

NATIONAL UNIVERSITY OF PUBLIC SERVICE



STUDENT FEES AND ALLOWANCES POLICY

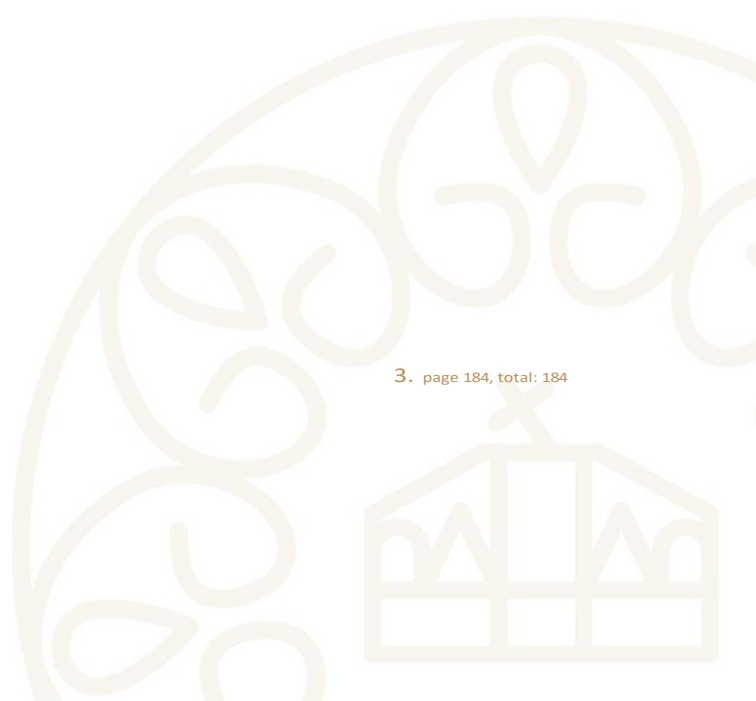
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The Senate of the National University of Public Service (hereinafter referred to as "the University")

- in accordance with the 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 payable to students 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"),
- and Government Decree No. 363/2011 (XII. 30.) on the implementation of certain provisions of Act CXXXII of 2011 on the National University of Public Service and on Higher Administrative, Law Enforcement and Military Education (hereinafter referred to as "NKE Decree")

(hereinafter referred to as the "Regulations"), the University shall establish the procedure for the determination and fulfilment of the payment obligations 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 3 GENERAL PROVISIONS

1. §

For the purposes of these Regulations

- a) *italicised text means the main provisions of the relevant legislation which do not form part of these Regulations*
- b) in capital letters: the provisions of these Rules.

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

The student requirements shall specify in particular:...

d) the arrangements for determining and fulfilling the student's payment obligations, the arrangements for the distribution of student allowances (fees and allowances 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 provided for in 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 students² (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 their status, provided that³ 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 the costs himself/herself and who is a professional or contractual student subject to the Act on the Service Status of Professional Staff of Law Enforcement Agencies or the Act on the Status of Defence Forces (hereinafter jointly referred to as: professional or contractual student) or an officer candidate,
 - 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 is not entitled to a student allowance.*

(4) *The University shall conclude contracts 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, Section 36 (1) *The financial allowances of law enforcement scholarship holders and of students under Section 21/A (1) (b) shall be covered - with the exception provided for in Section 21/A (1) (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 University shall not be subject to the rules on subsidies granted by the Minister responsible for education.*

The provisions of Act CCIV of 2011 on National Higher Education (hereinafter referred to as the Nftv.) and the Act on the Allowances and Certain Reimbursements Payable to Students in Higher Education shall apply with the exceptions provided for in this Regulation.

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

shall have the following meanings:

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



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

3. breadwinner: a student who provides for the maintenance of at least one child in his/her 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 company, and the subsidy received specifically for the payment of a scholarship through a competition; ...

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 in accordance with § 35 (2) and § 36 of the NKE Act

(1) Paragraph 36,

b) performance-based grants may be awarded from the budget support granted to the University 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 who is in need of assistance because of his/her state of health" means a student who

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

(db)³ 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' means a student in full-time vocational, bachelor's, master's, diploma or doctoral studies in higher education 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;

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 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 courses taken during 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. Courses taken as part of a re-admission to a course are also included in the scholarship index,



On the other hand, subjects taken as part of a remedial retake (improvement of a previously completed subject) are not counted. Courses taken in the framework of a visiting student relationship, regardless of whether the student has taken them in the framework of a visiting student relationship 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. HEADING

GENERAL RULES FOR THE PAYMENT OF ALLOWANCES AND FEES

Entitlements to student allowances

4. §

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

- 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 sportsmen and sportswomen,

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) good government

scholarship;

al) Good Student, Good Athlete Award; am)

Advanced Scholarship;

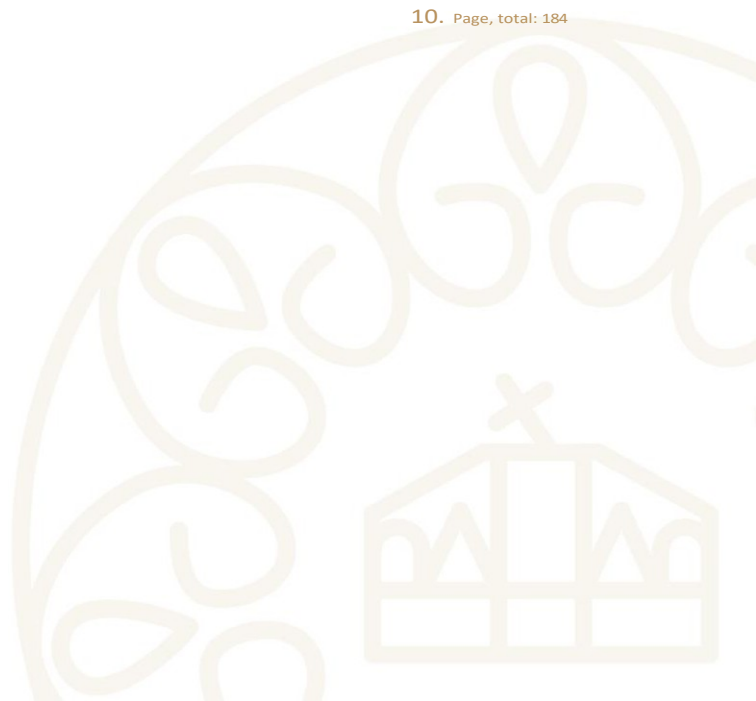
an) scholarships funded by an external partner; ao) scholarships for students in self-financed

courses;

ap) Pro Juventute scholarships; aq) Publico

Bono scholarships; ar) scholarships for

students in university colleges;



as) scholarships for scientific students;

at) Scientific Student Conference scholarship; av)¹Ludovika Collegium scholarship;

b) (c) a scholarship for the payment of the following:

ba) a basic grant;

bb) regular social scholarship; bc) extraordinary social scholarship;

bd) support for participation in an internship;

be) the institutional part of the Bursa Hungarica Higher Education Self-Government Scholarship; bf) the ministerial

stipend paid to foreign students under a bilateral international agreement
scholarships paid to foreign students

bg) Hunyadi János Ministerial Scholarship;

bh) ministerial scholarship for a third-country national student; bi) Ministerial Scholarship for Christian Youth Scholarship Programme;

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 (a)), in the form of a voucher.

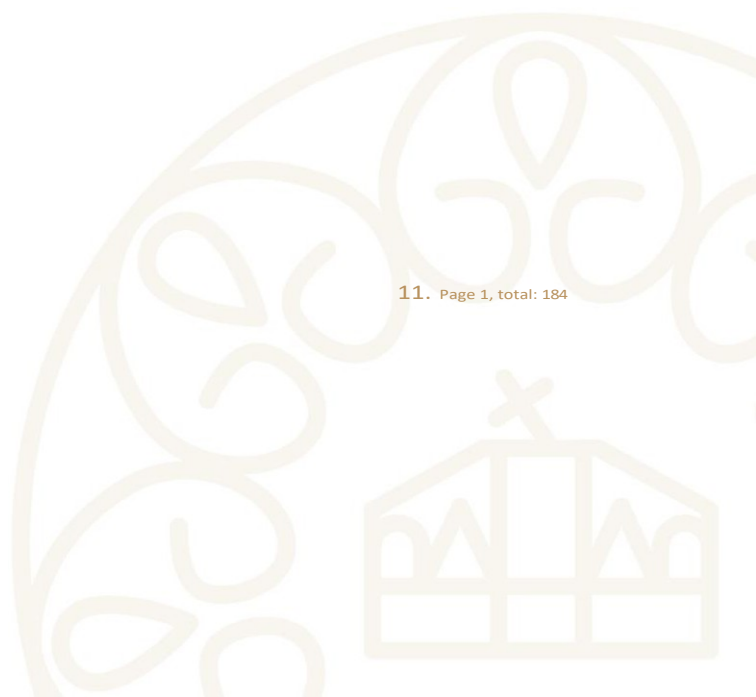
(3) In the case of scholarships under paragraph (1)(a) to (b), a student may receive a maximum of 150% of the student's normative allowance as a single payment under one title.

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

¹Inserted by Senate Resolution 77/2020 (VI.17.).



- ba)* scholarships for study,
- bb)* advanced study scholarships;
- c)* a social scholarship, which may be:
 - ca)* regular social scholarships,
 - cb)* special social grants;
- 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 allowance is § 114/D Nftv.

(1)*a)* and the arithmetic mean of the number of students as defined in paragraph (3) according to the statistical data releases of March and October of the year preceding the year under consideration.

(3) The following categories of students and methods of charging shall be taken into account for the determination of the student allowances:

- a)* for full-time students on public service scholarships, all the entitlements listed in paragraph 4 shall be calculated;
- b)* for full-time officer cadets, law enforcement scholarship students and self-financed students, the entitlements listed in paragraph 4(b) to (d), (i) to (j), (n) to (o) and (r) shall be calculated in accordance with the entitlements listed in paragraph 4(b) to (d);
- c)* for students in part-time training, 25% of the normative allowance shall be calculated on the basis of the items listed in paragraph 4(d) and (r).

(4) All (2) and (3) paragraphs calculated on the basis of all students allowances shall be calculated in accordance with the following entitlements and in the student's normative proportions:

<i>a)</i> study grants	53,0%
<i>b)</i> university professional scholarships	0,1%
<i>c)</i> student academic scholarships	0,2%
<i>d)</i> student scholarships for public life	2,8%
<i>e)</i> basic subsidy	2,5%
<i>f)</i> regular social grant	29,3%
<i>g)</i> exceptional social grant	0,4%
<i>h)</i> support for participation in an apprenticeship	0,1%

<i>i)</i>	University Community Prize	0,2%
<i>j)</i>	Sports and cultural scholarships for students	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	0,3%
<i>n)</i>	Pro Juventute award	0,1%
<i>o)</i>	Publico Bono scholarship	1,6%
<i>p)</i>	Vocational college scholarship	2,0%
<i>q)</i>	scholarship for scientific students	0,2%
<i>r)</i>	Operating costs of the Student Council	4,0%
<i>s)</i>	reserve	1,0%

6. §

(1) The sources of the allowances for students participating in bachelor's, unified, split, master's and higher education vocational training shall be supplemented by the sources of the textbook and ticket subsidy as defined in § 114/D (1) *f*) of the Nftv. and the source calculated as the arithmetic mean of the numbers of students as defined in paragraph (3) of the normative norm for sport and cultural activities as defined in § 114/D (1) *f*) of the Nftv. in the statistical data releases of March and October of the year preceding the year under review.

(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:

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

7. §

(1) The sources of the allowances granted to students in doctoral studies shall be determined on the basis of the normative allowances specified in Section 114/D (1) *b*) of the Nftv., the textbook and ticket allowances specified in Section 114/D (1) *f*) of the Nftv., the normative allowances for sport and cultural activities, the additional resources provided under these Regulations and the number of eligible students per category of training.

(2) The source of the allowances calculated on the basis of the doctoral normative allowance shall be the allowances calculated in accordance with § 114/D(1) of the Nftv.

b) and the arithmetic mean of the number of students as defined in paragraph 3 according to 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 § 114/D(1)(b) of the Nftv. for full-time doctoral students on public service scholarships, the allowances shall be calculated for all the entitlements listed in paragraph 4.

(4) The doctoral student's allowance		at the following address
shall be applied to the following entitlements:		
a)	doctoral scholarships for the training and research phase	100,0%
b)	doctoral fellowship for research and dissertation phase	100,0%
c)	award for successful completion of a doctorate	100,0%

8. §

(1) The resources provided for students in doctoral studies shall be supplemented by the textbook and ticket subsidy provided for in Article 114/D(1)(f) of the Nftv. and the resource calculated as the arithmetic mean of the number of students as defined in paragraph (3) of the normative sports and cultural activities allowance in the March and October statistical data releases 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 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:

a)	doctoral fellowships	56,0%
b)	operating costs of the doctoral self-government	44,0%

9. §

(1) The resources provided for students participating in doctoral studies shall be supplemented by the resources for financing the operation of the doctoral self-government and the public duties of doctoral students and the support of professional activities, calculated as the 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) ²The 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:

a)	university internship scholarship	0,1%
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²Established by Senate Resolution 77/2020 (VI.17.).

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

10. §

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

- a)* national higher education scholarships
- b)* National Higher Education Scholarship (National University Scholarship)
- c)* demonstrator scholarships
- d)* Scholarship for the Scientific Students' Conference.
- e)* ³Ludovika Collegium scholarship.

(2) The following scholarships shall be planned and managed in accordance with the law, calls for proposals, grant agreements and other agreements:

- a)* ministerial scholarships
- b)* Ministerial Scholarships
- c)* Good Government Scholarships
- d)* Scholarships funded by an external partner
- e)* scholarships for students in self-financed courses
- f)* Erasmus scholarship
- g)* Stipendium Hungaricum scholarship.

(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 shall be an exact multiple of the fixed amount

³ Inserted by Senate Resolution 77/2020 (17.VI.VI.).

and the surplus or deficit shall be offset against the reserve appropriation;

- b)* in the case of grants where the monthly amount cannot be determined as a whole number, the monthly grant shall be rounded upwards to the nearest HUF;
- c)* the number of students shall be calculated on the basis of the number of students actually active in the semester.

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

Common provisions for scholarships awarded on the basis of a call for proposals

12. §

(1) The provisions set out in this Article shall apply to scholarships awarded by the University on the basis of a call for proposals as provided for in these Regulations, unless otherwise expressly provided for 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)* a Student Reimbursement and Benefits Regulations University website on the website.

(3) The call for applications shall be published on the University and the relevant faculty websites.

(4) Where the relevant provision of these Regulations requires the use of an application form or other form for the scholarships provided for in these Regulations, 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 must contain at least the name of the applicant, his Neptun code, or, failing this, his other personal identification



the amount of the scholarship, the number of points awarded for the application, if the application is evaluated on the basis of points, and the reasons for rejecting or partially rejecting the application.

(7) The decision on the application shall be communicated to the applicant by post or via the electronic system for the registration of applications (hereinafter referred to as 'Neptun').

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

13. §

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

- 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.

Payment of student allowances

14. §

(1) The payment of student grants payable by the University to students shall be ordered by the management authorization of the head of the management authority with budget management authority over the management budget, after financial clearance as specified in the instruction issued by the Rector.



(2) The commitment documents must include the name of the student, his/her Neptune 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. Scholarships of different types cannot be combined.

(3) In the case of monthly scholarships, the Finance Office shall arrange for the transfer of the student scholarships provided by the University by the 10th day of the month concerned at the latest, except for the first month of the academic semester, and by the 15th day of the month concerned in the case of Stipendium Hungaricum scholarships. 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 of termination of the student's status, the full amount of the scholarship will be refunded if the student's status is terminated before the 15th of that month, and the half-monthly allowance will be refunded if the student's status is terminated after that date.

(6) In the 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.

Incorrect payment

15. §

(1) An incorrect payment shall be deemed to have been made if the University pays the student an unauthorised amount or an amount in excess of the amount specified. The University shall notify the student of the fact of the erroneous 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 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)* prior to the announcement of the next active semester, if you are on a break in your student status in the semester following the notification of the incorrect payment;
- c)* until the start of the final examination, if he/she graduates 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.*

Section 231 (1) *Unless otherwise provided by this Act, a military officer candidate shall be entitled to a monthly stipend as specified in the decree of the Minister responsible for defence. The stipend shall be subject to the rules of salary payment and withholding.*

(2) *A military officer-designate shall not be entitled to a stipend if his/her service as a military officer-designate is terminated or if he/she is absent without leave.*

(3) *A military officer candidate is entitled to barracks accommodation, free food, clothing, tuition allowance and certain allowances and social benefits, as laid down in a ministerial decree.*

Article 287/A (1) *A candidate officer shall be entitled to the emoluments granted to a member of the professional staff under this Act, subject to the limitations laid down in paragraph (2).*

(2) *Unless otherwise provided by law, a candidate officer shall be entitled to a monthly stipend. The stipend shall consist of a basic stipend, a supplement to the basic stipend, a study allowance and other allowances as set out in Annex 11.*

(3) *The amount of the scholarship shall be calculated by multiplying the multiplication factor for each item of the scholarship by the basic salary for the police. In the case of a split period, the amount of the basic grant, the basic supplementary grant and the study allowance shall be determined pro rata temporis, taking into account the calendar days of the month in question. The rules on salary progression and retention shall apply mutatis mutandis to the scholarship.*

(4) *The determination of the amount of each scholarship shall be carried out in accordance with the rules laid down by the National University of Public Service, which shall be communicated to the competent body of the National University of Public Service on a monthly basis. The arrangements for the provision of information and data shall be laid down in a cooperation agreement.*

(5) A candidate officer shall not be entitled to a scholarship if his/her status as a candidate officer is suspended or if he/she is absent without authorisation.

(6) The candidate officer is entitled to dormitory accommodation, free board and lodging, free clothing, free school fees, and certain allowances and social benefits, as laid down in a ministerial decree.

(7) Candidate officers' allowances are paid by the law enforcement agency in one monthly sum to the payment account specified by the candidate officer.

Hst. Annex 11 *Candidate officer's stipend*

I. *Multiplication of the basic monthly stipend*

- 1. for those appointed to a section commander's post: 0,60*
- 2. for those appointed to exercise the functions of squadron commander: 0,55*
- 3. for those not covered by points 1 and 2: 0,50*

II. *Multiplication factor for the basic monthly increment for each semester of training or study*

- 1. Semester I (basic law enforcement training): 0,25*
- 2. Semester II: 0,26*
- 3. Semester III: 0,27*
- 4. Semester IV: 0,28*
- 5. Semester V: 0,29*
- 6. Semester VI: 0,30*

III. *The multiplication factor of the law enforcement officer candidate's academic average in the previous semester, not determined by the adjusted credit index, to be applied to his/her monthly academic load:*

- 1. 3,50 and below: not applicable*
- 2. between 3,51 and 4,00: 0,10*
- 3. Between 4,01 and 4,50: 0,15*
- 4. between 4,51 and 5,00: 0,20*
- 5. for those meeting the maximum requirements laid down in a ministerial decree: 0,40*

IV. *Other allowances as % of the police salary base*

- 1. additional allowance for employment in disaster management: 5,80 per day*

20/2016 (VI. 9.) BM Decree 4.

15. § (1) *The study allowance shall be paid in accordance with the provisions of Hszt. The maximum multiplication factor of the supplementary pay shall be applied to a maximum of three officer candidates per grade and specialisation who meet the following requirements*

- a) a minimum grade point average of 4,75 in the previous semester,*
- b) if he/she has already completed two semesters, a cumulative grade point average of at least 4,5, calculated on the basis of the semesters completed,*
- c) is not subject to disciplinary action,*
- d) he/she shall demonstrate professional excellence in the practical sessions on the basis of the knowledge acquired, and*
- e) conduct himself/herself both during and outside the training in a manner appropriate to his/her chosen profession and in accordance with the rules of professional ethics.*

(2) The Head of the Law Enforcement Section shall designate the officer candidates entitled to the highest multiplier of the study allowance after the end of the semester. If there are more than three officer candidates who meet the criteria specified in paragraph 1, preference shall be given to those who have achieved first to third place at the Faculty Scientific Student Conference or the National Scientific Student Conference.

5. Placement

16. § *(1) The use of free dormitory accommodation is compulsory for the officer candidate in the first academic year of training from the day of enrolment until the end of the training period, except for days not considered as training days, and on days not considered as training days the officer candidate is entitled to dormitory accommodation (hereinafter together referred to as compulsory dormitory accommodation in the first academic year of training). The amount corresponding to the fee for compulsory dormitory accommodation shall be provided by the law enforcement agency to the NKE by means of an appropriation transfer.*

(2) From the second academic year of training onwards, at the request of the candidate officer, the NKE shall provide the candidate officer with dormitory accommodation, subject to the availability of the dormitory, against payment of a fee by the candidate officer to the NKE.

(3) By way of derogation from paragraph 2, a candidate officer assigned to a section commander or squad leader shall be entitled to dormitory accommodation free of charge from the second academic year of training. The amount corresponding to the fee shall be provided by the law enforcement agency by means of an appropriation transfer to the National Defence Agency.

(4) The candidate officer shall be entitled to dormitory accommodation under paragraphs 1 to 3 for each calendar day of the training period.

(5) The fees for the accommodation in the dormitories pursuant to paragraph 2 shall be set by the NKE.

17. § *If a candidate officer spends his traineeship in a municipality other than his place of residence or place of stay, from which it is not possible for him to travel home every day, the law enforcement agency shall provide him with accommodation free of charge for the duration of the traineeship.*

6. Catering

18. § *(1) During the period of compulsory accommodation in a hostel, a candidate officer shall be provided with three meals a day - breakfast, lunch and dinner - free of charge.*

(2) From the second academic year of training, the candidate officer shall be entitled to free lunches in kind on working days during the period of study.

