academic work.

(2) ³⁹The application shall be announced by the President of the ETUC with the prior consent of the Vice-Rector for Education. The call for applications shall be published at least 15 days before the application deadline. 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.

(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.

³⁹Amended by Senate Resolution 64/2023 (17 May).



(4) ⁴⁰An original copy of the committee's decision on the evaluation of the applications received shall be sent to the Vice-Rector for Educational Affairs 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 and the initiator of the Vice-Rector's commitment document, prepared by the UASE within 3 working days of the award, is the President of the UASE. The disbursement must be timed to the date of graduation.

Student Public Relations Scholarship

23. §

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

a) payment of a performance-based scholarship, which may be...

ac) institutional professional, academic and public scholarships;...

(5) The benefits of law enforcement scholarship holders and candidate officers of the University who are enrolled in law enforcement training shall be governed by the legislation establishing such benefits, the University's regulations on fees and allowances and the scholarship contract concluded with the body concluding the scholarship contract, with the proviso that the cash 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. § 10 *(1) In the case of the entitlements under § 85/C (a) to (d) of the Nftv., the aid may be made available to the eligible student only in the form of cash aid.*

(2) Unless otherwise provided for in this Regulation, the grants provided for in Section 85/C(a), (ba), (bc)-(bf), (c)-(d) of the Nftv. shall be paid to the student on a monthly basis. 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.

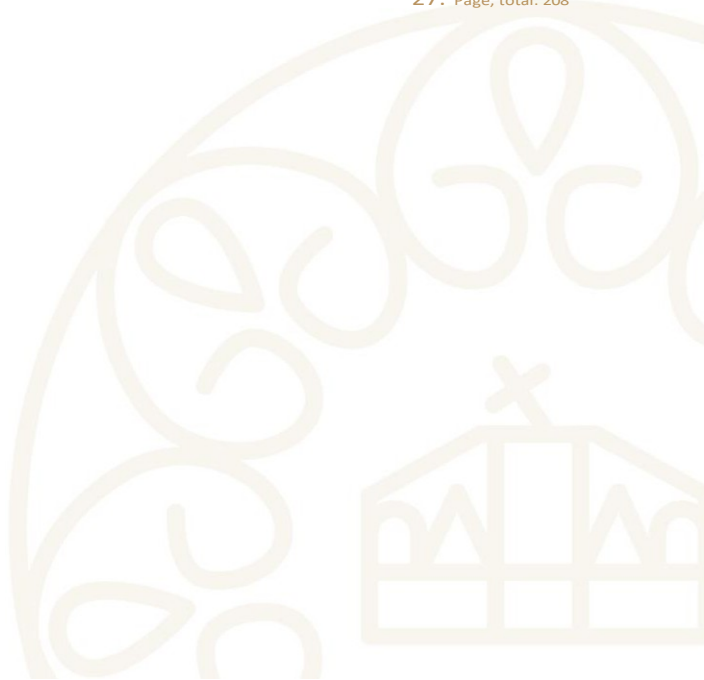
(3) ... Students enrolled in full-time bachelor's, part-time, master's, higher education vocational training or doctoral studies may receive grants under the entitlement specified in § 85/C(ac) of the Nftv. ...

(4) Institutional professional, academic and public scholarships are non-compulsory allowances paid on the basis of a call for applications, for a fixed period of time, monthly or once a month, to students who carry out activities going beyond the curricular requirements, in accordance with the procedures and principles laid down in the institution's rules on fees and allowances.

(1) ⁴¹A non-doctoral student of the University who is engaged in a major community activity may apply for a public service grant. Non-doctoral students who are enrolled in a self-financed course of study may also be awarded a student public service scholarship. The Student Public Relations Scholarship is not awarded for activities of student organisations, student colleges, scientific student circles and other student organisations outside the Student Council.

⁴⁰Amended by Senate Resolution 92/2022 (VII.13.).

⁴¹Established by Senate Resolution 111/2020 (19.11.20).



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

(3) ⁴²The call for applications for the public scholarship shall be published on the website of the UEPC.

(4) ⁴³By the 3rd working day of the month following the month in question at the latest, the faculty PEP and the PEP-level scholarship evaluation committees shall summarise the applications received, examine the content of the applications and submit a proposal to the PEPCE Presidential Board in the form of a report and a decision. 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 Presidential Board of the ETUCE by the 8th working day of the month following the month in question at the latest. Minutes shall be taken of the meetings of the Bureau of the ETUCE. The criteria for the award are set out in Annex 5.

24. §

(1) ⁴⁴Copies of the decisions and minutes of the faculty PEP and PEPC-level scholarship evaluation committees, as well as of the decisions and minutes of the Presidium, 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 object to the decision of the President of the Board of the ETUCE determining the monthly grants within 2 working days before it is communicated to the applicant.

(2) On the basis of the decision, the UEPC 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 Finance Office for financial countersignature and verification of student data, with the initiating signature of the President of the UEPC. After verification, the Finance Office forwards it within 3 working days to the Vice Rector for Education for approval of the payment, after which the scholarship is paid by the last working day of the month following the month in question.

(3) ⁴⁵

(4) The Vice-Rector for Education shall be the administrator of the management budget for the student public scholarship, with the proviso that it shall be managed separately as a management budget administered by the UASE and may only be used with the approval of the UASE.

Doctoral fellowships for public service

25. §

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

a) performance-based scholarships, which may be... ac) institutional professional, academic and public scholarships;

(5) The benefits of law enforcement scholarship holders and candidate officers of the University who are enrolled in law enforcement training shall be governed by the legislation establishing such benefits, the University's regulations on fees and allowances and the scholarship contract concluded with the body concluding the scholarship contract, with the proviso that the cash benefits of such students shall be paid by the body concluding the scholarship contract. A

⁴²Established by Senate Resolution 111/2020 (19.11.20).

⁴³Amended by Senate Resolution 77/2020 (17.VI). Established by Senate Resolution 111/2020 (19.11.20).

⁴⁴Established by Senate Resolution 111/2020 (19.11.20).

⁴⁵Repealed by Senate Resolution 92/2022 (VII.13.).

The grants provided for in Article 85/C(a)(ab) and (ac) and (b)(bc) of the Nftv. may also be granted to full-time students.

Juttr. § 10 (1) *In the case of the entitlements under § 85/C(a) to (d) of the Nftv, the aid may be made available to the eligible student only in the form of cash aid.*

(2) *Unless otherwise provided for in this Regulation, the grants provided for in Sections 85/C(a), (ba), (bc)-(bf), (c)-(d) of the Nftv. shall be paid to the student on a monthly basis. 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 grants under the entitlement specified in § 85/C(ac) of the Nftv. ...*

(4) *Institutional professional, academic and public scholarships are non-compulsory allowances paid on the basis of a call for applications for a fixed period of time, monthly or once a month, to students who carry out activities going beyond the curricular requirements, in accordance with the procedures and principles laid down in the institution's rules on fees and allowances.*

(1) ⁴⁶A doctoral student who is engaged in an outstanding community activity may apply for a scholarship for doctoral students in the public interest. A doctoral student who is enrolled in a self-financed course may also be awarded a doctoral fellowship for public service. Student Public Affairs Fellowships cannot be awarded for student organisational activities outside the DGB.

(2) The scholarship may be awarded in the order determined by the DGB Delegates' Assembly, but at least quarterly, up to the amount of the available budget. It is the responsibility of the DGB to ensure that the management budget is used in a timely manner.

(3) The call for applications for the doctoral fellowship shall be published on the DGB 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 DÖK 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, stating the reasons for eligibility. The evaluation criteria are set out in Annex 5.

26. §

(1) A copy of the decision of the DGB Bureau on the evaluation of the applications received shall 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 DÖK Bureau on the awarding 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.

⁴⁶Established by Senate Resolution 111/2020 (19.11.20).



(3) ⁴⁷

(4) The Vice Rector for Academic Affairs shall be the administrator of the management budget for the Doctoral Scholarship, with the proviso that it shall be managed separately as a management budget under the administration of the DÖK and may only be used with the approval of the DÖK.

The national higher education grant

27. §

Nftv. § 12 (3) *The Senate...*

h) the Senate shall also decide..

he) initiate the awarding of a national higher education scholarship,...

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

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

a) *performance-based scholarships, which may be... ab) national higher education scholarships,*

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

c) a normative amount of HUF 400 000 per year for recipients of the national higher education scholarship,

NKE r. § 8 (5) *The allowances of law enforcement scholarship holders and officer candidates attending the University in law enforcement training shall be governed by the legislation establishing such allowances, the University's regulations on fees and allowances and the scholarship contract concluded with the body concluding the scholarship contract, with the proviso that the cash allowance for 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. § 10 (1) *In the case of the entitlements under § 85/C (a) to (d) of the Nftv., the aid may be made available to the eligible student only in the form of cash aid.*

(2) *Unless otherwise provided for in this Regulation, the grants provided for in Section 85/C(a), (ba), (bc)-(bf), (c)-(d) of the Nftv. shall be paid to the student on a monthly basis. 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) *... A student enrolled in a bachelor's, master's or diploma course may receive a benefit under the entitlement specified in Section 85/C (ab) of the Nftv. ...*

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

⁴⁷Repealed by Senate Resolution 92/2022 (VII.13.).

Juttr. § 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 purpose.*

(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 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 having acquired at least 55 credits.*

(4) *The national higher education scholarship is awarded on the basis of an application. 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) *The national higher education scholarship awarded for a given academic year may be paid only in that academic year.*

(6) *If the student's student status is terminated or suspended for any reason, the national higher education scholarship cannot 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 appeal procedure that the student is eligible for the national higher education scholarship and would have been 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 been awarded 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 shall not be excluded from the scholarship.*

(1) The National Scholarship for Higher Education may be awarded to full-time bachelor, full-time master, full-time associate, master, civil service, law enforcement scholarship holders, officer candidates or self-financed students.

(2) ⁴⁸Applications for the national higher education scholarship shall be submitted to the Office for Education and Studies (hereinafter referred to as OTI) within 30 days of the date of publication. The applications submitted shall 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 shall include an examination of the fulfilment of general and specific criteria. Applications which meet the requirements will be marked 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 given 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. After the appeal period

⁴⁸Amended by Senate Resolution 92/2022 (VII.13.).



the institutional ranking, including the score obtained 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 Statute, the scholarship shall be paid to the student by the University from the budget of the respective faculty.

(6) ⁴⁹The Deputy Rector for Education shall be the administrator of the management framework of the national higher education scholarship, and the OTI shall be responsible for the preparation of payments.

(7) ⁵⁰The application form for the national higher education scholarship is set out in Annex 5/23 to these Regulations, and the evaluation criteria in Annex 5/24.

V. CHAPTER 5 SOCIAL SCHOLARSHIPS

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

...

b) the payment of social grants, which may be *ba) regular social grants,*

bb) an extraordinary social grant,

(bc) the institutional part of the Bursa Hungarica Higher Education Self-Government Scholarship, (bd) the ministerial scholarship for foreign students,

(b) a basic grant,

bf) support for participation in an internship;

NKE r. § 8 (5) *The allowances of law enforcement scholarship holders and officer candidates attending the University in law enforcement training shall be governed by the legislation establishing such allowances, the University's regulations on fees and allowances and the scholarship contract concluded with the body concluding the scholarship contract, with the proviso that the cash allowance for 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.

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

a) social assistance,

b) birth grants,

c) school enrolment allowance,

d) funeral allowances, and

⁴⁹Amended by Senate Resolution 92/2022 (VII.13.).

⁵⁰Inserted by Senate Resolution 92/2022 (VII.13.).

e) for compassionate care

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

(2) The National Commander shall decide 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 shall decide on any application for funeral allowances by a candidate law enforcement officer. The amount of the funeral allowance may not exceed 150% of the police officer's salary.

Juttr. § 2 (1) g) *Student entitled to social allowance: 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 enrolled in a state-subsidised form of education or as a (part-)scholarship holder of the Hungarian State, or

gb) started his/her studies in a state-subsidised form of training and would be eligible for state-subsidised training on the basis of the number of semesters of the course of study or training in question;

Juttr. § 10 (1) *In the case of the entitlements under § 85/C (a) to (d) of the Nftv., the aid may be made available to the eligible student only in the form of cash aid.*

(2) Unless otherwise provided for in this Regulation, the scholarships provided for in § 85/C a), ba), bc)-bf), c)-d) of the Nftv. shall be paid to the student on a monthly basis. 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 assistance under the entitlements specified in § 85/C (ba) to (b) of the Nftv. Students in full-time bachelor's, master's, part-time, higher or higher vocational education and training may be eligible for the entitlements 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 aid entitlements specified in § 85/C b) and 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 allowances provided for in § 85/C (b) of the Nftv. may be granted upon application by a student.*

Juttr. § 21 (1) *When assessing the social situation of a student, account shall be taken of*

a) the number and income situation of the persons living together in the property where the student is domiciled, registered or residing;

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

c) if the student does not live in a joint household within the meaning of the Social Security Act, the costs of such a household,

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) the student's or a close relative living in the same household's regular medical expenses due to his/her health condition,*
- f) the number of dependants living in the same household as the student, with particular reference to the number of dependent children living with the student,*
- g) the costs of caring for a dependent relative.*
- (2)** *For the purpose of calculating income, the average of the last three months shall 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 changes in income shall also be taken into account.*
- (3)** *The detailed rules for determining the student's social situation 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 - in 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.*

General rules

28. §

- (1)** Students on full-time vocational training, bachelor's and master's courses, as well as on single, split and doctoral courses in higher education who are in receipt of a public service scholarship are entitled to a social scholarship.
- (2)** The aim of social grants is to help students in need to continue their studies at higher education.
- (3)** ⁵¹Unless expressly provided otherwise, the DJB shall decide on the award of social scholarships on the basis of a proposal from the DJB. The DJB shall submit its proposal for a decision to the CCEEA in the form of a report. 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 scholarships may be awarded on the basis of an application.
- (5)** The conditions and criteria for applications shall be subject to criteria that are published in advance and clearly verifiable, and the protection of personal data shall be ensured in the case of social grants.
- (5b)** ⁽⁵²⁾Where a student has previously submitted, for the purposes of assessing his/her social situation, the form for the verification of his/her social situation set out in Annex 5/1 to these Regulations and the certificates set out in Annex 5/2 to these Regulations in the context of another application in the same academic semester as the scholarship to be applied for, he/she need not submit them again if he/she declares that he/she consents to the use of the personal data contained therein by the University for purposes other than those for which they were originally intended.
- (6)** In awarding social grants, preference shall be given to

⁵¹Amended by Senate Resolution 77/2021 (16.VI.VI).

⁵²Inserted by Senate Resolution 92/2022 (13.VII.).



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

29. §

- (1) The information provided in a student's application may be verified by the body or person responsible for assessing 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 an application, the applicant student undertakes to fulfil this obligation.
- (2) The deadline for the submission and assessment 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 Students' Union or the DÖK.
- (3) If the applicant has submitted an application form with information on his/her social situation
 - a) If the applicant does not provide the necessary information or proof of his/her social status in his/her application, he/she will not be entitled to points according to the points system,
 - b) if he/she fails to provide the necessary supporting documents, he/she will be awarded points only for the information duly certified.

Failure to provide the required supporting documents will not lead to refusal.

- (4) The dean of the faculty concerned shall be the framework administrator for the management of 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 grants for the following purposes: ...*

b) social grants, which may be... b) basic grants,...

Article 10 (1) *In the case of the entitlements pursuant to Article 85/C (a) to (d) of the Nftv., the support may be made available to the eligible student only in the form of a cash grant.*

(2) *Unless otherwise provided for in this Regulation, the grants provided for in Section 85/C(a), (ba), (bc)-(bf), (c)-(d) of the Nftv. shall be paid to the student on a monthly basis. 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 state-subsidised basic education, part-time education, master's degree courses and higher education vocational training may receive grants under the entitlements specified in § 85/C (aa) and (be) 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 § 85/C b) and 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 allowances provided for in § 85/C (b) of the Nftv. may be granted upon application by a student.*

Juttr. § 21 (1) *When assessing the social situation of a student, account shall be taken of*

a) the number and income situation of the persons living together in the property where the student is domiciled, registered or residing;

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

c) if the student does not live in a joint household within the meaning of the Social Security Act, the costs of such a household,

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) the regular medical expenses incurred by the student or a close relative living in the same household because of 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,

g) the costs of caring for a dependent relative.

(2) For the purpose of calculating income, the average of the last three months shall 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 changes in income shall also be taken into account.

(3) The detailed rules for determining the student's social situation 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 - in 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.

Juttr. § 15 (1) *A first-time student in a full-time state-subsidised higher education vocational training, basic education, or part-time education shall be entitled to a basic allowance of 50% of the student's standard allowance upon first registration, provided that the student meets the conditions set out in § 16 (2) - (3).*

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

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) he/she is disabled or in need due to a health condition, or

b) is suffering from a cumulative disadvantage, or



- c) a breadwinner, or
- d) large family, or
- e) orphans.

(3) The monthly amount of the regular social grant may not be less than 10% of the annual student allowance if the student's social situation entitles him/her to a regular social grant, taking into account the provisions of Article 21 of this Regulation, and

- a) is disadvantaged, or
- b) his/her guardianship has ceased due to his/her majority, or
- c) is a minor.

Article 7 of the NKEr. With regard to the University's rules on the granting of benefits and reimbursement to students, the following definitions shall apply

- other than those defined in the interpretative provisions of the law on the allowances and certain reimbursements payable to students in higher education, shall be understood as follows:

1. orphan: a student whose parents are deceased and whose support is not provided by another person;
 2. 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 dependants living in the same household with him/her, or whose monthly income is less than the minimum wage;
 5. own income: the fee within the meaning of Section 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 a scholarship through a competitive application;
- (1)** A first-time non-law enforcement student on a full-time bachelor's, single, split, master's or higher vocational training course who is in receipt of a public service scholarship shall be entitled, upon application, to a basic grant, up to the amount available, provided that he or she satisfies the conditions for a regular social grant.
- (2)** The application will be advertised 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) for the payment of social grants, which may be ba) regular social grants;...

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

ga) is enrolled in a state-subsidised form of education or as a (part-)scholarship holder of the Hungarian State, or

gb) started his/her studies in a state-subsidised form of training and would be eligible for state-subsidised training on the basis of the number of semesters of the course of study or training in question;

Juttr. § 10 (1) *In the case of the entitlements under § 85/C (a) to (d) of the Nftv., the aid may be made available to the eligible student only in the form of cash aid.*

(2) *Unless otherwise provided for in this Regulation, the scholarships provided for in § 85/C a), ba), bc)-bf), c)-d) of the Nftv. shall be paid to the student on a monthly basis. 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 § 85/C, subsections ba) to b) of the Nftv. ...*

(7) *A student may receive support from only one higher education institution at a time under the aid entitlements specified in § 85/C(b) and (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-subsidised student status. ...*

Juttr. § 11 (3) *The allowances provided for in § 85/C (b) of the Nftv. may be granted upon application by a student.*

Juttr. § 21 (1) *When assessing the social situation of a student, account shall be taken of*

a) the number and income situation of the persons living together in the property where the student is domiciled, registered or residing;

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

c) if the student does not live in a joint household within the meaning of the Social Security Act, the costs of such a household,

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) the regular medical expenses incurred by the student or a close relative living in the same household because of 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,

g) the costs of caring for a dependent relative.

(2) *For the purpose of calculating income, the average of the last three months shall 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 changes in income shall also be taken into account.*

(3) *The detailed rules for determining the student's social situation 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 - in 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 16 (1) *The regular social grant is a monthly allowance granted for a period of study based on the social situation of the student, in accordance with the procedures and principles laid down in the institutional regulations on fees and allowances.*



(2) The monthly amount of the regular social grant may not be less than 20% of the annual student allowance if the student's social situation entitles him/her to a regular social grant, taking into account the provisions of Article 21 of this Regulation, and

a) he/she is disabled or in need of assistance because of his/her state of health, or

b) is suffering from a cumulative disadvantage, or

c) a breadwinner, or

d) a large family, or

e) orphaned.

(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) is disadvantaged, or

b) his/her guardianship has ceased due to his/her majority, or

c) is a minor.

(4) The monthly amount of the regular social grant may 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 allowances and reimbursement, the following definitions shall apply*

- shall be understood to mean the following, notwithstanding the provisions of the interpretative provisions of the Act 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. 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 dependants living in the same household with him/her, or whose monthly income is less than the minimum wage;

5. own income: the fee within the meaning of Section 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 a scholarship through a competitive application;

(1) ⁵³A regular social grant shall be awarded to a public service scholarship student attending full-time higher education vocational training, bachelor's and master's courses, or single, split and doctoral courses, whose monthly net income per person in his/her family does not exceed 400% of the minimum old-age pension in force at the time of application.

(2) ⁵⁴The call for applications for the regular social scholarship shall be published every academic semester at least 15 working days before the application deadline. The application shall be submitted to the competent faculty DJB

⁵³Amended by Senate Resolution 77/2020 (17.VI). Amended by Senate Resolution 77/2021 (16.VI.). Amended by Senate Resolution 75/2023 (VI.14.).

⁵⁴Amended by Senate Resolution 77/2021 (16.VI.16).

on the recommendation of the Dean. Applications must be accompanied by the supporting documents specified in the call for applications. Applicants for residence halls do not need to repeat the certificates attached during the application for residence halls, unless otherwise specified by the DJB or the HTVSÜB or the DSZÜB. For these students, the information contained in the certificates required for the assessment of the application will be certified by the Dormitory Admissions Committee or the relevant Dormitory Officer.

(2a) ⁵⁵It is not possible to make up any deficiencies in the application. Applications submitted after the deadline, on a form other than that provided for in the call for applications, with an incomplete application form, with an application form not signed by the applicant, without a single supporting document, or by an unauthorised applicant 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.

(3) ⁵⁶The differentiated amount of the grant shall be determined on the basis of the applications received for one academic semester, with the monthly amount of the regular social grant not exceeding 50% of the annual student allowance and, with the exceptions provided for in the Juttr, not being less 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) 85.1.

bb) extraordinary social grants,...

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

ga) is enrolled in a state-subsidised form of education or as a (part-)scholarship holder of the Hungarian State, or

gb) started his/her studies in a state-subsidised form of training and would be eligible for state-subsidised training on the basis of the number of semesters of the course of study or training in question;

Juttr. § 10 (1) *In the case of the entitlements under § 85/C (a) to (d) of the Nftv., the aid may be made available to the eligible student only in the form of cash aid.*

(3) ... A student who is entitled to social benefits may be granted aid under the entitlements specified in § 85/C(ba) to (b) of the Nftv. ...

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

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

(2) An exceptional social grant may be awarded to a student on application. A decision shall be taken on applications received at least once a month. Payment shall be made within eight working days of the decision.

⁵⁵Inserted by Senate Resolution 92/2022 (13 July).

⁵⁶Established by Senate Resolution 77/2020 (17.VI.). Amended by Senate Resolution 92/2022 (VII.13.).

- (1) An exceptional social grant may be requested, in particular, by a student who:
- a) has been hospitalised for a long period or has suffered a serious accident,
 - b) has suffered serious damage (e.g. been robbed, lost his/her identity papers),
 - c) and whose family has suffered a serious tragedy or external damage that has seriously affected their financial circumstances.
- (2) ⁵⁷The application must be accompanied by appropriate proof of income and exceptional circumstances (e.g. police report). Proof of income is as specified for regular social grant applications.
- (3) ⁵⁸The extraordinary social grant may be applied for up to two times per semester of study, up to a maximum of HUF 80 000 per semester, subject to the available budget.
- (4) The conditions for applying for an exceptional social grant shall 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 shall evaluate applications submitted by the 10th of the month concerned at the latest.

Support for participation in traineeships

33. §

§ 85/C *The higher education institution 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;...*

Article 10 (1) *In the case of grants under Article 85/C(a) to (d) of the Nftv., the grant may be made available to the eligible student only in the form of a cash grant.*

(2) *Unless otherwise provided for in this Regulation, the grants provided for in Section 85/C(a), (ba), (bc)-(bf), (c)-(d) of the Nftv. shall be paid to the student on a monthly basis. 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) *... The entitlement specified in § 85/C(bf) of the Nftv. may be granted to students participating in full-time state-subsidised bachelor's, master's or part-time full-time courses. ...*

(7) *A student may only receive support from one higher education institution at the same time under the funding entitlements specified in § 85/C(b) and (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 allowances provided for in § 85/C (b) of the Nftv. may be granted upon application by a student.*

Juttr. § 21 (1) *When assessing the social situation of a student, account shall be taken of*

a) *the number and income situation of the persons living together in the property where the student is domiciled, registered or residing;*

⁵⁷Amended by Senate Resolution 92/2022 (VII.13.).

⁵⁸Amended by Senate Resolution 77/2020 (17.VI.).

- b) the distance between the place of training and the place of residence, the duration and cost of the journey,*
- c) if the student does not live in a joint household within the meaning of the Social Insurance Code during his/her studies, the costs of such a stay,*
- d) the amount of money the disabled student has to pay for the purchase and maintenance of special equipment, special travel needs and the use of a personal assistant or sign language interpreter,*
- e) the regular medical expenses incurred by the student or a close relative living in the same household because of 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,*
- g) the costs of caring for a dependent relative.*
- (2)** *For the purpose of calculating income, the average of the last three months shall 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 changes in income shall 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 - in 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 14/A** *(1) An apprenticeship grant may be awarded to a student participating in a coherent apprenticeship of up to six months, 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 shall be laid down in the higher education institution's regulations on fees and allowances, in such a way that the grant may be awarded to students who complete the internship at a place other than the seat or site of the higher education institution and who do not receive dormitory accommodation at that place, and the distance between the place of internship and the place of residence shall be in accordance with the institutional regulations.*
- (3)** *The monthly amount of the work placement allowance may not exceed 10% of the annual amount of the student's subsistence allowance.*
- (1)** The grant shall be awarded to full-time students on full-time bachelor, single, split and master courses who are in receipt of a public service scholarship and whose distance between the place of placement and their place of residence is at least 5 km.
- (2)** ⁵⁹A student participating in a traineeship may receive a one-off grant of HUF 11 900 per person, up to the amount available. Applications for support for traineeships may be submitted continuously throughout the academic year.
- (3)** ⁶⁰The application will be assessed in accordance with the assessment procedure for regular social grants.

The Bursa Hungarica Higher Education Self-Government Scholarship

34. §

⁵⁹Amended by Senate Resolution 75/2023 (14.VI).

⁶⁰Amended by Senate Resolution 75/2023 (14.VI.14.).

Nftv. § 85/C The institution of higher education may use the funds available for student grants 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,...

NKE r. § 8 (5) The allowances of law enforcement scholarship holders and candidate officers of the University who are enrolled in law enforcement training shall be governed by the legislation establishing such allowances, the University's regulations on fees and allowances and the scholarship contract concluded with the body concluding the scholarship contract, with the proviso that the cash allowance for 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 and master's courses, as well as in part-time courses and doctoral studies, who

ga) is enrolled in a state-subsidised form of education or as a (part-)scholarship holder of the Hungarian State, or

gb) started his/her studies in a state-subsidised form of training and would be eligible for state-subsidised training on the basis of the number of semesters of the course of study or training in question;

Juttr. § 10 (1) In the case of the entitlements under § 85/C (a) to (d) of the Nftv., the aid may be made available to the eligible student only in the form of cash aid.

(2) Unless otherwise provided for in this Regulation, the scholarships provided for in § 85/C a), ba), bc)-bf), c)-d) of the Nftv. shall be paid to the student on a monthly basis. 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) ... The entitlement specified in Section 85/C(bc) of the Nftv. may be granted to students enrolled in full-time bachelor's, master's, part-time, higher or higher vocational education. The ...

(7) A student may receive support from only one higher education institution at the same time under the support entitlements specified in Section 85/C (b) and (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 allowances provided for in § 85/C (b) of the Nftv. may be granted upon application by a student.

Juttr. 18. § (1) The Bursa Hungarica Higher Education Municipal Scholarship (hereinafter referred to as the Bursa Hungarica Scholarship) is a social cash benefit that is granted under the Bursa Hungarica Higher Education Municipal 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 shall be available to students who have received support from the municipality of their permanent residence within the framework of the Scholarship Scheme and who are pursuing full-time studies in bachelor, master, part-time or higher education.

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



(4) The municipal and 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 Scholarship Scheme annually on the website of the Ministry under his/her authority (hereinafter referred to as the Ministry).

(5) The maximum amount per person per month of the institutional grant component (hereinafter referred to as the 'ceiling') shall be published annually by the Minister on the website of the Ministry.

(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 for municipal and county scholarships shall be performed by the Human Resources Support Organisation (hereinafter referred to as the "Application Management Organisation").*

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

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

(4) The scholarship shall be paid to the student by the institution paying the student grants. The higher education institution is obliged to verify eligibility before starting the payment.

(5) For students who have started their higher education studies 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 grants. Payment of the municipal scholarship component shall start in the month of March, 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 shall continue to be paid in the same order as the institutional scholarship component.

(6) If the student first starts his/her higher education studies in the semester in which the scholarship is paid, the payment of the institutional part of the scholarship will be made in the same order as the payment of the institutional student allowances, 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 is on a break, the payment of the scholarship shall be suspended in full, without any change to the final date for payment.

(8) If the scholarship holder does not fulfil the conditions for the payment of the scholarship, the higher education institution shall be obliged to terminate the payment of the scholarship. The higher education institution will settle the outstanding scholarships with the application management body after the end of the academic semester, by 30 June or 31 January at the latest. After the settlement of accounts, the applicant organisation shall notify the municipal and county authorities of the termination of the payment of the scholarship.

(9) If the student is not entitled to the scholarship, the higher education institution must return the unpaid part of the municipal scholarship to the applicant's institution within 30 days. The application management body 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) During the scholarship period, the student receiving the scholarship is obliged to notify the awarding higher education institution and the application management organisation in writing of any changes affecting the payment of the scholarship as soon as possible, but not later than 15 days. 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, e-mail address,

b) student's e-mail address, e-mail address, electronic mail address, electronic mail address, name of the student's course of study, work schedule, form of financing,

c) deferment 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 higher education institution that awarded it 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).

Juttr. § 20 *(1) Institutions of higher education are obliged to pay the scholarship free of charge on a monthly basis, together with and in the same way as other benefits they provide. 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 scholarship must be paid even if the funds for the municipal scholarship are not available in the institution's account.

(3) The budgetary support from the budget of the public higher education institutions, which is included in the institutional grant, is accounted for in the annual accounts, taking into account the eligibility of the grant.

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

(5) For the purposes of this Regulation, the municipality of the capital shall be considered a county municipality and the municipality of the district of the capital shall be considered a municipal municipality.

(1) The institutional scholarship part may be granted to full-time bachelor, master, unified, split training or higher education vocational training students of the civil service or law enforcement who are on a scholarship, as well as to officer candidates who have been granted a scholarship by the municipality of their permanent residence.

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

(3) ⁶¹

⁶¹Repealed by Senate Resolution 92/2022 (13.VII).



- (4) The scholarship will be paid to the student by the University, but the OTI will verify eligibility before starting the payment. In the event of a possible repayment of the institutional part of the scholarship, the rules for the repayment of the municipal part shall apply.
- (5) The student receiving the scholarship is obliged to provide the OTI and the application management organisation with information on any changes affecting the payment of the scholarship during the period of payment of the scholarship, as specified in the Juttr.
- (6) The Vice Rector for Education is the framework administrator of the Bursa Hungarica Higher Education Scholarship management framework. The OTI prepares the commitment documents required for payment.

MINISTERIAL SCHOLARSHIPS

Ministerial scholarships for foreign students paid under bilateral international agreements

35. §

Article 85/C *The higher education institution 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 a scholarship to a student who is studying at a state-recognised higher education institution under a bilateral international agreement, except for a student who is studying for a doctorate at a Hungarian state scholarship. The scholarship awarded shall be for ten or twelve months per year.*

(2) *The monthly amount of the Minister's scholarship shall be equal to (...) b) in the case of students in other bachelor's and master's programmes, 34% of the annual amount of the student's normative allowance as defined in the Budget Act,*

c) *for doctoral students, one twelfth of the annual amount of the normative amount laid down for this purpose 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-subsidised 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) *The provisions of paragraphs (1) to (5) shall apply to non-Hungarian citizens participating in part-time studies on the basis of an international agreement, with the exception that the scholarship awarded shall be for the duration of the part-time studies.*

Following the award of the ministerial scholarship, the Deputy Rector for Educational Affairs shall prepare the documents required for the payment of the scholarship in cooperation with the Economic Office, the framework host being the Deputy Rector for Educational Affairs.