(3) If the officer candidate is accommodated in a dormitory pursuant to Article 16(2) or (3), he shall be entitled to free lunch pursuant to paragraph 2 on all calendar days.

In this case, the officer-designate may, at his request, be provided with breakfast and dinner by the NEC against payment of a fee.

(4) *A candidate officer who is on duty on call for at least six hours shall be entitled to the benefits in kind provided for in paragraph 1 during his period of duty.*

19. *§ (1) During the period of the traineeship, the trainee officer shall be entitled to a free lunch as a benefit in kind provided by the law enforcement agency.*

(2) In the cases specified in Article 12(1), the law enforcement agency shall provide the officer-designate with justified food as a benefit in kind.

20. *§ (1) The costs of food provided free of charge to a candidate officer, with the exception of the costs of food provided directly in kind by the law enforcement agency, shall be provided by the law enforcement agency to the NKE by means of an appropriation transfer. The provisions for the calculation of the cost of the free catering shall be laid down in the agreement between the NCA and the law enforcement agency.*

(2) In the case of catering provided against payment, the candidate officer shall pay the fee directly to the provider of the catering service in kind.

21. *§ In the case of the employment of a candidate officer in the service and in special legal situations, the provisions of the law enforcement agency shall apply to the extent of the standard of rations and the rules for the provision of rations.*

7. Provision of clothing

22. *§ (1) A candidate officer shall be entitled to the uniform items listed in Annex 2, item 1, at the start of basic law enforcement training. After his finalisation, the officer candidate shall be entitled to the uniform items listed in Annex 2, point 2, as a supplement, and to replacement items listed in Annex 2, point 3.*

(2) On finalisation, the officer-designate shall be entitled to the supply of sports clothing as set out in Annex 3.

(3) In order to check the clothing of the candidate officers, the police shall carry out an annual clothing inspection, not later than 15 April, on the basis of which the police may determine the items to be replaced. A record of the clothing inspection shall be drawn up, in which the conduct and results of the inspection shall be recorded.

(4) The clothing of the candidate officer shall be provided in kind by the law enforcement agency.

(5) The maintenance of uniforms and sportswear shall be the responsibility of the candidate officer.

(6) Upon termination of their status as an officer candidate, except as provided for in paragraph (7), and regardless of the reason, officer candidates shall dispose of the uniform and sportswear provided under this Regulation, with the exception of badges, caps, shirts, blouses, T-shirts, footwear, gloves and socks. The returned product shall become the property of the law enforcement agency and may be used, after proper hygiene cleaning, to supply clothing to officer candidates of subsequent grades.

(7) The clothing and equipment of a deceased officer candidate shall be subject to the rules of succession irrespective of the duration of his/her period of service as an officer candidate.

23. *§ (1) A candidate officer shall wear an officer candidate rank insignia and an arm badge.*

(2) The officer candidate's rank insignia shall be the same colour as the rank insignia of the law enforcement agency that awarded the officer candidate a scholarship contract, displayed in gold bands corresponding to the grade.

24. § By way of derogation from Article 22(6), uniforms and sportswear issued to an officer candidate on his appointment to the professional staff during his period of service as an officer candidate shall form part of his basic equipment if the products are included in the standard clothing allowance to which he is entitled as a member of the professional staff. He shall account for products not included in the standard clothing allowance to which he is entitled as a member of the professional staff in accordance with Article 22(6).

8. Textbook allowance

25. § (1) A candidate officer shall be entitled to a training allowance for the purchase of the necessary training materials, at the rate of 25% of the law enforcement salary base per training semester.

(2) It may be used for textbooks, stationery or school supplies. The candidate officer shall provide proof of use by means of an invoice issued to the law enforcement agency in the name of the law enforcement agency.

(3) The allowance shall be paid by the law enforcement agency in the first month of the semester and the candidate shall account for its use within 60 days of its payment.

26. § In addition to the cash allowance provided for in § 25, the law enforcement agency shall provide the candidate officer with the use of modern computer equipment: a laptop and a thumb drive.

9. Reimbursement of expenses

27. § (1) The officer candidate shall be entitled to a gross annual bank account contribution of HUF 4,000 in respect of the transfer of the stipend and the allowances under this Regulation to a payroll account.

(2) In the event of the establishment and termination of the officer candidate's status during the year, the bank account contribution shall be paid pro rata temporis for the period of the officer candidate's status and, in the event of a break in the officer candidate's status, for the period not affected by the break.

(3) The bank contribution shall be provided by the police service and shall be paid no later than the payment of the November monthly salary.

28. § The candidate officer shall be entitled to reimbursement of expenses incurred in the course of his/her service with the law enforcement agency pursuant to § 12(1). The costs incurred shall be supported by an invoice issued by the candidate officer in the name of the law enforcement agency.

10. Social allowances

29. § (1) The candidate officer shall be entitled to social assistance under the Decree of the Ministry of the Interior on social assistance for professional and civil servants of the armed forces under the authority 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

e) compassionate care

(hereinafter jointly referred to as 'social assistance'), 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 candidate's application for social assistance. The amount of the social allowance may not exceed 250% of the law enforcement salary base.

(3) The national commander shall decide on a candidate officer's application for a funeral allowance. The amount of the funeral allowance may not exceed 150% of the police salary.

7/2015 (VI. 22.) HM R. § 75 *(1) The stipend of a military officer candidate as defined in Article 231 (1) of the Defence Act shall consist of a basic stipend, a basic stipend supplement, a study supplement and other supplements. The amount of the stipend shall be calculated by multiplying the multiplying factors or percentages for each stipend element by the national defence salary base, as set out in Annex 8. In the case of a split period, the amount of the basic scholarship, the basic scholarship supplement and the study allowance shall be determined pro rata temporis, taking into account the calendar days of the month in question.*

(2) The basic scholarship supplement for the period of basic military training and for each semester of study shall be payable until the last day of basic military training or the day before the first day of the next semester of study, or, in the case of semester VIII, until the day on which the military officer candidate ceases to be a candidate for military service.

76. § *(1) The flight allowance according to Annex 8, point IV shall be paid to the beneficiary together with the scholarship for the month following the month in which 100% of the flight duties prescribed for the academic year have been completed, but no later than the 10th day following the last day of the academic year. A detailed record of the completion of the flight duties required as an obligation of study shall be kept by the person designated by the commander in charge of the staff. The amount of the flight allowance shall be fixed as a percentage of the defence salary base*

a) 25% in the first and second semesters,

b) 50% in semesters III-IV,

c) 75% in semesters V-VI,

d) 100% in semesters VII-VIII.

(2) The parachute jump allowance provided for in Annex 8, point IV, shall be paid only for the use of the parachute jump prescribed and completed as a compulsory course of study, but the number of jumps completed shall be included in the number of jumps completed in addition to the number of jumps completed as a compulsory course of study in the armed forces, and the number of jumps completed in the course of civilian parachute training or parachute sporting activities, including training and competition, for the purpose of determining the amount of the allowance. A detailed record of parachute jumps required as compulsory study and performed, and of other certified jumps counting towards the number of jumps performed for the purpose of determining the parachute jump allowance, shall be kept by the person designated by the commander in charge of the staff. The parachutist jump allowance per jump shall be fixed as a percentage of the national defence salary base



- a) 2% for jumps 1 to 35,
- b) 3.5% between jumps 36 and 75,
- c) from the 76th jump onwards 5%.

(3) The person designated by the Deputy Commander shall keep detailed records of the performance of the tasks assigned to the candidate military officer on the basis of his/her contribution to the performance of tasks relating to disaster management. The disaster relief allowance under Annex 8, point IV shall be accounted for after the completion of the disaster relief task. Each calendar day started shall be considered as a full day for the purpose of accounting.

(4) A military officer candidate shall be entitled to a full day of service in accordance with the provisions of Hvt. The military officer shall be entitled to an allowance for the performance of a task pursuant to Section 36 (1) (h). Annex 8, point IV, shall apply to the amount of the allowance. The provisions of paragraph (3) shall apply to the recording of the activity on which the allowance is based and to the determination of the allowance, with the proviso that the term "disaster management-related task" shall be understood as meaning the duties of the civil protection service as defined in the provisions of the Civil Defence Act. Article 36 (1) (h) of the Emergency Management Act.

(5)

77. § The stipend, the entitlement to and the amount of the allowances of a military officer candidate shall be determined by the commander in charge of the staff on the basis of the certificate of the NKE and the relevant records.

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

(1) A military officer candidate is entitled to a stipend and additional cash and in-kind benefits under the relevant provisions of the Hjt.

(2) The payment of the stipend of a military officer candidate shall be made in accordance with the provisions of the Hjt. and its implementing regulation shall be paid by the MH Ludovika Battalion on the basis of the information provided by the competent study administration organisation within five working days of the end of the examination period.

(3) For the payment of the scholarship of a candidate officer in law enforcement training, the organisation responsible for the administration of studies shall provide the data via the Law Enforcement Branch within five working days of the end of the examination period, on the basis of the Hszt. and the BM Regulation on its implementation and the relevant regulations of the law enforcement agencies.

(4) In other respects, the legislation establishing the allowances of the officer candidates, the internal regulations of the University and the scholarship contract concluded with them shall apply to their allowances.

Allowances for students on law enforcement scholarships

17. §

Article 36 of the NKE Act (1) The financial allowances of law enforcement scholarship holders and of students under Article 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).

NKE r. § 8 (5) *The allowances of law enforcement scholarship holders and candidate officers who are enrolled in law enforcement training at the University 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.*

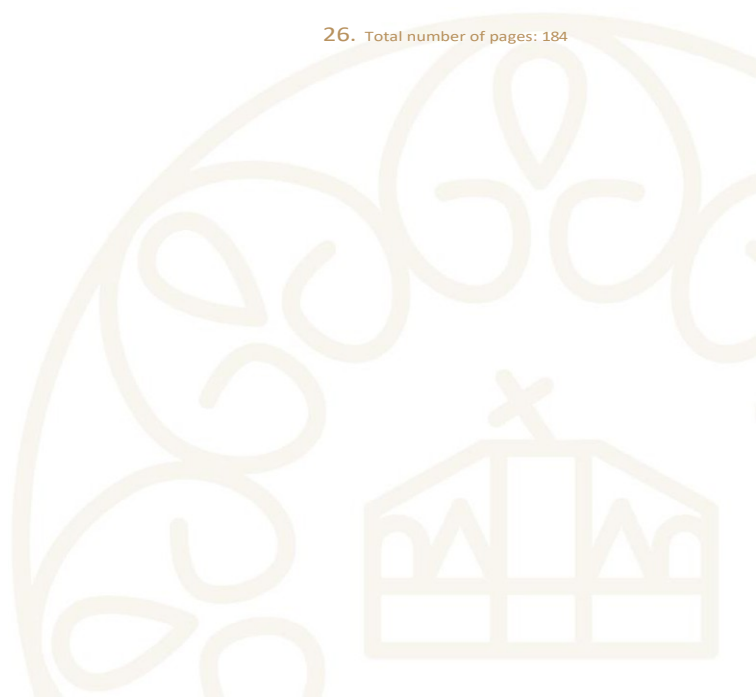
(1) In the case of law enforcement scholarship holders, the following limits shall be calculated from the normative amount of the cash allowance for full-time scholarship holders of the Faculty of Law Enforcement of the National University of Public Service (hereinafter referred to as the "law enforcement 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 purposes of determining the study and priority study grants, the semester's academic data shall be provided by the body responsible for the study administration to the faculty of the Student Council, which shall inform 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 Student Academic, Examination and Social Affairs Committee (hereinafter referred to as the "STESAC"), on the basis of a proposal from the faculty of the Student Government, shall propose the amount of the scholarships to the body concluding the scholarship contract, at the same time informing the body responsible for the academic administration.



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 - 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.*

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

IV. CHAPTER 3

MERIT-BASED SCHOLARSHIPS

Study grants

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 grants,

Article 10 (1) *In the case of the entitlements pursuant to Section 85/C (a) to (d) of the Nftv.*

(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. ...*

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

Article 13 (1) *Scholarships may be awarded for the duration of one academic semester. A maximum of 50% of the students of a higher education institution 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) Study grants may be awarded to full-time undergraduate, single, split, master's and vocational higher education students who are not enrolled for the first time.

(2) The proportion of recipients of study grants per faculty may not exceed the maximum number of students per faculty specified in the Juttr.

§ 13 (1) the rate specified in paragraph (1). In any case, the monthly amount of the study grant must be equal to 10% of the student's normative amount as defined in the Budget Act.

(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 -

20. §

(1) The rules of principle for the allocation of the study grant management budget, taking into account the provisions of § 19 and this §, shall be established by the Faculty Council in cooperation with the FEPC, taking into account the following:

- a)** when awarding study scholarships, when determining the number and scope of recipients, it shall be ensured that the results achieved on the basis of the same or similar study obligations are comparable and that the scholarships thus determined are of the same amount, with the scholarship budget being allocated on a pro rata basis by year and level of training, and that in the case of further differentiation, in particular by subject or specialisation, the scholarship budget shall also be allocated on a pro rata basis;

- b) at the beginning of each academic semester, at the latest within three weeks of the beginning of the academic term, the organisation responsible for academic administration shall provide the relevant 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) within 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) The management and safekeeping of all background documents relating to the scholarship is the responsibility of the faculty's academic administration department.

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

University work experience grants

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. 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, with the exception of the first month of the academic semester*

The student must arrange for the transfer of these allowances to the credit institution holding the account no later than the 10th day of the month in question.

(3) ... Students enrolled full-time in a bachelor's, master's, full-time part-time, master's, higher education vocational training or doctoral programme 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 an 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) 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) The call for applications must be published at least 15 days before the deadline for applications each academic year. The call for applications shall be published by the Vice-Rector for Education and the Vice-Rector for Academic Affairs, with the prior agreement of the President of the UGC and the President of the DGB. 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) The university professional fellowship is awarded once a year, to one main student per faculty and to one doctoral student in total. The amount of the university internship scholarship is HUF 80 000. Doctoral students are eligible for the scholarship only once during their doctoral studies.

(4) One original copy of the decision of the committee on the evaluation of the applications received must be sent to the Vice-Rector for Education and Academic Affairs within 3 working days of the evaluation. The Office for Education and Studies (hereinafter: OTI) and the Office for Academic Affairs (hereinafter: O A) are responsible for the management and safekeeping of the documents supporting the award of the scholarships.

(5) Winning applicants will receive their scholarships from the President of the UEPC and the President of the DGB at a ceremony.

(6) For students, the Vice-Rector for Educational Affairs is the financial administrator of the university professional scholarships, while for doctoral students the Vice-Rector for Academic Affairs is the financial administrator. The initiator of the Vice-Rector's commitment document, prepared by the UEPC and the DGB within 3 working days of its assessment, is the President of the UEPC or the President of the DGB.



Student academic scholarships

22. §

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 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) 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) The application shall be announced jointly by the Vice-Rector for Education and the President of the ETUC with the prior agreement of the Rector. The call for applications shall be published at least 15 days before the deadline for applications. The scholarship is announced every spring semester as a one-off grant, up to the amount of the available student academic scholarship budget, with a minimum amount of HUF 100 000.

(3) The awarding 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 Educational Affairs before it is communicated to the applicant. The members of the Committee set up to evaluate the application are: the President of the Students' Union, the Presidents of the faculty organisations of the Students' Union and one lecturer appointed by the President of the Students' Union.



(4) An original copy of the decision of the Committee on the evaluation of the applications received must be sent to the Vice-Rector for Education within 3 working days of the evaluation. The documents justifying the award of the scholarships must be managed and kept by the OTI.

(5) Winning candidates will receive their scholarships from the President of the UASE at a ceremony during the graduation ceremony.

(6) The Vice-Rector for Education is the framework administrator for the management of the student academic scholarships, 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, scientific and public scholarships are non-compulsory allowances paid on the basis of an 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) Non-doctoral students of the University who are engaged in a priority community activity may apply for a community service grant. Non-doctoral students who are enrolled in a self-financed course may also be eligible for a student fellowship.



(2) The scholarship is awarded on a monthly basis, up to the amount of the available budget. It is the responsibility of the ETUCE to ensure that the management budget is used on a pro rata basis.

(3) The call for applications for the public scholarship shall be published on the UEPC website. The deadline for the submission of applications is the 3rd working day of the month following the month in question.

(4) ⁴By the 5th working day of the month following the month in question at the latest, the presidency of the faculty organisation of the Students' Union shall summarise the applications received, examine the content of the applications and submit a proposal to the presidency of the Students' Union. The Presidential Board of the Students' Union shall decide on the amount of the scholarship to be awarded for the month in question and the beneficiaries, indicating the reason for eligibility, by the 8th working day of the month following the month in question at the latest. The evaluation criteria are set out in Annex 5.

24. §

(1) A copy of the decision of the Presidential Board of the ETUC on the evaluation of the applications received shall be sent to 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 ETUCE Board 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) Background documents supporting the award of the scholarship shall be stored and filed by the UASC in accordance with the university's rules on records management.

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

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

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

Article 8 (5) *The allowances of law enforcement scholarship holders and candidate law enforcement 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 body concluding the scholarship contract with the*

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

shall apply, with the exception that the body concluding the scholarship contract shall pay the cash benefit to these students. 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) Doctoral students who are engaged in a priority community activity may apply for a doctoral fellowship for public service. A doctoral student on a self-financed course may also be awarded a doctoral fellowship for public life.

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

(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. After verification, the Finance Office forwards it within 3 working days to the



to the Vice Rector for Academic Affairs, after which the payment of the scholarship shall be arranged by the last working day of the month following the month in question.

(3) Background documents justifying the award of the scholarship shall be stored and filed by the DÖK in accordance with the university's archiving rules.

(4) The Vice-Rector for Academic Affairs is the administrator of the management budget for the doctoral scholarship, which must be managed separately as a management budget under the control of the DÖK and may only be used with the agreement of the DÖK.

The national higher education grant

27. §

Nftv. § 12 (3) *The Senate...*

h) the Senate shall also decide..

he) initiate the award 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 achievements.*

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 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) *... 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 a grant under the entitlement specified in Section 85/C(ab) of the Nftv. at only one institution at a time. If more than one institution proposes to recognise the same person, the student shall receive the grant provided for in Section 85/C(ab) of the Nftv.

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 title.*

(2) The number of students eligible for the national higher education scholarship is 0.8% of the number of students in full-time state-supported bachelor, master and part-time full-time courses as recorded in the statistical data 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 a call for applications. The call for applications, together with the criteria for the assessment of applications, must be published in the usual manner in the higher education institution 30 days before the deadline for applications. 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) Applications for the national higher education scholarship must be submitted to the OTI within 30 days of the call for applications. The applications submitted will be evaluated in advance by the Vice-Rector for Education, with the assistance of the relevant academic administration.



(3) The preliminary assessment of the applications submitted shall include an examination of the fulfilment of general and specific criteria. Applications which meet the requirements are scored by the Vice-Rector for Education on the basis of the evaluation indicators. The final ranking will be determined by the Vice-Rector for Education on the basis of the sum of the scores 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. Following the appeal period, 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 cases specified in Article 24(7) of the Law, the scholarship shall be paid to the student by the University from the budget of the respective faculty.

(6) The Deputy Rector for Education is the administrator of the national higher education scholarship management framework, and the OTI is responsible for the preparation of payments and the storage and management of the related documents.

V. CHAPTER 2

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 a social scholarship, which may be *ba) a regular social scholarship,*

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.*

20/2016 (VI. 9.) BM Decree § 29 (1) *The officer candidate shall be entitled to the social assistance under the BM Decree on social assistance 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) for school enrolment allowance,

d) funeral allowances, and

e) funeral and burial assistance

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

(2) The application for social assistance by a candidate officer shall be decided on by the national commander. The amount of the social allowance may not exceed 250% of the law enforcement salary base.

(3) The national commander shall decide on a candidate officer's application for a funeral allowance. The amount of the funeral allowance may not exceed 150% of the police 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 support under the entitlements specified in § 85/C, subsections 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 a student is a student at more than one higher education institution at the same time, he/she may receive these grants from the higher education institution with which he/she first established a state-supported student status. ...



Section 11 (3) *The allowances provided for in Section 85/C (b) of the Nftv. may be granted upon application by the 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 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 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) The awarding of social scholarships is decided by the DJB on the basis of a proposal from the HTVSZÜB, unless explicitly stated otherwise. In the case of doctoral students, the Social Affairs Committee for Doctoral Students (hereinafter referred to as the "DSCSA") shall decide on a proposal from the DGB, subject to the provisions of these Regulations - for doctoral students.



available to doctoral students - shall apply mutatis mutandis to the application of the rules applicable to the scholarships in question.

(4) Social scholarships may be awarded on the basis of an application.

(5) The conditions and criteria for applications must be subject to criteria that are published in advance and clearly verifiable, and the protection of personal data must be ensured for social grants.

(6) In awarding social scholarships, preference shall be given to

- a) disadvantaged and severely disadvantaged groups of students,
- b) those on unpaid leave to care for their children, those in receipt of maternity allowance, childcare allowance, childcare 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 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) 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 - shall be examined once every academic semester, at the institutional level - in the circle of applicants according to § 11 (3) - by the committee appointed for this purpose, and then



the results of which shall be used for the assessment of both social grants and applications for admission to halls of residence, as well as for all other means-tested grants.

Juttr. § 15 (1) A person who is 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) to (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 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.

(1) A first-time student in a non-law enforcement training course who is in receipt of a public service scholarship and who is enrolled as a full-time student in a full-time bachelor's, single, split, master's or higher vocational training course shall be entitled to a basic grant upon application, up to the amount of the available budget, provided that he or she meets the conditions for a regular social grant.

(2) The application will be 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) social scholarships, which may be ba) regular social scholarships;...