Ministerial Scholarship of János Hunyadi

36. §

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

Article 26/A *(1) The Minister may award the János Hunyadi Scholarship to a Hungarian student from abroad who is enrolled in a state-supported course of study at a state-recognised higher education institution, except for students enrolled in a state-supported doctoral course.*

(2) The scholarship is awarded for ten months of the academic year to a student participating in a full-time course of study, and the monthly amount per person is HUF 30 000/month. The scholarship is awarded to a part-time student 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 shall designate the organiser of the application by individual decision, which shall 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) the purpose of the scholarship;

c) the rights and obligations of the scholarship holder in relation to the scholarship;

d) the person entitled to make the decision;

e) the person responsible for administering the application and the person authorised to conclude the contract;

f) the information and accountability obligations of the grant holder;

g) the deadlines (submission, evaluation, notification) and their dates and places;

h) the possibility of submitting a reserve application.

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

After the award of the Ministerial Scholarship, the OTI, in cooperation with the Economic Office, prepares the documents necessary for the payment of the scholarship, the framework host being the Vice-Rector for Education.

Ministerial scholarship for third-country national students

37. §

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

Article 27 *(1) The Minister may award scholarships to non-Hungarian students of Hungarian nationality who are attending a fee-charging or self-financed course in Hungary, with the exception of students under paragraph (1) of Article 26, on an academic yearly basis. A third-country national who is supported by 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 of support by the ministerial scholarship.*

- (2) The Minister responsible for the Ministry of Education and Science shall call for applications within the framework of the Budget Act.
- (3) The evaluation of the application is based on the available budget allocation and the academic performance of the applicants.
- (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 proposals shall be published on the Ministry's website and distributed to all higher education institutions.
- (6) The deadline for submission of applications shall be no earlier than 30 days after publication.

After the award of the Ministerial grant, the OTI, in cooperation with the Economic Office, shall carry out the tasks assigned to the University by law.

Scholarship Programme for Young Christians Ministerial Scholarship

38. §⁶²

Section 85/C The higher education institution may use the funds available for student grants for the following purposes: (...) b) payment of socially based scholarships, which may be (...) bd) ministerial scholarships for foreign students,

(1) The Minister shall award a scholarship to a foreign student attending 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 Attending Higher Education (hereinafter referred to as the Scholarship Decree).

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

Government Decree No. 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 for the pursuit of higher education, including doctoral studies in accordance with Article 16 of Act CCIV of 2011 on National Higher Education (hereinafter referred to as the "Nftv."), at 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 Christian communities as defined in (a) in their country of origin.

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 Minister shall be responsible for the implementation of the Scholarship Programme, with the tasks set out in Section 4 being carried out by the Tempus Public Foundation (hereinafter referred to as the "Public Foundation").

⁶²Amended by Senate Resolution 92/2022 (VII.13.).



(3) *The financial cover for the operation of the scholarship programme shall be provided for in the budget chapter of the Ministry headed by the Minister.*

Once the Ministerial Scholarship has been awarded, the International Office, in cooperation with the Economic Office, shall carry out the tasks assigned to the University by law.

VI. CHAPTER 3 DOCTORAL SCHOLARSHIPS

39. §

Nftv. § 85/C *The institution of higher education may use the funds available for student grants for the following purposes: (...) c) to pay doctoral scholarships, (...).*

§ 114/D (1) Nftv.

a) *The per capita student allowance is HUF 166 600 per year,*

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

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

doctoral degree, a one-off amount of HUF 400 000, (...)

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

Juttr. § 10 (1) *In the case of the entitlements pursuant to § 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) *Unless otherwise provided for in this Regulation, the grants provided for in Sections 85/C(a), (ba), (bc)-(bf), (c)-(d) of the Nftv. shall be paid to the student on a monthly basis. 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 a grant under the entitlement specified in Article 85/C(c) of the Nftv.*

(7) *A student may receive support from only one higher education institution at the same time under the funding entitlements specified in § 85/C(b) and (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-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 allowance established for this purpose in the Nftv., increased by 56% of the normative allowance for textbooks, ticket support, sports and culture.*

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

(1) *The monthly amount of the doctoral scholarship for a doctoral student enrolled in a full-time course of study supported by a grant shall be one twelfth of the annual amount of the normative amount per training stage as laid down in the Nftv. and 56% of the normative amount for textbooks, ticket support, sports and cultural activities.*

(2) ⁶³In the case of the award of a doctoral degree, a doctoral student who is enrolled in a full-time course of study with a subsidised degree shall be entitled to a one-off allowance of the amount specified in the Nftv. In the case of a scholarship programme, the conditions of the allowance shall be governed by the rules governing the scholarship programme.

(3) The dean of the faculty concerned shall be the framework administrator of the scholarships provided for in paragraphs (1) and (2).

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

VII. CHAPTER 3

OTHER SCHOLARSHIPS AWARDED 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, as well as for the payment of scholarships supplementing the study costs of students participating in Hungarian state (part) scholarship programmes, in particular for disadvantaged students and athletes, ...*

Juttr. § 10 (1) *In the case of the entitlements pursuant to § 85/C (a) to (d) of the Nftv., the support may be made available to the eligible student only in the form of a cash grant.*

Demonstration scholarships

40. §

(1) A demonstrator grant may be awarded to a student of the University who has been appointed as a demonstrator in accordance with the rector's instructions on demonstrator activities.

(2) The dean of the university and the student's academic council shall determine the number of demonstrator scholarships and the amount of the scholarship. 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, which is managed separately as a management budget under the management of the ETUC, and may only be used with the approval of the ETUC.

(4) ⁶⁴

University Community Fee

41. §

(1) The University Community Award shall be open to full-time undergraduate students, full-time postgraduate students, students on a single course, students on a split course, students on a Master's course, and students on a self-financed course who have performed outstanding community activities during their university years and who have enhanced the reputation of the University and/or a faculty.

(2) ⁶⁵The call for applications must be published at least 15 days before the deadline for applications. 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 on the basis of the criteria set out in Annex 5.

⁶³Amended by Senate Resolution 64/2023 (17 May).

⁶⁴Amended by Senate Resolution 77/2020 (17.VI.). Repealed by Senate Resolution 92/2022 (13.VII).

⁶⁵Amended by Senate Resolution 64/2023 (17.V.17).

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) ⁶⁶The scholarship may be awarded once a year to one person per faculty. The amount of the scholarship is HUF 80,000. In the case of a tie, the scholarship shall be divided equally between the winning applicants.

(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 Prize, with the proviso that it must be managed separately as a management budget administered 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) ⁶⁷

Maintenance grant

42. §

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

(2) The application procedure shall be carried out by the Vice-Rector for Education. The Vice-Rector for Education shall evaluate the applications in advance and the student may appeal against his/her 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 Rector when the University's elementary budget is drawn up. The Vice-Rector for Education is the budget holder for the management of the maintenance scholarship.

Student sport and cultural scholarships

43. §

(1) Applications for student sports and cultural scholarships may be submitted by full-time bachelor, single, split, master, higher education, officer candidate, law enforcement scholarship holder, civil service scholarship holder and self-financed students who are engaged in outstanding sports and cultural activities.

(2) ⁶⁸The 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.

⁶⁶Amended by Senate Resolution 77/2020 (17.VI). Repealed by Senate Resolution 92/2022 (13.VII.). Amended by Senate Resolution 64/2023 (17.V.17).

⁶⁷Repealed by Senate Resolution 92/2022 (13.VII.).

⁶⁸Amended by Senate Resolution 64/2023 (17 May).



- (3) The scholarship will be announced in the second semester of each academic year as a one-time grant, subject to the availability of funds.
- (4) ⁶⁹The awarding of the scholarship and the amount of the scholarship shall be decided by a professional committee set up by the UASC. The Committee set up by the UEPC shall be composed of the President of the UEPC, the Presidents of the faculty organisations of the Faculty 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) 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.
- (6) Winning applicants will receive the scholarship from the President of the UASC or his/her representative at the graduation ceremony.
- (7) ⁷⁰The Vice-Rector for Education shall be the budget holder for the student sports and cultural scholarships. The initiator of the payment authorisations issued by the UASC within 3 working days of their being considered is the President of the UASC. The disbursement must be timed to the date of the award ceremony.

44. §⁷¹

Good student, good athlete prize

45. §

- (1) Purpose of the award:
- a) the promotion of talent;
 - b) to encourage students to improve their academic and sporting performance;
 - c) to demonstrate that university studies and high level sport are compatible.
- (2) ⁷²The prize is awarded on the basis of an application. The competition shall be announced once per academic year by the Vice-Rector for Education.
- (3) ⁷³A committee shall propose the award to the Vice-Rector for Education, in which the Campus Administration, the faculties and the Students' Union shall be represented in proportion.
- (4) ⁷⁴The application form for the Good Student, Good Athlete Award is set out in Annex 5/25 to these Regulations, and the criteria for the award are set out in Annex 5/26 to these Regulations.
- (5) ⁷⁵The Vice-Rector for Education shall be the administrator of the budget for the Good Student, Good Athlete Award.

⁶⁹Established by Senate Resolution 77/2020 (VI.17). Amended by Senate Resolution 92/2022 (13.VII.). Amended by Senate Resolution 75/2023 (VI.14.).

⁷⁰Amended by Senate Resolution 92/2022 (13.VII.).

⁷¹Repealed by Senate Resolution 75/2023 (14.VI.).

⁷²Amended by Senate Resolution 77/2020 (VI.17.). Amended by Senate Resolution 92/2022 (VII.13.).

⁷³Amended by Senate Resolution 77/2020 (17.VI.).

⁷⁴Established by Senate Resolution 92/2022 (VII.13.).

⁷⁵Amended by Senate Resolution 92/2022 (VII.13.).

Priority Study Scholarship

46. §

(1) ⁷⁶A 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) ⁷⁷has enrolled for at least two semesters of study in a given course of study, one semester for a student in a bachelor's degree programme of the University;
- b) ⁷⁸who has earned at least 55 credits during his/her studies - in the case of a student in a Master's degree programme at the University, at least 55 credits, 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) ⁷⁹has achieved 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) has demonstrated outstanding professional and community service; and
- e) has no pending disciplinary proceedings and is not under disciplinary sanction.

(2) ⁸⁰The DJB shall propose the amount of the advanced study scholarship to be used within the available management budget, which shall be a fixed amount linked to the study scholarship. The DJB shall record its decision on the applications.

(3) ⁸¹The application for the priority study grant 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 call for applications, with a further 15 days for their evaluation. 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) ⁽⁸²⁾The department responsible for academic administration shall certify the conditions set out in points (a) to (c) and (e) of paragraph 1.

(4) ⁸³If a student has also applied for a national higher education scholarship in the same academic semester but has not been awarded it, the application for the 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 Advanced Study Scholarship may not exceed 50% of the monthly amount of the National University Scholarship. The scholarship is awarded for one academic year and is paid together with the study grant.

⁷⁶Established by Senate Resolution 75/2023 (VI.14.).

⁷⁷Established by Senate Resolution 75/2023 (VI.14.).

⁷⁸Amended by Senate Resolution 77/2020 (VI.17.). Established by Senate Resolution 75/2023 (VI.14.).

⁷⁹Amended by Senate Resolution 77/2021 (VI.16).

⁸⁰Amended by Senate Resolution 77/2021 (VI.16).

⁸¹Established by Senate Resolution 92/2022 (13.VII.02).

⁸²Enacted by Senate Resolution 92/2022 (VII.13.).

⁸³Established by Senate Resolution 92/2022 (VII.13.).

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

(7) ⁸⁴

(8) The dean of the faculty concerned shall be the financial manager of the special scholarship and shall make the payments every six months.

Support for study abroad

47. §

(1) ⁸⁵Support for students participating in part-time study abroad shall be 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 of each year. The call for applications shall be published at least 10 days before the application deadline. 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) Applications may be submitted by students who are eligible for an open scholarship, i.e. open to all students, to travel abroad for a minimum period of 3 months.

(3) Grants are awarded primarily on a social basis, and applicants must provide proof of income similar to that required for 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 student as a social grant before the student leaves the country.

(5) ⁸⁶

(6) The dean of the faculty concerned is the budget holder for the scholarship management budget and is responsible for making the payments.

Scholarships financed from external partner funds

48. §

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

(2) The beneficiaries, the amount and the regularity of the scholarship shall be determined in the call for proposals, according to the criteria and criteria set by the external partner.

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

(4) ⁸⁷The applications 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.

⁸⁴Repealed by Senate Resolution 92/2022 (VII.13).

⁸⁵Established by Senate Resolution 77/2021 (VI.16.).

⁸⁶Repealed by Senate Resolution 92/2022 (VII.13.).

⁸⁷Amended by Senate Resolution 92/2022 (VII.13).

- (5) ⁸⁸For 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. §⁽⁸⁹⁾

- (1) In the case of a student who has been awarded a scholarship in a competition advertised, evaluated and financed by an external partner, the University may, on the basis of an agreement with the external partner, undertake to pay the scholarship.
- (2) The person responsible for making the payments shall be the person specified in the University's rules of procedure issued on the basis of the 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.

Bursaries for students in self-financed courses

49. §

- (1) The rector may issue a call for applications in order to support the studies of students who are enrolled in self-financed courses.
- (2) The content of the call for applications - the amount of the scholarship, the conditions of the application and the criteria for evaluation - shall be determined by the Rector, with the applicant's academic record being given priority among the application criteria.
- (3) The applications for the scholarships shall be submitted by the Vice-Rector for Education and Science or the Dean, in agreement with the Director-General for Economics, to the Rector of the University, who shall decide on the applications.
- (4) ⁹⁰The dean of the faculty concerned is the framework administrator of the scholarship and is responsible for making the payments.

Pro Juventute scholarships

50. §

- (1) ⁹¹The Pro Juventute Scholarship is an award for graduating full-time bachelor, unified, split, master, higher education vocational training officer candidates, public service, law enforcement scholarship students and students on a self-financed basis who have performed outstanding community and professional activities during their university years and have enhanced the reputation of the University and/or a faculty.
- (2) ⁹²The call for applications shall be published at least 15 days before the deadline for applications. The call for applications shall be issued by the UGCU with the prior approval of the Vice-Rector for Education and shall be judged by an independent committee set up by the UGCU. 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) ⁹³The scholarship may be awarded once a year to one person per faculty. The amount of the scholarship is 100 000 HUF. In the event of a tie, the scholarship shall be divided equally between the successful applicants.

⁸⁸Amended by Senate Resolution 77/2021 (VI.16.).

⁸⁹Inserted by Senate Resolution 77/2021 (VI.16.).

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

⁹¹Amended by Senate Resolution 77/2021 (VI.16.).

⁹²Amended by Senate Resolution 64/2023 (17.V.17).

⁹³Amended by Senate Resolution 64/2023 (17 May).

(4) ⁹⁴

(5) Winning candidates will receive the scholarship from the President of the ETUCE or his/her representative at a ceremony during 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 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.

51. §⁹⁵

Scholarships for students

52. §

Nftv. § 85/D *A scholarship may be awarded to a member of a specialised college of further education as defined in § 8(6) and § 54 in recognition of 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) ⁹⁶A student of the University who is a member of a university departmental college as defined in the Annex to the Regulations for Colleges of Higher Education (hereinafter referred to as a "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. The Dean of the School of Spiritual Science 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 by the faculty and student leaders of the departmental colleges to which they belong, at the latest two weeks after the deadline for submission of applications. The faculty classification of the 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) ⁹⁷

(5) The dean of the faculty supervising the relevant department shall be the administrator of the college scholarship and the scholarship shall be paid once per academic semester.

⁹⁴Repealed by Senate Resolution 92/2022 (VII.13.).

⁹⁵Repealed by Senate Resolution 111/2020 (19.11.20).

⁹⁶Amended by Senate Resolution 77/2021 (VI.16.).

⁹⁷Repealed by Senate Resolution 92/2022 (VII.13).

Scholarship for scientific students

53. §⁹⁸

- (1) A student of the University 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 laid down in the rules of procedure of the Faculty Scientific Student Research Council (for the purposes of this Section, hereinafter referred to as "the RTD") shall be eligible for a scholarship for scientific students.
- (2) The award of the scholarship is conditional upon the member's active scientific and study organisation work within the framework of the TDK, and upon the TDK's head of teaching recommending the TDK member for the award of the scholarship and confirming the application with his/her signature.
- (3) The scholarship is awarded o n c e per faculty and per academic semester, at the end of the semester. The Vice-Dean responsible for 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 the applications is the responsibility of the Candidates' Committee. A qualified majority vote of the members of the PTE shall be required for the adoption of the proposals. A representative of the Faculty's PTE must be invited to the PTE meeting convened for the evaluation of the proposals and will participate in the evaluation of the proposals with the right to vote.
- (5) The decision on the decision, including the names of the scholarship holders, their Neptun code, the title of the TDK and the amount of the scholarship, will be sent by the student secretary of the KTDT to the Vice-Dean of the Faculty of Arts and Sciences within 5 days, who will prepare the decision on the basis of which the payment list will be drawn up.
- (6) The Dean of the faculty concerned is the financial administrator of the scientific student circle grant. The scholarship is paid once per academic semester.

Scholarship for scientific student conferences

54. §

- (1) Scholarships for scientific student conferences are awarded to participants and authors who submit proposals for recognition at institutional and national scientific student conferences organised by the University.
- (2) The funds for the scholarship are e a r m a r k e d and the Vice-Rector for Academic Affairs is the framework administrator, 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.

Ludovika Collegium scholarship⁹⁹ § 54/A¹⁰⁰

- (1) In order to provide incentives for participants in the Ludovika Collegium Student Talent Program, an application is made in accordance with the Rector's Instruction on the Ludovika Collegium Student Talent Program. The application is Ludovika Collegium program director (hereinafter referred to as :

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

⁹⁹Enacted by Senate Resolution 77/2020 (17.VI.).

¹⁰⁰Inserted by Senate Resolution 77/2020 (17.VI.).

programme director). The rules for the calculation and payment of the scholarship shall be laid down by the Rector.

(2) The application procedure shall be conducted by the body designated in the Rector's Instruction on the Ludovika Collegium Student Talent Development Programme. The Programme Director shall evaluate the applications in writing beforehand and submit them to the Rector. The Rector decides on the applications recommended for a scholarship.

(3) The annual amount of the scholarship shall be 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.

Scholarships financed by grants¹⁰¹ § 54/B¹⁰²

(1) Scholarships may be paid in the context of applications awarded by the University from national or EU funds, financed in whole or in part by the sponsor by means of a grant award, in order to implement the application in accordance with the call for applications.

(2) The beneficiaries, the amount and the periodicity of the scholarship shall be determined in the call for proposals, in accordance with the criteria and conditions laid down by the Promoter.

(3) The source of the scholarship shall be partly or wholly the funds provided to the University by the Sponsor, as agreed between the Sponsor and the University.

(4) ¹⁰³The applications 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 grant application.

Water scholarship¹⁰⁴ § 54/C¹⁰⁵

(1) The water scholarship shall be open to first-year, full-time, active-status students of civil engineering who, throughout their studies, undertake to

- a) complete a minimum of 25 credits in each active semester of study in accordance with the current recommended curriculum for 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 of study at the latest until the end of their studies or are actively involved in the Szakkollégium;
- e) complete the internship required by the curriculum in the planned workplace as defined in paragraph 5;
- f) obtain a diploma within 10 academic semesters of enrolment.

¹⁰¹Inserted by Senate Resolution 77/2021 (VI.16).

¹⁰²Inserted by Senate Resolution 77/2021 (VI.16).

¹⁰³Amended by Senate Resolution 92/2022 (13.7.1992).

¹⁰⁴Inserted by Senate Resolution 28/2022 (II.23).

¹⁰⁵Inserted by Senate Resolution 28/2022 (II.23.).

- (2) The application is also conditional upon the student's undertaking to enter into an employment relationship with the
- (5) and to maintain it for at least the calendar semester corresponding to the number of semesters of study financed by the water scholarship.
- (3) The scholarship shall cover four academic years (eight semesters of study), i.e. 10 months, from 1 September to 30 June each academic year. 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 application shall be 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 Educational Affairs. 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 include the jobs provided by the National Water Directorate General (hereinafter referred to as "NADW") or its regional bodies for the scholarship holder after obtaining the degree and the text of the contract as specified in Article 54/D(3).

54/D. §⁽¹⁰⁶⁾

- (1) The applications submitted shall be assessed by a four-member committee set up by the Dean of the Faculty of Social Sciences (2 lecturers, 1 OVF delegate, 1 PUC delegate) on the basis of the points system set out in Annex 5/22. During the evaluation process, the evaluation committee will interview the applicant in a motivational interview.
- (2) The committee will send the decision of the committee on the evaluation of the applications received to the Dean of the Faculty of Science for approval within 3 working days of the evaluation.
- (3) The successful applicant shall conclude a tripartite contract with the University and the OVF, which shall contain detailed provisions on the rights and obligations of the parties, including the legal consequences of non-compliance with the student's commitments as defined in this § and the obligation of the scholarship holder to repay the scholarship.
- (4) Within 10 days after the end of each examination period, the successful applicant shall submit a report on the fulfilment of the conditions set out in Article 54/C(1) to the Dean of the Faculty of Music.
- (5) The number of students per year of the water scholarship, which is 15, may be filled by application at the same time as the call for applications for the following academic year, on the basis of the relevant academic results, to replace 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) ¹⁰⁷The Dean of the VTK is the committer of the payments.

VIII. CHAPTER 2

EXTERNAL SCHOLARSHIPS

Erasmus scholarships

55. §

¹⁰⁶Inserted by Senate Resolution 28/2022 (23.II.23).

¹⁰⁷Amended by Senate Resolution 92/2022 (13.VII.).

(1) ¹⁰⁸An ERASMUS+ grant may be awarded to a student who is pursuing part-time studies abroad under the ERASMUS+ programme. The Vice-Rector for International Affairs is responsible for announcing the grant, establishing the conditions of application and awarding 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 may not exceed 200% of the student's normative amount as defined in the Nftv.

(3) ¹⁰⁹The International Bureau shall be responsible for the administration of ERASMUS+ grants in accordance with the relevant legislation and for the administration of the grants with a separate budget per application. The framework administrator is the Vice-Rector for International Affairs.

Stipendium Hungaricum Scholarships

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 the Republic of Hungary and 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 scholarship programme shall be operated by the Tempus Public Foundation (hereinafter referred to as the "Public Foundation"). The Minister shall appoint 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 scheme shall be provided for 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 student places abroad, 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, 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 directly performed by the Ministry.*

(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 budget year, with the content and within the time limits specified in the grant deed, grant contract or inter-chapter agreement.

¹⁰⁸Amended by Senate Resolution 50/2019 (IX.18.). Amended by Senate Resolution 62/2022 (20.4.2019).

¹⁰⁹Amended by Senate Resolution 50/2019 (IX.18.). Amended by Senate Resolution 62/2022 (20.IV.20.).

(3d) Section 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 Decree, with the exception that the mandatory contents of the summary of the costs related to the implementation of the scholarship programme shall be specified in the grant deed, grant agreement or inter-chapter agreement.

(4) The following allowances shall be granted to the scholarship holder for the duration of the scholarship contract:

a) exemption from reimbursement of the cost of education,

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

c) dormitory accommodation or housing allowance,

d) services pursuant to Article 81(1) and (2) of Act CCIV of 2011 on National Higher Education (hereinafter referred to as the 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 such benefits, and

f) health care contribution.

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

(2) *The scholarship shall be paid to a scholarship holder who is a student during his/her studies if 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 of education 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) *The scholarship holder shall be subject to the rights and obligations set out in the student requirements 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) *In order to be accepted as a scholarship student, **

a) the institution has submitted and been successful in an institutional application and has concluded a framework agreement with the Public Foundation on the basis of this application, except for the courses specified in point (d),

b) the institution provides information, mentoring and counselling services to the scholarship holder as defined in the rules of operation of the scholarship programme and the implementation guidelines, and provides data to the Stipendium Hungaricum alumni and internationalisation system of the Public Foundation at the end of the scholarship period, and cooperates fully in alumni and internationalisation activities organised by the Public Foundation pursuant to Article 6(4),

c) in the case of scholarship holders who have participated in 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 shall undertake to continue the scholarship holder's Hungarian language training during the scholarship holder's higher education studies in accordance with the Hungarian Higher Education Act.

§ 80 (2) d),

d) in the case of preparatory Hungarian language training organised by the Ministry or an institution entrusted by it with this public task, the Ministry or an institution entrusted by it with this public task

the institution and the Public Foundation, and in the case of Hungarian language training provided 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 Article 7(4)(c).*

8. § *(1) The scholarship agreement 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, the date and method of payment of the scholarship, as specified in the programme's rules of operation;

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

d) consent to data processing;

e) the condition that the scholarship contract shall enter into force on the date on which the scholarship holder becomes a student;

*f) * the arrangements for the interruption and termination of the scholarship holder's contract and of his/her studies in higher education.*

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

(2a) The scholarship holder who has obtained an absolute doctorate in doctoral studies but has not yet obtained a doctoral degree shall have his/her scholarship contract and legal status terminated after 1 year if he/she has not 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 be obliged to establish a student relationship with the higher education institution concerned by the admission or transfer decision and to maintain it 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 of the provisions of Article 7(2a). If the scholarship holder suspends his/her student status, the scholarship shall not be paid during the suspension period.

(3) The institution of higher education shall fulfil its obligation to provide information on the scholarship pursuant to Annex 3, Chapter I/B, point 1, subpoint h) of the Nftv. via 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 at the University. The scholarship holder may be a student on a self-financed course determined by the University.

(2) ¹¹⁰Scholarships shall be awarded by means of a call for applications for studies at Hungarian higher education institutions, for places at cost price.

(3) A valid application may be submitted by the applicant:

a) who is nominated by the sending partner on the basis of the intergovernmental agreements on education,

b) who undertakes to conclude a scholarship contract after having been awarded the scholarship,

c) who has not previously participated in the scholarship programme.

¹¹⁰Established by Senate Resolution 75/2023 (VI.14).

(4) When submitting an application, the applicant must include a declaration that he/she agrees to the processing of his/her personal data during the application process and during the period of his/her participation in the scholarship programme and in connection with it.

(5) ¹¹¹The scholarship holder shall conclude a scholarship contract with the University, which shall set out the rights and obligations in relation 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) Scholarships shall be paid to scholarship holders who are students during their studies, provided that they are active students during the period of study. If the scholarship holder is on a break, no payment shall 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) The scheduling of studies during the period specified in the scholarship contract shall be subject to the rights and obligations of the scholarship holder as laid down 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) ¹¹²The scholarship holder shall be obliged to establish and maintain a student relationship with the University on the basis of the admission or acceptance decision, as stipulated in the scholarship contract, for the duration of the period for which the scholarship is awarded. 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 status as a student 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 3 FINANCING OF THE INSTITUTION'S OPERATING COSTS

Operating costs of the student council and doctoral student council

58. §

(1) For the operating costs of the student council, the University shall pay 4% of the student allowance specified in the Nftv. for full-time and part-time students, bachelor students, students on a full-time or part-time higher education degree course, students on a single course, students on a split course, students on a master's course, students on a civil service or law enforcement scholarship, officer candidates, students on a self-financed course.

(2) ¹¹³For the operating costs of the DGB, the University shall spend 3% of the doctoral scholarship normative corresponding to the period of training specified in the Nftv. for the scholarship holder or self-financed doctoral student participating in doctoral training.

(3) The University may supplement the operating costs of the DGB and the DGB from its institutional budget.

¹¹¹Amended by Senate Resolution 50/2019 (IX.18.). Amended by Senate Resolution 62/2022 (20.IV.20.).

¹¹²Amended by Senate Resolution 50/2019 (IX.18.). Amended by Senate Resolution 62/2022 (20.IV.20.).

¹¹³Amended by Senate Resolution 77/2020 (VI.17.).

- (4) The SFIVET and the DGB report annually to the Senate on the use of operating costs.
- (5) The Vice-Rector for Educational Affairs shall be the manager of the operating budget of the UEPC, with the proviso that it shall be managed separately as a management budget managed by the UEPC and may only be used with the consent of the UEPC.
- (6) The Vice-Rector for Academic Affairs shall be the budget holder for the operating costs of the DGB, with the proviso that it shall be treated separately as a budget held by the DGB and may only be used with the agreement of the DGB.

X. CHAPTER 2

SERVICES FOR STUDENTS

Accommodation in halls of residence/hostels

59. §

Nftv. § 8 (6) *The organisation providing accommodation for students participating in higher education (dormitory, student residence) may - in the case of an institution not belonging to a higher education institution - on the basis of an agreement with 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 function as a vocational college or may also function as a vocational college within the framework of such an organisation.*

(7) *In order to provide accommodation for students, a dormitory may be operated as part of a higher education institution or a student residence may be established as an institution not forming 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) *Residence halls may be awarded on the basis of an 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 shall be made available to applicants before they submit their applications.*

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

(4) *Dormitories and student halls of residence that operate as specialised colleges may also apply a point system other than that provided for in paragraph (3).*

(5) *Support for housing conditions shall be provided under social assistance.*

Article 4(4) *Students who are disadvantaged, orphans, or have a dependent family or whose guardianship has been terminated due to their majority may be exempted from the obligation to pay the halls of residence fee on the grounds of their social situation. The institution may grant a student who works in a hall of residence a reduction or exemption from the hall of residence fee in accordance with the provisions of its rules on fees and allowances.*

NKE r. § 14 (1) *Dormitory accommodation shall be classified according to the level of comfort. 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 classification according to the comfort level shall take into account the condition of the building, the provision 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 University Student Union, to be concluded by 30 May preceding the start of the academic year, which stipulates that

a) A dormitory with a shared bathroom and 4 or more persons per room is classified as comfort level I;

b) dormitory accommodation with shared bathrooms for less than 4 persons per room may be classified as comfort level II;

c) The dormitory accommodation is of comfort level III if there is a complete bathroom in each room or in each two-room dormitory, and there are less than 4 persons per room;

d) dormitory accommodation shall be classified as comfort level IV if it has a complete bathroom in each room or two rooms, accommodates fewer than 4 persons per room and has been renovated within 5 years.

(4) For the purposes of applying paragraph 3(d), renovation shall mean any expenditure which results in a change in the standard of the dormitory, excluding expenditure for conservation purposes.

NKE r. § 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 courses and for students participating in state-subsidised doctoral courses shall not exceed the annual amount of the dormitory allowance per student.*

a) 10% for accommodation in comfort category I;

b) 12% for accommodation in comfort category II;

c) 15% 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 shall be laid down in the University's regulations on fees and allowances.

§ 15/A The University may provide free accommodation in dormitories for students on a public service scholarship, self-financed, law enforcement scholarship, who are enrolled in a bachelor's, master's or ungraded master's degree programme, for two consecutive semesters in the first academic year of the student.

§ 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 University's organisational and operational regulations.

(1) The rules for accommodation in halls of residence/hostels shall be laid down in the Dormitory Regulations.

(2) ¹¹⁴The dormitory and other fees payable in the Diószegi Utca Dormitory, the Orczy Úti Dormitory and the Beszédes József Dormitory shall be governed by the provisions of Annexes 3/A, 3/B and 3/C.

¹¹⁴Established by Senate Resolution 107/2021 (X.27.).

(2a) ¹¹⁵The dormitory and other fees payable at the Ludovika Collegium shall be governed by Annex 3/D.

(3) ¹¹⁶The fees payable at the hostel of the Faculty of Military and Defence Studies ("Building D") and the payment of fees shall be as set out in Annex 4.

Criteria and scoring system for accommodation in halls of residence

60. §

(1) The criteria for admission to halls of residence, as defined in this §, are as follows:

- a) the applicant's social situation;
- b) the applicant's academic or admission results;
- c) the applicant's academic and community service activities;
- d) the applicant's disciplinary record;

(2) ¹¹⁷The social situation of the applicant shall be assessed on the basis of the criteria, scoring and certification system set out in Annexes 5/1 to 5/3 to these Rules, subject to the derogations set out in this paragraph. The allowances granted to students who are candidates for officer under the relevant legal status laws - Hjt., Hszt., NAV Szjtv. - shall not be considered as income. The score given in the first point of the table (Annex 5/3) 'Distance of permanent residence from the municipality of the registered place of training' (within 20 km 1 point) is not taken into account for applications for admission to a college, and the score given in the second point (between 21 and 40 km 2 points) is only taken into account for applications for admission to a college if the distance from the municipality of the registered place of training 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 on the basis of the applicant's academic or admission record:

- a) ¹¹⁸in 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, their admission score;
- c) for applicants starting their bachelor's degree in the first year of study, the number of points obtained in the admission procedure;
- d) for doctoral candidates starting their studies in the first year of studies, the number of points obtained;

¹¹⁵Inserted by Senate Resolution 107/2021 (X.27.).

¹¹⁶Amended by Senate Resolution 107/2021 (X.27.).

¹¹⁷Established by Senate Resolution 75/2023 (VI.14.).

¹¹⁸Amended by Senate Resolution 77/2021 (VI.16.).

e) ¹¹⁹

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 period of application, 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) the study points which may be awarded to applicants in the upper year are set out in Annex 6.

(4) Criteria for the evaluation of applications based on the applicant's contribution to the community and his/her academic activities:

a) Applicants in the upper cycle and, in the case of mid-year applications, the applicant's community service and scholarly activity, as certified 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 a single academic semester, in the immediately preceding active academic semester;

b) the criteria and the marks to be awarded for the applicant's community and academic activities are set out in Annex 6.

(5) Breakdown of the scores to be taken into account in the college admission process:

a) for applications from students starting their studies in the first year:

aa) 60% of the admission result;

ab) 40% for the social situation score;

b) for those who start their studies in the upper years of the school year, or in the case of a mid-year competition:

ba) the academic result shall count for 50%;

bb) the social situation score 30%;

bc) the score for community service and academic activity will count for 20%.

(6) ¹²⁰In the case of applications for places in colleges of further education, the criteria for admission to colleges shall be as set out in paragraphs (3) and (4) and in Annex 6, No 1, (3), (3) and (4), academic achievement, community service and activity in a vocational college, with a minimum of 90 points and the disciplinary status as defined in Article 61(1) being required for admission.

(7) The distribution of the points for doctoral students in the college admission procedure:

¹¹⁹Repealed by Senate Resolution 77/2021 (VI.16).

¹²⁰Repealed by Senate Resolution 75/2023 (14.VI).



a) for applications from doctoral students starting their studies in the first year of their doctoral studies:

aa) 60% of the admission result;

ab) 40% of the social situation score;

b) for doctoral candidates in the training and research phase of their studies:

ba) 50% of the study result;

bb) the social situation score shall count for 30%;

bc) the score for the community service and scientific activity will count for 20%.

c) for doctoral students in the research and dissertation phase of their studies:

ca) 50% of the score for academic activity;

cb) 30% of the score for the social situation;

cc) *cb.* 20% of the score for the activity in the interest of the community.

(8) ¹²¹In the case of the placement of students in the Ludovika Collegium's student talent program in dormitories, the dormitory admission application procedure and the criteria and point system used in it, as well as the additional conditions and requirements set out in § 61, shall not apply.

61. §

(1) The application score obtained in accordance with § 60 (2) to (6) and Annex 6 shall be reduced by the applicant's disciplinary status in the case of applicants who are studying in the upper grades and in the case of applications issued in the middle of the year as follows:

a) 5% in the case of a warning as set out in the Disciplinary and Compensation Regulations,

b) 10% in the case of a reprimand,

c) 20% for a severe reprimand,

d) in the case of a disciplinary measure, as laid down in the Disciplinary and Compensation Code, by 5-30%, depending on the extent of the damage.

(2) The points system according to the proportionality specified in Article 60(5) is set out in Annex 6.

(3) ¹²²A student who has completed at least 15 credits in his/her last active semester of study, or, in the case specified in Section 60(3)(f), in the last active semester of study prior to the semester preceding the semester in which the student is studying abroad, may apply for a place in a hall of residence.

¹²¹Inserted by Senate Resolution 15/2021 (I.20.).

¹²²Established by Senate Resolution 92/2022 (13.VII.).

(4) ¹²³

(5) ¹²⁴

Services available free of charge to sponsored students

62. §

Nftv. § 81 (1) *In the framework of a course of study supported by a Hungarian state (partial) scholarship, the services available to the student are the following:*

a) the first attendance of lectures, seminars, consultations, practical sessions, field exercises necessary for the fulfilment of the educational and study requirements specified in the training programme, for the acquisition of the diploma or doctoral degree, the first attendance of reports, project assignments, examinations and the repetition of failed reports or examinations once, the final examination, and the degree acquisition procedure during the student's period of study,

b) attendance at a vocational college,

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 the free services,

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 for other training,

e) student counselling,

f) the first issue of all documents relating to the training or the award of the doctorate, 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 part of a course of study in which the studies he/she is pursuing can be counted towards the studies of the higher education institution in his/her home country, the student may receive a scholarship for the period of study abroad from the higher education institution with which he/she is a student, as specified in paragraph (4).*

(4) *A student shall be entitled to the scholarship provided for in paragraph 3 if he/she has commenced 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 pursuant to Article 84/A(1). 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 apply with regard to the services that may be provided free of charge to the supported 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.

¹²³Repealed by Senate Resolution 92/2022 (VII.13.).

¹²⁴Repealed by Senate Resolution 92/2022 (13.VII.).

Services which may be used by subsidised students on payment of a fee

63. §¹²⁵

Nftv. § 82 (1) *The student may use services supported by a Hungarian state (partial) scholarship in the framework of a course of study for which a fee is charged:*

a) the teaching of subjects specified in the curriculum of the bachelor's and master's degree programme in Hungarian and taught in Hungarian in a language other than Hungarian, at the student's choice, except where the curriculum contains a compulsory study requirement in a foreign language,

b) items produced by the means of the higher education institution and provided by the higher education institution to the student which become the property of the student (e.g. reproduced aids),

c) the use of the facilities (library, laboratory, computer, sports and leisure facilities) and equipment of the higher education institution outside the scope of free services,

d) training leading to the acquisition of credits over and above the number of credits that the higher education institution is obliged to provide under this Act.

(2) *The higher education institution's study and examination regulations may make the third and subsequent examinations in the same subject, the repeat of lectures, seminars, consultations, practical sessions, field exercises, project assignments, and the reimbursement and benefit regulations subject to payment for failure to fulfil or late fulfilment of the obligations laid down in the study and examination regulations. The amount of the obligation to pay may not exceed five per cent of the statutory minimum wage (minimum wage) for full-time work.*

(3) *The arrangements for determining the amount of the fee which may be claimed under paragraphs 1 to 2 shall be laid down in the rules on remuneration and allowances, subject to the condition that the cumulative amount of the fee, subject to paragraph 1*

a) (1) may not exceed half the cost price.

(4) *A student who is 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, third and each subsequent time the student takes the examinations, failure to comply with the obligations set out in the Study and Examination Regulations or late compliance with the obligations set out in the Study and Examination Regulations shall be subject to payment in accordance with the provisions of these Regulations. The fees are set out in Annex 1 to these Regulations.

Services to be provided to students who are self-financed

64. §

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

(2) *The procedure for determining the fees shall be laid down in the fees and allowances regulations, on the basis of which the student and the higher education institution shall agree on the amount of the fees.*

(3) *The proportionate part of the fees paid, as laid down in the organisation and operating rules, shall be refunded if the student announces the termination or suspension of his/her student status by the date laid down in the organisation and operating rules.*

¹²⁵Amended by Senate Resolution 77/2020 (17.VI).

(4) The rules on the basis of which the rector decides on the discounts to be granted to students on self-financed courses on the basis of academic results and social situation, and on the authorisation of instalment payments, shall be laid down in the organisational and operational regulations.

(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) ... A student training contract shall be concluded for training with the payment of the co-payments specified in § 15 (2) to (6).

Nftv. § 46 (3) ... the costs of training at the student's own expense shall be borne by the student.

Nftv. Vhr. § 50 (1) The student training contract shall contain

a) the name of the training,

b) the amount applicable to self-financed training, which may not be changed during the student's term of study.

(2) The student training contract shall be an annex to the enrolment form in accordance with Section 38(4)(b). If the training contract is concluded as a result of a reclassification, the training contract shall be attached to the registration form.

The provisions of the Nftv. and other relevant higher education legislation shall apply with regard to the services that can be used by students with self-payment, 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 self-financed students on payment of a separate fee

65. §

According to the Study and Examination Regulations, the third and subsequent examinations in the same subject, as well as the third or, with equitable permission, fourth admission to lectures, seminars, consultations, practical sessions, field exercises, the failure to fulfil or late fulfilment of the obligation set out in the Study and Examination Regulations shall be subject to payment as specified in these Regulations. The fees that may be charged are set out in Annex 1 to these Regulations.

XI. CHAPTER 1

SPECIAL RULES ON FEES AND OTHER ALLOWANCES PAYABLE 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 it provides in the fields of public administration, public administration, law enforcement, military, national security, international and European public service, and 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 shall



- a) shall be governed, with respect to the status of candidates for military officers as officers, by the Act on the Status of Military Officers,*
- b) with regard to officer candidates of the law enforcement agencies, in the Act on the Service Status of the Professional Staff of the Law Enforcement Agencies*
- c) in the Act on the Legal Status of the Personnel of the National Tax and Customs Administration with regard to the candidates for the posts of officers of the National Tax and Customs Administration*

shall be applied with the derogations provided for in the Act on the Civil Service of the National Civil Service.

NKE Act § 21/A (1) *According to the form of bearing the costs, a participant in the training of the University may be*

- a) a student on a public service scholarship,*
- b) students who are not obliged to pay their own costs and who are in a professional or contractual relationship subject to the Act on the Service Status of Professional Staff of Law Enforcement Agencies, in a professional or contractual relationship subject to the Act on the Status of Defence Forces, or in a tax and customs authority service relationship as a tax inspector (hereinafter jointly referred to as: professional or contractual relationship) or in an officer candidate relationship,*
- c) a student on a self-financed basis, or*

d) a student on scholarship 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 of the Nftv. applicable to students supported by a Hungarian state scholarship shall apply to students on a civil service scholarship, with the exceptions provided for in this Act.*

(3) *A student on a civil service scholarship who is studying on a correspondence course shall not be entitled to a student allowance.*

(4) *The University shall conclude a contract with the student on a public service scholarship.(...)*

(6) Paragraphs 48(2) to (3) 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.

(1) Students shall be subject to the payment obligations laid down 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 shall pay fees in accordance with the provisions of these Regulations and shall not be subject to any deductible.

(3) Students on self-financed courses shall pay their own fees and reimbursement charges.

(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 who do not have a bank account in Hungary. The exchange rates used for the calculation of 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.

Procedural rules concerning the cost of the course

67. §

- (1)** The University shall ensure the registration of the student training contract.

(2) The University publishes the amount of the first year's co-payment in the admission prospectus.

(3) A student who is enrolled in a self-financed course is obliged to pay the self-financing per semester, so that the first instalment of the self-financing 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)¹²⁶⁾ Participants in the Ludovika Collegium student talent program shall pay the amount of the co-payment according to paragraph (3) within two months after the end of the registration period.

(4) ¹²⁷A student who participates in a self-pay program may be paid the amount of the self-payment by another person as specified in the student training contract and in section 63 of these Regulations.

(5) Where this regulation refers to a cost-share, it shall be understood to refer to a cost-share in respect of students who commenced their studies on a fee-paying course before September 2013.

68. §

(1) In the event of the notification of a suspension of student status during the registration period or of an ex officio declaration of suspension, the student shall be exempted from the payment of the cost price and the entry in the Neptun system on the basis of the obligation to pay the cost price shall be deleted. If the student has paid the tuition fee before the suspension is declared, the University will refund it.

(2) If the student's student status is terminated within one month of the start of the academic term, the University will refund the tuition fees paid for the semester in question, on the basis of a certificate issued by the head of the faculty's academic administration who established the student's eligibility, provided that the student did not commence 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) ¹²⁸If the student announces in writing within one month after the beginning of the academic term that he/she will be taking a break from his/her studies in the given semester, the University shall, on the basis of a certificate issued by the head of the faculty's academic administration who has established the student's eligibility, refund to the student 90% of the tuition fees for the given period of study - for the entire academic term - and shall exempt him/her from the payment of 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 full 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.

¹²⁶⁾Inserted by Senate Resolution 77/2020 (17.VI.17.).

¹²⁷⁾Amended by Senate Resolution 92/2022 (VII.13.).

¹²⁸⁾Established by Senate Resolution 92/2022 (VII.13.).



(4) No applications may be withdrawn more than one month after the start of the training period, so that, with the exception of the refund provided for in paragraph 5, the cost of the course fees paid cannot be refunded for applications received after this period.

(5) ¹²⁹In the event of a subsequent interruption of a semester of study in accordance with the Study and Examination Regulations, where the student has been unable to complete the semester for reasons of illness, childbirth or other reasons beyond the control of the student, the HTVSZÜB may, at the request of the student, at the Rector's discretion, refund a minimum of 25% and a maximum of 90% of the fees paid for the whole semester of study. 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. An application for a refund under this paragraph may be submitted to the department responsible for the academic administration of the faculty by the deadline for the submission of applications for the declaration of a semester not completed, as laid down in the Academic and Examination Regulations, at the same time as the application for the declaration of a semester not completed.

69. §

(1) In the event that the student is to be replaced by another person to pay all or part of the cost of the course, a declaration of commitment form must be completed at the start of the course. The data provided are recorded in the Neptun system by the department responsible for economic/financial matters, 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, a new form only needs to be completed if there is a change in the person or details of the person making the commitment.

(3) In the event that both the person who has assumed the commitment and the student have paid the cost of the course, the amount paid by the student will be paid to the account number provided in the Neptun system, after verification of the payment declaration.

(4) The Office of Economic Affairs will accept the request for an invoice amendment within 15 days of the occurrence of the fact or other circumstance giving rise to the amendment, subject to the limitation that no invoice amendment may be made after 15 January of the year following the year in which the invoice was issued.

70. §

Nftv. § 42 (5) A student who has not fulfilled his/her payment obligations may not register.

Nftv. Section 50 (5) A student who has not fulfilled his/her payment obligations to the higher education institution may not be admitted to the final examination.

(1) In the event of non-payment of the payment obligations by the payment deadline, the student shall be notified by the organisational unit responsible for economic/financial tasks by setting a deadline for the

¹²⁹Established by Senate Resolution 92/2022 (13 July).

for the settlement of its arrears. In the event of late and overdue payment, the student is liable to pay an additional late fee as specified in Annex 1.

(2) A student who fails to meet his/her payment obligations will not be allowed to sit examinations.

(3) ¹³⁰The head of the department responsible for economic/financial matters shall twice, (130) The person in charge of the financial and economic affairs shall twice inform the student of the payment of the outstanding amount, setting a deadline of 8 days, and informing him/her that the legal consequence of non-payment is the termination of the student's student 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 shall be made to settle any outstanding arrears owed to the University.

Rules relating to residence hall fees

71. §

Article 11 (2) *The higher education institution shall determine the fees payable by students for default and late performance, the entitlements, conditions and amount of the fees, the dormitory fees and the fees for the use of the dormitories, and the provisions of the Nftv.*

(3) *and § 83 of the regulations on the amount of the co-payment or reimbursement of costs shall be fixed for the duration of one academic year and shall be published in the institution in the usual manner.*

NKEr. § 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 courses and for students participating in state-subsidised doctoral courses shall not exceed the annual amount of the dormitory allowance per student.*

a) *10% for accommodation in comfort category I;*

b) *12% for accommodation in comfort category II;*

c) *15% for accommodation in comfort class III;*

d) *22% for accommodation in comfort class IV.*

(2) *The rules and fees for the use of hostel accommodation by law enforcement students at the University are laid down in the University's Regulations on Fees and Allowances.*

NKEr. § 15/A *The University may, from its own income, provide free accommodation in dormitories for students on public service scholarships, self-financed law enforcement scholarships, who are enrolled in bachelor's, master's and undivided master's programmes, for two consecutive semesters in the first academic year of the student.*

NKEr. § 15/B *The University may provide dormitory accommodation free of charge for students participating in the student talent management programme established by it, as defined in the organisational and operational regulations of the University.*

(1) ¹³¹A dormitory fee shall be paid for dormitory accommodation. The monthly dormitory fee is payable from September to June (10 months), and thereafter until the end of the examination period for the duration of the dormitory stay

¹³⁰Amended by Senate Resolution 107/2021 (X.27.).

¹³¹Amended by Senate Resolution 111/2020 (19.11.20). Amended by Senate Resolution 77/2021 (VI.16.). Amended by Senate Resolution 107/2021 (X.27.). Established by Senate Resolution 75/2023 (VI.14.).

A daily fee will be charged. The dormitory and other fees payable are set out in Annexes 3/A to D and 4.

(1a)¹³² By way of derogation from paragraph (1), a student shall be liable to pay a reduced monthly residence fee calculated pro rata on the basis of the actual period of non-residence in the hall of residence in the following cases:

- a) during the period from September to June, a health emergency has been declared and the student is prevented from attending due to an epidemic emergency;
- b) a student who has been awarded a Voluntary Reserve Scholarship has been placed on a break from his/her residence for the duration of his/her basic training;
- c) the student is on a break 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 reasons in the interest of the University, the student's residence is suspended with his/her consent.

(2) The dormitory and other fees shall be charged via the Neptun system, the deadline for payment of which shall be the 15th 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 shall be paid together with the monthly fee for September and the monthly fee for February together with the monthly fee for March. After two months in arrears, the director of the hall of residence may, following an unsuccessful request and an examination of the student's social situation, terminate the student's residence contract by means of a unilateral written declaration.

(4) If a student who is studying abroad in the framework of study mobility or is doing a traineeship abroad suspends his/her residence during his/her stay abroad, he/she shall not be required to pay the residence hall fees during the suspension period. The rules governing the suspension of residence are laid down in the Residence Regulations.

(5) With regard to the allocation of student grants, the late payment fee for late payment of the monthly fees for September and October will be charged from 31 October, and the late payment 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 halls of residence 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)¹³³ Students of the rank of officer/flag officer (hereinafter referred to as dual status students) studying in the full-time three-year basic law enforcement training shall be entitled to free accommodation in dormitories during the first academic year of training, and, in addition to the application in accordance with the provisions of the Dormitory Regulations, dual status students assigned to the duties of section commander or squad leader shall be entitled to free accommodation in dormitories from the second academic year of training, on the basis of the agreement in force between the Ministry of 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.

¹³²Inserted by Senate Resolution 75/2023 (VI.14).

¹³³Established by Senate Resolution 77/2020 (VI.17). Repealed by Senate Resolution 92/2022 (VII.13). Established by Senate Resolution 75/2023 (VI.14.).



(8) ¹³⁴A 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 is not obliged to pay a dormitory fee for the duration of the ordered contribution.

(9) ¹³⁵Students who have been awarded the sports scholarship specified in Article 22 (2)-(3) of Government Decree 423/2012 (XII. 29.) on the admission procedure to higher education shall pay 80% of the monthly and daily dormitory fees specified in Annexes 3/A-D.

(10) ¹³⁶The dormitory accommodation of a student participating in the Ludovika Collegium's student talent programme shall be provided 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.

(11) ¹³⁷In accordance with the provisions of the inter-institutional and inter-state agreement, accommodation shall be free of charge or subject to charge. 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) ¹³⁸A student on a public 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 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 discount once during his/her studies at the university, regardless of the number of admission procedures.

Other payment arrangements

72. §

(1) The defence of the thesis and the final examination shall be free of charge for the first time, irrespective of the date of the examination. Thereafter, the student shall pay a fee in accordance with the fees set out in Annex 1 to these Regulations.

(2) It shall be calculated on a pro rata basis:

- a) the fee if the student takes more than 10% of the credits of the recommended curriculum;
- b) the cost of the course itself, if the student is unable to complete his studies during the period of support and has been authorised to continue his studies on a self-financed basis;
- c) self-financing, if the student in a self-financed course takes a course of study in order to complete his/her studies after the number of active semesters corresponding to the duration of the course as defined in the Training and Academic Requirements;
- d) self-financing, if a student with self-financing from another higher education institution takes courses as part of his/her studies;
- e) self-payment, if the student is enrolled in a part-time self-payment course pursuant to § 42 (2) of the Nftv;

¹³⁴Inserted by Senate Resolution 111/2020 (19.11.20).

¹³⁵Inserted by Senate Resolution 111/2020 (19.11.20.). Amended by Senate Resolution 107/2021 (X.27.).

¹³⁶Inserted by Senate Resolution 15/2021 (20.01.01). Established by Senate Resolution 107/2021 (X.27.).

¹³⁷Enacted by Senate Resolution 75/2023 (14.VI.14).

¹³⁸Inserted by Senate Resolution 75/2023 (14.VI.14.).

f) the fee if the student takes a course taught in a language other than Hungarian for more than 10% of the credits in the recommended curriculum.

(3) A student who is supported by a Hungarian state (partial) scholarship may also participate in the education within the framework of his/her status as a visiting student in accordance with the provisions of § 62 of these Regulations.

(4) Students who come to the University under the ERASMUS+ programme shall not be obliged to pay any co-payments or fees.

(5) If a student from 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 is participating, the student shall be exempt from paying the cost of the course. 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-payment/fee for the course, calculated on a pro-rata basis, shall be the ratio of the co-payment (D) for the course to the total credit (T) for the course multiplied by the credit value (C) of the subject, rounded to one hundred forints:

$$CE = D / D' \times TC$$

(2) No credit co-payment may be established if the amount of the credit co-payment calculated on the basis of § 72 (1) exceeds the co-payment determined for the course in question at the beginning of the student's training period in accordance with § 3 (2) and § 67 (2). 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) paragraph 3 and paragraph 67 (2).

(3) The pro-rata co-payment/fee shall be determined by the department responsible for academic administration and shall be issued by the Office of Finance.

(4) The rules for the assessment of the library late fee are laid down in the Organisation and Operating Regulations of the Central Library and Archives of the University.

(5) In the event of non-payment of the fees, late charges and the credit co-payment specified in this Section, the provisions of Section 70 shall apply mutatis mutandis.

Payment facilities

74. §

NKE Act § 33/B A student shall be entitled to an instalment reduction, deferment or exemption from any payment obligation towards the University under the conditions and in accordance with the procedure laid down 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) A student may apply for a waiver, an instalment facility or a deferment in order to meet his/her payment obligations, in accordance with the University's regulations on fees and allowances, with regard to his/her financial situation, income and academic performance.

(2) No exemption, deferment or deferment of payment may be granted for sanction payments as defined in the University's fees and allowances regulations or on the basis of participation in a community service.

(3) A student participating in a self-financed course at the University may be exempted from the payment of the self-financed fees as defined in the University's fees and allowances regulations without having to submit an application, provided that the University provides the costs of the course from grant funding.

(1) A student may apply for a waiver, an instalment facility or a deferment of payment (hereinafter referred to as 'payment facility') in order 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 an obligation to pay the costs themselves, only payment by instalments or deferred payment may be authorised as a means of payment.

(3) In the case of fees, the student may be granted a reduction in the payment of fees on the basis of his/her academic record, 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 of study after the start of the semester in accordance with the Academic and Examination Regulations, the student may, in connection with the fulfilment of the repayment obligation, submit an application for payment relief in order to fulfil this payment obligation, in view of his/her financial circumstances and income situation, at the same time as the application 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 exemption, reduction or deferment of payment of instalments may be granted on the basis of the payment of late fees, late payment of arrears or participation in a community activity.

75. §

(1) The student may apply for a payment waiver to the department responsible for academic administration of the course no later than the registration period - in the case of a payment waiver for self-payment, by 15 August for the autumn semester and 15 January for the spring semester, 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.

(2) The decision on the application for payment of the contribution will be taken in the first instance by the HTVSZÜB or, in the case of doctoral students, by the DSZÜB 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 due 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 co-payments

76. §

NKE r. § 10 (3) *A student participating in the University's self-financed courses may be exempted from paying the cost of the course without submitting an application, in accordance with the University's regulations on fees and allowances, if the University provides the cost of the course from the application source.*

Article 11/A NKE r. *If the University finances the cost of the course material from a grant, the course material shall be provided to the student free of charge.*

(1) The University shall inform the applicants and students concerned in writing of the exemption granted on the basis of grant funding. In the absence of such information, the student shall not be exempted from the payment of the course fees. 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 with the student who is participating in a self-financed course, 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 self-financed course fees in connection with the exemption.

Fees and 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 entitlement to the payment of such fees) are set out in Annex 1 to these Regulations, which shall be published on the University's website.

(2) In the event of incorrect payment, the student may choose to be refunded or credited the amount paid, provided that he or she can provide satisfactory proof of this. Refunds or credits will be made by the relevant department responsible for economic/financial matters.

Special provisions for foreign nationals¹³⁹ § 77/A¹⁴⁰

Section 44 of Government Decree No. 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 procedure 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 payable for admission to higher education shall be refundable if the applicant

a) withdraws his/her application no later than the closing date for applications;

¹³⁹Inserted by Senate Resolution 37/2021 (18.III.18.).

¹⁴⁰Inserted by Senate Resolution 37/2021 (III.18.).

b) Any late application will be rejected;

c) paid an amount in excess of the specified admission procedure fee, up to the amount of the difference;

d) did not submit an application."

(1) Applicants for courses offered by the University to foreign nationals 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 an 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 applications. The fee will be refunded to the applicant only in the cases provided for by the relevant legislation.

(2) The amount of the institutional fee paid by the applicant subject to the visa requirement as specified in paragraph 1 shall be deducted from the amount of the co-payment due in respect of the first semester of study, if a student status is established.

(3) For the first semester of study, the visa applicant shall pay the full amount of the co-payment by the deadline set by the University, but not later than the first day of the registration period (enrolment period).

(4) The student may apply for reimbursement of the excess amount 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 on reclassification

78. §

Nftv. § 48 (1) *The student shall be classified in a Hungarian state (part-)scholarship or self-financed form of study.*

(2) *The higher education institution shall be obliged to reclassify to a self-financed course every academic year, in accordance with the procedure determined by the Government, a student who is participating in a course supported by a Hungarian state (partial) scholarship and who has not been in the course of the last two semesters in which his/her student status was not interrupted or who has not been in the course of 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.*

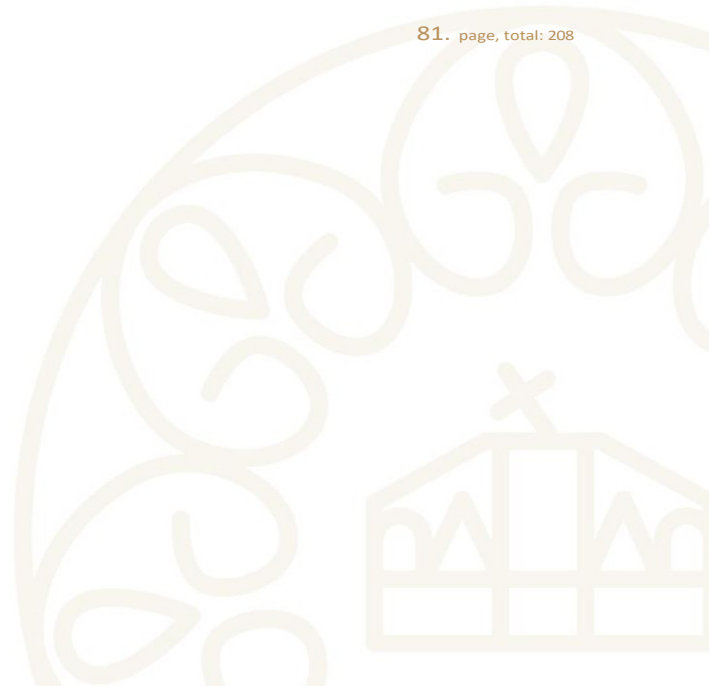
§ 48/D (2).

(2a) The provisions of paragraph (2) shall not apply to doctoral studies.

(3) *If a student admitted to a course of study supported by a Hungarian state (partial) scholarship terminates his/her student status before the end of his/her studies or continues his/her studies on a self-financed basis for any reason, he/she may be replaced, upon application, by a student pursuing a course of study in the same subject at the higher education institution on a self-financed basis. The institution of higher education shall decide on the transfer on the basis of the academic performance of 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).*

Nftv. § 47 (1) *A person - in higher education vocational training, bachelor's and master's programmes in total - may pursue studies in higher education for twelve semesters Hungarian state*



(The maximum period of support is fourteen semesters if the student is enrolled in an undivided course and the training requirements state that the training period exceeds ten semesters.

...(2) The maximum period of support for a student in doctoral studies shall be eight semesters.

(3) The maximum period of support for the award of a degree in a course of study within the meaning of paragraph 1 may be two semesters longer than the period of study for the degree in question, subject to paragraph 4, but may not exceed six semesters. 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 disabled student specified in paragraph 1 by a maximum of four semesters. This benefit may be used to obtain several degrees (diplomas), 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 shall be deemed to be each semester for which the student is registered.

(6) The following shall not be taken into account when calculating the period of support

a) the semester started if the semester could not be completed due to illness, childbirth or other reasons beyond the student's control,

b) a semester completed on the basis of the period of support if the higher education institution has been closed down without the student having been able to complete his/her studies, provided that he/she has not been able to continue his/her studies at another higher education institution,

c) the semester which the higher education institution did not recognise as part of the semesters completed at the institution which ceased to exist,

d) the semester that the student, who was in a legal relationship as defined in Article 21/A (1) a), b) and d) of Act CXXXII of 2011 on the National University of Public Service and Higher Public Administration, Law Enforcement and Military Education (hereinafter: the Act on the National University of Public Service), spent in the course of studies at the National University of Public Service,

e) the semester that the student has been enrolled in a Master's degree course in teaching pursuant to Article 39(4a), and

f) the semester taken in a parallel course with a non-teaching Bachelor's or Master's degree course or in a Master's degree course in teaching taken after a non-teaching Bachelor's or Master's degree course, as well as the semester taken in a 4-semester Master's degree course in teaching.

(7) The existence of a degree and professional qualification in higher education does not exclude participation in a course supported by a Hungarian state (partial) scholarship, with the proviso that if a person pursues a course of study with a Hungarian state (partial) scholarship in a training cycle, in the case of further (parallel) courses in the same training cycle, the number of semesters corresponding to the number of parallel courses supported by a state (partial) 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 as defined in this §, he/she may only continue his/her studies in higher education in the form of self-financed study.

(5) In respect of students who are recipients of a public service scholarship, only § 47(2) to (3) and, in conjunction therewith, (4) to (6) and (8) of the Nftv. shall apply, with the exception that the



only the time spent on the University's public service scholarship course shall be taken into account for the calculation of the period of support. With regard to students as defined in paragraph (1)(b) to (d), § 47 of the Nftv, with the exception of § 47(6)(d) of the Nftv, shall not apply.

(6) Paragraphs 48(2) to (3) of the Nftv shall apply only to students who are self-financed and to students who receive a public service scholarship.

NKE tv. Article 53 Paragraphs 21/A(5) and (6) of Act LXX of 2017 amending Act LXX of 2017 on the Regulation of Education and Certain Related Acts (hereinafter: Amending Act No. 2) shall also apply to students who commenced their studies in the academic year 2012/2013 or thereafter in a non self-financed form, excluding students on law enforcement scholarships and students who are officer candidates, professional or contractual. 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 taken 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 training, the higher education institution shall decide on the reclassification of students between self-financed and Hungarian state (part-)scholarship-based training, subject to the limitation specified in Article 48 (2a) of the Nftv.

(2) In order to determine the number of students who may be reclassified in the next training period, the higher education institution shall 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 students and how many state-subsidised students have terminated their student status before obtaining their final certificate,

b) how many Hungarian state (part) scholarship holders and how many state-subsidised students are reclassified to self-financed or cost-reimbursed courses,

c) the number of students who have already taken advantage of the support period available in the given degree programme according to Section 47 (3) of the Nftv.