Article 2(1)(g) *student entitled to a social allowance: a student enrolled in full-time vocational, bachelor's, master's, split-level or doctoral studies in higher education 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 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 should be taken into account for regular monthly income and the twelfth of the last year for other income. At the request of the student, proven future income changes should also be taken into account.

(3) The detailed rules for determining the student's social 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 shall not be less than 20% of the annual student allowance, provided that 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) a large family, or

e) orphaned.

(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.

(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.

(1) ⁵A regular social grant shall be awarded to a student on a public service scholarship who is enrolled in full-time higher education vocational training, bachelor's and master's programmes, or in a single, split or doctoral programme, and whose monthly net income per capita does not exceed 280% of the minimum old-age pension in force at the time of application.

⁵Amended by Senate Resolution 77/2020 (17.VI.VI.).

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

(3) ⁶The 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.

Extraordinary 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 on application by the student. A decision shall be taken on applications received at least once a month. Payment shall be made within eight working days of the decision.*

⁶Established by Senate Resolution 77/2020 (VI.17.).



20/2016.(VI. 9.) BM Decree § 29 (1) *The officer candidate shall be entitled to the social assistance allowance for professional and civil servants of the armed forces under the direction of the Minister of the Interior and certain tasks related to the care of the bereaved pursuant to the BM Decree on the*

a) social assistance,

b) birth grants,

c) school enrolment allowance,

d) funeral allowances, and

e) care in the event of bereavement

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

(2) *The application for social assistance by a candidate officer shall be decided by the national commander. The amount of the social allowance may not exceed 250% of the law enforcement salary base.*

(3) *The national commander shall decide on a candidate officer's application for a funeral allowance. The amount of the funeral allowance may not exceed 150% of the police salary.*

(1) An exceptional social grant may be claimed, 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) Applications must be accompanied by appropriate proof of income and exceptional circumstances (e.g. police report).

(3) ⁷The exceptional social grant may be awarded up to two times per semester, up to a maximum of HUF 80 000 per semester, subject to the available budget.

(4) The conditions for applying for the 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. §

⁷Amended by Senate Resolution 77/2020 (17.VI).

§ 85/C The institution of higher education may use the funds available for student grants for the following purposes: (...) b) payment of social grants, which may be (...) bf) support for 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 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 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 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 applications for extraordinary social grants - 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 to assess both the social grant and the application for admission to the halls of residence, as well as 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) A 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 can be submitted from 1 November to 30 November of each academic year.

(3) The application will be assessed in accordance with the procedure for the award of regular social grants. The DJB will make a reasoned decision on the award of the grant by 5 December of the academic year.

The Bursa Hungarica Self-Governing Scholarship for Higher Education

34. §

Nftv. § 85/C *The higher education institution 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 a student is a student at more than one higher education institution at the same time, he/she may receive these grants from the higher education institution with which he/she first established a state-supported student status. ...

Juttr. § 11 (3) *The 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 which is granted under the Bursa Hungarica Higher Education Municipal Scholarship Scheme (hereinafter referred to as the Bursa Hungarica Scholarship): Scholarship System) and the social scholarship established on the basis of the municipal scholarship at the student's institution of higher education (hereinafter referred to as the "institutional scholarship component").*

(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, or part-time studies or in higher education or vocational 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 or county government may join the scholarship scheme on an annual basis. The Minister responsible for education 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 responsible for education 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) The scholarship awarded under the Scholarship Scheme shall be awarded solely on the basis of the applicant's social situation and shall not be based on 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 and the 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 responsible for education.

(3) The grant provided by the municipal and county governments to the account managed by the Grant Management Organisation as a transfer of funds under the Scholarship Scheme shall be transferred by the Grant Management Organisation 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 government every six months.

(4) The scholarship shall be paid to the student by the institution paying the student allowances. 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 payment of the first scholarship following the transfer to the higher education institution, when the scholarships due up to that date shall be paid, and shall continue to be paid in the same order as the institutional scholarship component.

(6) If the student first 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. The scholarship



After the settlement of the accounts, the application management body shall notify the municipal and county authorities of the termination of the payment of the scholarships.

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

(10) *During the scholarship period, the student receiving the scholarship must 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 manner 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.*

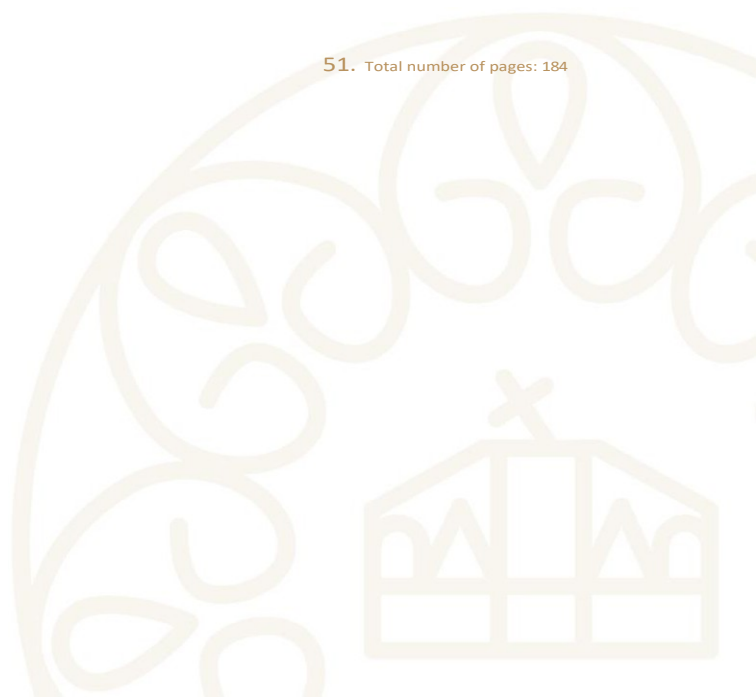
(3) *The budgetary support from the budget of the public higher education institutions, which is included in the institutional grant, is accounted for in the annual accounts, taking into account the eligibility of the grant.*

(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 Decree, a metropolitan municipality shall be considered a county municipality and a metropolitan district municipality shall be considered a settlement municipality.*

(1) *Full-time bachelor's, master's, unified, split training or higher education vocational training students on civil service or law enforcement scholarships and officer candidates who have been granted a scholarship by the municipality of their permanent residence may receive an institutional scholarship.*

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



(3) The student who has been awarded a scholarship concludes a contract with the donor municipality, the fact of which is verified by the OTI.

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

§ 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,*

(1) The Minister responsible for Education shall award a scholarship to a student who is enrolled in a state-recognised higher education institution under a bilateral international agreement, except for a student enrolled in a Hungarian state scholarship doctoral programme. The scholarship awarded is 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 who are participating in part-time studies under an international agreement, with the exception that the scholarship awarded shall be for the duration of the part-time studies.

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

Ministerial John Hunyadi Scholarship

36. §

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

(1) The Minister responsible for Education may award a 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 full-time student, 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 application is administered by Eötvös Loránd University.

(4) The call for applications must include:

a) the purpose of the scholarship,

b) the purpose of the scholarship;

c) the purpose of the scholarship, the purpose of the scholarship, the nature of the scholarship, the scholarship holder's rights and obligations 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.

(6) As a public service of Eötvös Loránd University not included in the core activities of the university, the scholarship is intended to promote the studies of Hungarian students from abroad in Hungary and abroad, to facilitate their integration into Hungarian higher education institutions and their stay in their homeland, to maintain their Hungarian identity

It maintains and operates a system of training, scholarships and dormitories in the Carpathian Basin, in addition to extra-curricular obligations.

Following the award of a 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 allowances 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 responsible for Education may award scholarships to non-Hungarian students who are enrolled in fee-paying or self-financed courses in Hungary, with the exception of students under Article 26 (1), on an academic yearly basis. A third-country national who is awarded a ministerial scholarship on the basis of an intergovernmental agreement shall not be subject to the obligations of the Hungarian state scholarship as defined in the Nftv. for the period for which the ministerial scholarship is awarded.*

(2) The Minister responsible for Education shall call for applications within the framework of the Budget Act.

(3) The evaluation of the application is based on the available budget 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. The Minister responsible for education shall decide on the basis of the ranking and the principles laid down in paragraph 3, where 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. §

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

Juttr. § 27/A *(1) The Minister responsible for education shall grant a scholarship to a foreign student attending a course at a state-recognised higher education institution at cost for the purpose of*



"Scholarship Programme for Christian Youth" and according to the conditions set out in Government Decree 120/2017 (VI. 1.) amending Government Decree 51/2007 (III. 26.) on the benefits and certain reimbursements to be paid by students in 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 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 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").

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

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

VI. CHAPTER 2

DOCTORAL SCHOLARSHIPS

39. §

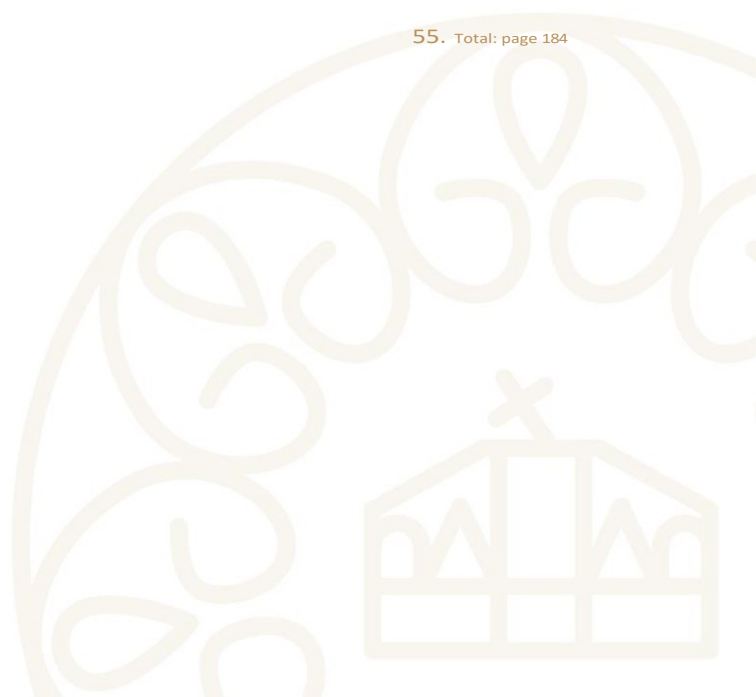
Nftv. § 85/C The higher education institution may use the funds available for student grants for the following purposes: (...) c) to pay doctoral scholarships, (...).

§ 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) HUF 2 160 000 per year for the research and dissertation phase,



bc) a one-off amount of HUF 400 000 for doctoral studies, (...)

f) for textbooks and notes, as well as for sports and cultural activities: 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 for 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) *In the case of a doctoral degree, a doctoral student in a full-time course of study supported by a grant shall be entitled to a one-off allowance equal to the amount laid down in the Nftv.*

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

(4) *The decision on the awarding 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 grant may be made available to the eligible student only in the form of a cash grant.*

Demonstration grant

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 fund under the management of the ETUC and may only be used with the agreement of the ETUC.
- (4) ⁸Background documents supporting the award of the scholarship shall be stored and filed electronically by the UASC, and payment lists shall be stored and filed by the UASC in accordance with the university's archiving rules.

University Community Fee

41. §

- (1) The University Community Award is open to full-time undergraduate students, students on full-time single courses, students on single courses, students on multiple courses, students on masters courses who have been awarded a public service scholarship and to students on self-financed courses who have performed outstanding community service during their years at the University and who have enhanced the reputation of the University and/or a faculty.
- (2) The call for applications must be published at least 15 days before the deadline for applications. The application shall be announced by the ETH Board with the prior approval of the Rector and the Vice-Rector for Education and shall be judged by an independent committee set up by the ETH Board.
on the basis of the criteria set out in Annex 5. One original copy of the decision of the committee on the evaluation of the applications received shall be sent to the Vice-Rector for Education within 3 working days of the evaluation.
- (3) The scholarship may be awarded once a year to one person per faculty. The scholarship amount is HUF 80,000.
- (4) The scholarship will be awarded to the winner at the graduation ceremony by the President of the UASC or his/her representative.
- (5) The Vice Rector for Educational Affairs is the administrator of the University Community Prize, with the proviso that it is to be managed separately as a management budget administered by the UEPC and may only be used with the approval of the UEPC. On

⁸Amended by Senate Resolution 77/2020 (17.VI).

The initiator of the payment authorisations drawn up by the EPHA within 3 working days of their being considered shall be the President of the EPHA. The disbursement shall be timed to the date of the handover ceremony.

(6) Background documents justifying the award of the scholarship shall be stored and filed by the UASF in accordance with the university's archiving rules.

Maintenance scholarship

42. §

(1) Students may be awarded a scholarship by the Principal. The list of eligible applicants, the conditions of application, the criteria for evaluation and the amount of the scholarship shall be specified by the Reservation 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) The application will be announced jointly by the Vice-Rector for Education and the President of the EHEA, with the prior agreement of the Rector, who will lay down the conditions for the award of the scholarship and the procedure for its evaluation. The call for applications shall be published on the University website at least 15 days before the deadline for applications.

(3) The scholarship shall be announced in the second semester of each academic year, as a one-off award, subject to the availability of funds.

(4) ⁹The award 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 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.

⁹ Established by Senate Resolution 77/2020 (VI.17.).

(5) An 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) The budget for the management of the University Community Prize is managed by the Vice-Rector for Education. 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 must be timed to the date of the handover ceremony.

Good State Scholarship

44. §

NKE r. § 12 (1) *The purpose of the Good State Scholarship is to support the participation of students in the University's foreign language courses and foreign language courses in order to internationalise the University.*

(2) *The scholarship shall be open to persons, irrespective of their nationality, who meet the admission requirements for the foreign language courses and foreign language degree courses of the University for which the University allows applications.*

(3) *The scholarship includes the following financial support during the period of study*

a) covering all or part of the cost of the course,

b) accommodation in a University hall of residence or hostel,

c) a contribution towards living expenses,

d) a contribution towards the costs of travel to Hungary and return home to a place of residence outside Hungary.

(1) The Rector will announce the application. The call for applications shall include at least:

a) the title and purpose of the application,

b) the persons entitled to submit the application,

c) the content and format of the application,

d) the name and amount of the resources available,

e) the form and amount of the grant,

f) the deadline, place and method of submission of the application,

g) the possibility and conditions for submitting a complete application,

h) information on the right to appeal against the decision to submit an application, the deadline and the procedure for lodging an appeal,

i) a for applications the procedure for the evaluation of applications the deadline for the evaluation of applications, main main criteria, a the procedure and deadline for notification of the outcome of the application,

j) the conditions governing the use and repayment of the grant.

(2) ¹⁰The applications submitted shall be evaluated by a committee appointed by the Rector on the basis of the evaluation criteria set out in this Article and in the call for applications. The members of the committee shall be: the Vice-Rector for International Affairs, the Vice-Rector for Educational Affairs or 1 person delegated by them, and 1 person delegated by the UGC.

(3) In determining the criteria for the evaluation of applications, account shall be taken of the priorities of the University's international strategy.

(4) The scholarship shall be for one or two academic semesters, as decided by the Committee. The Committee shall determine in its decision which of the benefits specified in Article 12(3) of the NUU Regulation shall be included in the scholarship of the successful applicant.

(5) The University shall conclude a scholarship contract with the successful applicant, which shall specify the conditions for the use of the scholarship. The scholarship contract shall stipulate that the scholarship holder who fails to meet the training requirements shall be liable to repayment and shall provide for cases of exemption for justifiable cause.

(6) ¹¹The Deputy International Rector shall be the framework administrator for the management of the Good State Scholarship.

Good Student, Good Athlete Award

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) ¹²The prize is awarded on the basis of an application. The competition is announced once per academic year by the Vice-Rector for Education. The content of the call for applications - the conditions of the application and the criteria for the evaluation - shall be determined by the Vice-Rector for Education in agreement with the Campus Director General and the EACC, with the applicant's academic and sporting achievements being taken into account in the application criteria.

(3) ¹³The award shall be proposed to the Vice-Rector for Education by a committee, in which the Campus Administration, the faculties and the ETUC shall be represented in proportion.

(4) The OTI shall store and file the background documents supporting the award of the scholarship in accordance with the university's archiving rules.

(5) The Vice-Rector for Education is the framework administrator for the management of the Good Student, Good Athlete scholarship.

¹⁰Amended by Senate Resolution 50/2019 (IX. 18.). Amended by Senate Resolution 77/2020 (17.VI.).

¹¹Amended by Senate Resolution 50/2019 (IX.18.). Amended by Senate Resolution 77/2020 (17.VI.17.).

¹²Amended by Senate Resolution 77/2020 (17.VI.17.).

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

Priority Study Scholarship

46. §

(1) A public service scholarship student who is not enrolled for the first time in a full-time bachelor's, single, split or master's degree course may apply for a special study scholarship, and a law enforcement scholarship student may apply for a special study scholarship if

- a) has enrolled for at least two semesters during the course of study in the relevant programme;
- b) ¹⁴has earned at least 55 credits during his or her course of study and has no missed required and required elective courses based on the number of semesters of active enrollment in the course of study in accordance with the semester of the recommended curriculum;
- c) during the last two active semesters of study at the institution, has achieved an outstanding average grade point average of at least 4.31 for the two semesters and at least 4.00 per semester, calculated as a simple grade point average;
- d) has outstanding professional and community service; and
- e) no disciplinary proceedings are pending against him/her and he/she is not subject to disciplinary sanctions.

(2) The amount of the scholarship is proposed by the DJB within the limits of the available budget, which is a fixed amount linked to the scholarship.

(3) The Dean will issue the application for the priority study grant within 30 days of the date on which the amount is fixed. The deadline for the submission of applications is 15 days after the call for applications, with a further 15 days for the evaluation of the applications. Applications must be sent to

(2)(e) shall be assessed by applying the points system of the national higher education scholarship, as laid down in the last call for applications, with the exception that sporting activities shall not be considered as community service.

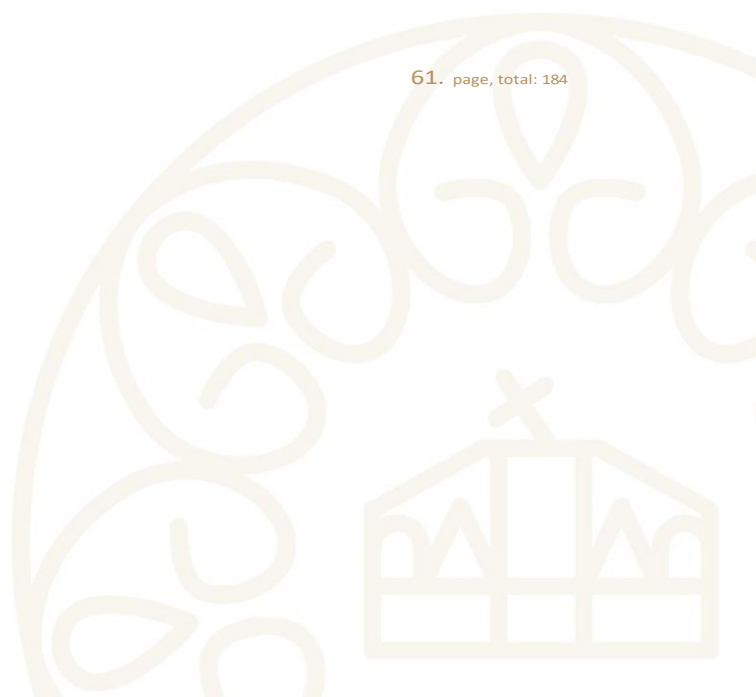
(4) Students in receipt of a national higher education scholarship may not be in receipt of a scholarship for advanced study at the same time. A student who has been awarded a scholarship cannot be excluded from receiving a scholarship if he/she fulfils the conditions of the scholarship at the time of its award.

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

(6) The total amount of the priority study grant for students with a law enforcement scholarship shall be allocated from the law enforcement normative allocation.

(7) Background documents justifying the award of the scholarship shall be stored and filed by the department responsible for the academic administration of the faculty concerned in accordance with the university's archiving rules.

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



(8) The Dean of the respective faculty is the financial administrator of the Advanced Study Scholarship and shall arrange for the payments every six months.

Support for study abroad

47. §

(1) Support for students participating in part-time study abroad is granted by means of a grant application. The application shall be announced by the Dean, with the agreement of the DJB, by 1 June each year and in January, at the latest by 15 January, if the DJB has indicated the need in writing. The call for applications shall be published at least 10 days before the deadline for applications. The DJB will make a reasoned decision on the award of the grant within 10 days of the deadline for applications.

(2) Applications are open to students who are eligible to travel abroad on an open scholarship, i.e. open to all students, 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) Background documents justifying the award of the scholarship shall be stored and filed by the department responsible for the academic administration of the faculty concerned in accordance with the university's archiving rules.

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

Scholarships funded by an external partner

48. §

(1) In order to promote the practical application of students' academic activities, in accordance with the aims and mission of the University and the values it stands for, 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) Applications submitted will 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. Background documents supporting the award of the scholarship shall be stored and filed by the organisation responsible for the administration of the study programme concerned in accordance with the University's archiving rules.

- (5) For the purposes of this section, an external partner is a natural or legal person other than the student, the University.

Scholarships for students in self-financed courses

49. §

- (1) In order to assist students in self-financed studies, the rector may call for applications.
- (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) The Dean of the faculty concerned is the financial manager of the scholarship and makes the payments. The supporting documents for the award of the scholarship are stored and filed by the body responsible for the administration of the scholarship in accordance with the University's archiving rules.

Pro Juventute scholarships

50. §

- (1) The Pro Juventute Scholarship is an award for graduating full-time bachelor, master, full-time associate, master, full-time professional, public service, law enforcement and self-financed students who have performed outstanding community and professional activities during their university years and have enhanced the reputation of the University and/or a faculty.
- (2) The call for applications shall be published at least 15 days before the deadline for applications. Applications shall be invited by the ETUC and judged by an independent committee set up by the ETUC. The members of the Committee set up by the ETUC to assess the application are: the President of the ETUC, the Presidents of the Faculty Student Councils and one lecturer appointed by the President of the ETUC.
- (3) The scholarship is awarded once a year to one person per faculty. The amount of the scholarship is HUF 100 000.
- (4) Background documents supporting the award of the scholarship are stored and filed by the FEPC in accordance with the university's archiving rules.
- (5) Winning applicants will receive the scholarship from the President of the ETUCE or his/her representative at the graduation ceremony.
- (6) The Vice-Rector for Education is the administrator of the Pro Juventute scholarship management budget, which must be managed separately as a management budget under the management of the UEPC and may only be used with the agreement 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.



Publico Bono scholarship

51. §

(1) The Publico Bono Scholarship is awarded to a full-time undergraduate, postgraduate, Master's, postgraduate vocational or higher education student, a law enforcement scholarship holder, a candidate officer or a student on a self-financed course, who does not hold an office as defined in the Statutes of the Student Council or is not a member of the Board of Governors and who has contributed to the organisation of student community life in the

- a) student organisation,
- b) or as a member of a committee of the student union or faculty student union,
- c) participation in the organisation of events related to the educational and academic activities of the University.

(2) The scholarship may be awarded at least once per semester of study, within the limits of the available budget. Students who have already received or will receive an award or reward for the activities described in their application in another legal title during the academic semester in question are not eligible to apply. The call for applications must be published at least 10 days before the deadline for applications.

(3) The amount of the scholarship and the beneficiaries shall be decided by a committee set up by the ETUC, on the basis of evaluation criteria established by the ETUC, against which the President of the ETUC and the Vice-Rector for Education may object before the decision is communicated to the applicant.

(4) Background documents supporting the award of the scholarship shall be stored and filed by the ETUC in accordance with the university's archiving rules.

(5) The Vice-Rector for Educational Affairs is the administrator of the scholarship management budget, which must be managed separately as a management budget managed by the UASC and may only be used with the approval of the UASC.

College scholarships

52. §

Nftv. § 85/D A scholarship may be awarded to a student member of a specialised college 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) A 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 is 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) Applications will be assessed by the Vice-Dean responsible for the departmental colleges and by the faculty and student leaders of the departmental colleges to which they belong, no later than 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) All supporting documentation for the award of the scholarship shall be stored and filed by the academic administration of the faculty supervising the relevant department in accordance with the university's archiving rules.

(5) The dean of the faculty supervising the department in question is the administrator of the college scholarship, which is paid once per academic semester.

Scholarship for scientific students

53. §

(1) A scholarship for scientific student circles shall be awarded to a student of the University whose active work in a scientific student circle is recognised by the dean on the recommendation of the secretary of the Scientific Student Circle (hereinafter referred to as "the Scientific Student Circle" for the purposes of this section), the head teacher of the faculty of the Scientific Student Circle and the deputy dean responsible for the faculty of the Scientific Student Circle.

(2) A student who fulfils the following conditions may be awarded a scholarship for a scientific student circle:

a) is a registered, active member of a faculty TDK,

b) has fulfilled the obligations laid down in the rules of procedure of the Faculty Research Students' Council (for the purposes of this section, hereinafter referred to as the "RSCD").

(3) The scholarship is awarded o n c e per academic semester, at the end of the semester in question. The Vice-Dean in charge of the TDK shall be responsible for the awarding of the scholarship and the Dean shall be entitled to award it. The application must be announced at least three weeks before the end 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 of the members of the PTE shall be required to approve the proposals. The Vice-Chair of the Faculty's Student Council for Economic and Social Affairs must be invited to the PTEC meeting convened to evaluate the proposals and will participate in the evaluation of the proposals with voting rights.

(5) The decision on the decision, including the names of the scholarship holders, their Neptun codes, the title of the TDK and the amount of the scholarship, will be sent by the student secretary of the KTDT to the Vice President for Economic and Social Affairs of the Faculty of the Student Council within 5 days.



to the secretary of the Faculty of Social Sciences and Human Sciences of the Faculty of Social Sciences of the Faculty The decision on which the payment list is based will be sent by the Vice-President to the department responsible for economic administration within 5 days.

(6) Background documents supporting the award of the scholarship shall be stored and filed by the department responsible for the academic administration of the faculty concerned in accordance with the university's archiving rules.

(7) The dean of the faculty concerned is the framework administrator for the management of the student research grant.

Scholarships for scientific student conferences

54. §

(1) Scholarships for scientific student conferences may be awarded to participants and authors who submit winning proposals at institutional and national scientific student conferences organised by the University.

(2) The funds for the scholarship are earmarked 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 scholarship¹⁵ § 54/A¹⁶

(1) Incentives for participants in the Ludovika Collegium Student Talent Development Programme shall be awarded in accordance with the Rector's Instructions on the Ludovika Collegium Student Talent Development Programme. The Ludovika Collegium Programme Director (hereinafter referred to as the Programme Director) shall issue the invitation to apply. The rules for the calculation and payment of the scholarship shall be laid down by the Rector.

(2) The application procedure shall be carried out 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.

VIII. CHAPTER

EXTERNAL SCHOLARSHIPS

Erasmus scholarships

55. §

¹⁵Inserted by Senate Resolution 77/2020 (17.VI).

¹⁶Inserted by Senate Resolution 77/2020 (17.VI.VI).

(1) ¹⁷An ERASMUS+ grant may be awarded to a student who is pursuing part-time studies abroad under the ERASMUS+ programme. The International Directorate will be responsible for announcing the grant, establishing the conditions of application and awarding the grant. The application conditions must be published at the latest 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) ¹⁸The International Directorate 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 manager is the International Director.

Stipendium Hungaricum Scholarships

56. §

Government Decree 285/2013 (VII. 26.) 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 its international development cooperation objectives.*

2. § (1) *The Minister shall be responsible for the operation of the scholarship programme. The Minister responsible for 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 costs pursuant to paragraph (4)(f), the organisational flat rate and, in the case of Article 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 performed directly by the Ministry.*

(4) *The scholarship holder shall receive the following benefits for the duration of the scholarship contract:*

a) exemption from reimbursement of the cost of education,

¹⁷Amended by Senate Resolution 50/2019 (IX. 18.).

¹⁸Amended by Senate Resolution 50/2019 (IX. 18.).

b) The amount of the scholarship, the terms and conditions of which shall be determined by the Minister, with the approval of the Minister responsible for public finance, and shall be published in the operating rules of the scholarship programme,

c) dormitory accommodation or housing allowance,

d) Article 81 of Act CCIV of 2011 on National Higher Education (hereinafter referred to as the Nftv.) (1) and (2),

e) health care services as defined in Article 16(1)(i) of Act LXXX of 1997 on the right to social security benefits and private pensions and on the coverage of these services, and

f) reimbursement of the certified costs incurred or health insurance for supplementary care in a foreign language in the case of the use of supplementary or foreign-language health care services.

4. § *The Public Foundation is responsible for the coordination, liaison and information tasks related to the scholarship programme, in the course of which*

a) draws up the call for applications for students and institutions, the operating rules of the scholarship programme and the guidelines for implementing the programme on the basis of guidelines agreed in advance with the Minister,

b) publish on its website the call for applications for students and institutions and the rules of operation of the scholarship programme,

c) conduct the student application procedures,

d) organise and run the other programmes that are part of the scholarship programme,

e) conducting the institutional application procedure, whereby higher education institutions submit institutional applications, drawn up in accordance with the needs identified by the sending institution,

f) liaising with the institutions participating in the scholarship programme.

5. § *The operating rules of the scholarship programme shall include*

a) monitoring the training and progress of scholarship holders,

b) the system for determining the monthly stipend for scholarship holders,

c) the mandatory elements of the model contract to be used for the conclusion of the scholarship contract,

d) the principles of institutional and student application and selection, including the range of applicants,

e) the range of student services to be provided to the scholarship holder,

f) the mandatory elements of the model framework agreement to be concluded with the institutions,

g) the system for determining the cost of the student mobility places to be used in the programme,

h) the rights and obligations of scholarship holders,

i) the rights and obligations of the institutions,

j) the procedure for ministerial nomination,

k) the conditions for the termination of the scholarship holder's contract and the termination of the scholarship.

7. § (1) *The amount of the co-payment for places for foreign students on the basis of an institutional application - taking into account the system set out in § 5(g), including the services pursuant to § 81(1) of the Nftv.*

(2) The scholarship shall be paid to the 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 holder, students must

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 that application, except for the courses specified in point (d),

b) the institution shall provide the scholarship holder with information, mentoring and counselling services as specified in the rules of operation of the scholarship programme and the implementation guidelines, and shall provide data to the Stipendium Hungaricum alumni and internationalisation system of the Public Foundation at the end of the scholarship period, subject to the provisions of Annex 1, and shall fully cooperate 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 pursuant to Section 80 (2) d) of the Nftv,

d) in the case of preparatory Hungarian language training organised by the Ministry and Hungarian language training provided by higher education institutions, the institution and the Public Foundation shall conclude a framework agreement.

(5) In the case of Section 7 (4) (c), the institution shall be entitled to a flat-rate Hungarian language training grant in addition to the cost of the training.

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 take effect on the date on which the scholarship holder becomes a student;

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

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

(2a) The contract and student status of a scholarship holder who has obtained a doctoral degree but has not yet obtained a doctoral degree shall be terminated after 1 year if the scholarship holder has not obtained a doctoral degree. If he/she is awarded a scholarship following a specific application procedure, he/she may be awarded a scholarship for a maximum period of 12 months after obtaining the degree.

(3) The scholarship contract may be amended by agreement between the parties.

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) The scholarship is awarded by means of a call for applications, published by the Minister responsible for education, for places at Hungarian higher education institutions at cost price.

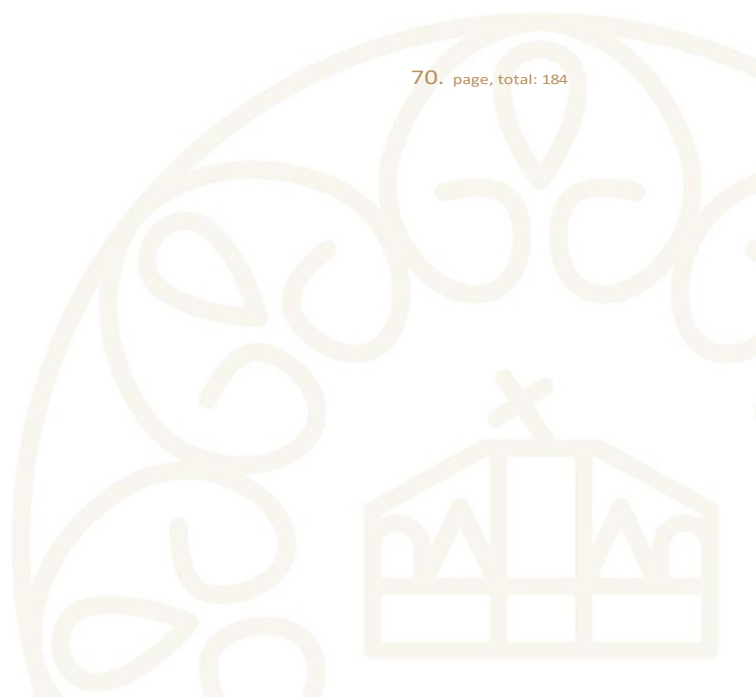
(3) A valid application may be submitted by the applicant:

- a)* who is designated by the sending country on the basis of 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.

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

(5) ¹⁹The scholarship holder shall conclude a scholarship contract with the University, which shall set out the rights and obligations in relation to the scholarship. In concluding the scholarship contract, the International Directorate shall act on behalf of the University

¹⁹Amended by Senate Resolution 50/2019 (IX. 18.).



Article 50.50 of the Agreement No. The International Directorate shall check the mandatory content of the scholarship contract and, if necessary, ensure that it is included in the contract.

57. §

- (1) The scholarship shall be paid to the scholarship holder who is a student during his/her studies, provided that he/she is an active student during the period of study. If the scholarship holder is on a break from student status, 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) ²⁰The scholarship holder shall be obliged to establish and maintain a student relationship with the University on the basis of the admission or acceptance decision and for the duration of the scholarship period, as stipulated in the scholarship contract. In addition to the registration obligations, the scholarship holder is required to register in person with 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) ²¹For the operating costs of the DGB, the University shall spend 3% of the doctoral scholarship normative corresponding to the period of training as defined 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.
- (4) The EHEA and the DGB shall report annually to the Senate on the use of their operating costs.
- (5) The Deputy Rector responsible for educational affairs shall be the framework manager of the operating costs of the DGBE, with it being managed separately, by the DGBE

²⁰Amended by Senate Resolution 50/2019 (IX.18.).

²¹Amended by Senate Resolution 77/2020 (17.VI.).

The budget shall be treated as a management budget and may only be used with the agreement of the ETUC.

(6) The Vice-Rector for Academic Affairs shall be the manager of the DGB's operating budget, which shall be managed separately as a budget managed by the DGB and may only be used with the agreement of the DGB.

X. CHAPTER 2

SERVICES FOR STUDENTS

Accommodation in halls of residence/hostels

59. §

Nftv. § 8 (6) *The organisation providing accommodation for students attending higher education (dormitory, student hostel) may - in the case of an institution not belonging to a higher education institution - perform the tasks of preparation for the commencement of higher education studies, may also participate in higher education studies and may also function as a vocational college.*

(7) *In order to provide accommodation for students, a hall of residence may be run as part of a higher education institution or a student residence may be set up as an institution not belonging to 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 a tender. 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 training, exemption pursuant to § 4 (4), and if the student is exempted from the provisions of the Nftv.*

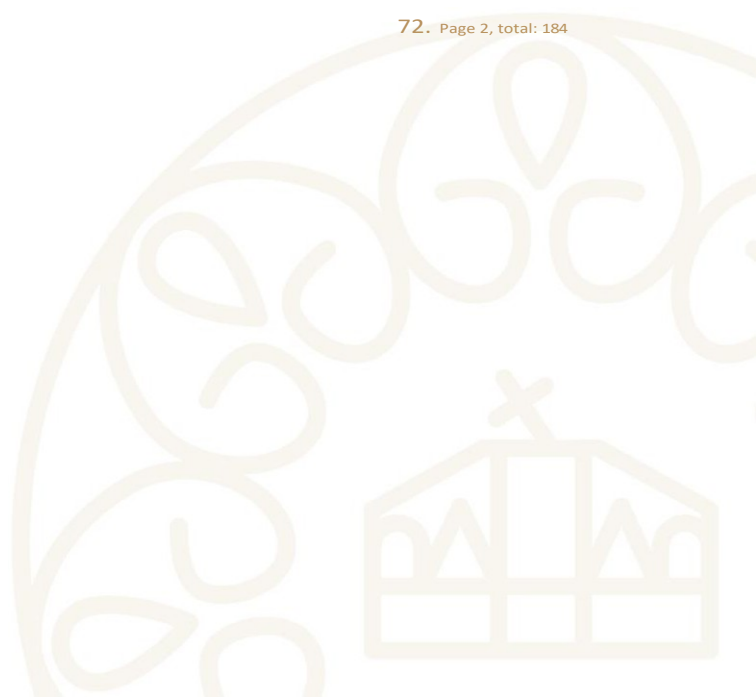
41 (1), *the existence of the conditions for preferential treatment laid down in the Nftv.*

(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 laid down 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 shall be classified as comfort level II;

c) dormitory accommodation shall be classified as comfort level III if there is a complete bathroom in each room or two rooms, with less than 4 persons per room;

d) A dormitory 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;

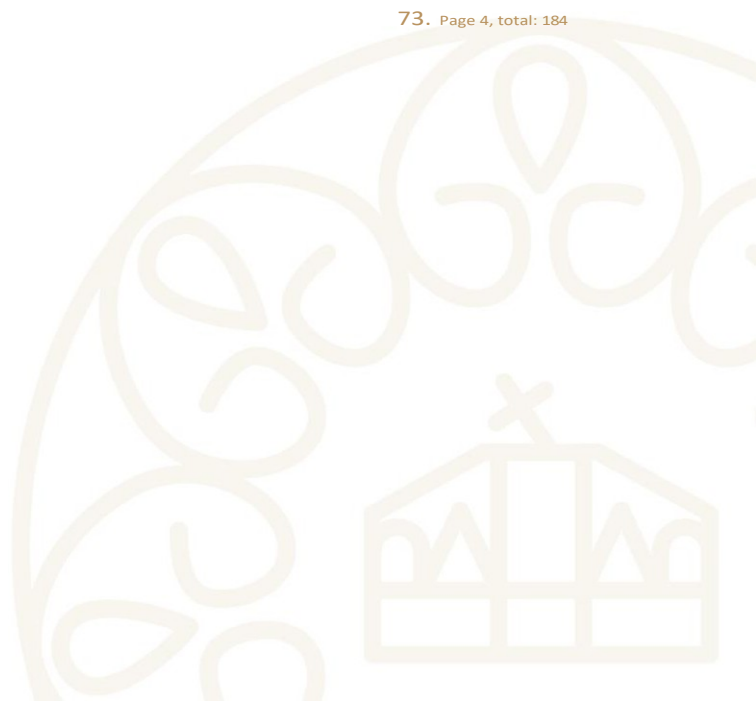
d) 22% for accommodation in comfort class IV.

(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.

(1) The rules for accommodation in the dormitory/hostel shall be laid down in the Dormitory Regulations.

(2) In the Diószeghy Utca Dormitory, the Orczy Úti Dormitory, the Beszédes József Dormitory and the dormitory and other fees payable are governed by Annexes 3/A, 3/B and 3/C.

(3) The fees payable in the hostel of the Faculty of Military Science and Training (Building D) and the payment of fees shall be as set out in Annex 4.



Criteria and scoring system for dormitory accommodation

60. §

(1) The criteria for the application 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) The 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, except that the scoring system (Annexes 5/3 to 5/3) shall be used for the assessment of the social situation of the applicant. The score given in the first point of the table (within 20 km 1 point) "Distance of the place of residence from the place of registration of the training course" (Annex 5/5/3) shall not be 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) shall be taken into account only for applications for admission to a college where the distance from the place of residence to the place of registration of the training course is greater 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)* in the case of an applicant in a higher year of study, the scholarship index calculated on the basis of the last two completed active semesters of study or, if the student has one completed active semester of study at the time of application, the scholarship index (calculated as a simple arithmetic average of two semesters of study);
- b)* in the case of applicants starting their Master's studies in their first year, 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;
- e)* in the case of applications made during the academic year, the weighted average academic performance of the student's marks in the Neptun system up to the day before the evaluation of the application, as determined by the Head of the College in consultation with the department responsible for academic administration;
- f)* in the case of students participating in a part-time course abroad, if the courses taken in the part-time course abroad are in accordance with the study semester immediately preceding the application period, as defined in the Study and Examination Regulations and the Regulations on Recognition, Credit Transfer and Validation



The scholarship index of the last active semester of study before the semester preceding the semester of study abroad shall be used for the crediting of the examination or the examination outside the examination period in connection with the period of study abroad, which takes place after the application period but before the semester immediately 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 achievement 20%.

20%.

(6) In the case of applications for places in a vocational college, the criteria for admission to the college shall be solely the activity of the vocational college as defined in paragraph 4 and in Annex 6, point 5, with a minimum of 20 points and the disciplinary status as defined in Article 61(1).

(7) The distribution of the points to be taken into account in the case of doctoral candidates for admission to a college:

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

aa) 60% of the admission result;

ab) 40% of the social situation score



in the case of doctoral candidates;

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

ba) 50% of the study result;

bb) the social situation score is 30%;

bc) a score of 20% for the community service and scientific activity
20%.

c) for doctoral candidates 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.

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 in the upper stage of studies and in the case of mid-year applications as follows:

a) in the case of a warning as defined in the Disciplinary and Compensation Regulations, by 5%,

b) 10% in the case of a reprimand,

c) 20% in the case of a severe reprimand,

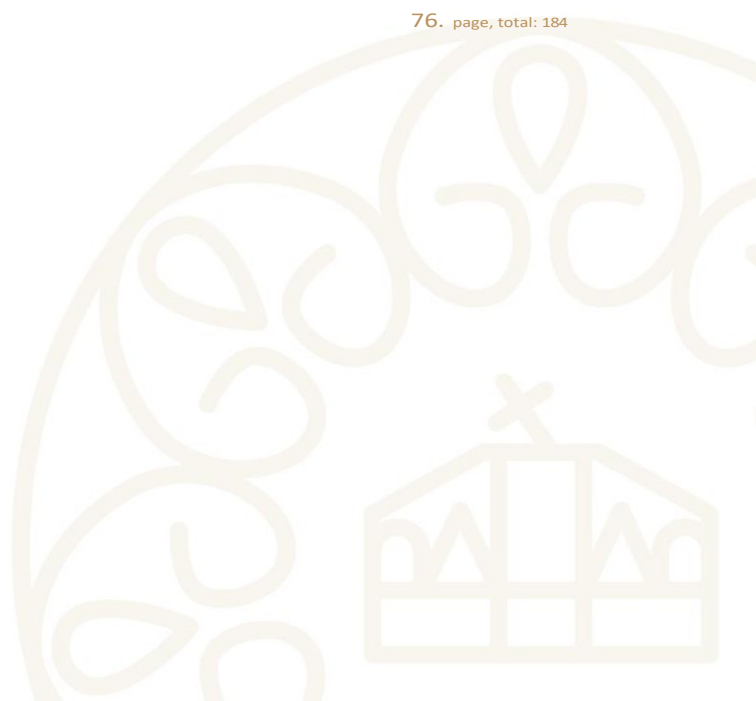
d) in the case of a disciplinary measure, as laid down in the Disciplinary and Compensation Code, by 5-30%, depending on the extent of the damage.