(3) When deciding on the reclassification of a given academic year, students who have completed no more than one period of study at the institution of higher education in question and who were unable to complete their semester due to the reasons specified in Section 47(6) of the Nftv.

(4) Self-financed students may only apply for a Hungarian state scholarship, and fee-paying students may only apply for a state-subsidised form of study.

(5)

(6) When registering for the first semester after the transfer to the Hungarian state scholarship, the student shall submit the declaration on a separate form with the content specified in Annex 9, point 10. The declaration must be attached to the application form.

(7) If the successful applicant or the student applying for reclassification does not accept the conditions of the course supported by a Hungarian state (part) scholarship, the higher education institution shall offer him/her the possibility of participating in a self-financed course for the same course.

(8) The reclassification decision pursuant to Article 48(2) of the Nftv. shall be made once per academic year by 31 July of each year. If, pursuant to § 56(1), the credit for the semester in question is



If the reclassification decision is made after 31 July 2011 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 grade point average specified for each field of study shall be reclassified in accordance with 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 its decisions on 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 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.

(2) –The decision on reclassification is made by the competent dean. –

(3) The decision referred to in paragraph (3) shall be taken by degree programme, by degree programme, by bachelor's degree, by single degree, by split degree and by master's degree, by degree programme and by year.

(4) A self-financed student who applies for reclassification to a vacant funded student place shall be eligible for reclassification

a) ¹⁴¹has earned an average of at least 18 credits in the last two semesters of enrollment, has met the academic average specified in paragraph (1), and is a student at the top of the student ranking established on the basis of the cumulative adjusted credit index,

b) or who meets the criteria laid down in the legislation defining the specific conditions for admission to the course for which the student is being assisted.

(5) The possibility of transfer to a supported course is available by degree and by year, as follows:

a) places on a funded course which become available in a given year may be filled primarily by students in the same year,

b) where the number of places available in a given year is higher than the number of applicants eligible for a subsidised 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 in the same year.

(6) –Students may be transferred to a subsidised programme only if they meet the other conditions set out in this Article and the number of students for which the number of students who may be admitted to a subsidised programme in a given academic year has been determined by the Maintainer, broken down by subject, specialisation, field of study and work programme.

¹⁴¹Amended by Senate Resolution 77/2020 (VI.17.).



XII. CHAPTER 18
DATA MANAGEMENT

79. §

§ 18 (1) *The higher education institution*

- a) 18.1,*
- b) exercise the rights and fulfil the obligations of applicants and students,*
- c) the organisation of training and research,*
- d) the exercise of the rights of employers and the exercise of the rights and obligations of teachers, researchers and staff,*
- e) to keep the records required by law,*
- f) establishing, assessing and certifying entitlement to benefits provided for by legislation and the organisational and operational rules of the higher education institution,*
- g) for the purpose of tracking the careers of graduates under Articles 15 and 16*

the personal and special data which are indispensable for the purposes of the registration and evaluation of students.

(2) The scope of the data recorded pursuant to paragraph (1), the purpose and duration of the data processing and the conditions for the transmission of the recorded data are laid down 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.

Annex 3 of the **Nftv.** to Act CCIV of 2011

I. Personal and special data recorded and processed in higher education institutions

I/B. Student data

1. Data recorded pursuant to this Act:

a) data relating to admission:

aa) the applicant's name and surname, sex, surname and given name at birth, mother's surname and given name at birth, place and date of birth, nationality, place of residence, place of stay, notification address 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 document entitling to residence - in the case of persons with the right of free movement and residence under a separate Act, the document certifying the right of residence,

ab) details of the school leaving examination,

ac) details of the secondary school,

(ad) the data required for the assessment of the application for admission, (ae)

the data relating to the admission procedure, the admission number,

af) the identification number of the declaration pursuant to § 48/D(2),

b) data relating to the student status:

ba) the name, sex, maiden name, mother's name, date and place of birth, nationality, place of residence, place of abode, notification address and telephone number, e-mail address of the student, in the case of non-Hungarian citizens, the title of residence in the territory of Hungary and the name and number of the document entitling the student to reside - in the case of persons with the right of free movement and residence pursuant to a separate Act, the document certifying the right of residence,

bb) the type of student (visiting student) status, the date and manner of its establishment and termination, the name of the course of study pursued by the student, the state funding and the work schedule, the expected date of completion of the course, the student's academic record, examination results, semesters started, the period of funding used, the termination of the student status,

bc) the place and duration of study abroad,

bd) the credits acquired and recognised during the course of the training, and the credits and credits awarded,

(b) details of student allowances, data necessary for the assessment of entitlement to allowances (social status, parental data, maintenance data),

bf) data on the student's employment,

bg) data on student disciplinary and compensation cases,

(bh) data necessary for the assessment of special treatment of disabled students, (bi) data on student accidents,

(bj) the student's student card number, the student card identification number,

bk) the student's educational identification number, identity document number, photograph, social security number,

bl) electronic copy of the thesis (diploma thesis) and the diploma supplement, details of the completion of the internship, the diploma, the final examination (doctoral thesis), the language examination, the diploma and the diploma supplement,

bm) data necessary for the fulfilment of the rights and obligations arising from the student status,

c) data relating to student tracking,

d) the student's tax identification number,

e) data for the identification of the supporting documents,

f) data on the fees and reimbursements paid by the student, such as instalment rebates, deferrals and exemptions from the obligation,

g) in the case of student or housing assistance, if it is provided on the basis of receipt of infant care allowance, childcare allowance, child-raising allowance, childcare allowance, regular child protection allowance or on the basis of disadvantage, details of such fees, allowances,;

h) the amounts paid to the student in support of his/her studies in respect of his/her status as a student - the amount of the allowance referred to in Article 85.

(1) and (2) of § 85.1 - scholarships established by the Government by decree,

i) data on the student's competence assessment and its results, j)



j) data 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 applied for by the student, the number of the loan contract, the amount transferred to the higher education institution and the date of the transfer;

k) date and reason for removal from the register of identity and address.

2. Purpose of the processing: according to Article 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 notification of the termination of the student's status.

4. Conditions for transfer: data may be transferred:

a) to the maintenance authority, all data for the performance of tasks related to the management of the maintenance authority,

b) to the court, the police, the public prosecutor's office, the bailiff, the public administration body, data necessary for the resolution of a specific case,

c) all data required by the National Security Service for the performance of the tasks specified in the Nbtv,

d) to the body responsible for the operation of the higher education information system, e)

f) to the body responsible for the registration of the conditions for the Hungarian state scholarship concerning the training and the student status.

(1) The processing of personal data within the scope of these Regulations is governed by the applicable legislation, these Regulations, 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) ¹⁴²The processing of personal data within the scope of this Policy 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"), pursuant to Article 6. Article 6(1)(c) and (e) of the GDPR - is based on a provision of public interest and a legal provision and, in the case of scholarship applications specified in these regulations, in the case of *data relating to professional, scientific, public, sporting and cultural activities*, is necessary for the performance of a contract pursuant to Article 6(1)(b) of the GDPR and, in the case of special data, is necessary for the establishment or exercise of a legal claim 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.

2. The Secretary General shall issue a detailed privacy notice on personal data processing in a circular. The University shall inform the data subjects about the data processing.

(3) If an application or request submitted by a student for a scholarship or for admission to a dormitory or for a payment reduction in connection with the presentation of the student's social situation contains personal data - not being public data - concerning a person other than the student (hereinafter referred to as the data subject), such data may be taken into account in the assessment of the application or request only if the data subject or the data subject's legal representative has provided the data

¹⁴²Established by Senate Resolution 77/2020 (VI.17.).



consented in writing to such use. The form of the data protection information notice and the form of the data protection declaration are attached as Annex 7 to these Regulations. The document must be attached to the application or request. The legal representative may give his or her consent for several data subjects in a single document, indicating the data subjects' details as appropriate.

(4) ¹⁴³Where an application or request for a scholarship or for 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 3 FINAL PROVISIONS

80. §

(1) These Rules were adopted by the Senate by Resolution No 29/2019 (VII.10).

(2) These Regulations shall enter into force on 1 August 2019.

(3) The Rules adopted by Senate Resolution No 119/2013 (VII. 10.) shall be repealed.

(4) The provisions of Article 60(2) of these Regulations concerning the management of certificates 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) ¹⁴⁴The provisions set forth in § 61 (3) (b), § 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 forth in § 61 (3) (b) *shall be* taken into account for the first time in the college admission procedure for the academic year 2021/2022 and shall be taken into account 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 resources for the scholarships to be awarded in the autumn semester of the academic year 2019/2020 shall be calculated in accordance with the provisions of these Regulations.

(7) ¹⁴⁵Paragraphs 61(3) and (4) to (5) of these Regulations, as amended by Senate Resolution 92/2022 (13 July), shall apply for the last time in the college admission procedure announced for the first academic semester of the 2022/2023 academic year.

(8) ¹⁴⁶Annexes 5/1 to 5/7 to these Regulations, as amended by Senate Decision 92/2022 (13 July), shall be applied for the first time in the application procedures for the second academic semester of the 2022/2023 academic year.

(9) ¹⁴⁷Annexes 5/23 to 5/26 to these Regulations, as amended by Senate Decision 92/2022 (13.VII.92), shall be applied for the first time in the tendering procedure for scholarships for the 2023 academic year.

¹⁴³Inserted by Senate Resolution 92/2022 (VII. 13.).

¹⁴⁴Established by Senate Resolution 55/2020 (24.04.20).

¹⁴⁵Enacted by Senate Resolution 92/2022 (VII.13.).

¹⁴⁶Inserted by Senate Resolution 92/2022 (13.VII.).

¹⁴⁷Inserted by Senate Resolution 92/2022 (13 July).

Annexes:

Annex 1: Table of fees and charges

Annex 2/A: Methodology for planning sources of student allowances

Annex 2/B: Methodology for planning sources of doctoral student allowances

Annex 2/C: Methodology for planning allowances financed from separate sources Annex 3/A: ¹⁴⁸Dormitory fees at the Diószegi Utca Dormitory

Annex 3/B: Dormitory fees at the Orczy Road Dormitory

Annex 3/C: Dormitory fees at the Beszédes József Dormitory Annex 3/D: ¹⁴⁹Dormitory fees at the Ludovika Collegium

4. Annex No. 3: Fees at the hostel of the Faculty of Military Science and Military Training (Building D)

5. Annex no: System for the distribution of certain student allowances

6. Annex no: Admission points system for dormitories

7. Annex No 1: Data protection information and privacy statement for third parties

¹⁴⁸Established by Senate Resolution 107/2021 (X.27.).

¹⁴⁹Inserted by Senate Resolution 107/2021 (X.27.).

TABLE OF FEES AND CHARGES

#	Name of the payment obligation	Amount of the obligation (data in HUF)	Comment
FEES RELATED TO STUDY OBLIGATIONS IN HUF			
1	Examination retake fee (§ 43(4), § 44 (7), § 55 (7))	For examinations as defined in Article 4(7) of the TVSZ	3 000,-
		Repeat remedial examination, practical mark, report and colloquium esetén	3 000,-
		Repeat revision examination for a final examination per part of the final examination	6 000,-
2	Fee for unjustified absence from examinations (Art. 39 of the TVSZ (5), § (3) § 44 (4) paragraph 44(4))		5 000,-
3	Fee for the third or each additional subject (Art. 18 (7) of the General Conditions of Participation para. 18)		6 500,-
FEES FOR DOCTORAL STUDIES IN HUF			
1	Application fee for doctoral studies (EDHSZ § 62(3)(a))		9 000,-
2	Fees for the procedure for obtaining a doctorate (EDHSZ § 62 (3) (b))	in Hungarian	175.000,-
		in foreign languages	350.000,-
3	Naturalisation (EDHSZ § 62 (3) (c))		Procedure fee laid down by law
ADMINISTRATIVE FEES			
1	Failure to meet time limits	Non-payment of the payment obligation to the university in case of	5 000,-
		Late submission of thesis/dissertation	7 000,-
		Failure to pay the University	1 000,-
		Late submission of data	1 000,-
		New invoice to be amended for late submission per invoice	1 000,-
		Payment of a library book up to the 10th working day after the expiry of the loan period return of the library book elmulasztása	5 000,-/volume

¹⁵⁰Established 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.).

#	Title of the obligation to pay		Amount of the obligation (data in HUF)	Comment
		For the fulfilment of the study obligation beyond the registration period Application submitted / application to be submitted during the registration period beyond the registration period submission during the registration period	2 000,-	
2	Fee for the administration of issuing a diploma/certificate supplement - duplicate, copy	Duplicate of certificate	10 000,-	Includes the costs of issuing the duplicate of the issue of the certificate.
		Copy of diploma certified by the University	500,-	
		Simple copy of diploma	300,-	
		Issue of a duplicate certificate	10 000,-	
		Certified copy of a certificate supplement	1 000,-	
		Certificate Supplement simple copy	500,-	
		For graduates between 1 July 2003 and 1 March 2006 in English Diploma Supplement in English	10 000,-	
		for students starting their studies in the academic year 1993/94 or after students who graduated before 1 July 2003 with a diploma supplement as defined in Act LXXX of 1993 kiállítása	15 000,-	
		Doctoral degree in a foreign language (other than English)	12.000,-	
3	With administration of the student card administration fee	Replacement of validity sticker in case of lost sticker	3 500,-	
4	Fee for the administration of the school record book, transcript of records	Replacement of a lost or unusable record book (duplicate)	8 000,-	
		Preparation of extracts from a course book or record sheet in excess of the compulsory (free copy)	first page 600,- from the second page onwards 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 fee (HUF / 10 pages)	8 000,-	
		In foreign language in the field of engineering sciences over 250 pages for a thesis exceeding 250 pages, the fee for the part exceeding 250 pages (HUF / 10 pages)	16 000,-	

#	Title of the payment obligation		Amount of the obligation (data in HUF)	Comment
		In Hungarian language 250 pages in the field of social sciences for theses exceeding 250 pages, the fee for the part exceeding 250 pages (HUF / 10 pages)	8.000,-	
		In the field of social sciences in foreign languages over 250 pages for a thesis exceeding 250 pages, the fee for the part exceeding 250 pages (Ft / 10 pages)	16 000,-	
6	Other administrative fees	Password for connection to computer system change password, issue of a new password (password issued by the University issued by the University)	1 000,-	
OTHER FEES				
1	Student sports card		3 000,-	Ft/month
2 ¹⁵¹	Replacement of lost dormitory key	Orczy Úti Dormitory	3 500,-	
		Diószegi Utca Dormitory	5 000,-	security key
		József Beszédes Dormitory	4 000,-	
		Ludovika College	5 000,-	
3	Replacement of a lost magnetic card	-	2 000,-	
4	Lost or damaged student sports card replacement of damaged or damaged sports cards		500,-	Ft/application

¹⁵¹Established by Senate Resolution 107/2021 (X.27.).

METHODOLOGY FOR PLANNING THE SOURCES OF STUDENT ALLOWANCES

I. Headcount data

Title		Public service scholarship holder		Officer candidate student	Professional or contract student		Law enforcement Scholarship holder	Self-funded		Total		
Faculty	Name	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
MSC	basic training									0	0	0
	Unbranched training									0	0	0
	Master's degree									0	0	0
	tertiary vocational education									0	0	0
	international programme									0	0	0
	Scholarship Hungaricum									0	0	0
	partial knowledge training									0	0	0
	Total	0	0	0	0	0	0	0	0	0	0	0
HHK	basic training									0	0	0
	Unbranched training									0	0	0
	Master's degree									0	0	0
	tertiary vocational education									0	0	0
	international programme									0	0	0
	Scholarship Hungaricum									0	0	0
	partial knowledge training									0	0	0
	Total	0	0	0	0	0	0	0	0	0	0	0
RTK	basic training									0	0	0
	Univocational training									0	0	0
	Master's degree									0	0	0
	tertiary vocational education									0	0	0
	international programme									0	0	0
	Scholarship Hungaricum									0	0	0
	partial knowledge training									0	0	0
	Total	0	0	0	0	0	0	0	0	0	0	0
VTK	basic training									0	0	0
	Unbranched training									0	0	0
	Master's degree									0	0	0
	tertiary vocational education									0	0	0
	international programme									0	0	0
	Scholarship Hungaricum									0	0	0
	partial knowledge training									0	0	0
	Total	0	0	0	0	0	0	0	0	0	0	0
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
	tertiary 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
	Total	0	0	0	0	0	0	0	0	0	0	0

¹⁵²Established 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).

II. Benefit data

Title	Framework host	Allocation	Duration	amount	Source	Comment
Study scholarship	Faculty Dean	per month (10 months)	semester	variable	student allowance	
University internship grant	ORH	one-off	academic year	fixed	student normative / specific envelope	1 person per faculty, 80000 HUF/person, spring semester
Student academic scholarship	ORH	one-off	academic year	fixed	student allowance	1 person per faculty, 100000 HUF/person, spring semester
Student public scholarship	ORH (FEPC)	monthly (12 months)	monthly	variable	student allowance	
Subsidy	Dean of Faculty	one-off	academic year	variable	student allowance	50% of the standard fee for bachelor's degree, 75% of the standard fee for master's degree
Regular social grants	Dean of Faculty	monthly (10 months)	semester	variable	student allowance	minimum 10% or 20% of the student allowance
Exceptional social grant	Dean of Faculty	ad hoc	ad hoc	variable	student allowance	maximum 80000Ft/ occasion
Support for participation in an internship	Dean of Faculty	one-off	academic year	variable	student allowance	11900 Ft/person
University Community Fee	ORH (EPHA)	one-off	academic year	fixed	student allowance	1 person per faculty, 80000 HUF/person, spring semester
Student sport and cultural scholarship	ORH	one-off	academic year	variable	student allowance	
Good Student, Good Athlete Award	ORH	one-off	academic year	variable	student allowance	
Priority study scholarship	Dean of Faculty	monthly (10 months)	semester	variable	student allowance	
Subsidy for study abroad	Dean of Faculty	semesterly	semester	variable	student allowance	
Pro Juventute award	ORH (EPHA)	one-off	academic year	fixed	student allowance	1 person per faculty, 100000 HUF/person, spring semester
University College Scholarship	Faculty Dean	every semester	semester	variable	student allowance	
Scholarship for research students	Faculty Dean	ad hoc	academic year	variable	student allowance	
Operating costs of the student council	ORH (EPHA)	-	fiscal year	-	student allowance	
Reserve	CONTENTS	-	-	-	student allowance / Separate envelope	

III. Eligibility for allowances

Title	Public service scholarship holder		Officer candidate student	Professional or contractual student (dual status)		Law enforcement Scholar	Self-funded		Allocation rate	Framework host
	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 scientific scholarship	X		X			X	X		0,2%	ORH
Student public scholarship	X	X	X	X	X	X	X	X	4,4%	ORH (SFOPH)
Funding	X								2,5%	Dean of Faculty
Regular social grant	X								29,3%	Dean of Faculty
Extraordinary social grant	X								0,4%	Dean of Faculty
Support for participation in an internship	X								0,1%	Dean of Faculty
University Community Award	X						X		0,2%	ORH (EPHA)
Sports and cultural scholarships for students	X		X			X	X		0,1%	ORH
Good student, good athlete award	X								0,1%	ORH
Special scholarship	X					X			2,0%	Dean of Faculty
Support for study abroad	X								0,3%	Dean of Faculty
Pro Juventute Award	X		X			X	X		0,1%	ORH (SFOPH)
Graduate student scholarship	X		X	X		X	X		2,0%	Dean of Faculty
Scholarship for scientific students	X		X	X		X	X		0,4%	Dean of Faculty
Operating costs of the student council	X	X	X	X	X	X	X	X	4,0%	ORH (SFOPH)
Reserve	X								0,8%	CONTENTS
									100,0%	

IV. Framework calculation (pursuant to § 114/D(1)(a) of the Nftv.)

Student allowance pursuant to § 114/D (1) a) Nftv.									HUF 166 600
Title	Civil service scholarship holder		Officer candidate student	Professional or contract student		Law enforcement Scholarship holder	Self-funded		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 grant	0	0	0	0	0	0	0	0	0
University internship scholarship	0	0	0	0	0	0	0	0	0
Student scientific scholarship	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 apprenticeship	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
Subsidy for training abroad	0	0	0	0	0	0	0	0	0
Pro Juventute Prize	0	0	0	0	0	0	0	0	0
Graduate 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 council	0	0	0	0	0	0	0	0	0
Reserve	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0

V. Framework calculation (pursuant to Section 114/D (1) (f) of the Nftv.)

Textbook and ticket subsidies, as well as the normative for sports and cultural activities (HUF/year) pursuant to § 114/D (1) f) of the Nftv.									14 566 Ft
Regular social grants		56%							
Student council operating costs		44%							
Title	Public service scholarship holder		Officer candidate student	Professional or contract student		Law enforcement Scholarship holder	Self-funded		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 student council	0								0
Total	0	0	0	0	0	0	0	0	0

VI. Total available fish quota by title

Title	Public service scholarship holder		Officer candidate student	Professional or contract student		Law enforcement Scholarship holder	Self-funded		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 scholarships	0	0	0	0	0	0	0	0	0	Dean of Faculty
University professional scholarship	0	0	0	0	0	0	0	0	0	ORH
Student scientific scholarship	0	0	0	0	0	0	0	0	0	ORH
Student Public Affairs Scholarship	0	0	0	0	0	0	0	0	0	ORH (SFOPH)
Funding	0	0	0	0	0	0	0	0	0	Dean of Faculty
Regular social scholarship	0	0	0	0	0	0	0	0	0	Dean of Faculty
Extraordinary social scholarship	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 Award	0	0	0	0	0	0	0	0	0	ORH (SFOPH)
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 study 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 (SFOPH)
Graduate student 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 council	0	0	0	0	0	0	0	0	0	ORH (SFOPH)
Reserve	0	0	0	0	0	0	0	0	0	CONTENTS
Total	0	0	0	0	0	0	0	0	0	

Framework host aggregation										
Faculty Dean	0	0	0	0	0	0	0	0	0	0
ORH	0	0	0	0	0	0	0	0	0	0
ORH (SFOPH)	0	0	0	0	0	0	0	0	0	0
CONTENTS	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

VIII. Faculty framework allocation

Designation	Public service scholarship holder		Officer candidate student	Professional or contract student		Law enforcement Scholarship holder	Self-funded		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 scholarships	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 scholarship	0	0	0	0	0	0	0	0	0	Dean of Faculty
Extraordinary social scholarship	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 study 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
Scholarship for scientific students	0	0	0	0	0	0	0	0	0	Dean of Faculty
Total	0	0	0	0	0	0	0	0	0	

METHODOLOGY FOR PLANNING THE SOURCES OF DOCTORAL ALLOWANCES

I. Headcount data

Title		Public service fellows		Self-financed		Total		
		Full-time training	part-time training	full-time training	part-time training	full-time training	part-time training	Total
	Year I.					0	0	0
	Year II.					0	0	0
	Grade III.					0	0	0
	Grade IV.					0	0	0
	<i>Number of expected degree holders</i>					0	0	0
Doctoral School of Military Sciences		0	0	0	0	0	0	0
	Grade I.					0	0	0
	Grade II.					0	0	0
	Grade III.					0	0	0
	Grade IV.					0	0	0
	<i>Number of expected degree holders</i>					0	0	0
Military Doctoral School of Engineering		0	0	0	0	0	0	0
	Grade I.					0	0	0
	Grade II.					0	0	0
	Grade III.					0	0	0
	Grade IV.					0	0	0
	<i>Number of expected degree holders</i>					0	0	0
Doctoral School of Public Administration		0	0	0	0	0	0	0
	Grade I.					0	0	0
	Grade II.					0	0	0
	Grade III.					0	0	0
	Grade IV.					0	0	0
	<i>Number of expected degree holders</i>					0	0	0
Doctoral School of Police Sciences		0	0	0	0	0	0	0
	Grade I.	0	0	0	0	0	0	0
	Grade II.	0	0	0	0	0	0	0
	Grade III.	0	0	0	0	0	0	0
	Grade IV.	0	0	0	0	0	0	0
	<i>Expected number of degree holders</i>	0	0	0	0	0	0	0
Total		0	0	0	0	0	0	0

¹⁵³Established by Senate Resolution 77/2020 (VI.17.).

II. Benefit data

Title	Framework host	Allocation	Duration	amount	Source		Comment
University work experience grant	TRH	one-off	academic year	fixed	Separate framework (TRH)	1 person per faculty, 80000 Ft	/person, spring semester
PhD student public scholarship	TRH (DÖK)	monthly (12 months)	monthly	variable	special framework (DÖK)		
Doctoral scholarships (training and research)	Dean of Faculty	monthly (12 months)	academic year	fixed	doctoral norm	140680 Ft/person/month (168000 Ft + (14566 Ft * 56%))	/year / 12 months)
Doctoral scholarship (research and dissertation)	Dean of Faculty	per month (12 months)	academic year	fixed	doctoral norm	180680 Ft/person/month (216000 Ft + (14566 Ft * 56%))	/year / 12 months)
Doctoral scholarship (degree)	Dean of Faculty	one-off	ad hoc	fixed	doctoral stipend	400000 Ft/person successful degree	Occupation of a doctorate
Operational costs of the doctoral council	TRH (DÖK)	-	budget	-	Specific envelope (DÖK)		
Regular social grants	Dean of Faculty	monthly (10 months)	variable	variable	Separate framework (faculty)	minimum of student norm	10% or 20% of the norm
Extraordinary social grant	Dean of Faculty	ad hoc	variable	variable	Special framework (faculty)	maximum 80000Ft/ alkali	four
Reserve	RESERVE	-	-	-	Separate frame (Tart)		

III. Eligibility for benefits

Title	Public service scholarship holder		Self-funded		% of the norm for doctoral training (*Student % of student's normative)	Framework host
	full-time training	part-time training	full-time training	part-time training		
University apprenticeship scholarship	X				0,1%	TRH
Doctoral scholarship	X	X	X	X	1,5%	TRH (DÖK)
Doctoral scholarships (training and research)	X				100,0%	Dean of Faculty
Doctoral scholarship (research and dissertation)	X				100,0%	Dean of Faculty
Doctoral scholarship (degree)	X				100,0%	Dean of Faculty
Operating costs of the doctoral student council	X	X	X	X	3,0%	TRH (DÖK)
Regular social grants *	X				29,3%	Dean of Faculty
Extraordinary social scholarship *	X				0,4%	Dean of Faculty
Reserve	X				0,5%	CONTENTS

IV. Calculation of framework (pursuant to § 114/D(1)(b) and (a) of the Nftv.)

Allowance for the doctoral training and research phase pursuant to § 114/D (1) (ba) of the Nftv.)	HUF 1 680 000
Allowance for the doctoral research and dissertation phase pursuant to Section 114/D(1)(bb) of the National Research Act (HUF/year)	HUF 2 160 000
Lump-sum allowance for doctoral studies pursuant to § 114/D (1) bc) of the National Research Promotion Act (HUF/year)	HUF 400 000
Per capita student allowance pursuant to § 114/D (1) a) of the Nftv.	HUF 166 600

Name	Civil service scholarship holder		Self-financed		Total
	full-time training	Part-time training (1/4)	full-time training	part-time training (1/4)	
University traineeship scholarship	0	0	0	0	0
Doctoral scholarship for public life	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
Operational expenditure of the doctoral self-government	0	0	0	0	0
Regular social grants *	0	0	0	0	0
Exceptional social grant *	0	0	0	0	0
Reserve	0	0	0	0	0
Total	0	0	0	0	0

V. Framework calculation (pursuant to Section 114/D (1) (f) of the Nftv.)

Textbook and ticket subsidies, as well as the normative for sports and cultural activities, pursuant to Nftv. § 114/D (1) f) (Ft/year)	14 566 Ft
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Supplement for doctoral scholarships 56%
Operational costs of the doctoral council 44%

Title	Public service scholarship holder		Self-financed		Total
	full-time training	part-time training	full-time training	part-time training	
University apprenticeship grant					0
Doctoral scholarship					0
Doctoral scholarships (training and research)	0				0
Doctoral scholarships (research and dissertation)	0				0
Doctoral scholarships (degree)					0
Operating costs of the doctoral self-government	0				0
Reserve					0
Total	0	0	0	0	0

VI. Total available fish quota by title

Title	Public service scholarship holder		Self-financed		Total	Framework
	full-time training	part-time training	full-time training	part-time training		
University work placement scholarship	0	0	0	0	0	TRH
PhD studentships in public life	0	0	0	0	0	TRH (DÖK)
Doctoral scholarships (training and research)	0	0	0	0	0	Dean of Faculty
Doctoral scholarship (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 student council	0	0	0	0	0	TRH (DÖK)
Regular social scholarship	0	0	0	0	0	Dean of Faculty
Extraordinary social scholarship	0	0	0	0	0	Dean of Faculty
Reserve	0	0	0	0	0	CONTENTS
Total	0	0	0	0	0	
Framework host aggregation						
Faculty Dean	0	0	0	0	0	
TRH	0	0	0	0	0	
TRH (DÖK)	0	0	0	0	0	
CONTENTS	0	0	0	0	0	
Total	0	0	0	0	0	

VII. Faculty allocation Faculty

(Doctoral School)

Title	Civil Service Fellow		Self-funded		Total	Framework
	full-time training	part-time training	full-time training	part-time training		
University work placement scholarship	0	0	0	0	0	TRH
PhD studentships in public life	0	0	0	0	0	TRH (DÖK)
Doctoral scholarships (training and research)	0	0	0	0	0	Dean of Faculty
Doctoral scholarship (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 student council	0	0	0	0	0	TRH (DÖK)
Regular social scholarship	0	0	0	0	0	Dean of Faculty
Extraordinary social scholarship	0	0	0	0	0	Dean of Faculty
Reserve	0	0	0	0	0	CONTENTS
Total	0	0	0	0	0	

METHODOLOGY FOR THE PLANNING OF ALLOWANCES FINANCED BY SPECIFIC RESOURCES

Title	Framework host	Allocation	Duration	amount	Source
National higher education scholarship	ORH	per month (10 months)	academic year	fixed	Separate framework
Bursa Hungarica scholarship (institutional)	ORH	monthly (10 months)	academic semester	variable	Separate framework
Ministerial scholarship	ORH	according to law	by law	by legal basis	Specific envelope
Demonstration grant	ORH (EPHA)	monthly (10 months)	monthly	variable	Separate framework
Maintenance grant	ORH	one-off	academic year / semester	variable	Separate framework
Scholarship funded by an external partner	Dean of Faculty	ad hoc	ad hoc	variable	special framework
Scholarships for students in self-financed courses	Dean of Faculty	ad hoc	ad hoc	variable	special framework
Scholarship for Scientific Student Conference	TRH	ad hoc	academic year	variable	special framework
Ludovika Collegium scholarship	programme director	monthly	academic year/semester	variable	special framework
Erasmus scholarship	NRH	ad hoc	ad hoc	variable	special framework
Stipendium Hungaricum scholarship	NRH	monthly	12 months	variable	special framework
Water scholarship	VTK Dean	monthly (10 months)	academic year/semester	fixed	special framework
Scholarship financed by grants	Promotional framework host	ad hoc	ad hoc	ad hoc	specific envelope

Title	Framework host	planning norm (Ft)	case number	number of cases me.	number of staff	Total	Comment
National higher education scholarship	ORH	0	1	year	0	0	Taking into account the base year pursuant to Article 24(2) of the Act
Bursa Hungarica scholarship (institutional)	ORH	0	10	month	0	0	based on base year data
Ministerial scholarship	ORH	0	0	year	0	0	on the basis of calls for tender
Demonstration grant	ORH (EPHA)	0	10	year	0	0	based on rector's instruction and base year
Maintenance grant	ORH	0	0	year	0	0	based on base year data
Scholarship funded by external partner	MSC	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
	Total				0	0	based on base year data
Bursaries for students in self-financed courses	MSC	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
	Total				0	0	based on base year data
Scholarships for scientific student conferences	TRH	0	0	year	0	0	based on rector's instruction and base year
Ludovika Collegium scholarship	Programme Director	0	0	year	0	0	based on rector's instruction and base year
Erasmus scholarship	NRH	0	0	year	0	0	based on base year and contracts
Stipendium Hungaricum scholarship	NRH	0	0	year	0	0	based on base year and contracts
Water scholarship	VTK Dean	0	0	month	0	0	maximum 15 persons per year group
Scholarships financed by grants	Promotional framework host	0	0	ad hoc	0	0	according to call for tenders

¹⁵⁴Established 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.).