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

(3) A student in the upper year of study may apply for a place in a hall of residence if

a) 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 before the semester preceding the semester of study abroad, has completed at least 15 credits, and

b) if the requirements set out in paragraph (4) are met, has verified participation in at least eight academic conferences, events, workshops, cultural or sporting events organised by the University (hereinafter referred to collectively as "programme" for the purposes of this §) during the last two active semesters of study.



(4) In addition to the conditions set out in paragraph 3(b), the University shall provide all the conditions necessary to enable students who are preparing to take up residence hall accommodation to participate in at least eight programmes as defined in paragraph 3(b) during the academic term of the two active academic semesters preceding the residence hall admission procedure, at a time and in a manner compatible with their academic obligations. The university shall inform students of the programme specified in paragraph 3(b) and the maximum number of places available for registration in the university calendar no later than 30 days before the date of the programme. The University shall inform students by 31 May of the year in question of the fulfilment of the conditions set out in this paragraph and of the details of the application procedure for the programme set out in paragraph 3(b). The rules for the announcement of the programmes specified in paragraph (3)(b) and for the documentation and proof of participation in them shall be laid down in a rector's order.

(5) In order to meet the conditions set out in paragraph 3(b), exemption from the obligation to attend classes may be granted in accordance with the provisions of the Study and Examination Regulations.

Services available free of charge to assisted students

62. §

Nftv. § 81 (1) *In the framework of a course 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 the reports, examinations and the repetition of failed reports or examinations once, the final examination, and the degree acquisition procedure during the student's legal status,

b) attendance at a vocational college,

c) the use of the higher education institution's facilities - library and basic library services, laboratory, computer, sports and leisure facilities

, facilities 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 any 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 (part) scholarship is enrolled in an EEA State in a part of the course of study in which he/she is pursuing studies in the home country*



in an EEA State, the student may receive a scholarship from the higher education institution with which he/she is a student for the period of study abroad, 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 be applied with regard to the services provided free of charge to the subsidised students, in particular with regard to the provisions of Government Decree No. 363/2011 (XII. 30.) on the implementation of certain provisions of Act CXXXII of 2011 on the National University of Public Service and on Public Administration, Law Enforcement and Military Higher Education.

Services that can be used by subsidised students with the payment of a fee

63. §²²

Nftv. § 82 (1) *Within the framework of a course of study supported by a Hungarian state (partial) scholarship, the student may use the services subject to payment of a fee:*

a) the teaching of knowledge 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 if 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 study and examination regulations of the higher education institution may make the third and subsequent examinations in the same subject, the repeat of lectures, seminars, consultations, practical sessions, field exercises, 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 fees which may be claimed under paragraphs 1 to 2 shall be laid down in the fees and allowances regulations, subject to the condition that their cumulative

²²Amended by Senate Resolution 77/2020 (17.VI).



shall not exceed half the cost price, excluding the service provided for in paragraph 1(a).

(4) *A student 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 § 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 up the same subject, and failure or delay in fulfilling the obligations set out in the Study and Examination Regulations shall be subject to payment as set out in 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 the 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.*

(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 their academic results and social situation, and on the authorisation of payment in instalments, 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 Article 38(4)(b). If the training contract is concluded as a result of a reclassification, the training contract must 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) in respect of officer candidates of the law enforcement agencies, in the Act on the Service Status of the Professional Staff of the Law Enforcement Agencies

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

Section 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) 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 or the Act on the Status of Defence Forces (hereinafter jointly referred to as: professional or contractual relationship) or in a candidate officer 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 shall publish the amount of the first year's own fees in the admission prospectus.

(3) A student who is enrolled in a self-financed course is obliged to pay a self-financing fee per semester of study, so that the self-financing fee is paid in two equal instalments, the first instalment of which is due 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 described in the University's specific information

The fees to be paid 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 average may do so on special request (payment facilitation).

(3a)²³⁾ 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) A student participating in the self-financing programme may be paid the amount of the self-financing by another person as specified in the student training contract and in § 69 of these regulations.

(5) Where these Regulations refer to a cost-share, this 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 case of a notification of a suspension of student status during the registration period, or in the case 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) If the student announces in writing within one month of the beginning of the term that he/she is taking a break from his/her studies in the semester in question, the University will reimburse the student 90% of the tuition fees paid for the period in question, up to the amount of the tuition fees, on the basis of a certificate issued by the head of the Faculty's academic administration who established the student's eligibility.

(4) It shall not be possible to withdraw the registration after one month from the start of the training period, and therefore, with the exception of the refund provided for in paragraph 5, the fees paid shall not be refunded for applications received after this period.

(5) In 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 minimum 25% and maximum 90% of the fees paid for the period of study may be refunded at the request of the student, at the discretion of the Rector. The Rector

²³⁾Inserted by Senate Resolution 77/2020 (VI.17.).



When 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 at the same time as the application for the declaration of a semester not completed, within the deadline for the submission of applications for the declaration of a semester not completed, as set out in the Academic and Examination Regulations.

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 tasks, after which the student can prepare and print an invoice and send it to the person(s) responsible for payment, who will refer to the student's name or Neptun code and the account number of the invoice issued in the communication field when sending the invoice.

(2) A commitment made by another person is valid for the whole period of the student's studies, 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. §

Article 42 of the Nftv. *A student who has not fulfilled his/her payment obligations may not register.*

Nftv. § 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 department responsible for economic/financial tasks shall call upon the student to settle the arrears by setting a deadline. In the event of late payment and overdue payment, the student shall be liable to pay an additional late payment fee as set out in Annex 1.

(2) Students who fail to meet their payment obligations will not be allowed to sit examinations.

(3) The head of the department responsible for economic/financial matters shall twice call upon the student to pay the outstanding fees, setting a deadline of 8 days for the payment of the fees.



informing the student that failure to pay will result in the termination of the student's student status. In the event of failure to pay, the Rector will, after examining the student's social situation, terminate the student's student status on account 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. §

Juttr. 11. § (2) *A felsőoktatási intézményben a hallgató által a mulasztás és késedelmes teljesítés miatt fizetendő díjak, a térítési díjak jogcímeit, feltételeit és mértékét, valamint a kollégiumi díjat, és az Nftv. 46. § (3) bekezdése és 83. §-a alapján az önköltség, illetve a költségtérítés mértékét egy tanév időtartamára kell megállapítani, továbbá az intézményben szokásos módon közzé kell tenni.*

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.*

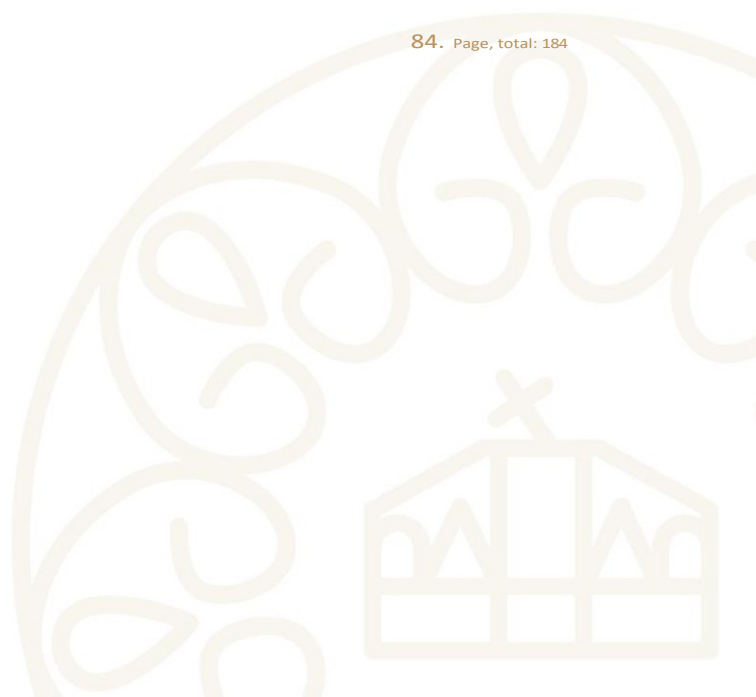
(2) *The rules and fees for the accommodation of law enforcement students at the University shall be laid down in the University's regulations on fees and allowances.*

(1) A dormitory fee shall be paid for accommodation in the dormitories. The monthly halls of residence fee is payable from September to June (10 months), after which a daily fee is charged for the duration of the stay in the halls of residence until the end of the examination period. The fees and other fees payable are set out in Annexes 3/A to D and 4.

(2) The dormitory and other fees shall be charged via the Neptun system and shall be payable by the 15th day of each month or the 8th calendar day following the month in which they are charged, 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 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) In view of 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) ²⁴Before the expiry of the period specified at the time of admission, the student may move out of the dormitory (give up the place) only on the basis of a medical certificate or other special justifiable case, as decided by the HTVSZÜB, without any further obligation to pay fees. The request for payment facilitation must be submitted at the latest when the intention to move out is notified. In all other cases, the student must pay 50% of the monthly fee for the remaining period of the stay, up to a maximum of three months.

Other payment rules

72. §

(1) The defending of the thesis and taking the final examination, regardless of the date, is free of charge for the first time. Thereafter, the student shall pay 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 price, if the student is unable to complete his/her studies during the period of support and has been authorised to continue his/her 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;
- f) the reimbursement 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.

²⁴Established by Senate Resolution 77/2020 (VI.17.).



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

(4) Students coming 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 dean responsible 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:

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

(2) No credit co-cost may be established if the amount of the credit co-cost calculated on the basis of § 72 (1) exceeds the amount of the credit co-cost determined for the course in question at the beginning of the student's training period, as specified in § 3 (2) and § 3 (2) (a).

§ 67 (2). In this case, the student shall pay the co-costs for the semester in question, as specified in the student's training contract, in accordance with Article 3(2) and Article 67(2).

(3) The co-payment/fee for the credit is determined by the department responsible for academic administration and 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.

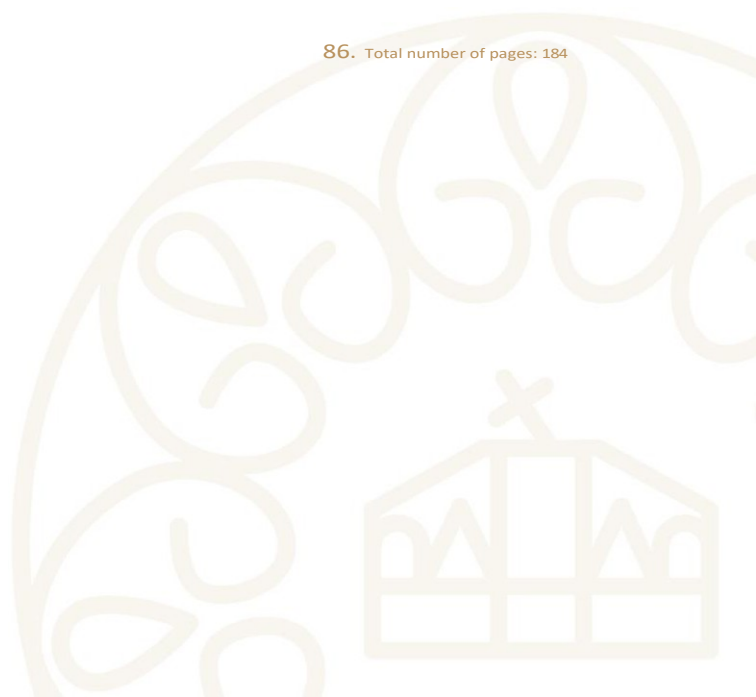
(5) In the event of non-payment of the fees, late charges and the credit co-payment specified in this Section, the provisions of Section 70 shall apply mutatis mutandis.

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 on the basis of the payment of penalty fees as laid down in the University's fees and allowances regulations or on the basis of participation in a community activity.

(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 reduction to the department responsible for the academic administration of the course no later than 15 August for the autumn semester and 15 January for the spring semester, prior to the registration period, or, in the case of a payment reduction for a self-payment obligation, by the last day of the payment deadline, in the case of a payment obligation arising thereafter or in the case of a situation or circumstance directly affecting the fulfilment of the self-payment obligation, which is beyond the student's control and for which he/she is not responsible, by the last day of the payment deadline, by submitting a written request to the



on the basis of a request. The deadline is statutory and no justification can be given for failure to meet it.

(2) In the first instance, a decision on the request for payment of the contribution will be taken by the HTVSEC, or by the DSZEC in the case of doctoral students, within 21 days.

(3) If the student is removed from the student register, arrangements must be made to settle any outstanding debts 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 number of 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.

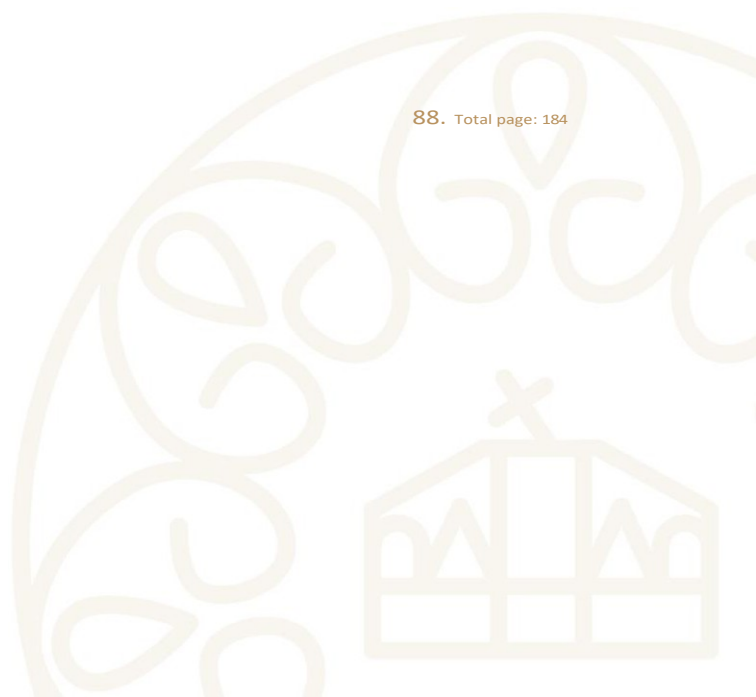
(2) The exemption provided for in this Section shall be provided for in the student's training contract with the student who is participating in a self-financed course, provided that, in the event of termination of the exemption, the student's training contract may be unilaterally amended by the University 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.



Rules for 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 is obliged to reclassify to a self-financed course every academic year a student participating in a course supported by a Hungarian state (partial) scholarship who, on average in the last two semesters in which his/her student status was not interrupted or not in the 81.

§ (3) and (4), has not acquired at least eighteen credits or has not attained the average of the academic average established in the organisational and operational regulations of the institution, as specified in the Government Decree, and who withdraws his/her declaration pursuant to § 48/D (2).

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

(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).

Article 47 (1) A person may pursue studies in higher education in Hungarian state (part-)scholarship-funded training (hereinafter referred to as the period of support) for a total of twelve semesters in higher education in vocational training, bachelor's and master's programmes. The period of support shall be up to fourteen semesters if the student is enrolled in an undivided programme and the training requirements state that the period of training exceeds ten semesters.

(1a) In the case of studies in a non-teacher's degree programme in the field of art, in a professional teacher's degree programme, in a teacher's degree programme in the field of art or in a teacher's degree programme in the field of professional education, or in a teacher's degree programme as defined by Government decree, which can only be taken up in a second teacher's degree programme in a further teacher's degree programme based on the non-teacher's master's degree programme in the field of art, the period of support pursuant to paragraph (1) may be extended by an additional two semesters.

(2) The period of support for a student in doctoral studies shall not exceed eight semesters.

(3) The period of support for the award of a diploma in a course of study within the meaning of paragraph 1 may be up to two semesters longer than the period of study for the degree in question, subject to a maximum of six semesters if paragraph 4 is applied. The period of support for a given degree course shall include the period of support previously received for the same degree course. If the student is unable to obtain the degree (diploma) in question during the period of support thus determined, he may continue his studies in that course of study on a self-financed basis even if he has not otherwise completed the period of support referred to in paragraph 1.



(4) The higher education institution may extend the period of support for a student with a disability specified in paragraph (1) by a maximum of four semesters. This benefit may be used to obtain more than one degree (diploma), provided that the total period of support used in respect of this paragraph does not exceed four semesters.

(5) The period of support taken up by the student 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 Section 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 referred to as the Act on the National University of Public Service), spent in the course of studies at the National University of Public Service.

(7) Participation in training supported by a Hungarian state (partial) scholarship does not exclude the existence of a degree and professional qualification in higher education, with the proviso that if a student is studying in a training cycle in a Hungarian state (partial) scholarship course, in the case of further (parallel) training in the same training cycle, the number of semesters corresponding to the number of parallel courses supported by a state (partial) scholarship shall 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.

21/A (5) With regard to students with a public service scholarship, only the provisions of § 47 of the Nftv.

§ 47(2) to (3) and, in conjunction therewith, (4) to (6) and (8) shall apply, with the proviso that only the period of support used in the course of the University's training supported by a public service scholarship shall be taken into account when calculating 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. Students who did not start their studies before the academic year 2012/2013



Students who have started their studies before the 2012/2013/2013 academic year on a paid basis, who are not law enforcement scholarship holders or who are not in a military officer candidate, professional or contractual status, will be reclassified according to the provisions of 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-funded 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) *how many students have already taken advantage of the Nftv. 47(3) of the student's course of study.*

(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 candidate 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 Section 56(1), the credit for the semester in question is completed after 31 July and the higher education institution has a Hungarian state scholarship place that can be filled, the reclassification decision shall be reviewed and, if necessary, amended accordingly.*

(9) A student shall be reclassified in accordance with § 48 of the Nftv. if he/she does not achieve the weighted average academic performance per field of study as defined in Annex 10, unless the organisational and operational regulations of the higher education institution set a higher value.

10. Annex to Government Decree No 87/2015 (IV. 9.)

Weighted average grade point average for reclassification

	A	B
1	Field of education	Weighted grade point average
7	Public administration, law enforcement and military	3,00

(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 studies or did not participate in a foreign course as defined in Article 81(3) and (4) of the Nftv., or has not achieved a weighted average of 3.00, must be transferred to a self-financed course per academic year.

(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) ²⁵has 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 fulfil 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 who are self-paying may be reclassified to a subsidised form of training only in the case of courses for which the Maintainer has given a subsidised course – in the academic year –,

²⁵Amended by Senate Resolution 77/2020 (17.VI).

specialization, specialisations, work schedule broken down - Available from for students number of students to be admitted.

XII. CHAPTER

DATA

MANAGEMENT

79. §

Nftv. § 18 (1) *The higher education institution shall*

a) for the proper functioning of the institution,

b) exercise the rights and fulfil the obligations of applicants and students,

c) to organise training and research,

d) the exercise of the rights of employers and the exercise of the rights and fulfilment of the obligations of teachers, researchers and employees,

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) data necessary for the assessment of the application for admission, (ae)

data on the admission procedure, admission number,

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

b) data relating to the student status:

ba) the student's name, gender, name at birth, mother's name, place and date of birth, nationality, place of residence, place of abode, notification address and telephone number, e-mail address, 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 pursuant to a separate Act, the document certifying the right of residence,

bb) *the type of student (visiting student) status, the date and method 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 period of suspension 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 benefits, data necessary for the assessment of entitlement to benefits (social status, parental data, maintenance data),

bff) 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 relating to 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) data concerning the completion of the work placement, the diploma, the final examination (doctoral thesis), the language examination and the diploma, 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) hallgatói vagy lakhatási támogatás nyújtása esetén, ha az csecsemőgondozási díjban, gyermekgondozást segítő ellátásban, gyermeknevelési támogatásban, gyermekgondozási

díjban, rendszeres gyermekvédelmi támogatásban részesülés okán, vagy hátrányos helyzetére tekintettel jár, e díjak, támogatások adatai,;

h) data on scholarships paid to support the student's studies in respect of the student's legal status, established by the Government by decree in accordance with Article 85(1) and (2),

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

j) data on the duration and type of the loan granted by the Student Loan Centre.

2. *Purpose of data processing: according to § 18 (1). The higher education institution 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 - with regard to the Neptun system - the Neptun Regulations.

(2) ²⁶The processing of personal data within the scope of these Regulations is subject to the provisions of Regulation (EU) 2016/679 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 27 April 2016 on the protection of individuals with regard to the processing of personal data
data protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Regulation (EC) No 95/46/EC (hereinafter referred to as GDPR) 6. Article 6(1)(c) and (e) of the GDPR - is based on a provision in the public interest and a law, and in the case of scholarship applications as specified in these regulations, for the performance of a contract in the scope of the GDPR (*data relating to professional, scientific, public, sporting or cultural activities*), Article 6(1)(b) of the GDPR, and for the performance of a contract in the scope of the GDPR (Article 9(2) of the GDPR), Article 9(1)(c) and (e) of the GDPR, and Article 9(2) of the GDPR for special data.

f) is necessary for the establishment or exercise of legal claims. A

²⁶Established by Senate Resolution 77/2020 (17.VI).

The statutory provision is Section 18 and Annex 3, Chapter I/B of the Nftv. The purpose of data processing is defined in Section 18(1) of the Nftv and in Annex 3, Section I/B, Subsection 2 of the Nftv. The Secretary General issues 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 for a scholarship or admission to a dormitory or for a payment reduction submitted by a student contains personal data - not being public data - relating to a person other than the student (hereinafter referred to as the data subject) in connection with the presentation of the student's social situation, 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 given his or her written consent to the use of the data for such purpose. The data protection notice and the data processing declaration form are attached as Annex 7 to these rules. They must be attached to the application. The legal representative may give his or her consent for several data subjects in a single document, indicating the data subjects' details as appropriate.