FEES FOR DORMITORY ACCOMMODATION IN THE DIÓSZEGI STREET DORMITORY

Ssz.	Placement	Main	Comfort level	Monthly dormitory fee (Ft/person/month)	Daily dormitory fee (Ft/person/ per 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 - out of 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 discounted *	1	IV.	-	2.000,-
6.	2 beds - outside term time and exams discounted *	2	IV.	-	1.000,-

Fees for foreign students participating in the Stipendium Hungaricum programme

Ssz.	Placement	Main	Comfort level	Monthly fee (Ft/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) coming under an inter-institutional or inter-state agreement or a scholarship programme established by the Government

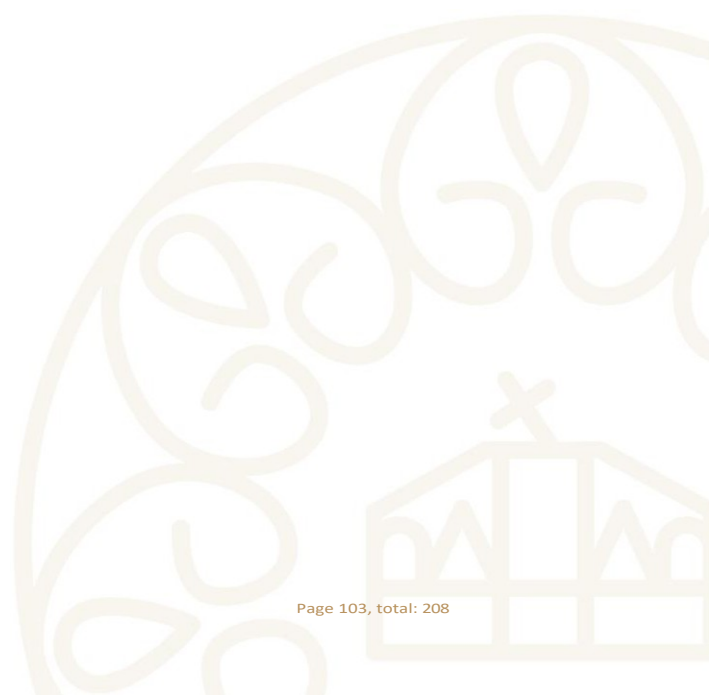
Ssz.	Placement	Main	Comfort level	Monthly fee (HUF/person/month)	Daily fee (Ft/person/night)
1.	2 beds	1	IV.	119.000,-	9.000,-
2.	2 beds	2	IV.	59.500,-	4.500,-

Other fees

Ssz.	Designation	Amount
1.	Visitors' reception fee	1.500,- /night
2.	In case of late payment of the dormitory fee, the late fee (after the 5th day following the due date for payment) is	3 000,-
3.	Failure to meet the deadline for moving out (in case the student has not given prior notice of the non-payment)	1.500,-/ day
4.	In case of late payment of the attendance fee, the late fee (after the 5th day following the due date for payment)	1 000,-

¹⁵⁵Amended by Senate Resolution 107/2021 (X.27.). Established by Senate Resolution 92/2022 (13.VII.).

* Discounted dormitory fees are granted for the period of compulsory internship, public activity in the interest of the University or academic work related to the course, after professional approval, outside the period of study and examinations. The minimum duration of the residence hall accommodation for this period is 7 days.



FEES FOR DORMITORY ACCOMMODATION AT THE ORCZY ÚDOU DORMITORY

Ssz.	Placement	Main	Comfort level	Monthly dormitory fee (Ft/person/month)	Daily dormitory fee (Ft/person/day/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 - out of 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 discounted *	1	IV.	-	2.000,-
6.	2 beds - outside term time and exams discounted *	2	IV.	-	1.000,-

Fees for foreign students participating in the Stipendium Hungaricum programme

Ssz.	Placement	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) arriving on the basis of an inter-institutional or inter-state agreement or a scholarship programme established by the Government

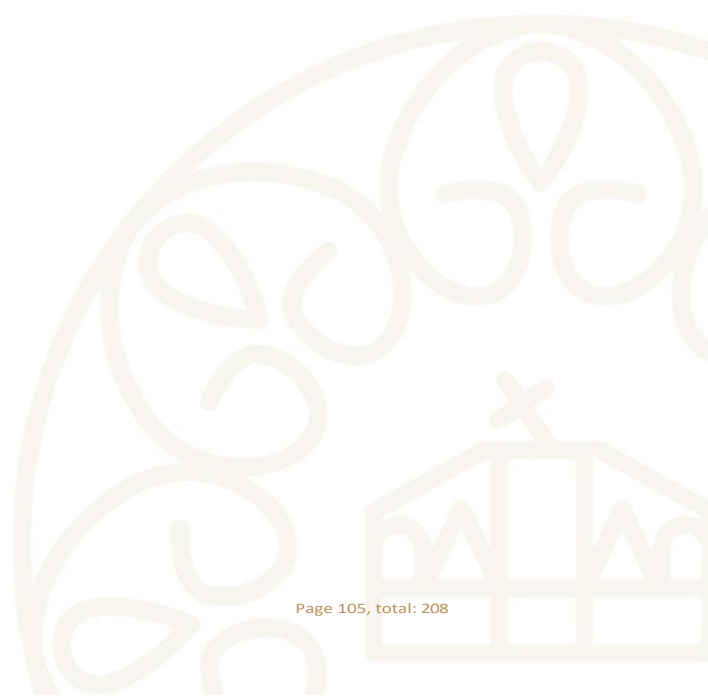
Ssz.	Placement	Main	Comfort level	Monthly fee (HUF/person/month)	Daily fee (Ft/person/night)
1.	2 beds	1	IV.	119.000,-	9.000,-
2.	2 beds	2	IV.	59.500,-	4.500,-

Other fees

Ssz.	Designation	Amount
1.	Visitors' reception fee	1.500,- /night
2.	In case of late payment of the dormitory fee, the late fee (after the 5th day following the due date for payment) is	3 000,-
3.	Failure to meet the deadline for moving out (in case the student has not given prior notice of the non-payment)	1.500,-/ day
4.	In case of late payment of the attendance fee, the late fee (after the 5th day following the due date for payment)	1 000,-

¹⁵⁶Established by Senate Resolution 92/2022 (VII.13.).

* Discounted halls of residence fees are those provided for the period of compulsory professional practice, public activity in the interests of the University or academic work related to the course, after professional authorisation, outside the period of study and examinations. The minimum duration of the residence hall accommodation for this period is 7 days.



FEES FOR HALLS OF RESIDENCE IN THE BESZÉDES JÓZSEF DORMITORY

Ssz.	Placement	Main	Comfort -grade	Monthly dormitory fee (Ft/person/mo nth)	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) - semester and and exams	1	IV.	28.000,-	** 1.100,-
5.	2*2 beds (on request) - study and and exams	2	IV.	32.000,-	** 1.100,-
6.	2 beds (on request) - semester and and exams	1	IV.	36.000,-	** 1.100,-
7.	3 beds - during study and examination period outside term and term	3	IV.		1.100,-
8.	2*2 beds - during term time and exams outside term and term	4	IV.		1.100,-
9.	2 beds - during study and examination period outside term and term	2	IV.		1.100,-
10.	2 beds (on request) - semester and and examinations	1	IV.		1.100,-
11.	3 beds - during term time and exams outside term and semester *	3	IV.		600,-
12.	2*2 beds - during term time and exams outside term and semester *	4	IV.		600,-
13.	2 beds - during term time and exams outside of term and semester *	2	IV.		600,-

Fees for foreign students participating in the Stipendium Hungaricum programme

Ssz.	Placement	Main	Comfort level	Monthly fee monthly fee (Ft/person/m onth)	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,-
4.	3 beds	2	IV.	80.000,-	3.300,-
5.	3 beds	1	IV.	120.000,-	4.950,-

¹⁵⁷Established by Senate Resolution 37/2021 (18.III.21.). Established by Senate Resolution 77/2021 (VI.16.). Established by Senate Resolution 92/2022 (VII.13.).

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) arriving on the basis of an inter-institutional or inter-state agreement or a scholarship programme established by the Government

Ssz.	Placement	Main	Comfort level	Monthly allowance monthly fee (Ft/person/m onth)	Daily fee (Ft/person/night)
1.	2 beds	1	IV.	106.200,-	7.600,-
2.	2 beds	2	IV.	53.100,-	4.000,-
3.	3 beds	3	IV.	35.600,-	2.900,-
4.	3 beds	2	IV.	53.300,-	4.100,-
5.	3 beds	1	IV.	106.200,-	7.600,-
6.	2*2 bed	2	IV.	44.100,-	3.400,-
7.	2*2 beds	1	IV.	88.200,-	6.400,-

Other fees

Ssz.	Designation	Amount
1.	Visitors' reception fee	1.500,-/night
2.	In the event of late payment of the dormitory/accommodation fee, the late payment penalty is (after the 5th day after the payment deadline)	3 000,-
3.	Failure to meet the deadline for moving out (in case the student has not given prior notice of the delay)	1.500,-/ day
4.	In case of late payment of the admission fee, the late fee is (after the 5th day following the due date for payment)	1 000,-

* Discounted dormitory fee for dormitory accommodation provided for the period of compulsory internship, public activity in the interest of the University or academic work related to the training after professional approval outside the period of study and examinations. The minimum duration of the residence hall accommodation for this period is 7 days.

** Only students on the correspondence course are entitled to daily subsistence allowance during term-time and examination periods.

FEES FOR HALLS OF RESIDENCE AT LUDOVIKA COLLEGIUM

Ssz.	Placement	Main	Comfort -grade	Monthly dormitory fee (Ft/person/mo nth)	Daily dormitory fee (Ft/person/ per 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 - out of 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 at a reduced rate *	1	IV.	-	2.000,-
6.	2 beds - reduced rate 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 examination period	1	IV.		4.000,-
10.	1 bed - outside term-time and exams at a reduced rate *	1	IV.		2.000,-

Fees for foreign students participating in the Stipendium Hungaricum programme

Ssz.	Placement	Main	Comfort level	Monthly fee (Ft/person/mont h)	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) coming under an inter-institutional or inter-state agreement or a scholarship programme established by the Government

Ssz.	Placement	Main	Comfort level	Monthly fee (HUF/person/m onth)	Daily fee (Ft/person/night)
1.	2 beds	1	IV.	119.000,-	9.000,-
2.	2 beds	2	IV.	59.500,-	4.500,-
3.	1 bed	1	IV.	59.500,-	4.500,-

Other fees

¹⁵⁸Inserted by Senate Resolution 107/2021 (X.27.). Established by Senate Resolution 92/2022 (VII.13.).

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 due date for payment) is	3 000,-
3.	Failure to meet the deadline for moving out (in case the student has not given prior notice of the non-payment)	1.500,-/ day
4.	In case of late payment of the attendance fee, the late fee (after the 5th day following the due date for payment)	1 000,-

* Discounted halls of residence fees are those provided for the period of compulsory professional practice, public activity in the interests of the University or academic work related to the course, after professional authorisation, outside the period of study and examinations. 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 DEFENCE STUDIES (BUILDING 'D')

Ssz.	Accommodation	Monthly dormitory fee (HUF/person/month)	Daily dormitory fee (Ft/person/night)
1.	2 beds	12.000,-	1.000,-

Other fees

Ssz.	Name	Amount
1.	Late payment fee for late payment of the dormitory/accommodation fee (after the 5th day following the due date for payment)	3 000,-
2.	Failure to meet the deadline for moving out (in case the student has not given prior notice of the delay) prior notice)	1.500,-/day

In the case of accommodation in the hostel of the Faculty of Military Science and Training of Military Officers with HM-MH assignment, no reimbursement fee will be charged.

¹⁵⁹Established by Senate Resolution 92/2022 (VII.13.).

System of distribution of certain student allowances (EHJFR) ¹⁶⁰**I. CHAPTER 1 SOCIAL
GRANTS**
(CHAPTER V)**1. Subsidy**
(ARTICLE 30 OF THE EHEA)**1. §**

Applications for a basic grant may be submitted on the application form for a regular social grant, which is attached as Annex 5/1 to these Regulations. The provisions laid down in these Regulations shall apply mutatis mutandis to the application for a basic grant for the purposes of the preparation, submission and assessment of applications for a regular social grant.

2. Regular social grants
(ARTICLE 31 OF THE CONDITIONS OF EMPLOYMENT OF OTHER SERVANTS)**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 Regulations. The criteria for assessing applications are set out in Annex 5/3 to these Rules.

3. Exceptional social scholarships
(ARTICLE 31 OF THE CEOS)**3. §**

(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 5/4 to these Rules.

(2) ¹⁶¹

4. Support for participation in an apprenticeship
(ARTICLE 33 TEU)**4. §**

(1) ¹⁶²The application form and the documents to be submitted with the application, which must be attached to the application form, are set out in Annex 5/5 to these Rules.

(2) ¹⁶³

5. Support for part-time training abroad
(ARTICLE 47 TEU)**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) ¹⁶⁴

¹⁶⁰Amended by Senate Resolution 75/2023 (14.VI).

¹⁶¹Repealed by Senate Resolution 92/2022 (13.VII).

¹⁶²Amended by Senate Resolution 92/2022 (VII.13.).

¹⁶³Repealed by Senate Resolution 92/2022 (13.VII.92).

¹⁶⁴Repealed 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 5 PERFORMANCE-BASED SCHOLARSHIPS

1. University Internship Scholarships (ARTICLE 21 OF THE SNEO)

6. §

The application form for the university 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, which must be attached to the application form, are set out in Annex 5/9 to these Regulations.

2. Student research fellowships (ARTICLE 22 OF THE SJHA)

7. §

The application form for the Student Research Grant 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, which must be attached to the application form, are set out in Annex 5/11 to these Regulations.

3. Student, doctoral student fellowships (§§ 23-26 OF THE CONDITIONS OF EMPLOYMENT)

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 Regulations. The EHÖK or the DÖK Board shall certify the application.

4. National scholarships for higher education¹⁶⁵ (ARTICLE 27 OF THE HJSA)

8/A. §⁽¹⁶⁶⁾

The application form for the National Scholarship for Higher Education is set out in Annex 5/23 to these Regulations and the evaluation criteria are set out in Annex 5/24.

III. CHAPTER 5 OTHER SCHOLARSHIPS

1. Sports and cultural scholarships for students (ARTICLE 43 OF THE HSCR)

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 scholarships (ART. 50 OF THE RULES OF PROCEDURE)

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 Fee (ARTICLE 41 OF THE CODE OF CONDUCT)

11. §

¹⁶⁵Inserted by Senate Resolution 92/2022 (13 July).

¹⁶⁶Inserted by Senate Resolution 92/2022 (13 July).

The application form for the University Community Prize 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 Regulations. The criteria for the evaluation of applications are set out in Annex 5/9 to these Rules.

^{4.167}
12. §¹⁶⁸

5. Scholarships for students
(ART. 52 OF THE HTJSZ)
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. Scholarship for scientific students
(ARTICLE 53 OF THE HJSA)
14. §

The application form for the Scholarship for Scientific Students is set out in Annex 5/19 to these Rules and the evaluation criteria are set out in Annex 5/20.

7. Scholarship for water management¹⁶⁹
(ARTICLE 54/C-54/D)
15. §

The application form for the water scholarship is set out in Annex 5/21 to these Regulations and the scoring system in Annex 5/22.

8. Good student, good athlete award¹⁷⁰
(ARTICLE 45 OF THE HJHA)
16. §¹⁷¹

The application form for the Good Student, Good Athlete Award is set out in Annex 5/25 to these Rules and the scoring criteria are set out in Annex 5/26.

¹⁶⁷Repealed by Senate Resolution 111/2020 (19.11.20).

¹⁶⁸Repealed by Senate Resolution 111/2020 (19.11.20).

¹⁶⁹Inserted by Senate Resolution 28/2022 (II.23.).

¹⁷⁰Inserted by Senate Resolution 92/2022 (13.VII.).

¹⁷¹Inserted by Senate Resolution 92/2022 (13.VII.02).

Annexes:

- 5/1. regular social grant, basic grant - application form
- 5/2. regular social 5.5, basic allowance - to apply to be attached Documents to be submitted with application (with appendix)
- 5/3. regular social grant, basic grant - points system
- 5/4. exceptional social grant - application form and documents to be attached 5/5. traineeship grant - application form and documents to be attached 5/6. study abroad grant - application form and documents to be attached 5/7. study abroad grant - points system
- 5/8. university internship grants, university community awards, Pro Juventute Awards - application form
- 5/9. university work experience grant, university community award, Pro Juventute Award - points system and documents to be attached to the application
- 5/10. student academic scholarships - application form
- 5/11. student academic scholarships - points system and documents to be attached to the application
- 5/12. public scholarship - application form (public 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
- 5/16.¹⁷²
- 5/17 Scholarship for students in the University of Applied Sciences - application form
- 5/18 Criteria for the scholarship for students in the University of Applied Sciences
- 5/19 Scholarship for students in the academic community - application form
- 5/20 Criteria for the Scientific Student Fellowship
- 5/21¹⁷³ Application form for a water scholarship
- 5/22¹⁷⁴ Points system for the Water Scholarship
- 5/23¹⁷⁵ national higher education scholarship - application form
- 5/24¹⁷⁶ national scholarship for higher education - evaluation criteria
- 5/25¹⁷⁷ Good Student, Good Athlete Award - application form
- 5/26¹⁷⁸ Good Student, Good Athlete Award - evaluation criteria

¹⁷²Repealed by Senate Resolution 111/2020 of 19.II.20.

¹⁷³Inserted by Senate Resolution 28/2022 (23.II.23).

¹⁷⁴Inserted by Senate Resolution 28/2022 (II.23.).

¹⁷⁵Inserted by Senate Resolution 92/2022 (13.VII.22).

¹⁷⁶Inserted by Senate Resolution 92/2022 (13.VII.02).

¹⁷⁷Inserted by Senate Resolution 92/2022 (13.VII.13).

¹⁷⁸Inserted by Senate Resolution 92/2022 (13.VII.13).



A HAZA SZOLGÁLATÁBAN

Annex 5/1 to the EHJFR¹⁷⁹

File no:

REGULAR SOCIAL GRANT, BASIC SUBSIDY

Name of applicant:

Student ID (Neptun code):

Faculty:

Level of education (Bachelor/ Master/ Master):

Year:

DECISION PROPOSAL (To be completed by the Student Welfare Committee!)

Regular social scholarship YES / NO Score: Amount awarded: Reason: * Budapest, _____	Committee Chairperson:
Basic subsidy YES / NO Score: Amount awarded: Justification: * Budapest, _____	Commission President:

DECISION (To be filled in by the Committee for Students, Studies, Social Affairs and Vocational Training!)

Decision proposal approved.

Budapest,

Chairperson of the Committee: _____

Decision other than the proposed decision:

Regular social scholarship YES / NO Score: Amount awarded: Reason: * Budapest, Committee: _____	Chairperson of the
Basic subsidy YES / NO Score: Amount awarded: Justification: * Budapest, _____	Commission President:

**in case of refusal or partial refusal*

¹⁷⁹Established by Senate Resolution 92/2022 (VII.13.). Amended by Senate Resolution 75/2023 (14.VI).

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 HTJSZ). The authority and competence of the decision-maker was determined on the basis of § 28 (3) HTJSZ. The applicant's right to appeal is guaranteed by Articles 57-58 of the National Higher Education Act.

APPLICATION FORM

Subject of the application (Indicate with an x as appropriate)

☐ **Regular social scholarship**

☐ **Subsidy**

INFORMATION FOR THE APPLICATION FORM

Information concerning the supporting documents to be submitted with the application

1. If

a.) If any of the information indicated on the Application Form is not duly certified, no points will be awarded,

b.) if any of the supporting documents submitted is not included in the table summarising the supporting documents submitted on the Application Form, it will not be taken into account by the evaluator/adjudicator and will not be awarded any points,

c.) if one of the certificates is missing from the data on income of a single household indicated on the Application Form, the student will not be awarded any points.

2.

No substitution will be made. Applications submitted after the deadline, not on the Application Form, with an incomplete Application Form, with an Application Form not signed by the applicant, without a single supporting document, or by an ineligible applicant 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. If the student submits his/her application 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 proxy, the application will be rejected without a decision on the merits.

The form must be filled in legibly in block capitals. In the case of handwritten forms, please indicate the number of zeros 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 the social allowance claimed are set out in the Student Allowance and Benefits Regulations of the National University of Public Service.

I. PERSONAL DATA OF THE APPLICANT

Name:											
Student ID (Neptun code):											
Date of birth:							Year			month	day
Start of studies:											
Year of birth:											
Form of finance: subsidised / self-financed (underline as appropriate)											
Level of training: Bachelor's / Master's / Master's (Underline as appropriate)											
Type of training: full-time (full-time) / correspondence (Please underline as appropriate)											
Telephone:											
E-mail address:											
Is the applicant a student at another higher education institution? YES //											

¹⁸⁰ To prove that the applicant lives at the address with other persons, the District Office/ Metropolitan District Office of the Capital City Government Office, or an equivalent document issued by the notary, stating who is registered in the property at the applicant's address.

NO (Underline the answer)

If yes, please specify

- university/college:
- The date the student status was established:
- Funding form:

II. APPLICANT'S LIVING ARRANGEMENTS

1	Your address (where you live) registered residence <input type="checkbox"/> registered place of residence <input type="checkbox"/> place of residence (where you live (place of residence)) <ul style="list-style-type: none">- higher education c o l l e g e <input type="checkbox"/>- rental property <input type="checkbox"/>- owner-occupied d w e l l i n g <input type="checkbox"/>- other undeclared address <input type="checkbox"/>
2.	Distance of the address (where you live) from the municipality where the training is registeredkm

III. THE APPLICANT AND THE APPLICANT'S REGISTERED ADDRESS RESIDE AT THE SAME ADDRESS AND ARE REGISTERED THERE (To be completed if the applicant is not covered by 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, 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.

Name	Date of birth in the case of same-sex partnerships	Type of income ¹⁸¹	Amount of regular net income by type ¹⁸²	Amount of occasional net income by type ¹⁸³
Applicant	-			

Monthly net income per capita householdFt¹⁸⁴

IV. Is the Applicant in receipt of family support?¹⁸⁵ yes ☐ no ☐ (To be completed only if the Applicant is the only person living alone at the registered address or is living at an address other than the registered address!)

If yes:

- the total amount of the cash benefit on a monthly average basis,-Ft
- the amount of the benefit in kind (average monthly amount),- Ft

¹⁸¹regular 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

¹⁸²total of the last three months' income

¹⁸³the total amount of income received in the last calendar year; the income to be reported is occasional income from self-employment, self-employment in a partnership or from a self-employed activity, the value of which exceeds HUF 100 000 net per case

¹⁸⁴the 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 (see Chapter IV of the Application Form) should also be included.

¹⁸⁵Family allowances are considered to be allowances of an average net monthly amount of HUF 5 000.

V. (To be filled in only if the applicant lives alone at the registered address or lives at an address other than the registered address, does not receive any regular financial support (in cash or in kind) from his/her family and has no other regular income!)

Type of expenses	Amount of expenditure
Housing costs (if there are several persons living in the property, the costs are proportionate share of the costs) ¹⁸⁶	
Transport costs within the city of the training location (public transport only) public transport service use of public transport) ¹⁸⁷	
Telephone costs (if the applicant is the payer) ¹⁸⁸	
Internet costs (if the applicant is the fee-payer) ¹⁸⁹	

VI. EXPENDITURES ASSOCIATED WITH THE APPLICANT'S COMPETITIVENESS¹⁹⁰ (Only in the case of only to be completed if the Applicant wishes to refer to this expenditure in this application!)

Type of publication	Sub-type/amount of expenditure ¹⁹¹
Purchase of special equipment , i.e. equipment with a life of 1 year or less devices purchased on medical advice from a disability ¹⁹²	
maintenance of special equipment , i.e. equipment with a life expectancy of more than 1 year the maintenance of special equipment ¹⁹³ where the equipment is purchased on medical advice in connection with a disability in connection with the disability	
special travel needs additional costs incurred in connection with special needs	
personal assistance, sign language interpreter cost of special assistance	

¹⁸⁶ last three months

¹⁸⁷ last two months

¹⁸⁸ last three months

¹⁸⁹ last three months

¹⁹⁰ Disabled Applicant in relation to this application is a person who

- a) requires permanent or increased supervision or care because of a disability¹, or
- b) regularly requires personal assistance and/or services because of his/her disability¹, or
- c) regularly requires technical assistance and/or services because of his/her disability¹, or
- d) he/she has lost at least 67% of his/her capacity for work or has a degree of disability of at least 50% and this condition has lasted for one year or is expected to last for at least one more year.

¹ who has a disability of a motor, sensory or speech disability, a cumulative disability where more than one disability is present, an autism spectrum disorder or other mental disability (severe learning disability, attention deficit or behavioural disability);

¹⁹¹ last three months.

¹⁹² in the case of a single-use device that is used regularly on a daily or weekly basis, the cost per month

¹⁹³ maintenance means the periodic or recurring repair work necessary to ensure the continued fitness for the intended use of the device

VII. ON GROUNDS OF THE HEALTH OF THE APPLICANT OR A CLOSE RELATIVE LIVING IN THE SAME HOUSEHOLD

(To be completed only if the applicant wishes to refer to these expenses in this application!)

Name	Date of birth in case of parentage	Degree ¹⁹⁴	Amount of expenditure ¹⁹⁵

VIII. NUMBER OF DEPENDANTS LIVING IN THE SAME HOUSEHOLD AS THE APPLICANT

Name	Date of birth in case of parentage	Dependent ¹⁹⁶

IX. COSTS ASSOCIATED WITH THE APPLICANT'S SUPPLIER'S SUPPORT (Only in the case of only if the Applicant wishes to refer to these costs in this application!)

Name	Date of birth in the case of same-sex partnerships	Degree ¹⁹⁷	Amount of expenditure ¹⁹⁸

X. SOCIAL CIRCUMSTANCES TO BE TAKEN INTO ACCOUNT FOR THE CALCULATION OF THE MONTHLY AMOUNT OF THE REGULAR SOCIAL GRANT (NOT PART OF THE SCORING)**The applicant**

¹⁹⁴ spouse, parent, grandparent, child, adopted child, stepchild, foster child, adoptive parent, step-parent, foster parent, sibling

¹⁹⁵ a prescription, justified on the grounds of the patient's medical condition, prescribed on a continuous or recurring basis for a month of medication

¹⁹⁶ An Applicant is considered a dependent unless:

- a) A breadwinner, i.e., who provides for the support of at least one child in his/her household or is the guardian of at least two minor children;
- b) if his/her regular monthly income exceeds the minimum wage at the current rate;
- c) if his or her social situation is assessed under Article 21(1)(c) of the Income Tax Act.

aa) has not yet reached the age of 16,

ab) has reached the age of 16 but is a full-time student at an educational institution or has been out of education for not more than 90 days, has not reached the age of 25;

ac) a person aged 16 or over but with a reduced capacity for work and whose 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 age of retirement;

c) the parent, grandparent or brother or sister of the spouse (partner) of the applicant, if he or she is a person with reduced capacity for work

¹⁹⁷ spouse, parent, grandparent, child, adopted child, stepchild, foster child, adoptive parent, step-parent, foster parent, civil 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

¹⁹⁸ The costs of care to be taken into account shall be primarily the personal costs involved, i.e. the costs of the carer, but shall also include the case where, because of the health condition, the relative concerned is placed in a residential institution for remuneration and the costs of this are borne, in a verifiable manner, by the applicant or the household of which the applicant is a member.

Expenditure on medical treatment may be taken into account only for medical aids and medicines which are not included under point VII and which are verifiably borne by the applicant or the household of which the applicant is a member.

Last three months.

1	semi-orphan ¹⁹⁹	
2	orphan ²⁰⁰	
3	breadwinner ²⁰¹	
4	guardianship terminated on the grounds of majority	
5	disabled or dependent on account of ill health ²⁰²	
6	handicapped ²⁰³	
7	severely disadvantaged ²⁰⁴	
8	large family ²⁰⁵	

XI. ANNEXES ATTACHED

Number of annexes attached: pcs

(the annexes must be numbered and listed in the table below!) The call for applications specifies the format of the certificates!
If the University issues a form for a certificate, it must be submitted in accordance with it!

Annex number	Type of annex	What is the certificate for?

I certify by my signature that the information provided in this application is true and correct, as attested by the attached supporting documents. I acknowledge that any false declaration may lead to disciplinary action or rejection of the application. **I DECLARE ANY CHANGES THAT MAY HAVE OCCURRED IN THE MEANTIME.**

I declare that I do not receive any funding from any other higher education institution under this title and that I will not 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 and the data protection notice as set out in Chapter XII of the Student and Fee Regulations 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.

Done at _____, 20____. month, _____ day of _____

¹⁹⁹half-orphan is an Applicant whose parent has died

²⁰⁰orphan means an applicant whose parents are deceased and whose maintenance is not provided by another person

²⁰¹a breadwinner is an Applicant who provides for the maintenance of at least one child in his/her household or who is the guardian of at least two minor children

²⁰²an Applicant with a disability, in relation to this application, is an Applicant who

- a) requires permanent or increased supervision or care because of a disability¹, or
- b) regularly requires personal assistance and/or services because of his/her disability¹, or
- c) regularly requires technical assistance and/or services because of his/her disability¹, or
- d) he/she has lost at least 67% of his/her capacity for work or has a degree of disability of at least 50% and this condition has lasted for one year or is expected to last for at least one more year.

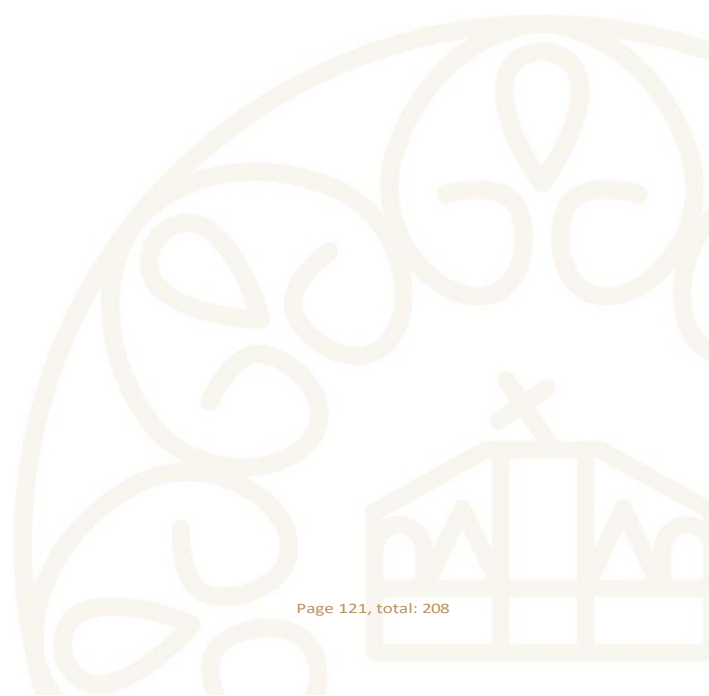
¹who has a disability of a motor, sensory or speech disability, a cumulative disability where more than one disability is present, an autism spectrum disorder or other mental disability (severe learning disability, attention deficit or behavioural disability);

²⁰³a disadvantaged applicant who has not reached the age of 25 years by the closing date for applications for admission and who is considered to be disadvantaged as defined in the Act on the Protection of Children and Guardianship Administration

²⁰⁴an applicant who has not attained the age of 25 by the closing date for applications for admission and who is considered to be in a situation of cumulative disadvantage as defined in the Act on the Protection of Children and Guardianship Administration

²⁰⁵an applicant with a large family is an applicant who has at least two dependent siblings or at least two persons living in the same household as the applicant, in addition to his/her dependants, whose monthly income is less than the minimum wage

Applicant's signature





A HAZA SZOLGÁLATÁBAN

Annex 5/2 to the EHJFR²⁰⁶

List of required certificates For application for Regular Social Assistance, Basic Subsidy

I. Proof 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, the following documents must be submitted (the Applicant is subject to Article 21(1)(a) of the Juttr.)