XIII. CHAPTER 3 FINAL PROVISIONS

80. §

- (1) These Rules were adopted by the Senate by Resolution 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 pending at the time of entry into force of these Regulations.
- (5) ²⁷The provisions set out in § 61 (3) (b), § 61 (4) and (5) of these Regulations shall apply from the academic year 2019/2020, with the exception that § 61 (3) b) shall be taken into account for the first time in the college admission procedure for the academic year 2021/2022, and the conditions laid down in § 61(3)(b) shall be taken into account for the first time in the college admission procedure for the academic year 2020/2021 in the assessment of applications for the academic year 2020/2021.
b) may be taken into consideration in the context of the criterion of community interest in the 2019/2020 academic year.
- (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.

²⁷Established by Senate Resolution 55/2020 (24 April 2020).

Annexes:

Annex 1: Table of fees

Annex 2/A: Methodology for planning the sources of student fees

Annex 2/B: Methodology for planning sources of doctoral student allowances

Annex 2/C: Miscellaneous from funded from a separate source Allowances for doctoral students
Methodology for planning

Annex 3/A: Dormitory fees at the Diószeghy Utca Dormitory Annex 3/B: Dormitory fees at the Orczy Úti Dormitory

Annex 3/C: Dormitory fees at the Beszédes József Dormitory

4. Annex 3.2: Fees at the hostel of the Faculty of Military Science and 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



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 (TVSZ § 40 (3) and (7), § 41 (7) Paragraph 53 (4))	For examinations under Section 41(7) of the TVSZ	3 000,-	
		Repeat revision examination practical grade, 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 missed examinations (TVSZ 37/C. § 37/D § 37 (4) (3), § 41 (4) paragraph 4.4)		5 000,-	
3	Fee for the third or each additional subject (Art. 18 (16) of the General Conditions of Participation paragraph 18.16)		6 500,-	
FEES FOR DOCTORAL STUDIES IN HUF				
1	Application fee for doctoral studies (EDHSZ § 62(3)(a) point (a))		9 000,-	
2	Fee for the procedure for obtaining a doctorate (EDHSZ § 62 (3) (b) point b)	in Hungarian	175.000,-	
		in foreign languages	350.000,-	
3	Naturalisation (EDHSZ § 62 (3) paragraph c) point c)		In law procedural fee set by law	
FEES OF AN ADMINISTRATIVE NATURE				
1	Failure to meet time limits	Payment due to the University non-payment of charges obligation to pay	5 000,-	
		Late submission of thesis/dissertation	7 000,-	
		Payment due to the University failure to pay	1 000,-	
		Late submission of data	1 000,-	
		Preparation of a new invoice per invoice to be amended for late submission	1 000,-	

²⁸Established by Senate Resolution 50/2019 (IX.18.).

#	Name of the payment obligation		Amount of the obligation (data in HUF)	Comment
		Study fees to be paid during the registration period obligation to be fulfilled during the registration period submitted after the registration period / Application to be submitted during the registration period beyond the registration period submission during the registration period	2 000,-	
2	Certificate/certificate supplement -Fee for the administration of issuing a duplicate or copy	Duplicate of certificate	5 000,-	Includes the cost of issuing the duplicate plus the cost of the applicant to pay a fee of HUF 2000 HUF 20,000.
		Copy of diploma certified by the University	500,-	
		Simple copy of diploma	300,-	
		Issue of a duplicate of a certificate	10 000,-	
		Certified copy of a certificate supplement	1 000,-	
		Certificate Supplement simple copy	500,-	
		1 July 2003 and March 2006 1 March 2006 English language Diploma Supplement in English	10 000,-	
		for students starting their studies in the academic year 1993/94 or afterwards but graduating before 1 July 2003, as defined in Act LXXX of 1993 of the diploma supplement as defined in the kiállitása	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	Lost or rendered unusable replacement of a lost or unusable record book (duplicate)	8 000,-	
		Preparation of extracts from the record book, transcript of records exceeding the required number (free copy)	first page 600,- from the second page to the last page 200,-	

#	Description of the payment obligation		Amount of the obligation (data in HUF)	Comment
5	Fees related to the length of the doctoral thesis	In the field of engineering sciences in Hungarian 250 pages for a thesis exceeding 250 pages for the part exceeding 250 pages (Ft / 10 pages)	8 000,-	
		In foreign language in the field of technical sciences for a thesis exceeding 250 pages, the fee for 250 pages 250 pages (Ft / 10 pages)	16 000,-	
		in Hungarian language in the field of social sciences, the fee for a thesis exceeding 250 pages for the part exceeding 250 pages (HUF / 10 pages)	8.000,-	
		Foreign language for a thesis exceeding 250 pages in the field of social sciences for the part exceeding 250 pages (HUF / 10 pages)	16 000,-	
6	Other administrative fees	Changing the password to connect to the computer system, issuing a new password (password issued by the University issued by the University)	1 000,-	
OTHER FEES				
1	Student sports card		2 500,-	Ft/month
2	Replacement of lost dormitory key	Orczy Úti Dormitory	3 500,-	
		Diószeghy Utca Dormitory	5 000,-	security key
		József Beszédes Dormitory	4 000,-	
3	Replacement of a lost magnetic card	-	2 000,-	
4	Print card	printing service	as per separate instruction from the Director-General for Economic Affairs	
		deposit	1 000,-	

METHODOLOGY FOR PLANNING 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

²⁹Established by Senate Resolution 77/2020 (VI.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 allowance / special allowance	1 person per faculty, 80000 Ft/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
Publico Bono scholarship	ORH (EPHA)	semester	semester	variable	student allowance	
Student residence scholarship	Faculty Dean	semesterly	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)	-	budget	-	student allowance	
Reserve	CONTENTS	-	-	-	student allowance / Separate budget	

III. Eligibility for allowances

Title	Public service scholarship holder		Officer candidate student	Professional or contract student		Law enforcement Scholarship holder	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 scholarships	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	2,8%	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			X	X		0,2%	ORH (SFOPH)
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								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)
Publico Bono scholarship	X		X			X	X		1,6%	ORH (SFOPH)
Scholarship for students in a university college	X								2,0%	Dean of Faculty
Scholarship for scientific students	X								0,2%	Dean of Faculty
Operating costs of the student council	X	X	X	X	X	X	X	X	4,0%	ORH (SFOPH)
Reserve	X								1,0%	CONTENTS

IV. Framework calculation (pursuant to Art. 114/D(1)(a) Nftv.)

Student allowance pursuant to § 114/D (1) a) of the 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
Publico Bono scholarship	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 subsidy, 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)
Publico Bono scholarship	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		Civil Service Fellow		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

³⁰Established 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 (16800	00 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 (21600	00 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 nor	0% or 20% of the norm
Extraordinary social grant	Dean of Faculty	ad hoc	variable	variable	Special framework (faculty)	maximum 80000Ft/ alkali	your
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)

Designation	Public service scholarship holder		Self-funded		Total	Keretgzada
	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	

METHOD FOR PLANNING 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)	Dean of Faculty	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
Good State Scholarship	NRH	monthly	academic year / semester	variable	Separate framework
Scholarship funded by 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	ad hoc	ad hoc	variable	special framework
Erasmus scholarship	NRH	ad hoc	ad hoc	variable	special framework
Stipendium Hungaricum scholarship	Dean of Faculty	ad hoc	semester	variable	special framework

Name	Framework host	planning norm (HUF)	case number	number of cases m me.	number	Total	Comment
National higher education scholarship	ORH			year		0	2 per faculty
Bursa Hungarica scholarship (institutional)	MSC			month		0	based on base year data
	HHK			month		0	based on base year data
	RTK			month		0	based on base year data
	VTK			month		0	based on base year data
	Total				0	0	based on base year data
Ministerial scholarship	ORH			year		0	based on calls for proposals
Demonstrator scholarships	ORH (EPHA)			year		0	based on rector's instruction and base year
Maintenance grant	ORH			year		0	based on base year data
Good State Scholarship	NRH			year		0	based on base year data
Scholarship funded by external partner	MSC			year		0	based on base year data
	HHK			year		0	based on base year data
	RTK			year		0	based on base year data
	VTK			year		0	based on base year data
	Total				0	0	based on base year data
Scholarships for students in self-financed courses	MSC			year		0	based on base year data
	HHK			year		0	based on base year data
	RTK			year		0	based on base year data
	VTK			year		0	based on base year data
	Total				0	0	based on base year data
Scholarships for scientific student conferences	TRH			year		0	based on rector's instruction and base year
Ludovika Collegium scholarship	Programme Director			year		0	rector's instruction and base year
Erasmus scholarship	NRH			year		0	based on base year and contracts
Stipendium Hungaricum scholarship	Faculty Dean			year		0	based on base year and contracts

³¹Established by Senate Resolution 77/2020 (VI.17.).

FEEs FOR DORMITORY ACCOMMODATION AT THE DIÓSZEGHY STREET DORMITORY

Ssz.	Accommodation	Main	Comfort level	Monthly dormitory fee (Ft/person/month)	Daily dormitory fee (Ft/person/day)
1.	2 beds - during term time and exams	2	IV.	22.000,-	750,-
2.	2 beds (on request) - during term time and exams	1	IV.	44.000,-	1.500,-
3.	2 beds - outside term time and exams	1	IV.		3.000,-
4.	2 beds - outside term time and exams	2	IV.		1.500,-
5.	2 beds - outside term-time and exams at a reduced rate *	1	IV.	-	1.500,-
6.	2 beds - outside term time and exams *	2	IV.	-	750,-

Fees - for foreign students arriving under an inter-institutional or inter-state agreement or a scholarship scheme established by the Government

Ssz.	Placement	Main	Comfort level	Monthly fee /Ft/ person	Daily fee / Ft / person
1.	2 beds	1	IV.	80.000,-	3.000,-
2.	2 beds	2	IV.	40.000,-	1.500,-

Other fees

Ssz.	Designation	Amount
1.	Visitors' reception fee	1.000,- Ft / day
2.	In case of late payment of the dormitory fee, the late fee (after the 5th day after the payment deadline)	3 000,- HUF
3.	Failure to meet the deadline for moving out (in case the student has not given prior notice of the delay)	1.500,- HUF / day
4.	In case of late payment of the admission fee, the late fee (after the 5th day after the due date)	1 000,- HUF

* 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 period of halls of residence for this period is 7 days.

FEES FOR HALLS OF RESIDENCE IN THE ORCZY ÚTTA DORMITORY

Ssz.	Placement	Main	Comfort level	Monthly dormitory fee (Ft/person/month)	Daily dormitory fee (Ft/person/day)
1.	2 beds - during term time and exams	2	IV.	22.000,-	750,-
2.	2 beds (on request) - during term time and exams	1	IV.	44.000,-	1.500,-
3.	2 beds - outside term time and exams	1	IV.		3.000,-
4.	2 beds - outside term time and exams	2	IV.		1.500,-
5.	2 beds - outside term-time and exams at a reduced rate *	1	IV.		1.500,-,-
6.	2 beds - reduced rate outside term-time and exams *	2	IV.		750,-

Fees for foreign students coming under an inter-institutional or inter-state agreement or a scholarship scheme established by the Government

Ssz.	Placement	Main	Comfort level	Monthly fee /Ft/ person	Daily fee / Ft / person
1.	2 beds	1	IV.	80.000,-	3.000,-
2.	2 beds	2	IV.	40.000,-	1.500,-

Other fees

Ssz.	Designation	Amount
1.	Visitors' reception fee	1.000,- Ft / day
2.	In case of late payment of the dormitory fee, the late fee (after the 5th day after the payment deadline)	3 000,- HUF
3.	Failure to meet the deadline for moving out (in case the student has not given prior notice of the delay)	1.500,- HUF / day
4.	In case of late payment of the admission fee, the late fee (after the 5th day after the due date)	1 000,- HUF

* 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 term time and examination period. The minimum period of halls of residence for this period is 7 days.

FEES FOR HALLS OF RESIDENCE IN THE BESZÉDES JÓZSEF DORMITORY

Ssz.	Placement	Main	Comfort level	Monthly dormitory fee (Ft/person/month)	Daily dormitory fee (Ft/person/day)
1.	3 beds - during term time and exams	3	-	13.000,-	** 1.000,-
2.	2*2 beds - during term time and exams	4	-	15.000,-	** 1.000,-
3.	2 beds - during term time and exams	2	-	17.000,-	** 1.000,-
4.	3 beds (on request) - during term time and exams	1	-	26.000,-	** 2.000,-
5.	2*2 beds (on request) - during term time and exams	2	-	30.000,-	** 2.000,-
6.	2 beds (on request) - during term time and exams	1	-	35.000,-	** 2.000,-
7.	3 beds - outside the period of study and exams	3	-		2.000,-
8.	2*2 beds - outside term time and exams	4	-		2.000,-
9.	2 beds - outside term time and exams	2	-		2.000,-
10.	2 beds (on request) - outside term time and exams	1	-		2.000,-
11.	3 beds - outside term time and exams discounted *	3	-		1.000,-
12.	2*2 bed - discounted price outside term time and exams *	4	-		1.000,-
13.	2 beds - outside term-time and exams discounted *	2	-	17.000,-	1.000,-

Fees for foreign students 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 /Ft/ person	Daily fee / Ft / person
1.	2 beds	1	-.	50.000,-	2.000,-
2.	2 beds	2	-.	25.000,-	1.000,-
3.	3 beds	3	-.	25.000,-	1.000,-
4.	3 beds	2	-.	50.000,-	2.000,-
5.	3 beds	1	-.	75.000,-	2.500,-
6.	2*2 bed	2	-.	25.000,-	1.000,-
7.	2*2 beds	1	-.	50.000,-	2.000,-

Other fees

Ssz.	Title	Amount
1.	Visitors' reception fee	1.000,- Ft / day
2.	In case of late payment of the dormitory/accommodation fee, the late fee (after the 5th day after the payment deadline)	3 000,- Ft
3.	Failure to meet the deadline for moving out (in case the student has not given prior notice of the delay)	1.500,- HUF /day
4.	In case of late payment of the admission fee, the late fee (after the 5th day after the due date)	1 000,- HUF

* Discounted dormitory fee for dormitory accommodation provided for the period of compulsory internship, public activities in the interest of the university or academic work related to the training after professional approval outside the study and examination periods. The minimum period of halls of residence for this period is 7 days.

** Only students on correspondence courses are entitled to daily subsistence allowance during term-time and examination periods.

FEES FOR THE HOSTEL OF THE FACULTY OF MILITARY SCIENCE AND DEFENCE STUDIES ('D' BUILDING)

Ss.	Accommodation	Monthly dormitory fee (HUF/person/month)	Daily dormitory fee (Ft/person/day)
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)	1.500,-/day
3.	In case of late payment of the attendance fee, the late fee (after the 5th day after the due date)	1 000,- HUF

In case of accommodation in the hostel of the Faculty of Military Science and Training of Military Officers with HM-MH assignment, no fee will be charged.

Scheme for the distribution of certain student allowances

I. CHAPTER 4 SOCIAL GRANTS (CHAPTER HTJSZ V)

1. Subsidy (ARTICLE 30 OF THE HTAO)

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) The application form must be accompanied by documents which provide credible evidence of the circumstances giving rise to the unexpected deterioration in the student's social situation. If the applicant indicates in his/her application a circumstance that could lead to an unforeseen deterioration in his/her social situation which is also mentioned in the application form for a regular social grant, the documents specified in Annex 5/5 to these Regulations must be attached to prove this and to prove the student's income.

4. Support for participation in an apprenticeship (ARTICLE 33 OF THE CODE OF ADMINISTRATIVE PROCEDURE)

4. §

(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 Regulations.

(2) The distance between the applicant's place of residence and the place where the traineeship is to be carried out must be specified in accordance with the timetable of MÁV Zrt. or, in the absence of train services, of Volánbusz Zrt. The application must also be accompanied by a photocopy of the address card, a copy of the host institution's admission form or a copy of the contract between the host institution and the student, a 2-5 page report on the placement and a document evaluating the completion of the placement.

5. Support for part-time training abroad

(ART. 47 OF THE IOOC)

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 Rules¹¹⁶.

(2) The student must attach to the application form the documents that provide credible proof of eligibility and the information contained in the application form. If the applicant indicates in his/her application a circumstance which is also mentioned on the application form for a regular social grant, the documents specified in Annex 5/2 to these Regulations must be attached to prove this and to prove the applicant's income situation.

(3) The criteria for assessing applications are set out in Annex 5/7 to these Rules.

II. CHAPTER 5

MERIT-BASED SCHOLARSHIPS

1. University work experience grants

(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 form are set out in Annex 5/9 to these Regulations.

2. Student research fellowships

(ARTICLE 22 OF THE SIHA)

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 assessing applications are set out in Annex 5/13 to these Regulations. The EHÖK or the DÖK Board shall certify the application.

III. CHAPTER 5 OTHER SCHOLARSHIPS

1. Sports and cultural scholarships for students

(ARTICLE 43 OF THE HGB)

9. §

The application form for the Student Sports and Cultural Scholarship is attached as Annex 5/14 to these regulations¹¹⁶. The application evaluation criteria and for the application

The documents to be submitted with the application form are set out in Annex 5/15 to these Rules.

2. Pro Juventute scholarships

(ART. 50 TEU)

10. §

The application form for the Pro-Juventute scholarship is given 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 9, No 5/9, to these Rules.

3. University Community Prize

(ARTICLE 41 OF THE CODE OF CONDUCT)

11. §

The application form for the University Community Award 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 Regulations.



4. Publico Bono scholarship

(ART. 51 OF THE RSO)

12. §

The application form for the Publico Bono Scholarship is given in Annex 5/16 to these Rules.

5. Scholarship for students in the college

(ARTICLE 52 OF THE HJSA)

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.

Annexes:

- 5/1. regular social grant, basic grant - application form
- 5/2. regular social grant, basic grant - documents to be attached to the application (with appendix)
- 5/3. regular social grant, basic grant - points system
- 5/4. exceptional social grant - application form and documents to be attached to the application 5/5. traineeship grant - application form and documents to be attached to the application 5/6. part-time study abroad grant - application form and documents to be attached to the application 5/7. part-time study abroad grant - points system
- 5/8. university work experience grant, university community award, Pro Juventute Award - application form 5/9. university work experience grant, university community award, Pro Juventute Award - points system and application form 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 scholarships - application form (public report)
- 5/13. public scholarship - points system
- 5/14. student sport and culture scholarship - application form
- 5/15. student sports- and cultural scholarship - points system and a to apply documents to be attached to the application
- 5/16. Publico Bono Scholarship - application form 5/17.
- 5/18 Criteria for the Accelerated Fellowship 5/19 Scholarship for Research Students - application form
- 5/20 Criteria for the Scientific Student Fellowship





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Annex 5/1 to the EHJFR

File no:

REGULAR SOCIAL SCHOLARSHIP, BASIC GRANT

Name of applicant:

Student ID (Neptun code):

Faculty:

Level of education (bachelor/master):

Year:

DECISION PROPOSAL (To be completed by the Student Welfare Committee!)

Regular social scholarship YES / NO Score: Awarded amount: 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,	Chairperson of the Committee:
Basic subsidy YES / NO Score: Amount awarded: Justification:*	
Budapest,	Commission President:

**in case of refusal or partial refusal*

The decision is based on §§ 12-13 and §§ 28-29 and § 30 of the Student Fee and Benefit Regulations of the National University of Public Service (hereinafter referred to as the "HTJSZ"). The authority and competence of the decision-maker are defined in §§ 12-13 and 28-29 of the HTJSZ.

Article 28(3) of the Rules of Procedure.

The applicant's right to appeal is governed by the National Higher Education Act. Articles 57-58 of the National Law on Higher Education.

APPLICATION DATA SHEET

Subject of the application (Indicate with an x as appropriate)

☐ **Regular social scholarship**

☐ **Subsidy**

INFORMATION FOR THE APPLICATION FORM

What to attach?

1.
 - a.) If any of the information indicated on the Application Form is not duly certified, the student will not be awarded any points,
 - 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 assessor/decision-maker 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. The website competent MAIN CITY GOVERNMENT OFFICE DEPARTMENT AUTHORITY, BY
 SENDING TO A COUNTY
 GOVERNMENT MUNICIPALITY MUNICIPAL'S MUNICIPAL STATEMENT OF LIVING HOMES.

There is no possibility to make up the shortfall. Applications submitted after the deadline, not on the Application Form, with a n incomplete Application Form, with an Application Form not signed by the applicant, without a single supporting document, or by an unauthorised person will be rejected without consideration. No further supporting documents or additions to the application may be submitted after the deadline for submission of applications and the decision-maker will decide on the basis of the information available to him/her in the case of missing supporting documents.
 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:											
Type of funding: subsidised / self-financed (underline as appropriate)											
Level of training: bachelor / master (Underline as appropriate)											
Programme type: full-time (full-time) / correspondence (Please underline the appropriate one)											
Subject (specialisation):											
Place of residence:											
Place of residence:											
Telephone:											
E-mail address:											
Is the applicant a student at another higher education institution? YES / NO (Please underline the answer)											
If yes, please specify the university/college: faculty:											
degree (specialisation):											
the date on which the student relationship started:											
type of funding:											

II. HOUSING CONDITIONS OF THE APPLICANT

1	Permanent place of residence Owner-occupied dwelling <input type="checkbox"/> dwelling owned by parent/dependant <input type="checkbox"/> rental property/rental <input type="checkbox"/>
2	Place of residence: dormitory <input type="checkbox"/> owner-occupied dwelling <input type="checkbox"/> apartment owned by parent/dependant <input type="checkbox"/> rented apartment/sublet <input type="checkbox"/> other <input type="checkbox"/> (please provide evidence in the form of a declaration)
3	Distance of permanent residence from the municipality of the registered place of training km
4	Permanent place of residence is not in Hungary <input type="checkbox"/>
5	The applicant Budapest <input type="checkbox"/> (has permanent residence in the administrative territory of Budapest) resident <input type="checkbox"/> (has his/her permanent residence outside the administrative boundaries of Budapest, but not more than 40 km away) rural <input type="checkbox"/> (not residing in the administrative territory of Budapest)

III. OTHER SOCIAL CIRCUMSTANCES OF THE APPLICANT:

The Applicant (Indicate with an x as appropriate)

1	(xwith the appropriate X) disabled¹	
2	Not covered by point 1, but permanently ill	
3	handicapped²	
4	severely handicapped³	
5	breadwinner⁴	
6	large family⁵	
7	orphan⁶	
8	orphan⁷	
9	guardianship terminated on reaching the age of majority	
10	married	
11	self-supporting	
12	is on unpaid leave to care for a child, is in receipt of maternity allowance, childcare allowance, childcare allowance or childcare allowance	
13	caring for a relative	
14	the applicant is/was being brought up by his/her parent/carer alone (unless the applicant is a half-parent)	
15	If the applicant is caring for a relative, the regular monthly average (per month) of the costs of this care: HUF	
16	Regular medical expenses incurred by the applicant due to his/her health condition, averaged over 1 month per month Ft	

¹Disabled student or student with special medical needs: a student who

- is in need of permanent or increased supervision, care or regular personal and/or technical assistance and/or services due to a disability, or
- 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,
- has a physical, sensory or speech disability, or, in the case of a combination of disabilities, a cumulative disability, an autism spectrum disorder or other mental disability (severe learning disability, attention deficit or behavioural disability)

²Disadvantaged student: a person who is under 25 years of age at the time of enrolment (application) and who is considered disadvantaged as defined in the Act on the Protection of Children and Guardianship Administration.

³A student with a cumulatively disadvantaged situation: a person who is under 25 years of age at the time of enrolment (application) and who is considered to be cumulatively disadvantaged as defined in the Act on the Protection of Children and Guardianship Administration.

⁴*Family breadwinner*: a student who provides for the maintenance of at least one child in his/her own household or is the guardian of at least two minor children.

⁵*Large family*: a student who has at least two dependent siblings or whose monthly income of at least two persons living in the same household with him/her, in addition to his/her dependent(s), is less than the minimum wage.

⁶*Orphan*: a student whose parents are deceased and whose support is not provided by another person.

⁷*Orphan*: a student whose parent is deceased.

17. If the applicant has a disability, what is the average monthly amount (per semester of study) that the applicant must spend on the purchase and maintenance of special equipment, special travel needs and the use of a personal assistant or sign language interpreter?

purchase and maintenance of special equipment	Ft
Special travel needs	Ft
for the use of a personal assistant or sign language interpreter	Ft
Total	Ft

IV. SOCIAL SITUATION OF PERSONS LIVING IN THE SAME HOUSEHOLD⁽⁸⁾ AS THE APPLICANT

(For persons living in the same household with the Applicant, a certificate from the district office of the Metropolitan Government Office or the district office of the County Government Office or a document of equivalent content issued by a notary must be attached!)

1. Income of the Applicant and of persons living in the same household as the Applicant

Name	Degree	Occupation (status)*	Name of place of employment (for employment relationship in case of employment)	Net monthly income (earnings)
Applicant's	-			

*Please specify or choose from the following categories: employee (other, in employment), self-employed, self-employed, owner of a business, pensioner, invalidity pensioner, student, student, unemployed

Net monthly income per person in the household: _____

HUF Person living in the same household as the Applicant

2	Disabled⁹	person
3	not covered under point 1, but permanently ill	main

4	Average monthly health care expenditure incurred regularly by a close relative living in the same household as the applicant due to his/her health condition (per month):Ft
----------	---

⁸Persons living together, registered or residing in the property where the student lives

⁹A person with a disability or a dependant on health grounds who

- requires permanent or increased supervision, care or regular personal and/or technical assistance and/or services because of a disability, or
- has lost at least 67% of his/her capacity to work or has a disability of at least 50% and has had this condition for one year or is expected to continue for at least one year,
- has a physical, sensory or speech disability, or, in the case of a combination of disabilities, a cumulative disability, an autism spectrum disorder or other mental disability (severe learning disability, attention deficit or behavioural disability)

Number of annexes attached: pcs

(attachments must be numbered and listed in the table below)

[illegible]

By signing this form, I certify 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 am not in receipt of funding from any other higher education institution under this scheme 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 _____, 201 . _____ month, _____ day

Signature of the applicant



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Annex 5/2 to the EHJFR

List of required certificates For application for Regular Social Assistance, Basic Subsidy

A CERTIFICATE OF RECEIPT issued by the District Office of the District Office of the District Office of the Metropolitan Government Office and not older than three months - or a document of equivalent content issued by a notary - stating the names of the persons registered in the property where the student resides (registered place of residence or domicile). Photocopies will be accepted only if the original certificate is presented by the Applicant to the recipient. The certificate must list the names of the persons living there, if they are not listed as required, the identity of persons living in the same household must be confirmed by photocopies of address cards (date of birth not indicated). **Without the original certificate, the social status cannot be verified and the applicant is not entitled to points under the points system!** Photocopies of address cards (official identity cards) may only be used to supplement the certificate.

All persons listed on the certificate must belong to the household and therefore must be accompanied by the certificates of the persons living in the household as described below! The certificate must not be older than 3 months!

If the applicant and/or the persons living in the same household live in **rented accommodation**, please provide a copy of the contract. If the applicant is not named in the contract, a declaration from the landlord that the applicant is living in the property as a tenant/subtenant must be attached to the contract.

If the certificate of co-habitation includes a person who is no longer a member of the household (e.g. a brother or sister who has moved away), a declaration of this fact, made before a notary or local authority notary no more than 2 years old, and a copy of the declaration must be provided.

The distance of the Applicant's permanent residence from Budapest must be given on the basis of the website <http://menetrendek.hu/> (in the absence of train transport or if it exists but is unreasonable due to the length of the journey, the distance must be given on the basis of the shortest route offered by www.maps.google.hu). The starting point should be the municipality of permanent residence and the destination Budapest, and the distance based on the absolute shortest route should be indicated on the application form.

Applicants must live in the same household as the Applicant, provided they are not students, unemployed or retired:

1. ³²RECEIPT of the income of self-employed persons and selfemployed dependants for the year 20... **from the National Tax and Customs Administration**. Certificate of income issued by the National Tax and Customs Administration on the basis of the tax return. The income certificate must be obtained from the County Tax Directorate. If the income was zero forints, you must request a certificate that no tax return has been filed. (Otherwise, we do not require this certificate, but an employer's certificate is required!)
2. ³³A FIRST official **certificate** (stamp and signed by the employer of the parent(s)/dependant(s)) stating how long the parent/dependant has been working in the place concerned and stating the net income of the parent/dependant for the last 3 months, broken down by month. If the income includes a one-off bonus, the employer must indicate this on the certificate issued (one-off bonuses are not included in the per capita income!)
3. If the parent/carer is a **holder**, the parent is asked to declare the nature of the activity, i.e. what he/she does and the approximate monthly income from this activity, taking into account the monthly average of the previous year (for the declaration form, see Appendix 1 to Annex 2)
4. If the parent/carer is **self-employed (self-employed or owner of a business)**, a declaration is requested stating the nature of the business and the monthly average monthly income from this activity, taking into account the monthly average of the previous year (Appendix 1 to Annex 2).

³²Amended by Senate Resolution 77/2020 (17.VI).

³³Amended by Senate Resolution 77/2020 (17.VI.17.).

Income certificate issued by the **National Tax and Customs Administration** IS required.

5. If the parent/carer is in receipt of **infant care allowance, childcare allowance, childcare allowance, childcare allowance, childcare allowance, childcare allowance**, a copy of the decision granting the allowance and proof of payment (copy of a postal stamp or bank statement not more than 3 months old) is required.
6. In the case of unemployment, a certificate issued by the Labour Centre, dated within one month, stating whether the person is registered as unemployed or not, for how long he/she has been unemployed and the amount of unemployment benefit. If the Labour Centre refuses to issue the certificate, please provide a statement to that effect issued by the Labour Centre. A photocopy will only be accepted if the original certificate is presented by the Applicant to the recipient.
7. ³⁴If the parent/dependant is a **breadwinner**, a statement to that effect certified by a notary or notary public and not more than three months old is required. In the case of an application submitted electronically, the original certificate must be presented by the Applicant when requested to do so.
8. ³⁵If a **pensioner and/or an invalidity pensioner** is living in the same household as the Applicant, a copy of the pension slip for the current year with the applicant's name AND number or a certificate issued by the pension payer stating the amount of the pension for the current year. The pension slip must clearly identify whose income it covers and the month for which it certifies the benefit.
9. In the case of **divorced dependants**, a photocopy of the divorce decree is required. In all cases, proof of the amount of child support must be provided by a copy of a receipt (bank statement, postal order) no more than 3 months old. Otherwise, a statement from the parent who is the breadwinner, clearly indicating the amount of the maintenance payment per child. A declaration is also required if the child support is HUF 0. If the applicant is no longer entitled to child support and this is not clearly stated in the divorce decree or the child support order, the parent responsible for the maintenance must make a written declaration.
10. ³⁶In the case of **separated dependants**, the separation shall be evidenced by a formal decision or a declaration made by **both dependants** before a notary public or a notary of a local municipality, not older than 2 years, stating the amount of child support per child.

In the case of applicants whose permanent address is not with their parents (guardians) and whose dependants are not their parents (guardians), the application must be accompanied by a declaration from the parents (guardians), certified by a notary or notary public, to the effect that the applicant does not receive any benefits from them.

11. In the case of siblings:

- If not yet in school (under 7 years old), a photocopy of the birth certificate is required;
- if they are in compulsory education, a photocopy of both sides of the Student ID is required;
- if attending a higher education institution, the original student status certificate (for the semester of the academic year in which the application is submitted);
- if a sibling living in the same household works, he/she cannot be considered as a dependent sibling and in this case his/her income must also be certified (in the same way as for the income of dependants see points 1 and 2) - the
An unemployed sibling under the age of 25 is considered a dependent;
- the unemployment of a brother or sister living in the same household is proved in the same way as described in point 6.

12. ³⁷For **half-orphaned** or **orphaned** students, a photocopy of the death certificate(s) of the deceased parent(s)/dependant(s) is required. Proof of orphan's benefit and widow's pension amount for the Applicant and his/her siblings (if any) is also required (postal stamp or bank statement). (Orphan's benefit amount is not included in the per capita income.) A declaration by the **orphan** Applicant that he/she is not dependent on any other person is also required. If the breadwinner has died after the divorce, please provide proof of this fact as described in point 9.

If the family is no longer in receipt of these benefits, please enclose a photocopy of the official certificate of termination of these benefits.

13. If the applicant is **married** and not dependent on his/her parents, a photocopy of the marriage certificate is required.

If the spouse is employed, we will also require a certificate of income from the National Tax and Customs Office and from the employer (see points 1 and 2), if the applicant is a student, in which case proof of student status. In the latter case, appropriate supporting evidence of the household income and means of subsistence is also required.

³⁴ Amended by Senate Resolution 77/2020 (17.VI).

³⁵ Amended by Senate Resolution 77/2020 (17.VI.VI).

³⁶ As amended by Senate Resolution 77/2020 (VI.17.).

³⁷ Amended by Senate Resolution 77/2020 (VI.17.).



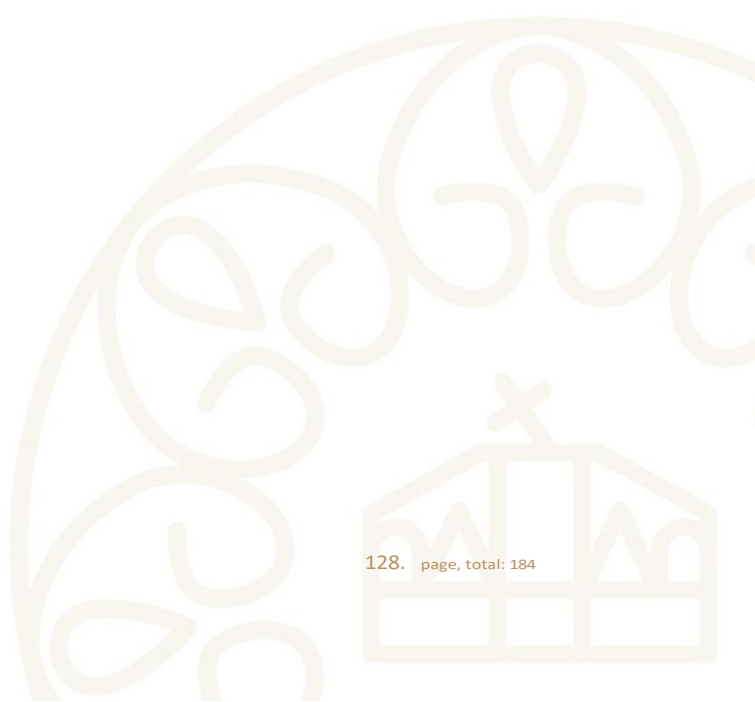
14. If the Applicant is a **breadwinner**, a photocopy of the child's birth certificate is required. If the Applicant is the guardian of at least two minor children **as a breadwinner**, a certificate to that effect must be submitted.
15. If the Applicant is a **large family**, proof of the birth certificates of at least two dependent siblings must be provided, or, if the Applicant is a **large family on the grounds** that at least two persons other than the breadwinner(s) living in the same household have a monthly income below the minimum wage, proof of their income must be provided (in the same way as proof of the income of the breadwinner(s) See points 1 and 2).
16. If the applicant is in receipt of an **infant care allowance, childcare allowance, childcare allowance, childcare allowance, child-raising allowance**, a copy of the decision awarding the allowance and proof of payment (copy of postal or bank statement). If the applicant is **on unpaid leave to care for a child**, proof of this from the employer is required.
17. Please note that only students with a regular income from employment are considered to be **self-supporting**. In this case, a declaration signed by the applicant's parents (guardians) and certified by a notary or notary public that the applicant does not receive any benefits from them must be attached, and the applicant must also provide proof (as described in points 1 and 2 above: income certificate from the National Tax and Customs Office, employer's certificate) of the income from which he/she is self-supporting. Employment includes civil servants, civil servants, government officials and civil servants.
18. If the **Applicant is disabled** or if **there is a disabled person** living in the household, the decision, expert opinion or certificate of the expert committee competent for the type of disability, the rehabilitation administration body or the National Rehabilitation and Social Office or its predecessors (National Institute of Rehabilitation and Social Experts, National Institute of Medical Experts of the National Health Insurance Fund) establishing disability support must be attached to the application. The certificate must not be older than one year, unless the condition is permanent! If the student with a disability has special travel expenses (e.g. car rental) or needs special equipment and services (sign language interpreter), a statement and invoices for the monthly costs will be requested.
- Any other long-term illness of the applicant or of a family member living in the same household** must be certified by a specialist doctor of the institution providing the specialised care. Please include the duration of care and the **BNO code** of the illness in the certificate. The applicant may receive up to 10 points for a long-term illness and the applicant's relative up to 5 points. The BNO code certificate must indicate the date of the next review or the fact that no review is required.
- A photocopy of the decision certifying the amount of the care allowance (issued by the municipal authority of the place of residence or its notary) is required.
19. If the monthly prescription drug costs of the Applicant or a family member living in the same household exceed HUF 10 000, a **SPECIAL** certificate issued by a general practitioner, stamped and signed by the doctor, is required. The certificate must state the exact amount of the medicine and its cost and whether it is a prescription medicine.
20. If the Applicant is a **disadvantaged** person (a person under 25 years of age at the time of enrolment (application) who is considered disadvantaged according to the Act on the Protection of Children and Guardianship Administration), please submit a copy of the decision issued by the notary of the municipality of residence or the competent guardianship authority or the original certificate as follows:
- a) a decision establishing the disadvantaged status,
 - b) Decision/certificate of the notary on the regular child protection allowance,
 - c) decision/certificate of the guardianship authority on entitlement to regular child protection benefit,
 - d) decision/certificate of protection from a notary or guardianship authority,
 - e) a decision/certificate of temporary placement by the guardianship authority, the police, the aliens' registration authority, the asylum authority, the public prosecutor's office or the court, the prison command,
 - f) decision/certificate of temporary or permanent placement in foster care by the guardianship authority.
21. If the applicant's **guardianship has been terminated due to the fact that he/she has reached the age of majority**, a certificate from the competent guardianship office of the place of residence is required.
22. **In the case of cumulative disadvantage:** (a person under the age of twenty-five at the time of enrolment (application) who is considered to be cumulatively disadvantaged as defined in the Act on the Protection of Children and Guardianship Administration), proof of disadvantaged status as described above is required, and, in the procedure provided for in the Act on the Protection of Children and Guardianship Administration, a parental declaration of at least primary education from the parent(s) having legal custody at the time the applicant became a school leaver and/or a copy of the decision of the guardianship authority or original certificate of long-term foster care and aftercare.
23. In case of documents in a language other than Hungarian, a (non-official) translation is required.



24. ³⁸For persons about whom you provide personal data in your application in relation to their social background, you are required to attach a declaration on data processing in Annex 7 to the Regulation on the protection of personal data.

In the case of applications submitted electronically via the Neptun system, the presentation of the original documents must be requested from the OHIM Article 13(1) of the Rules of Procedure.

³⁸Inserted by Senate Resolution 77/2020 (17.VI).





A HAZA SZOLGÁLATÁBAN

Appendix to Annex 5/2 to the EHJFR

FORM FOR THE PRESENTATION OF ENTREPRENEURIAL/PRODUCER ACTIVITIES

Appendix to the Application Data Sheet

(if the applicant or a relative is self-employed, a farmer or a business enterprise

owner of a business enterprise)

Name:
Neptun code:

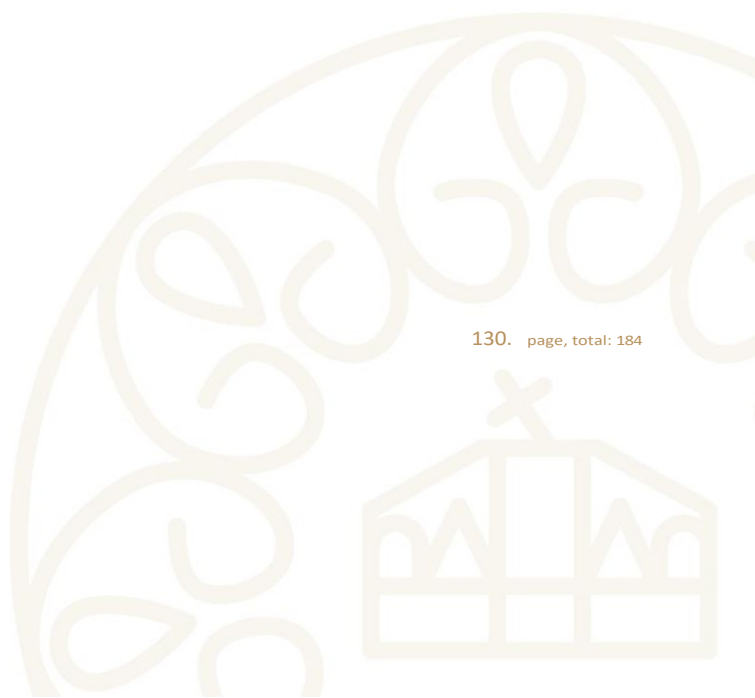
Entrepreneur/Company name:			
Form of enterprise:	Sole p r o p r i e t o r <input type="checkbox"/>	farmer <input type="checkbox"/>	Business c o m p a n y <input type="checkbox"/>
Year of start of business:			
Place of business:			
Form of enterprise (in the case of a company):	limited p a r t n e r s h i p <input type="checkbox"/> limited liability company <input type="checkbox"/> non-profit company <input type="checkbox"/> one-person company <input type="checkbox"/> private limited company <input type="checkbox"/> public limited liability c o m p a n y <input type="checkbox"/>		
Number of employees of the enterprise:	Title of employee	Number of employees	Average net monthly wage (Ft / month)
If the Enterprise is not a main occupation:	In addition to employment for 36 hours per week <input type="checkbox"/> with an employment relationship of less than 36 hours per week <input type="checkbox"/> with pension <input type="checkbox"/>		
Motor vehicle used by the enterprise as a work tool	Type of vehicle	Number of vehicles (number)	Average fuel costs (Ft / month)

Description of the company's activities

Net monthly income from the enterprise: _____ HUF/month

Done at _____, 201_____. _____ month, _____ day

Contractor's signature





A HAZA SZOLGÁLATÁBAN

Annex 5/3 to the EHJFR

PONTRENDER for regular social assistance

Family circumstances of the breadwinner and/or applicant	Point	Place of permanent residence Distance to training registered in the register of the place of registration of the place of registration	Point	Permanent place of residence distance from the training registered in the register of the place of registration of the place of registration	Point
Dependants living in the same household as the applicant	3 points/person	Within 20 km	1 point	141-160 km between	8 points
Retired, invalidity pensioner parent/carer	6 points/person	21-40 km between	2 points	161-180 km between	9 points
Unemployed parent/carer	8 points/person	41-60 km between	3 points	181-200 km between	10 points
Single parent/carer of a child (unless the applicant is a single parent)	10 points	61-80 km between	4 points	201-220 km between	11 points
Married Applicant	10 points	81-100 km between	5 points	221-240 km between	12 points
Applicant with a child (breadwinner)	15 points/child s	101-120 km between	6 points	241-260 km between	13 points
Self-sustaining Applicant	5 points	121-140 km Between	7 points	261-280 between	14 point
Orphan Applicant	20 points			Over 280 km	15 points
Half-orphan Applicant	10 points	+ 5 points for permanent residents from abroad			
Applicants with large families	10 points				
Disadvantaged applicant	10 points				
Severely disadvantaged applicant	20 points				
Disabled Applicant	20 points				
Disabled person living in the same household as the applicant	10 points/person				
Non-disabled but permanently ill Applicant, living with Applicant living in the same household as the Applicant (based on BNO code, points for the latter halved)	0-15 points				
Applicant's guardianship has ceased due to his/her majority	10 points				
		Housing conditions		Point	
		(Sub)tenant Applicant (place of residence)		5 points	
		Student Applicant		2 points	
		Dependant's permanent residence (sub)rented accommodation		5 points	
		Traveller Applicant (has a permanent residence outside the administrative boundaries of Budapest, but within 40 km of Budapest; the applicant must be rural and not a traveller at the same time)		2 points	

The applicant or a member of his/her family living in the same household must exceeds 10 000 HUF	5 points	Applicants from rural areas (not Budapest and not a commuter)	4 points
For a disabled student, or have special travel expenses due to a family member's health condition (e.g. car rental), or special equipment and services (sign language interpreter) szükséges	5 points	Candidate from Budapest	0 points

Per capita income*			*Those whose per capita income is less than the old-age pension minimum are automatically awarded the HUF 28,500 will be calculated!		
lower limit	upper limit	point	lower limit	upper limit	point
28 500	29 000	45	52 001	54 000	22
29 001	30 000	44	54 001	56 000	21
30 001	31 000	43	56 001	58 000	20
31 001	32 000	42	58 001	60 000	19
32 001	33 000	41	60 001	62 000	18
33 001	34 000	40	62 001	64 000	17
34 001	35 000	39	64 001	66 000	16
35 001	36 000	38	66 001	68 000	15
36 001	37 000	37	68 001	70 000	14
37 001	38 000	36	70 001	72 000	13
38 001	39 000	35	72 001	74 000	12
39 001	40 000	34	74 001	76 000	12
40 001	41 000	33	76 001	78 000	10
41 001	42 000	32	78 001	80 000	9
42 001	43 000	31	80 001	82 000	8
43 001	44 000	30	82 001	84 000	7
44 001	45 000	29	84 001	86 000	6
45 001	46 000	28	86 001	88 000	5
46 001	47 000	27	88 001	90 000	4
47 001	48 000	26	90 001	92 000	3
48 001	49 000	25	92 001	94 000	2
49 001	50 000	24	94 001	96 000	1
50 001	52 000	23	96 001		0

Appendix: Table of scores assigned to BNO codes.