1.1. Proof of habitual residence

If the applicant has both a registered place of residence and a registered place of abode, the address is the one where he/she lives, as declared by the applicant in a private document (FNY). In the absence of a declaration, the registered place of residence is considered to be the applicant's address.

Proof of habitual residence with other persons at the address requires 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 an equivalent document issued by the notary - stating the persons registered in the property at the applicant's address (hereinafter referred to as the 'certificate of residence'). In addition to the address, the certificate of address must include the personal identification of the occupants (name and date of birth). **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 given in the proof of address and this information cannot be verified by any other document submitted by the applicant during the application (in particular, a document submitted for the purpose of verifying income, see the "proof of residence" section), the application will not be considered eligible. 1.2), a copy of the page of the occupants' address card on which their name and address appear must also be provided, with all other personal data except these two being rendered unrecognisable.

If the proof of address 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.

1.2. Proof of income of the persons registered as living together in the property at the applicant's registered address

For the purposes of this point, the following shall constitute income (hereinafter referred to as 'types of income'), for which the following certificates (hereinafter collectively referred to as 'income certificates') must be provided in respect of all persons, including the Applicant, who are habitually resident with the Applicant:

- a) the value in cash or in vouchers (wages, salaries, fees other than remuneration for work on behalf of an employer) of property (including public employment) acquired from employment: a certificate issued by the employer of the applicant's regular income for the last three months;
- b) value in money acquired from self-employment or a partnership: the

²⁰⁶Established by Senate Resolution 92/2022 (13.VII.). Established by Senate Resolution 75/2023 (VI.14).

The declaration in a private document (FNY) of the person concerned, with full probative value, of his/her regular income from entrepreneurial activity for the last three months, and the bank statement proving it;

- c) the value in cash of the assets acquired from self-employment or partnership: a declaration by the person concerned in a private document (FNY), with full probative value, of his/her occasional income from such activity during the last calendar year, where the value of such income exceeds HUF 100 000,- net per case, and a bank statement proving this;
- d) the value in cash of the assets acquired from the activity as a self-employed person: a declaration by the person concerned in a private document (FNY), with full probative value, of his/her regular income from the activity as a self-employed person for the last three months, together with a bank account statement proving this;
- e) the value in cash of the assets acquired from the activity as a self-employed person: a declaration by the person concerned in a private document with full probative value (FNY) of his/her occasional income from this activity during the last calendar year, where the value of this income exceeds HUF 100 000,- net per case, and a bank account 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 existence of entitlement during the period under consideration;
- g) unemployment benefit: a bank account statement for the last three months or, if the amount is not paid into the bank account, a certificate issued by the employment office no more than one month before the date of payment, stating that the person concerned is registered as unemployed, the amount of the unemployment benefit and the period of entitlement during the reference period;
- h) old-age pension, widow's pension, rehabilitation benefit: information issued by the pension fund on the amount of the pension for the year in question;
- 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.

A declaration that the person concerned does not have any of the types of income specified in points (a) to (g), made in a private document (FNY) and accompanied by the following documents:

- bank statements for the last three months;
- if you do not have a bank account, a declaration to that effect in a private document (FNY), which must be fully authenticated;
- if unemployed, a certificate issued by the Labour Office, not more than one month old, stating that you are not registered as unemployed.

Income means net income.

Income from temporary work (student work) while studying is not considered as income.

For the sole purpose of admission to a college, benefits granted to a student officer candidate under the relevant status laws are not considered income.

The documents submitted as evidence, excluding the declaration of the person concerned, shall be marked in such a way as to make any personal data not required for the purposes of this point unrecognisable.

The exact periods for which the documents must be submitted are set out in the call for proposals



208. Documents marked (FNY) must be submitted on the form provided by the University.

2. If the Applicant lives alone as his/her sole breadwinner at his/her registered address or lives as his/her breadwinner at an address other than his/her registered address and receives regular financial support (in cash or in kind) 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 Article 21(1)(a) of the Juttr.)

2.1 Proof of habitual residence at the registered address alone / at an address other than the registered address

If the Applicant lives alone at the registered address, he/she must submit proof of address as per point 1.1.

If the applicant has his/her usual residence at an address other than the address at which he/she is registered, he/she must provide documentary evidence of this fact in addition to the documentary evidence 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.

The documents submitted in support of the application, excluding the applicant's own declaration, must be made anonymous, without any personal data other than those required for the purposes of this point.

The exact periods for which documents must be submitted are set out in the call for applications. 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 the form of a private document with full probative value, stating the regular financial support - in cash or in kind - provided by the applicant, the value of which is equal to an average of HUF 5 000 net per month. For the purposes of this point, support in kind shall be understood to mean the use of accommodation as a favour. 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 must provide proof of this as specified in point 1.2.

3. If the Applicant is the only person living alone at the registered address or is living at an address other than the 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 residence at the registered address alone / at an address other than the registered address

If the applicant is the only person living at the registered address or is living 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 as defined in point 1.2(a) to (g), he/she must provide proof of it 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 (in cash or in kind) from his/her family and has no other regular income, he/she must submit the following documents (the applicant must submit the documents referred to in Article 21(1) of the Income Tax Act) c)).

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 at the registered address or is living 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 a regular family allowance

A declaration by the applicant's parent (guardian), in a private document (FNY), with full probative value, that he/she does not provide the applicant with regular family support in cash or in kind or that the value of such support does not exceed HUF 5 000,- net on average per month. For the purposes of this point, support in kind shall be understood to mean the use of accommodation as a favour. 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 other regular income other than that specified in point 4.2, he/she must provide proof of such income as specified in point 1.2.

4.4. Proof of expenditure

a) accommodation costs (if there are several persons living in the property, the proportionate share of the costs): for the accommodation costs (fees), a statement from the landlord or, failing this, the rental contract or the residence contract, and for the utility (overheads) costs, a cash transfer order for the last three months or, in the case of monthly overheads paid to the landlord, a bank statement for the last three months;

b) transport costs within the city where the training is taking place (public transport only): the last two months' (already expired) season tickets;

c) telephone costs (if the applicant is the payer): the last three monthly bills and proof of payment (cash transfer order, bank statement);

d) internet costs (if the applicant is the fee payer): the last three monthly invoices and proof of payment (cash transfer order, bank statement);

If the Applicant submits a contract as proof, only the pages showing the fact of conclusion of the contract and the subject of the contract (including the rent) need be submitted.

The documents submitted as supporting documents, excluding the applicant's own declaration, shall be rendered anonymous any personal data not required 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.

5. Distance, duration and cost of travel between place of training and place of residence

For the purposes of this point:

- training location: where the Applicant actually pursues his/her studies;



- place of residence: where the applicant has his/her normal place of residence, as evidenced by the document proving normal residence in the property concerned, as referred to in points 1 to 4.

Where 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 consideration when assessing the application.

When determining the distance and duration of the travel costs, the MÁV Zrt. /GYSEV Zrt. or Volán Zrt. shall be taken into account for the calculation of the cost of travel distance and travel time.

6. Expenditure related to the disability of the disabled Applicant

6.1. Proof of disability

An applicant with a disability in relation to this application is one who

- a) requires permanent or increased supervision or care because of a disability²⁰⁷, or
- b) is in need of personal assistance and/or services on a regular basis because of a disability⁽¹⁾, or
- c) regularly needs technical assistance and/or services because of his/her disability¹, or
- d) has lost at least 67% of his/her capacity for 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 is certified by a certificate issued by the applicant's treating doctor or specialist, which is a certificate of compliance with the conditions only and does not contain any information on the type or extent of the disability or the cause or nature of the loss of capacity to work or the impairment. If it is not possible to issue a medical certificate, an opinion or decision issued by a committee of experts or a public 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 expenditure must be presented and certified as follows:

- a) purchase of special equipment, i.e. equipment with a lifespan of 1 year or less, purchased on medical advice in connection with the disability (in the case of disposable equipment to be used regularly on a daily or weekly basis, the cost per month): invoice for the purchase of the equipment in the name of the Applicant;
- b) maintenance of special equipment, i.e. equipment with a lifespan of more than 1 year, if the equipment was purchased on medical advice in connection with the disability (maintenance is defined as regular or periodic repairs necessary to ensure the continued fitness for purpose of the equipment): invoice for maintenance in the name of the Applicant.
- c) additional costs incurred in connection with special travel needs: invoice in the name of the applicant.
- d) personal assistance, sign language interpreter: invoice for the use of the service, made out in the name of the applicant for the name of the applicant.

The assessment will be based on the relevant expenditure over the last three months, averaged over one month.

The exact periods for which documents must be submitted are set out in the call for proposals.

²⁰⁷who has a motor, sensory or speech disability, a multiple disability, an autism spectrum disorder or other mental disability (severe learning disability, attention deficit or behavioural disability)



7. Medical expenses regularly incurred by the applicant or a close relative living in the same household due to his/her state of health

7.1. Evidence of the status of close relative

If the health condition of a close relative living in the same household as the applicant gives rise to regular expenditure, proof of the status of close relative must be provided.

The following persons are considered close relatives of the Applicant for the purposes of this application: spouse, relative in the direct line, adopted, step and foster child, adoptive, step and foster parent and brother or sister. Proof of being a close relative must be provided by submitting the following documents:

spouse	marriage certificate
marriage certificate, marriage testimony of a spouse	a full documentary evidence of the applicant's relationship 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, the applicant must provide a full certificate of marriage instead of a birth certificate) declaration in a private document)
step-parent	marriage and birth certificate (in the absence of marriage, instead of a marriage certificate, the applicant's declaration in a private deed)
foster child	decision of the guardianship authority
foster parent	decision of the guardianship authority
sibling	birth certificates*

*If, in the case of a child or sibling, a certificate issued by the educational establishment or educational institution is submitted as proof of the quality of the dependant as referred to in point 8.1, an applicant's declaration or birth certificate is not required.

The above documents must be submitted in such a way that any personal data not required to establish the close family relationship are not identifiable.

7.2. Proof of cohabitation

Proof that the close relative living in the same household as the applicant is regularly incurring expenditure on account of his/her state of health shall be provided by means of the certificate of residence specified in point 1.1.

7.3. Proof of expenditure

For the purposes of this point, expenditure shall be deemed to be the cost of a month's prescription of a continuous or periodic supply of medication justified by the patient's state of health. A certificate of regular medication costs issued by the general practitioner or specialist doctor must be provided. The document must not contain any information identifying the medical condition (illness) and the medicines.

The exact periods for which documents must be submitted are specified in the call for applications.

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) Is a breadwinner, i.e., who provides for the support of at least one child in his or her own household, or is the guardian of at least two minor children;
- b) if his/her regular monthly income exceeds the current 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 qualifies as a dependent on the basis of the above by submitting the certificate of residence pursuant to point 1.1 and the certificate of income pursuant to point 1.2.

8.1.2. For the purposes of this point, the following shall be considered as dependants of the Applicant(s)

a) a child or a sibling, if

aa) is under the age of 16 years,

(ab) has reached the age of 16 but is in full-time education or has been out of full-time education for not more than 90 days and has not reached the age of 25;

ac) a person aged 16 or over but with a reduced capacity for work and whose condition has lasted for at least one year or is not expected to cease within one year;

b) your spouse (partner) or parent, if you have not yet reached retirement age;

c) or the spouse's (partner's) parent, grandparent, brother or sister, if he or she is a person with reduced capacity for work.

Parent includes step-parents, adoptive parents and foster parents. Child includes stepchildren, adopted children and foster children.

The persons listed are considered as dependants only if their regular monthly income does not exceed the current amount of the minimum wage.

The following documents must be submitted to prove the status and age of the above relatives:

spouse	marriage certificate
marriage certificate of spouse	a Applicant full proving 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 declaration by the applicant in a private document with full probative value instead of a marriage certificate)
step-parent	marriage and birth certificates (in the absence of marriage, a declaration of the person concerned in a private document with full probative value in lieu of a marriage certificate)
foster child	decision of the guardianship authority
foster parent	decision of the guardianship authority

brother or sister	birth certificates*
civil partner	civil partners common complete attesting 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*, an application form or birth certificate is not required.

A certificate from the treating doctor or specialist must be submitted to prove that the child over 16 years of age or sibling has been disabled for at least one year or is not expected to cease to be disabled 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 therein.

The amount of the regular monthly income must be certified as described in point 1.2.

8.2. Proof of living in a joint household

Proof of living in the same household as the applicant shall be provided by means of the proof of address as specified in point 1.1.

A child or sibling, other than a student in a full-time institution, may be considered to be living with the applicant even if he/she is temporarily living outside the household of the applicant because of his/her studies.

9. Costs relating to the care of a dependent relative of the applicant

9.1. Proof of the status of relative

The following persons are considered to be a relative of the applicant for the purposes of this application: spouse, relative in the same line, adopted, step and foster child, adoptive, step and foster parent and brother or sister, life partner, spouse of relative in the same line, spouse's relative in the same line and brother or sister and brother's spouse.

The following documents must be submitted to prove kinship and age as defined above:

spouse	marriage certificate
marriage certificate of spouse, marriage testament of spouse	a Applicant full proving 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 declaration by the applicant in a private document with full probative value instead of a marriage certificate)
step-parent	marriage and birth certificate (in the absence of marriage, a declaration of the person concerned in a private document with full probative value in lieu of a marriage certificate)
foster child	decision of the guardianship authority
foster parent	decision of the guardianship authority
sibling	birth certificates

life partner

life partners joint complete attesting erejű
declaration in a private deed

*If, in the case of a child or sibling, a certificate issued by the educational establishment or educational establishment is submitted as proof of the quality of the dependant 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 as to ensure that the personal data not required for establishing the close family relationship are not identifiable therein.

9.2. Expenses and proof that they are borne by the household of which the applicant is a member

The costs of care should be taken into account primarily as personal costs, i.e. the cost of the carer, but also where the relative concerned is placed in a residential care home for a fee because of a health condition and the costs of this are verifiably borne by the applicant or by the household of which the applicant is a member.

Expenditure on medical treatment may be taken into account only for medical aids and medicines not included under point 7, which are verifiably borne by the applicant or the household of which he/she is a member.

Supporting documents may include in particular: any document proving entitlement to the care allowance, invoice for the use of services, invoice for expenditure on materials.

The assessment will be based on the relevant expenditure over the last three months, averaged over one month.

The exact periods for which documents must be submitted are set out in the call for proposals.

For the purposes of determining whether expenditure is not incurred 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 for the calculation of the monthly amount of the regular social grant (not part of the scoring)

1. The applicant is one parent

For the purposes of this point, a half-orphan is an applicant whose parent has died. The term 'parent' shall also be understood to include the adoptive parent.

Supporting documents:

To qualify -as a half-orphan, a death certificate must be produced, stating that all personal details other than the fact of death and the details necessary to identify the deceased must be made unrecognisable.

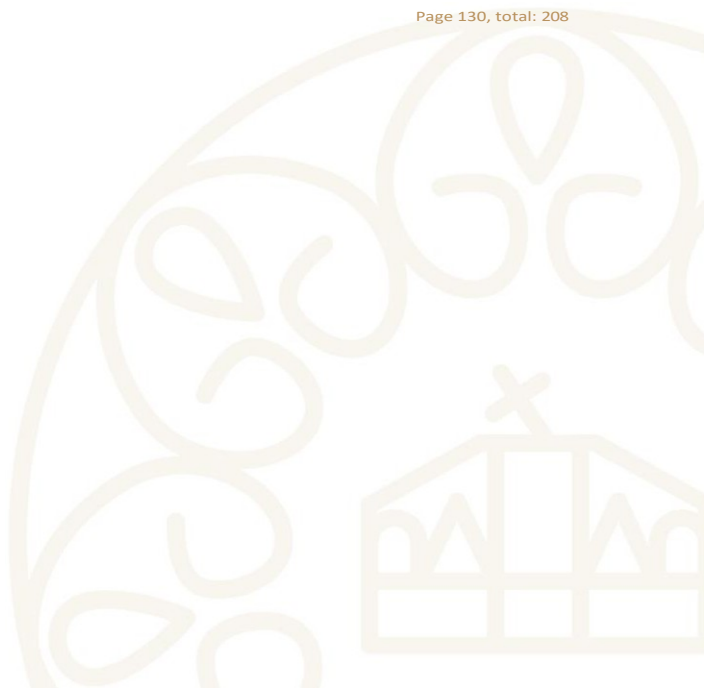
2. The applicant is an orphan

For the purposes of this point, an orphan is an applicant whose parents are deceased and who is not dependent on another person. Parents shall be understood to include adoptive parents.

Supporting documents:

- The orphan category shall be proved by means of a death certificate, provided that all personal data other than the fact of death and the data necessary to identify the deceased are rendered unrecognisable in the document.
- 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 the 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 verification of the Applicant's children, the provisions of Chapter I, point 8.1 shall apply.
- Proof that the applicant provides for the maintenance of the child in his/her own household shall be furnished by means of the certificate of residence referred to in Chapter I, point 1.1 and the certificate of income referred to in Chapter I, point 1.2;
- Proof that the applicant is the guardian of at least two minor children shall be furnished by means of a certificate issued by the guardianship authority, in which all personal data other than those required for this purpose shall be rendered unrecognisable.

4. Where the guardianship of the applicant has ceased due to the fact that he has reached the age of majority

Proof that the applicant has ceased to be a minor must be furnished by means of a certificate issued by the guardianship authority. Failing this, the applicant may also prove that this is the case 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. If the applicant is disabled or has a special medical need

In this respect, the provisions of Chapter I, point 6.6.1 apply.

6. The applicant is a disadvantaged person

For the purposes of this point, a disadvantaged applicant is one who has not reached the age of 25 years by the closing date for applications and who is considered to be disadvantaged within the meaning of the Act on the Protection of Children and Guardianship Administration.

A child entitled to regular child protection benefit and a child who has reached the age of majority is considered to be disadvantaged if one of the following circumstances applies:

- a) low level of education of the parent or the adoptive guardian, if both parents raising the child together, the parent raising the child alone or the adoptive guardian can be found, on the basis of a voluntary declaration, to have at most a primary level of education at the time of applying for the regular child protection benefit,
- 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 an active-age benefit under [Article 33 of the Social Security Act](#) at the time of applying for the regular child protection benefit or to have been registered as a jobseeker for at least 12 months during the 16 months preceding the date of application for the regular child protection benefit,
- c) the child's unsatisfactory living environment or housing conditions, if it can be established that the child lives in a housing environment declared as segregated in the integrated settlement development strategy for the municipality or in semi-comfort, uncomfortable or emergency housing or in housing conditions where the conditions necessary for his/her healthy development are limited.

Supporting document:

- A decision of the guardianship authority establishing a situation of disadvantage or a decision of the notary on this matter, with the condition that, in addition to the data necessary to identify the Applicant and the fact of the establishment 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 person shall be considered to be suffering from a multiple disadvantage if, on the closing date for applications for admission, he/she has not attained the age of 25 years and has not been



and the Administration of Guardianship, as defined in the Act on the Protection of Children and Young Persons with Disabilities.

Seriously disadvantaged according to this

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 point 6(a) to (c) apply,

b) a child in care,

c) a young adult in receipt of after-care and in a student or pupil status. Supporting document:

- A decision of the guardianship authority establishing a situation of multiple disadvantage or a decision of the notary on this matter, with the condition that, in addition to the data necessary to identify the Applicant and the fact of the establishment of a situation of multiple disadvantage, other personal data contained in these documents must be rendered unrecognisable.

8. The applicant is a large family member

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 other than his/her dependants living in the same household 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 breadwinner(s) living in the same household is less than the minimum wage is furnished by means of the certificate of residence provided for in point 1.1 of Chapter I and the certificate of income provided for in point 1.2 of Chapter I.



A HAZA SZOLGÁLATÁBAN

Annex 5/3 to the EHJFR²⁰⁸

PONTRENDER for regular social assistance

I. Article 21(1)(a) of the Juttr.: number and income situation of persons living together in the property where the student resides, registered or resident

Net per capita income					
Minimum threshold	upper limit	Point	lower limit	upper limit	point
Up to HUF 28500		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

²⁰⁸Established by Senate Resolution 77/2021 (VI.16.). Established by Senate Resolution 92/2022 (13 July). Established by Senate Resolution 75/2023 (14.VI.).

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 Juttr.: distance between the place of training and the place of residence, duration and cost of travel

Distance between the place of permanent residence and the place of training töl	Point	Distance between the permanent place of residence and the place of training from the place of training	Point
Within 20 km	2 point	161-180 km between	10 points
21-40 km between	3 points	181-200 km between	12 points
41-60 km between	4 points	201-220 km between	14 points
61-80 km between	5 points	221-240 km between	16 points
81-100 km between	6 points	241-260 km between	18 points
101-120 km between	7 points	261-280 km between	20 points
121-140 km between	8 points	281-300 km between	22 points
141-160 km between	9 points	Over 300 km	25 points

Trip duration	Point	Trip duration	Points
Within 20 minutes	2 points	Between 106-120 minutes	10 points
Between 21-30 minutes	3 points	Between 121-135 minutes	12 point
Between 31-40 minutes	4 points	Between 136-150 minutes	14 point
Between 41-50 minutes	5 points	Between 151 and 165 minutes	16 points
Between 51-60 minutes	6 points	Between 166-180 minutes	18 points
Between 61-75 minutes	7 points	Between 181-210 minutes	20 point
Between 76-90 minutes	8 points	Between 211-240 minutes	22 point
Between 91-105 minutes	9 points	Over 240 minutes	25 points

Cost of travel	Point	Cost of travel	Point
Below HUF 200	2 points	1601-1800 Ft between	10 points
201-400 Ft between	3 points	1801-2000 Ft between	12 points
401-600 Ft between	4 points	2001-2200 Ft between	14 points
601-800 Ft between	5 points	2201-2400 Ft between	16 points
801-1000 Ft between	6 points	2401-2600 Ft between	18 points
1001-1200 Ft between	7 points	2601-2800 Ft between	20 points
1201-1400 Ft between	8 points	2801-3000 Ft between	22 points
1401-1600 Ft between	9 points	Over 3000 Ft	25 points

The average of the scores obtained for the details of the trip (distance+duration+cost) selected on the basis of the idealised travel conditions is the imputed score

III. Article 21(1)(c) of the Juttr.: 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	(c) (c) upper limit	point	lower limit (only in cases where (c) is only applicable)	ceiling	point
Up to HUF 28500		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
55 001	57 000	18	107 001	109 000	44



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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. Art. 21(1)(d) of the Act: the amount of money that 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

Amount of expenditure	Point
Between HUF 1 500 and 3 000	1
Between HUF 3 001 and 5 000	2
Between 5 001 and 10 000 Ft	3
Between 10 001 and 15 000 Ft	4
Between 15 001 and 20 000 Ft	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 Income Tax Act: regular medical expenses incurred by the student or a close relative living in the same household due to the student's health condition

Amount of expenditure	Point
Between HUF 2 500 and HUF 5 000	1
Between HUF 5 001 and HUF 7 500	3
Between 7 501-10 000 Ft	5
Between 10 001 and 12 500 Ft	8
Between 12 501 and 15 000 Ft	10
Between 15 001-20 000 Ft	13
Over HUF 20 000	15

VI. Juttr. § 21, paragraph f): number of dependants living in the same household as the student, with special regard to the number of dependent children living with the student

3 points/dependant

VII. Juttr. § 21 (1) (g): costs of care for a dependent relative

Amount of expenditure	Point
Between HUF 2 500 and HUF 5 000	1

Between HUF 5 001 and 10 000	3
Between 10 001 and 15 000 Ft	5
Between 15 001 and 20 000 Ft	8
Between 20 001 and 30 000 Ft	10
Between 30 001-50 000 Ft	13
Over HUF 50 000	15



A HAZA SZOLGÁLATÁBAN

Annex 5/4 to the EHJFR²⁰⁹

File No:

EXCEPTIONAL SOCIAL GRANT

Name of applicant:

Student ID (Neptun code):

Faculty:

Level of education (bachelor/postgraduate/master): Year:

DECISION PROPOSAL (To be completed by the Student Welfare Committee!)

YES / NO

Amount awarded:

Reason:*

Budapest,

Chairperson of the
Committee:

*in case of refusal or partial refusal

APPLICATION FORM FOR AN EXCEPTIONAL SOCIAL GRANT

Please fill in legibly and in capital letters!

If you wish to apply for a scholarship, please fill in your personal data

Name:														
Student ID (Neptun code):														
Date of birth:								Year			month			day
Start of studies:														
Form of finance: subsidised / self-financed (underline as appropriate)														
Level of education: Bachelor's / Master's / Master's (Underline as appropriate)														
Type of training: full-time (full-time) / correspondence (Please underline the appropriate one)														
Subject (specialisation):														
Place of residence:														
Place of residence:														
Telephone:														
E-mail address:														

Have you applied for a regular social grant in the current semester? Also, has your application been successful? (Please underline the answer)

- YES

²⁰⁹Established by Senate Resolution 92/2022 (VII.13). Amended by Senate Resolution 75/2023 (14.VI).

- AYES, but not won.
- NO

How much exceptional social grant do you claim?

(This amount is indicative, more or less may be awarded on the basis of the application!)

.....Ft

You have applied for a regular social grant for the current academic semester: YES / NO *(Please 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 place of residence and a registered domicile, his/her address is the place where he/she normally lives, as declared by the applicant in a private document (FNY). In the absence of a declaration, the registered place of residence is considered to be the applicant's address.

Proof of habitual residence with other persons at the address requires a certificate issued by the District Office of the District Office of the District Office of the District Office of the Metropolitan Government Office not older than three months - or an equivalent document issued by the notary - stating the persons registered in the property at the applicant's address (hereinafter referred to as the 'certificate of residence'). In addition to the address, the certificate of address must include the personal identification details (name and date of birth) of the occupants. **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 given 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 verifying income), 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 items rendered unrecognisable.

If the proof of address 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.

Proof of cohabitation with other persons at the registered address (where the Applicant lives) requires 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 an equivalent document issued by the notary, stating who is registered at the property at the Applicant's address.

Name	Date of birth in the case of same-sex partnerships	Type of income ²¹⁰	Amount of regular net income by type ²¹¹	Amount of occasional net income by type ²¹²
Applicant	-			

²¹⁰Regular 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

²¹¹total of the last three months' income

²¹²the total amount of income earned in the last calendar year; the income to be reported is occasional income from self-employment, self-employment in a partnership or from a self-employed activity, the value of which exceeds HUF 100 000 net per case

Does the applicant receive family allowances?²¹³ yes ☐ no ☐ (To be completed only if the applicant is the only person living alone at the registered address or if the applicant lives at an address other than the registered address!)

If yes:

- the total amount of the cash benefit on a monthly average basis,-Ft
- the amount of the benefit in kind (average monthly amount),- Ft

Net monthly income per person in the household Ft²¹⁴

Please summarise the reasons for the unexpected deterioration in your social situation, which has a very serious negative impact on your living situation and for which you are claiming exceptional social assistance:

.....

.....

.....

.....

.....

.....

.....

Number of attachments: pcs

List of attached annexes:

SSZ.	Annex type	Justification of what?

Please attach the relevant supporting documents for all data referred to. If the applicant indicates in his/her application a circumstance that could lead to an unexpected deterioration in his/her social situation, which is also mentioned in the application form for a regular social grant, the documents specified in the application form for a 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's Fees and Allowances Regulations) unless the applicant has submitted an application for a regular social grant in the same academic semester and agrees to the use of this documentation for the purposes of this grant as described below:

By signing this Application Form, I declare that the supporting documents submitted by me for the regular social scholarship for the academic semester covered by this application, as specified in Annex 5/2 of the Student Fee and Allowance Regulations, may be used for the purpose of the evaluation of this application. YES / NO (Please underline the answer)

I certify by my signature that the information provided in this application is true and correct, as attested by the attached supporting documents. I understand that any false declaration may lead to disciplinary action or rejection of the application. **CHANGES WHICH HAVE OCCURRED SINCE THEN**

²¹³A family allowance is defined as an allowance of an average net monthly amount of HUF 5 000.

²¹⁴In the case of regular income, the average monthly amount shall be calculated, and in the case of occasional income, 1/12th of the average monthly amount. If the applicant lives alone at the registered address or lives at an address other than the registered address and has a regular income, the regular family allowance granted to the applicant shall be included.

ENCLOSURE.

I declare that I am not in receipt of funding from any other higher education institution under this title and that I will not be in receipt of funding from any other higher education institution if my application is successful.

By signing this Application Form, I declare that I have read and understood the information on data management and the data protection notice as set out in Chapter XII of the Student and Fee Regulations 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.

Done at _____, 20 . _____ month, _____ day

Signature of the applicant



A HAZA SZOLGÁLATÁBAN

Annex 5/5 to the EHJFR²¹⁵

File number

SUPPORT FOR PARTICIPATION IN AN INTERNSHIP

Name of applicant:

Student ID (Neptun code):

Faculty :

Level of education (bachelor/postgraduate/master): Year:

DECISION PROPOSAL (To be completed by the Student Welfare Committee!)

YES / NO

Score:

Amount awarded:

Reason:*

Budapest,

Committee Chairperson:

* in case of refusal or partial refusal

APPLICATION FORM FOR AN INTERNSHIP GRANT

Please fill in legibly and in capital letters!

Personal data of the applicant

Name:									
Student ID (Neptun code):									
Date of birth:					Year			month	day
Start of studies:									
Form of finance: subsidised / self-financed (underline as appropriate)									
Level of education: Bachelor's / Master's / Master's (Underline as appropriate)									
Type of training: full-time (full-time) / correspondence (Please underline the appropriate one)									
Subject (specialisation):									
Place of residence:									
Place of residence:									
Telephone:									
E-mail address:									

²¹⁵Established by Senate Resolution 92/2022 (VII.13).

Details of the institution hosting the applicant for the traineeship

Name of the institution providing the placement:
Place(s) of placement:
Duration of the internship:

Distance between place of placement and place of residence: km¹

For the second academic semester of the current academic year, the applicant has applied for a regular social grant: YES / NO
(Underline the answer)

The attached annexes must be numbered as follows!

ssz.	Type of annex
1	Proof of the distance between the applicant's place of residence and the place where the traineeship is to be carried out, using the timetable of MÁV Zrt. or, in the absence of train services, of Volánbusz Zrt.
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 Regulations on Fees and Allowances for Students) must be attached, unless the applicant has submitted an application for a regular social grant in the second academic semester and agrees to the use of this documentation for the purposes of this grant, as follows: 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 Allowance Regulations may be used for the purpose of the evaluation of this application. YES / NO (Please underline the answer)

I certify by my signature that the information provided in this application is true and correct, as attested by the attached supporting documents. I understand that any false declaration may lead to disciplinary action or rejection of the application. **I DECLARE ANY CHANGES THAT MAY HAVE OCCURRED IN THE MEANTIME.**

I declare that I do not receive funding from any other higher education institution under this title and that I will not receive any funding if my application is successful.

I hereby declare that I do not/was not in receipt of boarding accommodation at the place of placement (within the municipality) during the period of the placement.

By signing this Application Form, I declare that I have read and understood the information on data management and the data protection notice as set out in Chapter XII of the Student and Fee Rules and the terms and conditions 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.

Done at _____, 20 . _____ month, _____ day

Signature of the applicant

¹On the basis of MÁV's website <http://www.mavcsoport.hu/> (in the absence of train services, the website of Volánbusz Zrt. http://ujmenetrend.cdta.hu/uj_menetrend/volan/), the place of departure must be the municipality of permanent residence and the place of destination the traineeship is to be carried out, and the shortest distance from the routes offered must be indicated on the application form.



A HAZA SZOLGÁLATÁBAN

Annex 5/6 to the EHJFR²¹⁶
File no:

SUPPORT FOR STUDY ABROAD

Name of applicant:

Student ID (Neptun code):

Faculty:

Level of education (bachelor/postgraduate/master): Year:

DECISION PROPOSAL (To be completed by the Student Welfare Committee!)

YES / NO

Score:

Amount awarded:

Reason:*

Budapest,

Committee Chairperson:

* 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 finance: subsidised / self-financed (underline as appropriate)														
Level of education: Bachelor's / Master's / Master's (Underline as appropriate)														
Type of training: full-time (full-time) / correspondence (Please underline the appropriate one)														
Subject (specialisation):														
Place of residence:														
Place of residence:														
Telephone:														
E-mail address:														

²¹⁶Established by Senate Resolution 92/2022 (VII.13).

Type of tender awarded: ¹
Duration of training:
Place of partial training:
Amount of the scholarship awarded for the partial training:
Last active semester grade point average: ¹
Student status at NKE 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 the study abroad,
2. a letter of acceptance from the institution offering the period of study abroad, including the duration of the period of study,
3. a document certifying the amount of the grant awarded for the period of study abroad or the absence of a grant,
4. a certificate from the organisation responsible for the administration of the studies certifying the academic average of 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 Regulations on Fees and Allowances for Students) 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 agrees to the use of this documentation for the purposes of this scholarship, as follows:

By signing this Application Form, I declare that the documents submitted by me for the regular social scholarship for the academic semester covered by this application, as specified in Annexes 5/1-5/2 of the Student Fee and Allowance Regulations, may be used for the purpose of the evaluation of this application. YES / NO (*Please underline the answer*)

Please attach the relevant supporting documents for each of the figures quoted.

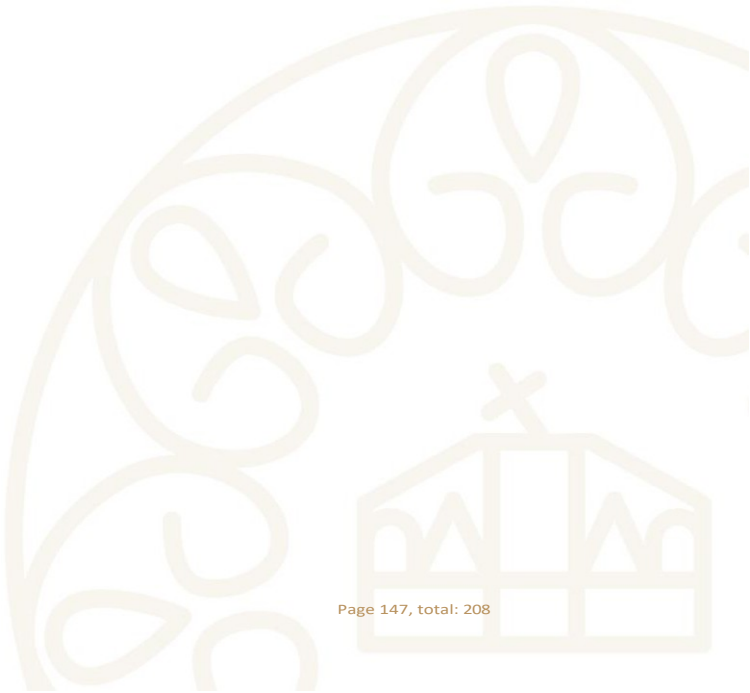
By signing this form, I certify that the information provided in this application is true and correct, as evidenced by the attached supporting documents. I acknowledge that any false declaration may lead to disciplinary action or rejection of the application. I DECLARE ANY CHANGES THAT MAY HAVE OCCURRED IN THE MEANTIME.

If I am awarded a grant and for whatever reason I do not undertake to undertake the study period abroad 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.

Done at _____, 20 ____ month, ____ day

Applicant's signature





A HAZA SZOLGÁLATÁBAN

Annex 5/7 to the EHJFR²¹⁷

File no:

POINTS SYSTEM FOR THE SUPPORT OF STUDY ABROAD

<i>Expected cost of living in a given country</i>		<i>Period spent abroad</i>	
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		
<i>Monthly amount of scholarship awarded (EUR)</i>			
350-420	5		
420-470	8		
470-520	12		

<i>Social situation of the applicant</i>	
Dependants living in the same household as the applicant	3 points/person
Applicant with a child	15 points per child
Orphan applicant	20 points
Half-orphan 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
Students with disabilities	20 points
Student's disabled family member	10 points/person
Large family	10 points

²¹⁷Established by Senate Resolution 92/2022 (VII.13.).

Net monthly income per person (HUF/person/month)								
lower limit	upper limit	Point	lower limit	upper limit	point	lower limit	upper limit	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

Average number of studies															
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 capitals)	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 €

Country	Sublet / room price (mainly in capital cities)	Local Public transport (monthly season ticket)	Bread	Milk	Coffee / cappuccino
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 €
Spanish orange	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 EHJFR²¹⁸

File no:

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,

.....

Committee Chairperson:

.....*in case of refusal or partial refusal

APPLICATION FORM

Subject of the application (Indicate with an x as appropriate)

- ☐ Pro Juventute Prize
- ☐ University Professional Scholarship
- ☐ University Community Prize

Please fill in legibly and in capital letters!

Personal data of the applicant

Name:											
(Student ID) Neptun code:											
Date of Birth:					Year			month			day
Year:											
Form of finance: subsidised / self-financed (underline as appropriate)											
Level of education: bachelor / master / doctorate (Underline as appropriate)											

²¹⁸Established by Senate Resolution 77/2021 (VI.16). Amended by Senate Resolution 92/2022 (13.VII). Established by Senate Resolution 64/2023 (V.17).

Training timetable: full-time (full-time) / correspondence / individual training (underline as appropriate)					
Subject (specialisation):					
Permanent place of residence:					
Place of residence:					
Telephone:					
E-mail address:					

Professional Activity (to be completed for University Professional Scholarships and Pro Juventute Awards)

Publication			Point
Date and place of publication	Title of publication	Language of publication	Certificate serial number

Editing of a professional volume			dot
Date and place of publication	Title of volume	Volume language	Certificate serial number

Research activity			Point
Time and place of research	Title of research	Language of research	Certificate serial number

Professional presentation			Point
Time and place of lecture	Title of lecture	Lecture language	Certificate serial number

Participation in an international competition

Date and place of competition	Name of competition	Individual/team competition (number of teams in case of team competition)	Places achieved	Certificate number

OTDK competitor

				dot
OTDK year	Address	Number of authors	Places obtained	Certificate serial number

OTDK opponent

Points

OTDK year	Title	Rank achieved	Certificate serial number

ITDK competitor

point

ITDK year	Address	Rank achieved	Certificate serial number

ITDK opponent

Point

ITDK year	Address	Rank achieved	Certificate serial number

Participation in other competitions (national/university)

point

Time and place of competition	Name of competition	Individual/team competition (in case of team competition number of teams)	Places achieved	Certificate number

TDK

point

Educational establishment (department/institute)	Head	Member	Number of semesters	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"/>		

Department

President	Secretary	Cabinet Member / Presidency member	Member	Half-yearly course	Workshop leadership	Editing of a college publication	Number of semesters	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"/>					

College/ National Association of Doctoral Students (Scientific Department)/ Doctoral Students' Association

Point

President	Secretary	Cabinet member/ Member of the Bureau	Member	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"/>		

Demonstration work

Point

Educational organisation (department/institute)	Number of semesters	Certificate serial number

Professional programme, project participation

Point

Title of professional programme or project	Number of semesters	Certificate number

Other

Point

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Academic Average

The cumulative average of the most recently completed active semester:

Points

Community Activity (to be completed for Pro Juventute Award and University Community Award and Doctoral Student University Professional Scholarship)

University Student Council / Doctoral Student Council

Point

President	Vice-Chair s	Head of Office	Officer	Member of the Assembly	Member of the Committee	Number of half-years	Certificate serial number of
<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 Council

									Points
President	Vice-President	Head of Office	Officer	Elected member	Faculty Council Member	Member of the Senate	Committee member	Number of half-years	Certificate serial number a
<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"/>		
<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 Study Committee, ETDT, etc.)

Name of committee	University/faculty	Number of semesters	Certificate serial number a

Sport

		Point
National, international level	University level	Certificate number
<input type="checkbox"/>	<input type="checkbox"/>	

Mentoring programme

Leader	Mentor	Number of years	Certificate serial number a
<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

dot

Date and place of publication	Title of publication	Certificate serial number

Other

dot

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Number of attachments:pcs

List of attached annexes:

ssz.	Annex type	Justification of what?

Please attach the relevant supporting documents for all data referred to.

I certify by my signature that I have not submitted any Pro Juventute applications for which an award has been made during my period of study.*

**To be underlined when applying for a Pro Juventute Award*

I also certify that the information provided in this application is correct. I acknowledge that any false declaration may lead to disciplinary action or rejection of the application.

I certify by my signature that I have been awarded a Doctoral Scholarship

I have not submitted an application.**

**** Underlined in the case of applications for Doctoral University Professional Fellowships**

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 Regulations and the Privacy Notice 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.

Done at _____, 202 . _____ month, _____ day

Signature of the applicant



A HAZA SZOLGÁLATÁBAN

Annex 5/9 to the EHJFR²¹⁹

University Professional Scholarship, Pro Juventute Award, University Community Award points system and documents to be attached to the application

Scores to be obtained on the basis of professional activity (University Professional Scholarships, Pro Juventute Awards)

ACTIVITY	SCORE	
Publication	5 points/publication (Maximum 4 publications, excluding doctoral candidates)	Publication written in a foreign language for + 5 points per publication
Editing of a professional volume	7 points/volume (Maximum 4 publications, excluding doctoral candidates)	For volumes written in a foreign language + 5 points/publication
Professional presentation	5 points/lecture	For a presentation in a foreign language +5 points per lecture
Research activity	Research activity in faculty or subject area research group (except TDK and professional colleges working group)	3 points per semester (Maximum 4 points, except for doctoral candidates)
	Proven independent research activity (not aiming at a thesis or TDK)	3 points per semester (Maximum 4 points, except for doctoral candidates)
	Organised in addition to compulsory courses participation in research (e.g: collection of material, bibliography preparation)	1 point per semester (Maximum 4 units, except for doctoral candidates)
Participation in international competitions (In case of team competition, the points are 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
	3rd place	20 points

²¹⁹Established by Senate Resolution 77/2021 (VI.16.). Established by Senate Resolution 64/2023 (17.V.17).

	Special prize	15 points
	Participation	5 points
	Best opponent	5 points
	Opponent activity (without placing)	2 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
	Participation	1 point
	Best opponent	2 points
	Opponent activity (without placing)	1 point
	Professional jury membership	1 point
Other national competition (In case of team competition, the points are divided proportionally.)	1st place	25 points
	2nd place	20 points
	3rd place	15 points
	Special prize	10 points
	Participation	2 points
Other university competition (In case of team competition, the score is divided proportionally.)	1st place	10 points
	2nd place	8 points
	3rd place	6 points
	Special prize	4 points
	Participation	1 point
TDK	leader	5 points per semester
	member	3 points/half year
College	President	15 points/half year
	Secretary	10 points/half year
	cabinet member	10 points/half year
	member	5 points/half year
	Half-yearly course	3 points/half year
	Workshop leadership	3 points/half year
	Editing of a college publication	2 points per semester
Demonstration work		5 points per semester
Professional programme, project participation	Participation in a university project	5 points per semester
	Awarded in the New National Excellence Programme scholarship	5 points per semester
	Participation in other professional programmes, projects	3 points per semester
Other professional-scientific organisation (e.g. MAB, MHTT)	Member	4 points/half year
Other		On an individual basis, up to 50 points.
Doctoral Students' Association/ National Association of Doctoral Students Scientific Department	President	15 points per semester
	Secretary	10 points/half year
	Board member	10 points/half year
	member	5 points/half year

Academic average <i>(After the last completed active semester based on 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 awarded
	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

Points available for public activities (Pro Juventute Award, University Community Award)

<u>ACTIVITY</u>		<u>SCORE</u>	
Advocacy organisation	University Students' Union	President	30 points per semester
		Vice-President	25 points/half year
		referee	20 points/half year
		Head of Office	15 points/half year
		Member of the Assembly	5 points/half year
	Student Faculty organisation of the student self-government	President	25 points/half year
		Vice-President	20 points/half year
		referee	15 points/half year
		Head of Office	10 points/half year
		member of the electoral board	5 points/half year
		Senate member	7 points/half year
		Faculty Council member	5 points/half year
	Committee	University committee member (e.g. HJB)	4 points/half year
		Faculty committee member (e.g.: HTVSZÜB, KÁVB) ²²⁰	3 points per semester
		PUC committee member	2 points/half year
	Student National Association of Local Authorities Conference	Membership of the Presidency, Programme Director	15 points per semester
		Programme coordinator position	8 points/half year
		Programme mentor position	5 points/half year
		Membership of the Electoral Board	8 points/half year

²²⁰Amended by Senate Resolution 10/2019 (I.30.).

		Electoral Board alternate membership	5 points/half year
Athlete		Regular athlete who also competes in national or international championships	10 points/half-year
		regular athlete in a university team	5 points per semester
		sports organisation activity	3 points/half year
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/School/School of Spiritual Science/PUBLIC event organisation		University-wide event organisation	3 points (maximum 4 points)
		Faculty level event management	2 points (maximum 4 points)
Other student organisations outside the PEP, PEP		leader	5 points
		member	5 points
Other			Based on individual assessment, up to 50 points.

Documents to be attached to the application.

1. Publication: Publication must not be a transcription of a TDK thesis.
2. Copy of the edited volume.
3. Professional presentation: Letter of invitation/programme booklet or certificate from the organiser.
4. Research activity: original recommendation from the head of the department/department in which the candidate is working (a certificate signed by the head of the department/department in which the candidate is working, detailing the research activity, must be submitted).
5. International competition.
6. OTDK: S t a m p e d certificate stating the result. In the case of membership of a professional jury, an organiser's certificate.
7. ITDK: S t a m p e d certificate stating the result. In the case of membership of a professional jury, a certificate from the organiser.
8. National/university academic competition: certificate or diploma issued by the organiser.
9. TDK activity: certificate issued by the TDK leader.
10. College activity: certificate issued by the head of the college. In the case of a college publication, a copy of the 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-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. Academic GPA: The cumulative GPA will be certified by the academic department and therefore does not need to be attached.

Public activities

1. Membership of an interest organisation: certificate issued by the head of the organisation concerned, membership of the management board must be clearly indicated on the certificate in all cases. Colleges are not representative organisations.
2. Participation in national or international championships: certificate from the National Sports Federation of the sport concerned. For those who regularly play for a university team, a certificate from the physical education teacher or Ludovika SE is required.
3. Mentor programme: certificate issued by the student council.
4. Article in the university newspaper: Copy of published article.
5. TDK/School/College of Studies/PUBLIC event organisation: certificate from the head of the organising organisation.
6. Student organisation other than the Student Union, Student Union: Self-organising group, HEAD, ESN, Fusion (for the member of the executive body, the certificate is issued by the university body responsible for the organisation, for the member by the president of the organisation).
7. Other: Anything that has stimulated public life at the university.



A HAZA SZOLGÁLATÁBAN

Annex 5/10 to the EHJFR²²¹

File No:

STUDENT ACADEMIC SCHOLARSHIP

Name of applicant:

Student ID (Neptun code):

Faculty / Non-Faculty Institute:

Educational level (bachelor/master/master): Year:

Decision

Name of applicant:

Student ID (Neptun code): YES / NO

Score:

Amount awarded: Reason:*

Budapest,

Committee Chair:

*in case of refusal or partial refusal

APPLICATION FORM FOR A STUDENT RESEARCH 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 finance: subsidised / self-financed (underline as appropriate)												
Level of education: Bachelor's / Master's / Master's (Underline as appropriate)												
Type of training: full-time (full-time) / correspondence (Please underline the appropriate one)												
Subject (specialisation):												
Place of residence:												
Place of residence:												
Telephone:												
E-mail address:												

²²¹ Amended by Senate Resolution 92/2022 (13.VII). Amended by Senate Resolution 75/2023 (14.VI).

General Activity

Language exam

Points

Language	Type	Certificate serial number

College

dot

Board member	Member	Certificate serial number
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	

Scientific organisation

Point

Board member	Member	Certificate number
<input type="checkbox"/>	<input type="checkbox"/>	

Publications in the applicant's field of expertise

point

Volume

Title of volume	Language	Number of co-authors (<i>if any</i>)	Certificate serial number

Editing of volume

dot

Volume title	Language	Number of co-editors (<i>if any</i>)	Certificate serial number

Publication

dot

Publication title	Language	Number of characters	Certificate serial number

Review, critique

Item

Title of review	Language	Number of characters	Acknowledgement serial number

Translation
dot

Title of translation	Language	Number of characters	Certificate serial number

Publications in the applicant's field

Academic competition (Faculty TDK, OTDK, county, national, faculty, international)

dot

Date and place of competition	Name of competition	Achieved rank	Certificate number

Scientific, professional presentations in the applicant's field of specialisation
dot

Date of presentation, Location	Title of lecture	Nationality zi/ national/ university	Társsze trainers number (if if any)	Language	Language

Event management in the applicant's field of expertise
Point

Time and place of event	Name of event	International/ national/ interprofessional	Certificate serial number a

Number of annexes attached:db

List of attached annexes:



A HAZA SZOLGÁLATÁBAN

Annex 5/11 to the EHJFR²²²

Points system and documents to be attached to the application

ACTIVITY	SCORE	
General activities (Activities eligible for funding each semester)		
Language examination	Advanced level C in a specialised language	8 points
	Advanced level C	5 points
	intermediate level C in a specialised language	4 points
	intermediate level C type	1 point
College	board member	12 points
	member	9 points
Scientific organisation	board member	12 points
	member	9 points
Scientific Student Circle Organisation	leader	5 points
	member	3 points
Demonstrator work		5 points
Publications in the applicant's field of expertise		
Single volume		15 points
Co-authored volume	15-[number of co-authors]	9-14 points
Volume editing		7 points
Volume co-edited	7-[number of co-editors]	4-6 points
Publication		1 point/publication per 1000 characters (Maximum 5 points.)
Foreign language extra point		2 points
Review, critique		1 point per 1000 characters/publication (Maximum 5 points)
Foreign language extra point		2 points
Translation		1 point per 1000 characters/translation (Maximum 5 points.)
Competitions		
Participation in a faculty TDK (without placement)		3 points
Faculty TDK	1st place	9 points
	2nd place	8 points
	III place	7 points
	Special prize	5 points
	Best opponent	2 points
	Opponent activity (without placement)	1 point
	Professional jury membership	1 point
OTDK participation (without ranking)		5 points
OTDK	1st place	14 points
	2nd place	13 points

²²²Established by Senate Resolution 77/2021 (VI.16.). Established by Senate Resolution 64/2023 (17.V.). Amended by Senate Resolution 75/2023 (14.VI.).

	Rank III	12 points
	Special prize	8 points
	Prizewinning 1st place	18 points
	Best opponent	5 points
	Opponent activity (without ranking)	2 points
	Professional jury membership	2 points
Other faculty academic competition	1st place	3 points
	2nd place	2 points
	III place	1 point
Other county academic competitions	1st place	6 points
	II place	5 points
	III place	4 points
	Participation	1 point
Other national academic competition	1st place	9 points
	Second place	8 points
	III place	7 points
	Participation	2 points
Other international academic competition	1st place	12 points
	Second place	11 points
	III place	10 points
	Participation	3 points
Scientific, professional presentations in the applicant's field of expertise		
Individual presentation at an international conference		15 points
Co-authored presentation at an international conference	15-[number of co-authors]	9-14 points
Individual presentation at a national conference		7 points
Co-authored paper 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
Organisation of events in the applicant's field of expertise		
Organisation of an international conference or event		10 points
Organisation of a national conference or event		8 points
Organisation of a conference or event in a college		3 points

Certificates:

1. Language examination: copy of certificate.
2. Certificate of attendance (copy of certificate).
3. Academic organisation: certificate from the head of the academic organisation.
4. Volume editing: Publisher's certificate or certificate of ISBN/ISNN number.
5. Publication: Copy of the publication, in the case of in press publication, a statement or copy from the publisher. Publication cannot be a transcription of a TDK thesis.
6. Review, translation: relevant pages of the publication that published the work, in the case of an in press review, in the case of a publication, a statement or copy of the acknowledgement of the recipient.
7. Competition: certificate of participation and placement.
8. Presentation: Letter of invitation/programme booklet or organiser's certificate.
9. Event organisation: certificate from the head of the organising organisation.



A HAZA SZOLGÁLATÁBAN

Annex 5/12 to the EHJFR

File No:

PUBLIC SCHOLARSHIP - PUBLIC REPORT

NAME, NEPTUN CODE:	
FACULTY/ORGANIZATION:	
TITULUS:	
DATE:	

PERMANENT AND AD HOC ASSIGNMENTS

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 the application.

By signing this Application Form, I declare that I have read and understood the information on data processing and the data protection notice as set out in Chapter XII of the Student and Fee Regulations and the terms and conditions 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 scholarship awarded for the month:	Ft
Justification:	
	Approved: _____
	President University Student Council/



A HAZA SZOLGÁLATÁBAN

		Doctoral Student Self-Government National University of Public Service
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Annex 5/13 to the EHJFR²²³

Public service scholarship points system

OFFICERS, ACTIVITIES	TASK/SUB-TASKS	POINTS TO BE AWARDED
President	Coordinating, organising and directing the work of the FEPC/FEPC/DEPC. Planning the day-to-day work of the organisation, defining tasks for the area concerned officers 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 ETUCE/DUCE and coordination activities in his/her field of activity. Provision of specific background material and documentation (up to 50 points).	0-120 points
	Participation in university decision-making (maximum 30 points).	
	Strategic and strategic work related to the field of expertise support the President on strategic issues (maximum 20 points).	
	Other with student representation carrying out related activities (up to 20 points).	
Vice-President	Carrying out the administrative tasks of the DGB, DGB and coordination activities in his/her field of activity. Specific background material and preparation of specific and specific documents (up to 40).	0-80 points
	Participation in university decision-making (maximum 20 points).	
	Assisting the President on matters relating to his/her area of competence (maximum 10 points).	
	Other with student representation activities related to student representation (maximum 10 points).	
Reference	Carrying out administrative and operational activities related to the field (maximum 30 points).	0-60 points
	Coordination of a committee in the field (maximum 10 points).	

²²³Established by Senate Resolution 111/2020 (19.11.20).

	Carrying out the day-to-day tasks of the speciality under the guidance of the President (maximum 10 points).	
	Other duties related to the area of specialisation (up to 10 points).	
President's delegate	Carrying out administrative and operational activities related to the area of competence (maximum 30 points).	0-60 points
	Coordinating activities relating to the field of activity under the guidance of the President (maximum 10 points).	
	Carrying out the day-to-day tasks of the specialised area under the guidance of the President (maximum 10 points) points).	
	Other duties related to the field activities related to the area of specialisation (maximum 10 points).	
Head of Office	Preparing the agenda for Bureau meetings and Delegates' meetings, minutes keeping minutes (maximum 30 points).	0-80 points
	Administration of the ETUCE/EFA/DEP (maximum 30 points).	
	Other activities related to the tasks (maximum 20 points).	
Member of the Electoral Board	Carrying out the representative functions of the PTE (maximum 20 points)	0-30 points
	Participation in organising and running events organised by the PSI (maximum 5 points)	
	Other advocacy activities (maximum 5 points).	
Member of the DÖK Delegates' Assembly	Representation of the interests of doctoral students (maximum 30 points)	0-30 points
Participation in the university scientific organisation	Participation in the scientific organisation of the DGB (maximum 30 points).	0-60 points
	Participation in the DGB's community-building activities (maximum 30 points).	
Committee membership	Carrying out the duties of a committee (maximum 20 points).	0-30 points
	Other activities related to the committee's portfolio (maximum 10 points)	
Contributing to the development of the university community	Participation in the organisation and management of events related to university community life (minimum 2 points per event).	On the basis of an individual assessment
Other university community life for the benefit of the university community activities	Other activities related to university community life (on an individual basis).	On an individual basis



A HAZA SZOLGÁLATÁBAN

Annex 5/14 to the EHJFR²²⁴
File no:

STUDENT SPORT AND CULTURAL SCHOLARSHIPS

Name of applicant:

Student ID (Neptun code):

Faculty / Non-Faculty Institute:

Level of education (bachelor/unbachelor/master): Year:

Decision

Name of applicant:

Student ID (Neptun code): YES / NO

Score:

Amount awarded: Reason:*

Budapest,

Committee Chair:

**in case of refusal or partial refusal*

APPLICATION FORM FOR STUDENT SPORT AND CULTURE SCHOLARSHIPS

Please fill in legibly and in capital letters!

Personal data of the Applicant

Name:											
Student ID (Neptun code):											
Date of birth:					Year			month			day
Start of studies:											
Form of finance: subsidised / self-financed (underline as appropriate)											
Level of training: bachelor / postgraduate / master (Underline as appropriate)											
Type of training: full-time (full-time) / correspondence (Please underline the appropriate one)											
Specialisation (specialisation):											
Place of residence:											
Place of residence:											
Telephone:											
E-mail address:											

²²⁴Amended by Senate Resolution 92/2022 (13.VII).

General Activity

Sport	NKE Sports Scholar	Certified competitor	Selected competitor	Coach	Judge	Certificate 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

dot

Time and place of competition	Name of competition	Places achieved	Certificate number

Competitions in the applicant's sport

Point

Time and place of event	Name of event	International/ national/ regional/ joint b	Certificate serial number a

Cultural activity

Artistic association/ choir/ orchestra/ other cultural association	Member	Board member	Item
			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

Time and place of issue	Name of exhibition	Foreign / domestic	Certificate serial number

Entry

Point

Time and place of action	Name of action	Individual / Group	Foreign / Domestic	Certificate serial number

Prizes, awards

Point

Time and place of competition	Name of competition	Foreign / domestic	Places achieved	Certificate number

Event organisation

Point

Date, time and place of exhibition, performance	Name of exhibition, performance	Foreign / domestic	Certificate number

Number of annexes attached:db

List of attached annexes:

ssz.	Type of annex	Justification of what?

Please attach the relevant supporting documents for all 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 the application.

By signing this Application Form, I declare that I have read and understood the information on data processing and the data protection notice as set out in Chapter XII of the Student and Fee Regulations and the terms and conditions 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.

Done at _____, 202 . _____ month, _____ day

Signature of the applicant



A HAZA SZOLGÁLATÁBAN

Annex 5/15 to the EHJFR²²⁵

POINTS SYSTEM FOR STUDENT SPORT AND CULTURE SCHOLARSHIPS AND DOCUMENTS TO BE ATTACHED TO THE APPLICATION

Scores to be achieved by sporting activity

<u>ACTIVITY</u>	<u>SCORE</u>
General activities	
NKE Sports Scholar	15 points
Certified competitor per sport	4 points
Selected competitor per sport	8 points
Coaching per sport	6 points
Referee's licence per sport	3 points
Competitions (1st place maximum points, afterwards 1 point for each place)	
Olympics	15-30 points
Universiade	10-25 points
World Championships, World Record	10-25 points
European Championships	5-20 points
World Cup	5-20 points
Other international competition	4-8 points
Hungarian National Championships	4-6 points
MEFOB	4-6 points
UNIVERSITAS	2-4 points
Other national competition	2-5 points
Hungarian regional championship	1-3 points
Other competition I-II-III place	1 point
Organisation of competitions in the applicant's sport	
International competition organisation	10 points
National competition organisation	8 points
Regional competition organisation	5 points
Other competition organisation	2 points

Points available based on cultural activity

<u>ACTIVITY</u>	<u>SCORE</u>
General activities	
Member of an artistic association	4 points
Arts association board member	6 points
Member of orchestra, choir	4 points
Member of other cultural associations	2 points
Board member of other cultural association	4 points
Exhibitions	
Participation in an exhibition abroad	12 points
Participation in a national exhibition	8 points
Action	
Solo performance abroad	10 points
Group performance abroad	8 points
Single national performance	6 points
Group performance at home	4 points

²²⁵Amended by Senate Resolution 92/2022 (VII.13.).

Awards, Recognitions	
International 1st, 2nd and 3rd place	13-16 points
National 1st - 2nd - 3rd place	7-10 points
Other international recognition	4 points
Other national recognition	2 points
Event management	
Organisation of exhibitions abroad	5 points
Domestic exhibition organisation	3 points
Organisation of performances abroad	4 points
Domestic performance organisation	2 points

Documents to be attached to the application form.

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 for the sport
4. Competition organisation: original certificate from the head of the organising organisation

Cultural activity

1. Association, orchestra, choir member: certificate from the head of the association.
2. Exhibition, performance, event organisation: certificate of the head of the organisation organising the exhibition or performance.
3. Award, recognition: certificate or certificate of the organiser of the award, recognition.



A HAZA SZOLGÁLATÁBAN

Annex 5/16 to the EHJFR²²⁶

²²⁶Repealed by Senate Resolution 111/2020 (19.11.20).



A HAZA SZOLGÁLATÁBAN

Annex 5/17 to the EHJFR²²⁷

File no:

SCHOLARSHIP FOR VOCATIONAL TRAINING COLLEGES

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 FOR A SPECIALISED COLLEGE

Please fill in legibly and in capital letters!

Personal data of the applicant

Name:											
Neptun code:											
Date of birth:						Year			month		day
Start of studies:											
Level of education: Bachelor's / Master's / Postgraduate (Underline as appropriate)											
Specialisation (specialisation):											
Telephone:											
E-mail address:											

Demonstrated activities of the applicant to be included in the scoring

Place and date of activity		Title of activity (Scope by scheme)	Description	Points awarded for activity

²²⁷Amended by Senate Resolution 77/2021 (VI.16). Established by Senate Resolution 92/2022 (13.VII).

Certificate of the Head of the College

_____ (name of college) as head of (name of college)
 _____ I certify that I am the head of (name of head),
 that _____ (applicant's name) has carried out the activity described
 above and has no objections to his/her work. I recommend you for a scholarship.

 Signature of the Head of the College

I hereby certify that the information given above is true and correct, I understand that failure to provide false information may result in disciplinary action or rejection of the application.

By signing this Application Form, I declare that I have read and understood the information on data processing and the data protection notice as set out in Chapter XII of the Regulations for Students and Fees and the data protection policy 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.

Done at _____, 201-, _____ month, _____ day

 Applicant's signature



A HAZA SZOLGÁLATÁBAN

Annex 5/18 to the EHJFR

File no:

Criteria for the award of a Scholarship

Activity		Score
Scientific student group activity (scoring per paper)		
OTDK 1st / 2nd / 3rd place		40 / 35 / 30 points
OTDK special prize		20 points
OTDK paper presentation (except for placements and special prizes)		15 points
Best opponent at OTDK		10 points
Opponent activity at 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 placings and special prizes)		14 points
ITDK paper presentation (except for placements, special prize and OTDK qualification)		12 points
Best opponent at ITDK		4 points
Opponent activity at ITDK (except for best opponent)		2 points
Active and winning application in the New National Excellence Programme		10 points
National Programme for Young Talents (NFTÖ)		10 points
Grade point average (based on weighted grade point average after the most recently completed 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
Publication activity		
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). 150%)		30 points per publication
Other peer-reviewed publications, including online publications (75% of the points available for multiple authors, 150% for foreign language publications)		1 point per publication 2 000 per page
Editorial assignment, which includes editorial assignments for the online platform (in case of co-editing, 75% of the points will be awarded)		1 point per publication 4 000 per page
Presentation at a scientific conference (except TDK, in case of presentation in a foreign language the number of points awarded 150% of the maximum number of points available)	international	12 points
	national	10 points
	university	8 points
	vocational college	6 points
Academic, professional and simulation competitions (in the case of team competitions)	1st / 2nd / 3rd place	16 / 14 / 12 points
	special prize	10 points

75% of the points available, or 150% in the case of an international competition, will be awarded to the winner of the (up to a maximum of 208% of the total number of entries (up to a maximum of 150% of the total))	Participation (except for placement and special prize)	8 points
Filling a post in a university college	President	25 points
	member of the management and middle management (except for president) - different structure of the colleges due to the differences in the structure of the colleges	20 points
Internal training system	work in a research group in a specialised college	5 points
	completion of a course in a specialised college	5 points
	participation in a training course	2 points
Organisational assignments	Coordinator of research group, course and other professional group	6 points
	mentor	5 points
	permanent representative	5 points
	occasional representative	1 point
Organisation of professional events (maximum 20 points)		2 points/event
Participation in professional events (maximum 10 points)		1 point/event
Organisation of other College events (excluding professional events)		1 point per event
Number of points for other activities to be awarded by the Head of College		20/15 / 10 / 5 points
Writing a report on a College event		1 point / 500 characters



A HAZA SZOLGÁLATÁBAN

Annex 5/19 to the EHJFR²²⁸

File no:

SCIENTIFIC STUDENT FELLOWSHIP

Decision

Name of applicant:

Student ID (Neptun code):

YES / NO

Score:

Amount awarded:

Justification:

Budapest,

.....

The Associate Dean responsible for the TDK::

APPLICATION FOR A RESEARCH STUDENTSHIP GRANT

Please fill in legibly in large print!

Personal data of the applicant

Name:														
Neptun code:														
Date of birth:								Year			month			day
Start of studies:														
Level of education: bachelor's/master's/unbachelor's (underline as appropriate)														
Specialisation (specialisation):														
Telephone:														
E-mail address:														
Name of student research group membership:														

Applicant's community activities

Place, date and time of activity	Indicate the category according to the criteria system	Activity name, description

²²⁸Established by Senate Resolution 92/2022 (VII.13.).

Certificate of the TDK leader

A _____ (TDK name) as leader
 _____ (leader name) I certify, that
 _____ (name of applicant) has carried out the activity described above,
~~no objections were raised to his/her work. I propose you for a research studentship.~~

 Signature of the supervisor

I hereby certify that the above information is true and correct. I acknowledge that the submission of 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 processing and the data protection notice as set out in Chapter XII of the Student and Fee Regulations 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.

Done at _____, 201-, _____ month, _____ day

Signature of the applicant



A HAZA SZOLGÁLATÁBAN

Annex 5/20 to the EHJFR²²⁹

Scheme of criteria for the Scientific Student Fellowship

Activity	Score
Scientific student research group (OTDK, ITDK) activities	
per paper)	
OTDK 1st / 2nd / 3rd place	40 / 35 / 30 points
OTDK special prize	20 points
OTDK paper presentation (except for placings and special prizes)	15 points
Best opponent at OTDK	10 points
Opponent activity at 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 placings and special prizes)	14 points
ITDK paper presentation (excluding placings, special prize and OTDK qualification and qualification)	12 points
Best opponent at ITDK	4 points
Opponent activity at ITDK (except for best opponent)	2 points
Publication activity	
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). 150%)	30 points per publication
Other professional publications, including publications on the online platform (75% of the points awarded for multiple authors, 150% of the points awarded for foreign language publications) 150% for foreign publications)	1 point per publication 2 000 per page
Editorial assignment including editorial assignments for the online platform (75% of the points available f o r co-editing)	1 point per publication per 4 000 impressions
Presentation at a scientific conference (except ITDK, OTDK foreign 150% of the points awarded for a presentation in a foreign language)	
international	12 points
national	10 points
university	8 points
TDK	6 points
Academic, professional and simulation competitions (75% of the points awarded for team competitions, 150% for international competitions) the applicant)	
1st / 2nd / 3rd place	16 / 14 / 12 points
Special prize	10 points
Participation (except in the case of first place and special prize)	8 points

²²⁹Established by Senate Resolution 92/2022 (VII.13.).

Vacancy for the post of TDK leader	
ETDT	15 points
RTDT	10 points
TDK	5 points
Organisation of TDK professional/academic events (maximum 10 points may be awarded)	2 points/event
Participation in TDK professional/scientific events (maximum 10 points maximum)	1 point/event
Writing a report on a TDK professional/scientific event	1 point/ 500 character



A HAZA SZOLGÁLATÁBAN

Annex 5/21 to the EHJFR²³⁰

APPLICATION FORM FOR WATER SCHOLARSHIPS

Please complete in legible, large print!

Personal data of the Applicant

Name:			
Student ID (Neptun code):			
Date of Birth:	Year	month	day
Start of studies:			
Type of funding: public service scholarship			
Level of training: bachelor			
Type of training: full-time (full-time)			
Degree (specialisation): Bachelor of civil engineering			
Permanent place of residence:			
Place of residence:			
Place of residence: residence:			
E-mail address:			

List of attached attachments:

The attached annexes must be numbered as follows

ssz. Type of annex

1. Curriculum Vitae/Cover Letter (1 - 3 pages)
2. Proof of marks obtained 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 studies competition not included (not taken into account) in the scoring by the Education Office in the higher education admission procedure
participation in/achievement in a professional vocational examination
6. Other vocational, academic, public activities /pl. publications, lectures,
student government membership, etc. / proof of
7. Selection, in order of priority, of 3 of the subsequent possible jobs advertised in the call for applications.

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 the application.

By signing this Application Form, I declare that I undertake to comply with the requirements of the National University of Public Service's Student Fee and Allowance Rules, Articles 54/C to 54/D, and the conditions for applying for the scholarship as set out in the Water Scholarship Call for Applications, on the terms and conditions specified therein.

By signing this Application Form, I declare that I have read and understood the information on data management as set out in Chapter XII of the Student and Reimbursement Rules of the National University of Public Service and the

²³⁰Inserted by Senate Resolution 28/2022 (II.23.).

I have read and understood the Privacy Notice as provided 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 eligibility for the scholarship, 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, 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.

Done at _____, 201-_____, month, _____ day

Signature of applicant



A HAZA SZOLGÁLATÁBAN

Annex 5/22 to the EHJFR²³¹

POINT SYSTEM FOR WATER SCHOLARSHIPS

Available scores:

ACTIVITY	NUMBER OF POINTS
Score achieved in the admission procedure	
> 400 points	15 points
399 - 380	13 points
379 - 360	11 points
359 - 340	9 points
339 - 320	7 points
319 - 300	5 points
Knowledge of languages not included in the admission score	
school leaving certificate 'A' level	5 points
good school leaving certificate	3 points
language test not included in the admission criteria	5 points
Other qualifications not included in the admission score	
vocational technician certificate	5 points
certificate of higher vocational education	5 points
IT/spatial information technology course	5 points per course
other course	3 points per course
Participation in / achievement in a secondary school vocational competition	
1st - 3rd place in a national vocational 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 to 3rd place)	8 points per competition
Other professional, scientific and public activities	
Professional, scientific, public activities	3 points per activity
Motivational talk	
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 needs expressed 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 the basis of a territorial approach, taking into account the needs expressed in the applications.

A successful application is subject to acceptance of at least one of the three possible jobs during the motivation interview. If the applicant fails to accept any of the three jobs, the application will be unsuccessful, regardless of the number of points obtained.

The successful application will be the one which, taking into account the above, is ranked in the order of the scores ranked between 1 and 15.

²³¹Inserted by Senate Resolution 28/2022 (23.II.23).

NATIONAL HIGHER EDUCATION SCHOLARSHIP APPLICATION FORM

N e v:

File number:

Neptun code:

Place of birth, date:

Address:

Institution, Faculty:

National University of Public
Service

Phone number, email:

Year currently:

Education:

BA-BSc/MA-MSc/univ

Field of study, pair of
specialisations:

Date of enrolment:

Graduates at mid-term in ... /.... academic year:
yes / no(Designation according to the Government Decree specifying the qualification requirements
for the course)

Studies (I)

Academic results

Scholarship average

Semester I:

Semester II:

Professional activity (II)

(The list is not taxative and does not imply a ranking, but those listed cannot be transferred to another category - I, III.)

Research activity

OTDK, TDK participation, placement

Other professional or academic competitions

Publications, presentations

Activity in the context of a student body

Other outstanding professional activities

Activity related to teaching (e.g. demonstrator)

Public, sporting and other activities (III)

(The list is not exhaustive and does not imply a ranking, but the listed cannot be transferred to another category - I, II.)

²³²Inserted by Senate Resolution 92/2022 (13.VII).

Student public activities

Participation in a mentoring programme

Other outstanding social, social, cultural activities

Active, successful or outstanding sporting activities

By submitting 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 the 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.

Dated, 202.. month of, day of

.....
Applicant's signature

NATIONAL SCHOLARSHIPS FOR HIGHER EDUCATION

Award criteria

Applications for national higher education scholarships will be ranked in a 200-point system, with a maximum total of:

- a) 120 points for academic performance,
- b) 60 points for professional activity and
- c) 20 points for civic, sporting, cultural and other activities.

The maximum number of points for each category may not be exceeded if the sum of the points awarded for 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 as defined in this Call for Proposals (hereinafter referred to as the "National Academic Merit Average")**. If the student's last active semester is a coherent internship semester, the average of the last two active semesters preceding the last active semester shall be taken into account.

The scholarship index for the active semester to be taken into account for the application will be calculated on the basis of the student's academic record in the Neptun system.

The detailed rules for calculating the scholarship index are set out in § 3.4.1 of these Regulations.

If a student has not achieved a scholarship index of at least 4.3 in one of his/her last two active semesters, he/she shall not be eligible for a national higher education scholarship.

No points will be awarded for academic performance below a 4.5 national higher education scholarship average. A National Merit Scholarship average of 4.5 is worth 60 points and a National Merit Scholarship average of 5.0 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 Achievement 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 higher education scholarship average at which a point is awarded 1,2 is the number of points per hundredth

100 is the multiplier used to determine the actual score.

The academic performance score and the national average higher education scholarship average are rounded according to the general rounding rules, the second decimal place being obtained by rounding.

The average of the scholarship for the last two active semesters is certified by the department responsible for academic administration (Academic Department). The document certifying the academic record, indicating the type of document, must be uploaded as an annex to the application.

²³³Inserted by Senate Resolution 92/2022 (VII.13).

Evaluation of professional performance

Professional activity beyond the compulsory studies is a very important evaluation criterion, since outstanding performance in the award of a national higher education scholarship includes professional and research activity.

A maximum of 60 points can be awarded for professional activity.

Points may be awarded once for each of the titles specified in the table below this point, e.g. only 5 points for 2 publications in Hungarian.

All the supporting documents for the professional activity must be attached after selecting the appropriate title from the drop-down list. In addition, each document must be indicated with one of the following options 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 indicates **the activity for which the document is** uploaded **(following the activity definitions set out in the table).**

If it is not clear 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 below specifies the semester(s), 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 at points	Required supporting documents, other condition
1. Research activity	max. 5 points per semester, total max.10 points	<i>Supervisor/subject area</i> <i>Original recommendation from the head of the department of the field of specialisation. For documents justifying these activities (A letter signed by the principal investigator/principal investigator, describing the applicant's activities, should be provided. must be submitted.)</i>
1.1. Research activity in a faculty or departmental research group (except in a departmental college) working group)	3 points	
1.2. Proven independent research activity (not aimed at a thesis)	3 points	
1.3. (e.g. collection of material, preparation of bibliographies)	1 point	
2. ITDK, OTDK	max. 35 points	<i>The achieved</i> <i>Copy of the certificate of achievement/participation or the original certificate of participation issued by the organising body or copy of the original or copy of the original The application must be</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	
Professional activity (maximum 60 points)	Available at score	Required certificate, other condition
2.7 ITDK 2-3rd place	7 points	<i>more than two years after the deadline for submission</i> <i>no points may be awarded for a competition which has taken place in the past two years. Points may be awarded for more than one TDK paper, but the points may not exceed 35 points. OTDK or special prize, no additional points will be awarded for participation alone. In the case of multiple authors, the applicant will receive 70 % of the points available. The other criteria for the submission of an application within two years of the deadline for submitting the application</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	
3. Other professional or academic competitions	max. 5 points	
3.1 1st to 3rd place	5 points	
3.2 Special prize	3 points	

3.3 Participation	2 points	<i>original certificate of the TDK supervisor is required.</i>
4. Publication, presentation	max. 10 points	<i>Copy of publication, in case of in press publication, acknowledgement of receipt or copy. In case of multiple authors, the following may be given 70 % of the points available.</i>
4.1 Publication, presentation in Hungarian	5 points	
4.2 Publication, presentation in a foreign language	10 points	
5.	max. 5 points per semester, total max. 10 points	<i>Original certificate issued by the head of the relevant department, detailing the applicant's activities. On this activities and documents proving membership the semester/semesters semesters/years.</i>
5.1 Membership of a specialised college/academic student body	2 points	
5.2 Member of a college/student scientific circle organisational task	3 points	
5.3 Academic work, lectures in a specialised college/student scientific circle	5 points	
6. Other outstanding professional activities	max. 5 points per semester, total max. 10 points	<i>Original certificate of the activity. On documents justifying these activities the semester(s) must be indicated.</i>
6.1 Participation in a university project	5 points	
6.2. scholarship	5 points	
6.3 Other professional activities	max. 5 points	
7. Education-related activity	max 5 points per semester, total max. 10 points	<i>Original certificate of the activity. On documents justifying these activities the semester(s) must be indicated.</i>
7.1. Demonstrator assignment	4 points	
7.2. Professional practice (in the training programme in addition to those included in the training programme)	2 points	
7.3 Other activities related to training	2 points	

Evaluation of civic, sporting, cultural and other activities

A total of 20 points may be awarded for the public, sporting, cultural and other activities.

All documents justifying the civic, sporting, cultural and other activities must be attached after selecting the appropriate title from the drop-down list. In addition, each document must be indicated with one of the following options to show which activity it is used to justify:

1. the applicant must indicate on the document and sign **which activity the document justifies (following the activity definitions set out in the table).**
2. all documents (files) uploaded with the application to justify a public, sporting, cultural or other 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 is not clear 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!

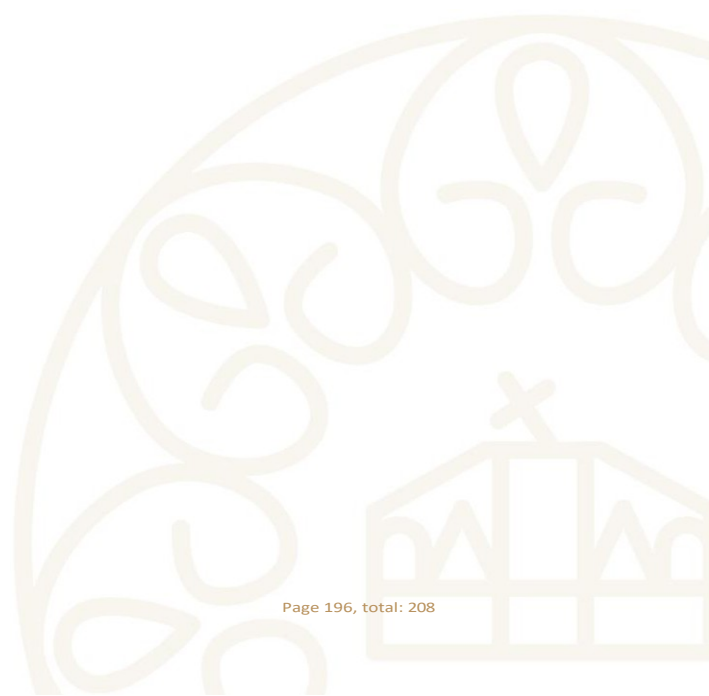
Where the table below specifies the semester(s), documents will be accepted if the duration of the activity for which they are validated falls entirely within (i.e. does not p r e c e d e) at least the first active semester of study to be taken into account for the assessment of the application.

Community, sporting, cultural and other activities (maximum 20 points)	Number of points awarded	Evidence required, other conditions
1.	max. 10 points	<i>Points may be awarded for activities in Student Council, Dormitory work in the Student Union, work in the College Council, work in the Student Council</i> <i>work in an organisation registered with the Student Union, organisation of a university event, publication in the university student newspaper.</i> <i>The competent organisation is required original certificate from the head of the relevant organisation. In the case of documents certifying these activities as well as membership, the semester/semesters must be clearly indicated and the activity must be detailed.</i>
1.1 Activities in a student organisation activity	3 points	
1.2 Membership in a student organisation	2 points	
1.3 Membership of student leadership organisation	10 points	
2. Participation in a mentoring programme	5 points	
3, social, cultural activities	max. 10 points	
3.1 Organisation of an exhibition	2 points	
3.2 On request of faculty/institute/department cultural, social, societal activities	4 points	
3.3 Cultural, social, social activities on individual initiative activities	4 points	
3.4 Organisation of university events, or contributing to the organisation of an event	4 points	
4. Active, effective and outstanding sports activities	max. 10 points	<i>A copy of the certificate of participation or a signed certificate of participation in the competition issued by the organiser(s) in the original or copy of the original or copy of the Active and successful</i>
4.1 Achievements of at least 1-6 in military, police, firefighting world games. helyezés	8 points	
Public, sports, cultural and other activities (maximum 20 points)	Number of points awarded	Required certificate, other conditions
4.2 Universiade, World University Championships organised by the International University Sports Federation (FISU) at least 1st-6th place	8 points	<i>for sporting activities certificate of association/section, etc. required. For documents certifying these activities semester(s). 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 if the competition took place before the student's enrolment no points may be awarded for a competition.</i>
4.3 Achievements at National Championships at least 1st to 3rd place	7 points	
4.4 MH, BM, University National At least 1st to 3rd place at National Championships	5 points	

4.5 BM School Championships, MH Amateur Championships, at least 1-3. places	3 points
4.6 Organised within the university at least 1 to 3 places at a sports event organised within the university	3 points

The student will be awarded a maximum of 20 points in this category for Olympic team membership and for placing 1-10th in a World or European Championship.

There may be overlap between categories. Only one point may be awarded for a performance in more than one category.



APPLICATION FORM
 NATIONAL PUBLIC SERVICE UNIVERSITY
'Good Student, Good Athlete' Award

Personal data:			Score: *
Name: _____			
Place of birth / time: _____			
Mother's name: _____			
Address: _____			
Neptun code: _____			
Faculty/ institute: _____			
Bank account number _____			
Academic year 202 /202. ... semester _____			
Academic result:		Average:	
202./202.. academic year ... semester			
Sports results:			
(202.... - to 202.....)		Date	Ranking
Olympics/Paralympics			
WORLD CHAMPIONSHIPS, EUROPEAN CHAMPIONSHIPS			
Non-Olympic sports, World Championships, European Championships			
World Cup organised by an international sports federation			
Military, Police World Games			
Universiade, World Championships, Universiade			
National Championships			
MH, BM, University National Championships			
BM School Championships, MH Amateur Championships			
National Scientific Student Conference (sport or related topic)			
Attached at certificates			
1. _____			
2. _____			
3. _____			
4. _____			
5. _____			
6. _____			
7. _____			
8. _____			
9. _____			
10. _____			

²³⁴Inserted by Senate Resolution 92/2022 (13.VII.). Amended by Senate Resolution 75/2023 (14.VI.).

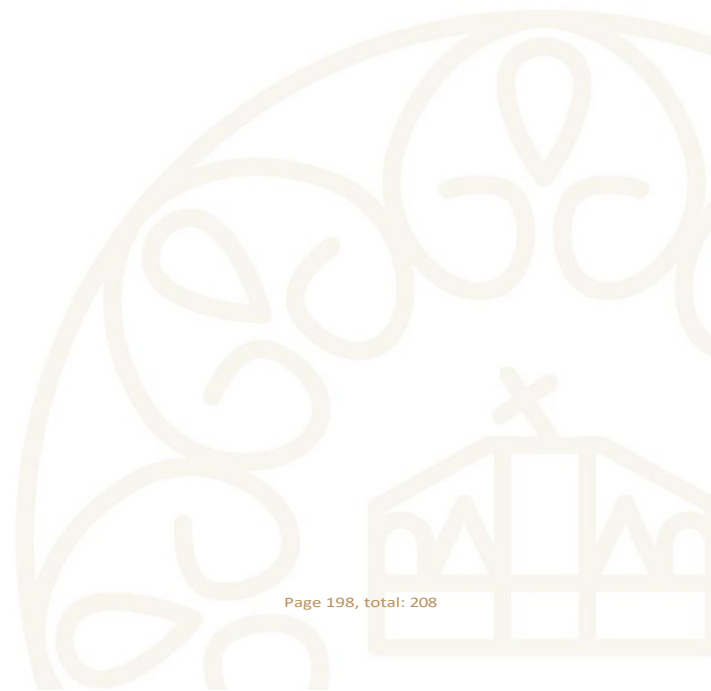
Total: _____

I certify by my signature that the information provided in this application is true and correct. I acknowledge that the provision of false information may lead to disciplinary action or rejection of the 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. and for the award of the competition. By signing this form, I confirm that I have read and accepted the Privacy Policy.

Dated, 202.... yearmonth day

* Scores will be filled in by the committee.

signature of applicant



GOOD STUDENT, GOOD ATHLETE AWARD**Award criteria****Participants in the application:**

The competition is open to all 2nd to 3rd class students. The competition is open to all students in full-time education in year III, IV and, in the case of a two-semester Master's programme, in year 2. Students who are enrolled full-time for two semesters, 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.

Award:

The committee will rank the applicants according to their achievements. The university-level prize will be awarded to the student with the highest score among the faculty winners, followed by the second best student in the faculty ranking.

ACADEMIC MERIT TABLE

Academic results	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 in the same sport will be taken into account. In the event of a tie, the best sporting result counts.

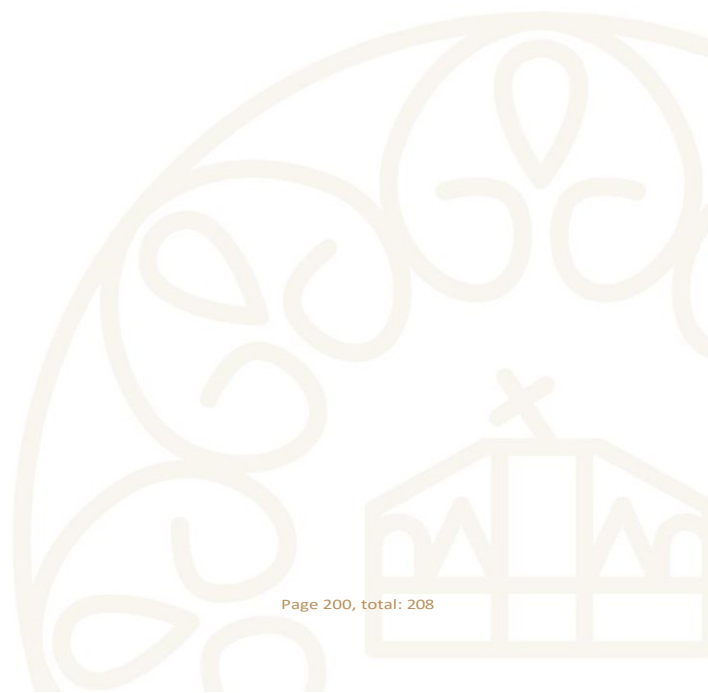
2. Points for participation in a competition:	Places	Score
Olympics/Paralympics		140
WORLD CHAMPIONSHIPS, EUROPEAN CHAMPIONSHIPS	1st-6th place	100
Non-Olympic sports World Championships, European Championships	1st-6th place	80
World Cups organised by an international sports federation	1st-6th place	80
Military, police world games	1st-6th place	80
University European Championship, World Championship, Universiade	1st-6th place	80
National Championships	1st-3rd place	70
Hungarian Defence Forces (MH), BM University National Championships	1st-3rd place	50
BM Institute Championships, MH Amateur Championships	1st-3rd place	30
National Scientific Students' Conference (in sport or a related subject)	1st-3rd place or special prize	30

3. Minimum requirement: placement in an international or national championship. Documents required for application:

1. Certificate of achievement from a national sports federation.
2. Certificate of results from the Faculty of Law, Faculty 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.
3. Certificate from the Faculty Study Departments/Institutional Study Organizations for the weighted grade point average as indicated at the end of the last two active semesters.
4. Certificate of participation in and achievement at the National Scientific Student Conference.

²³⁵ Inserted by Senate Resolution 92/2022 (VII.13). Established by Senate Resolution 75/2023 (14.VI.).

5. Certificate of membership of the Ludovika Sports Club.



College admission points system

1. Academic points for applicants in the upper grades							
Academic average	Points	Academic average	Points	Grade point average	Points	Teaching average	Points
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 below	0

2. Social scores for applicants in the upper grades*					
Social points	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).

3. Points for activities in the interest of the community

²³⁶Amended by Senate Resolution 111/2020 (19.11.20). Amended by Senate Resolution 92/2022 (13.VII).

Maximum score: 50 points			
Representative organisation	University Students' Union, Doctoral Students' Union Self-government	President	30 points per semester
		Vice-President	25 points/half year
		referee	15 points/half year
		Head of Office	15 points/half year
		Member of the Assembly	5 points/half year
	Student Self-government Faculty organisation	President	25 points/half year
		Vice-President	20 points/half year
		referee	15 points/half year
		Head of Office	10 points/half year
		member of the electoral board	5 points/half year
		Senate member	15 points/half year
		Faculty Council member	5 points/half year
	Committee	University committee member (e.g. ETDT, HJB)	5 points per semester
		Faculty (joint institute) committee member (e.g. HTVSZÜB, KÁVB)	3 points/half year
		PPS or DPS committee member	4 points/half year
Departmental College		Board membership	25 points/half year
Scientific student circle		leader	15 points per semester
Demonstrator activity			15 points/half year
Event organisation		participation in the organisation of a faculty participation in the organisation of an event	2 points / occasion
		Participation in the organisation of a FEPU or DEPU event participation in the organisation of an event	3 points / occasion
		faculty event participation in the organisation of participation	2 points / occasion
		participation in the organisation of a university event participation in the organisation of an event	3 points / occasion
		professional presentations, workshops, conferences organisation and implementation of workshops and seminars	3 points / occasion
		Sport	competing in national or international championships, athlete
	regular athlete on the university team	5 points/half year	
	sports ambassadorial activity	10 points/half year	
Mentoring programme		Manager	10 points/half year
		mentor	5 points/half year
At the PEP, DÖK	outside other student organisation*	leader	5 points per semester
		member	5 points/half year

*Other student organisations: Self-acting Circle, HEAD, ESN, Fusion (for a member of the leadership, the certificate is issued by the university supervisor responsible for the organisation, for a member, the certificate is issued by the president of the organisation).

4. Academic activity score (maximum 50 points for non-specialist and non-doctoral students)	
Academic student 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/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 a scientific conference (except TDK presentation) (for BA and MA students)	10 points/Hungarian language presentation
	15 points/foreign language presentation
Presentation at scientific conferences (except TDK) (for doctoral students and doctoral candidates)	5 points/Hungarian language presentation
	10 points/lecture in a foreign language
Membership of a scientific student group	5 points per semester
Membership of a Szakkollégium	10 points per semester
Winning application active in the New National Excellence Programme	15 points per semester
Participation in academic conferences, events and workshops organised by the University	1 point/application

5. Proportion of points for community service activities and academic activities for senior applicants*					
Community service points	Point	Community point	Point	Community point	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 on the basis of the admission score obtained

University admission points	College points	University admission point	Dormitory points	University entrance 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. Points awarded to first-year undergraduate applicants on the basis of the admission score obtained

University admission points	College score	University entrance points	University Entrance point	University entrance 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		

**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).*

Data protection information and privacy statement²³⁸
on 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 obligation to the University

The purpose of this 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 applications for social scholarships, applications for admission to a college/college/application for payment relief in connection with the payment obligation to the University submitted by a student of the National University of Public Service (hereinafter referred to as "the student"). 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 of the GDPR.

1. Name of the controller

National University of Public Service

Address: 1083 Budapest, Ludovika tér 2.

10ikudika, 10ikudniki premises, Hungary,

telephone number: +36 1 432 9000, e-mail

address: 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 Phone number: +36 1 432 9000/29833

3. Information for data subjects in cases 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 processing	Legal basis	Purpose of the non-disclosure/contribution Consequence of failure to supply
The information submitted to the University by a student of the National University of Public Service applications for social scholarships, applications/college admission procedures submitted to the University applications for admission to the University/application for payment relief in connection with his/her payment obligations to the University (in the (hereinafter referred to as "the application"), the student's relatives or other persons persons concerned by the application. The data processed are the following the applicant student	The persons who are the subject of the application the purpose of the processing of personal data during the application procedure the social situation of the applicant in order to determine his/her eligibility. The assessment of the social situation of the applicant is based on the (III. 26.) of the Government Decree 51/2007. on the benefits and certain reimbursements to be paid by students participating in higher education, the Act CXXXII. of 2011 on the National University of Public Service and on Higher Administrative, Law Enforcement and Military Education. Act of 2011 on the Civil implementing certain provisions of the 363/2011 (XII. 30.)	GDPR 6. Article (1) paragraph 1 (a) and, with regard to sensitive data 9. Article 9 (paragraph 2 a) point (a) - the processing shall be subject to the consent of the data subject is based on the consent of the data subject.	The statement of consent, the failure to provide data or the withdrawal of consent may make it impossible to assess the request in question, to ensure the transparency of the relevant procedure, to monitor it, to verify eligibility, in view of which the application may be rejected or the application may be rejected or the withdrawal of the payment of the benefit in question. The person concerned the data referred to by the applicant in the application in relation to the data subject shall not be taken into account in the assessment of the application or shall be destroyed.

²³⁷Amended by Senate Resolution 92/2022 (13.VII).

²³⁸Amended by Senate Resolution 77/2020 (17.VI). Amended by Senate Resolution 77/2021 (VI.16.).

personal and specific data necessary for the assessment of his/her social situation, which may include in particular the following, property, income, health data, other social data, etc. social circumstances. social data.	Regulation (EC) No 1/2004 on the University's Student Fee and Rules on Student Fees and Benefits (available here: www.uni-nke.hu) and the relevant call for applications (hereinafter referred to as the social status the regulations for the examination of social status).		
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4. Recipients and categories of recipients of personal data

The voluntarily provided data may be disclosed to University staff and students involved in University decision-making (committee members, student representatives) who are responsible for preparing and taking University decisions on the application:

- a) the Education and Studies Office (address: 1083 Budapest, Ludovika tér 2; e-mail: 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 , telephone: +36 1 432-9000, website: <https://www.uni-nke.hu>);
- c) 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 , 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 , telephone: +36 1 432-9000, website: <https://www.uni-nke.hu>);
- e) Faculty of Law and Order, Institute of Disaster Management, Department of Education Organisation (address: 1087 Budapest, Hungária krt. 9-11., e-mail: tanulmanyi.kvi@uni-nke.hu , telephone: +36 1 432-9000, website: <https://www.uni-nke.hu>);
- f) Faculty of Aquatic Sciences, Dean's Office (address: 6500 Baja, Bajcsy-Zsilinszky utca 14, e-mail: tanulmanyi.vtk@uni-nke.hu, telephone: +36 1 432-9000, website: <https://www.uni-nke.hu>);
- g) Institute for Administrative Training (address: Ludovika tér 1, 1083 Budapest, e-mail: 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, point I/B of Act CCIV of 2011 on National Higher Education.

5. Duration of data processing

80 years from the date of termination of the student status of the applicant student, given that the period of processing of further data relating 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 shall take all reasonable measures to ensure that the data it processes are not accessible to unauthorised persons. Access to 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 data processing (including profiling)

No automated decision-making based on data processing takes place at the University.

8. Transfers to third countries or international organisations -

9. Exercise of rights, remedies

The data subject may exercise his or her rights under the GDPR throughout the period of processing, as set out in paragraphs 1. 2 at any time.



The data subject may request that the processing of personal data relating to him or her

- *personal data concerning* him or her (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 to the information specified in the GDPR) (Article 15 GDPR),
- *rectification of personal data* (the data subject shall have 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),
- *erasure of personal data* (the data subject shall have the right to obtain from the controller the erasure of personal data relating to him or her without undue delay and the controller shall be obliged 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, where the conditions of the GDPR are met) (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) of the GDPR) (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, the objection may not be complied with (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. 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 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.

Done at _____, 201 . _____ month, _____ day

Signature of the data subject
Name of the data subject:*

OR**

Signature of the legal representative of the person concerned
Name of person concerned:*
Name of legal representative:*

*** to be completed in large print**

**** select as appropriate and underline**