File No:

EXCEPTIONAL SOCIAL GRANT

Level of education (bachelor/master): Year:

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 training: bachelor / master (Underline as appropriate)											
Type of training: full-time (full-time) / part-time (Please underline the appropriate one)											
Subject (specialisation):											
Permanent											
Place of residence:											
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
- YES, but not successful.
- NO

How much exceptional social assistance do you claim?

(This amount is indicative, more or less may be awarded on the basis of the application!)

.....Ft

Income situation of persons living in the same household⁽¹⁾ as the applicant

(For persons living in the same household as the Applicant, please attach a certificate from the district office of the Metropolitan Government Office or the district office of the County Government Office, or a document of equivalent content issued by a notary!)

Name	Degree of Rokon	Occupation (status)*	Name of place of employment (for employment relationship in case of employment)	Net monthly income (earnings)
Applicant's	-			

*Please specify or choose from the following categories: employee (other, in employment), self-employed, self-employed, owner of a business, pensioner, invalidity pensioner, student, student, unemployed

Net monthly income per person in the household: Ft

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 annexes attached:..... 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 (Annex 2 of Annex 5 to the SSA) must be attached to prove this and to prove the applicant's income situation.

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 the rejection of my 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.

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 _____, 201 . _____ month, _____ day

Signature of the applicant

¹_____The applicant is a person who l i v e s , registers or resides together in the property where the student has his/her permanent residence.





A HAZA SZOLGÁLATÁBAN

Annex 5/5 to the EHJFR
File number

SUPPORT FOR PARTICIPATION IN AN INTERNSHIP

Name of applicant:

Student ID (Neptun code):

Faculty :

Level of education (bachelor/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 training: bachelor / master (Underline as appropriate)														
Type of training: full-time (full-time) / part-time (Please underline the appropriate one)														
Subject (specialisation):														
Place of residence:														
Residence														
Place of residence:														
Telephone:														
E-mail address:														

Details of the institution hosting the applicant for the traineeship

Name of the institution providing the placement:
Place(s) of placement:

Duration of the placement:

Distance between place of placement and place of permanent 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)

List attached attachments:

Attachments must be numbered as follows!

ssz.	Type of annex
1	Proof of the distance between the applicant's permanent place of residence and the place of the traineeship, based on the timetable of MÁV Zrt. or, in the absence of train services, of Volánbusz Zrt.
2	Copy of the address card
3	Copy of the host institution's acceptance letter OR copy of the contract between the host institution and the applicant
4	A 2-5 page report on the traineeship prepared by the applicant
5	Document evaluating the completion of the placement
6	Application form for a regular social grant, including annexes, unless the applicant has applied for a regular social grant for the second semester of the academic year (Annexes 1 to 2 of Annex 5 to the SNEO)

I certify by my signature that the information provided in this application is true and correct, as attested by the enclosed supporting documents. I acknowledge that any false declaration may lead to disciplinary action or the rejection of my 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 _____, 201 . _____ month, _____ day

Signature of the applicant

¹On the basis of the MÁV 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 of the routes offered must be indicated on the application form.



A HAZA SZOLGÁLATÁBAN

Annex 5/6 to the EHJFR
File No:

SUPPORT FOR STUDY ABROAD

Name of applicant:

Student ID (Neptun code):

Faculty:

Level (Bachelor/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. If you wish to apply for a scholarship, please fill in in full

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 / master (Underline as appropriate)											
Type of training: full-time (full-time) / part-time (Please underline the appropriate one)											
Subject (specialisation):											
Permanent Place of residence:											
Residence Place of residence:											
Telephone:											
E-mail address:											
Type of application received: ¹											
Duration of training:											
Place of training:											

Amount of scholarship awarded for the part-time training:
Last active semester grade point average:¹
Student status at NKE for the duration of the period of study abroad: active/passive (<u>underline the answer</u>)

II. Social status of the applicant

(to be completed or underlined)

Dependants living in the same household as the applicant	persons	
Number of dependants living with the applicant:		
Number of unemployed dependants:	persons	
Number of pensioner/retired dependants:	persons	
Number of children raised by the applicant	persons	
Parent/carer raising child alone:	Yes	No
The applicant is self-sustaining:	Yes	No
The applicant is a spouse:¹	Yes	No
Applicant is an orphan:²	Yes	No
Applicant is a person with multiple disadvantages:³	Yes	No
The applicant is disadvantaged:⁴	Yes	No
The applicant is underweight:⁵	Yes	No
Applicant has a disabled relative	Main	
The applicant has a large family:⁶	Yes	No
Applicant is married	Yes	No

¹Scholarship index as defined in § 2(6)(6) of the Student Fee and Benefit Regulations, certified by the organisation responsible for the administration of studies

²Half-orphan: a student whose parent is deceased

³Orphan: a student whose parents are deceased and whose support is not provided by another person

⁴"cumulatively disadvantaged student" means a disadvantaged student whose parent who had legal custody at the time of becoming a student had, according to a voluntary parental declaration made in accordance with the procedure regulated by the Act on the Protection of Children and Guardianship Administration, a primary education level or lower, and a student who was placed in a long-term foster care and who received aftercare after his/her long-term foster care

⁵a disadvantaged student: a person under 25 years of age at the time of enrolment (application) who, during his/her secondary, vocational or higher education studies, was protected by the notary or guardianship authority due to his/her family circumstances or social situation, or who was granted regular child protection support, who is entitled to a regular child protection benefit or who has been placed in temporary or permanent foster care or in a temporary institutional placement, provided that the entitlement existed during the period of entitlement immediately preceding enrolment, in the last year of secondary education or vocational training or the last active semester

⁶student with a disability or a health condition: a student who

- is in need of permanent or increased supervision, care or regular personal and/or technical assistance and/or services because of a disability, or
- has lost at least 67% of his or 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 year

⁷large family: a student who has at least two dependent siblings or at least two persons living in the same household as the student, in addition to his/her dependent(s), whose monthly income is less than the minimum wage

III. Income situation of persons living in the same household⁽⁸⁾ as the applicant

(For persons living in the same household as the Applicant, a certificate issued by the district office of the Metropolitan Government Office or the district office of the County Government Office, or a document of equivalent content issued by a notary, must be attached!!)

Name	Degree of Rokoni	Occupation (status)*	Name of place of employment (for employment relationship in case of employment)	Net monthly income (earnings)
Applicant's	-			

*Please specify or choose from the following categories: employee (other, in employment), self-employed, self-employed, owner of a business, pensioner, invalidity pensioner, student, student, unemployed

Net monthly income per person in the household: _____

HUF The application must be accompanied by an annex:

1. a copy of the decision on the application for a course abroad,
2. a letter of acceptance from the institution providing the study abroad, including the duration of the study abroad,
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 form for a regular social grant (Annex 5, Annex 2 to the SNEO) to prove the social circumstances indicated in this application form and the applicant's income situation (points II-III of this application form).

Number of annexes attached:.....db

List of attached annexes:

ssz.	Type of annex	Justification of what?
.		

⁸Persons living, registered or residing together in the property where the student has their permanent residence

Please attach the relevant certificate for each figure cited.

I certify by my signature that the information provided in this application is true and correct, as evidenced by the attached supporting documents. I acknowledge that any false declaration may lead to disciplinary action or rejection of my application. I DECLARE ANY CHANGES THAT MAY HAVE OCCURRED IN THE MEANTIME.

If I am awarded a grant and for whatever reason I do not 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 _____, 201 . _____ month, _____ day

Signature of the applicant





A HAZA SZOLGÁLATÁBAN

Annex 5/7 to the EHJFR

File No:

POINTS SYSTEM FOR THE SUPPORT OF STUDY ABROAD

<i>Expected cost of living in the country concerned</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		
Monthly amount of scholarship awarded (EUR)			
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
Parent/carer who is retired or on invalidity pension	5 points/person
Unemployed parent/dependent	8 points/person
Parent/carer raising a child alone (unless the student is a minor)	10 points
Married applicant	2 points
Applicant raising a child	15 points/child
Self-employed applicant	2 points
Orphan applicant	20 points
Half-price applicant	10 points
Disadvantaged groups of students (except orphans, half-orphans, disabled, long-term sick)	10 points
Groups of students with multiple disadvantages	20 points
Students with disabilities	20 points
Student's disabled family member	10 points/person
Large family	10 points

Net monthly income per person (HUF/person/month)								
lower limit	upper limit	points	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

Study average											
3,01 -	3,05	1	3,51 -	3,55	6	4,01 -	4,05	11	4,51 -	4,55	16
3,06 -	3,10	1	3,56 -	3,60	6	4,06 -	4,10	11	4,56 -	4,60	16
3,11 -	3,15	2	3,61 -	3,65	7	4,11 -	4,15	12	4,61 -	4,65	17
3,16 -	3,20	2	3,66 -	3,70	7	4,16 -	4,20	12	4,66 -	4,70	17
3,21 -	3,25	3	3,71 -	3,75	8	4,21 -	4,25	13	4,71 -	4,75	18
3,26 -	3,30	3	3,76 -	3,80	8	4,26 -	4,30	13	4,76 -	4,80	18
3,31 -	3,35	4	3,81 -	3,85	9	4,31 -	4,35	14	4,81 -	4,85	19
3,36 -	3,40	4	3,86 -	3,90	9	4,36 -	4,40	14	4,86 -	4,90	19
3,41 -	3,45	5	3,91 -	3,95	10	4,41 -	4,45	15	4,91 -	4,95	20
3,46 -	3,50	5	3,96 -	4,00	10	4,46 -	4,50	15	4,96 -	5,00	20

Country	Sublet / room price (mainly in 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 €
China (Shanghai)	1000-2000 / 250- 800 €	25 €	1,5 €	2 €	1-2 / 2-4 €

Country	Sublet / room rate (mainly in capitals)	Local public transport (monthly season ticket)	Bread	Milk	Coffee / cappuccino
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	8000-1200 / 250-600 €	35 €	1,5 €	0,6 €	1-2 / 1-2 €
Romania	400-1000 / 150-300 €	13 €	0,5 €	0,1 €	1-2 / 1 €
Spain	550-1200 / 300-700 €	42 €	0,5-1,5 €	0,7 €	1-2 / 1,3 €
Slovakia	300-700 / 100-200 €	26 €	1 €	0,7 €	1-2 / 2 €
Slovenia	200-700 / 180-300 €	36 €	1 €	0,1 €	1,2 / 1,4 €
Turkey	250-600 / 150-500 €	43 €	0,4 €	0,6 €	1-2 / 1 €



A HAZA SZOLGÁLATÁBAN

Annex 5/8 to the EHJFR

File No:

UNIVERSITY PROFESSIONAL SCHOLARSHIP UNIVERSITY COMMUNITY AWARD PRO JUVENTUTE SCHOLARSHIP

Name of applicant:
Student ID (Neptun code): Faculty / Non-Faculty
Institute:
Level (Bachelor/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

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 training: bachelor / master / doctorate (Underline as appropriate)											
Type of training: full-time (full-time) / correspondence / individual (Please underline as appropriate)											
Subject (specialisation):											
Place of residence:											

Place of residence:					
Telephone:					
E-mail address:					

Professional Activity (to be completed for University Professional Scholarships and Pro Juventute Awards)

Publication in a professional journal dot

Date and place of publication	Title of publication	Language of publication	Certificate serial number

Professional lecture dot

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 (in case of team competition number of teams)	Available from place	Certificate number

OTDK competitor point

OTDK year	Address	Number of authors	Reached at ranking	Certificate serial number

OTDK opponent point

OTDK year	Address	Reached at ranking	Certificate serial number

ITDK competitor point

ITDK year	Address	Reached ranking	Certificate serial number

Participation in other competitions (national/university)
point

Date and place of competition	Name of competition	Individual/team competition (team competition in case of number of teams)	Available from place	Certificate number

TDK
point

Educational unit (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"/>		

School/
Doctoral students
National
Association
(Scientific
Point
Department)/ Doctoral Students' Self-Government

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

Other
Point

.....
.....
.....
.....
.....
.....
.....
.....
.....

Academic Average

The cumulative average of the most recently completed active semester:

Points

Community Service (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
<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

									Point
President	Vice President	Office Manager	Officer	Elected member	Faculty Council Member	Member of the Senate	Committee member	Number of semesters	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"/>	<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

Sport

		Point
National, international level	University level	Certificate number
<input type="checkbox"/>	<input type="checkbox"/>	

Mentoring programme

Point

Manager	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

at

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 each figure cited.

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.

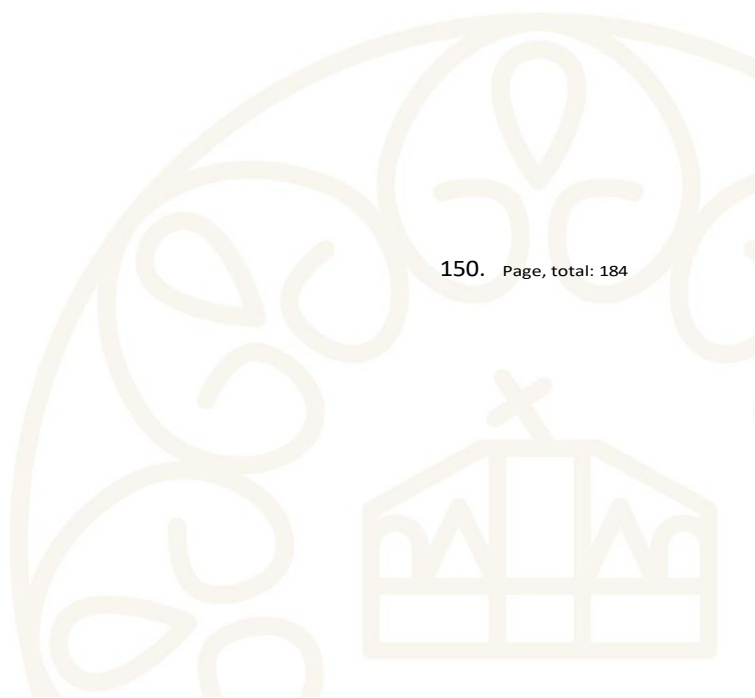
I certify by my signature that I have not yet submitted an award-winning Doctoral University Professional Scholarship application.**

*** Underlined in the case of a Doctoral Scholarship application*

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 _____, 201 . _____ month, _____ day

Signature of the applicant





A HAZA SZOLGÁLATÁBAN

Annex 5/9 to the EHJFR

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 in a professional journal	5 points/publication (Maximum 4 publications, except for doctoral students applicant)	For publications written in a foreign language + 5 points per publication
Professional presentation	5 points/presentation	For a presentation in a foreign language +5 points per presentation
Participation in an international competition (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
OTDK (The score is divided by the number of authors.)	1st place	40 points
	2nd place	30 points
	3rd place	20 points
	Special prize	15 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
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
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
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
Demonstrator work		5 points/half year
Other		On an individual basis, up to 50 points.

Doctoral Students' Self-Government/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 (Based on the cumulative average of the last active semester since the end of the last active semester, rounded to the nearest whole number.) (For doctoral students only in the training and research phase)	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

Scores available for public activities (Pro Juventute Award, University Community Award)

ACTIVITY		SCORE	
Interest organisation	University Student Council	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...)	3 points/half year
		Faculty committee member (e.g.: HTVSZÜB, KÁVB) ³⁹	2 points/half year
		PUC committee member	2 points/half year

³⁹Amended by Senate Resolution 10/2019 (I. 30.).

Athlete	Regular athletes who compete in national or international championships	10 points/half-year
	Regular athlete on a university team	5 points/half-year
Mentoring programme	Manager	8 points/year
	mentor	5 points/year
Publication in academic media		2 points per publication (maximum 4)
Leadership and publication in academic media	Faculty coordinator of a university journal	15 points per semester
	Publication activity	in Hungarian: 2 points / 2 Hungarian language courses, 2 languages in English: 4 points (Maximum 4 publications)
Other		Based on individual assessment, up to 50 points.

Documents to be attached to the application.

1. Publication: relevant pages of the publication that published the work. The publication must not be a transcript of a TDK.
2. Professional presentation: Letter of invitation/programme booklet or certificate from the organiser.
3. International competition: proof of participation and placement.
4. OTDK: Stamped certificate stating the result.
5. ITDK: Stamped certificate stating the result.
6. National/university academic competition: Certificate or diploma issued by the organiser.
7. TDK activity: certificate issued by the TDK leader.
8. College activity: Certificate issued by the head of the college.
9. Demonstration work: certificate issued by the head teacher of the educational unit (department/institute).
10. Other: anything that has enhanced the reputation of the university from a strictly professional point of view.
11. Academic average: a certificate of the cumulative average is issued by the department of studies and does not need to be attached.

Public activities.

1. Membership of an interest organisation: a 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 considered as representative organisations.
2. Participation in national or international championships: certificate from the National Sports Federation of the sport concerned. For those who play regularly for a university team, a certificate from the physical education teacher or the NKE SE is required.
3. Mentor programme: certificate issued by the student government.
4. Article in the university newspaper: Copy of published article.
5. Other: Anything that has stimulated public life at the university.



A HAZA SZOLGÁLATÁBAN

Annex 5/10 to the EHJFR

File number:

STUDENT ACADEMIC SCHOLARSHIP

Name of applicant:

Student ID (Neptun code): Faculty / Non-Faculty

Institute:

Educational level (Bachelor/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 training: bachelor / master (underline as appropriate)											
Type of training: full-time (full-time) / part-time (Please underline the appropriate one)											
Subject (specialisation):											
Permanent											
Place of residence:											
Residence											
Place of residence:											
Telephone:											
E-mail address:											

General Activity**Language tests****Point**

Language	Type	Certificate serial number

College**Point**

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 (if any)	Certificate serial number

Editing of volume**dot**

Volume title	Language	Number of co-editors (if any)	Certificate serial number

Review, critique**dot**

Title of review	Language	Number of characters	Serial number of the certificate

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)

Competition date, place	Name of competition	Reached Placed	dot
			Certificate number

Scientific, professional presentations in the applicant's field of expertise

Date and place of lecture	Title of lecture	International i/ national/ university	Number of co-authors (if any)	Language	dot
					Certificate serial number a

Organisation of events in the applicant's field of expertise

Time and place of event	Title of event	International/ national/ Collegiate	Point
			Certificate serial number a

Number of annexes attached:.....db

List of attached annexes:

SSZ.	Type of Annex	Justification of what?

Please attach the relevant supporting documents for each figure cited.

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 _____, 201 . _____ month, _____ day

Signature of the applicant



A HAZA SZOLGÁLATÁBAN

Annex 5/11 to the EHJFR

Points system and documents to be attached to the application

<u>ACTIVITY</u>		<u>SCORE</u>
General activities <i>(Activities eligible for funding each semester)</i>		
Language examination	Advanced level C in a specialised language	8 points
	Advanced level C	5 points
	intermediate level C in a specialised language	4pts
	intermediate level type C	1 point
College	board member	12 points
	member	9 points
Scientific organisation	board member	12 points
	member	9 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
Review, critique		1 point/publication per 1000 characters <i>(Maximum 5 points.)</i>
Foreign language extra point		2 points
Translation		1 point per 1000 characters/translation <i>(Maximum 5 points.)</i>
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
OTDK participation (without placing)		5 points
OTDK	1st place	14 points
	2nd place	13 points
	III place	12 points
	Special prize	8 points
	Prizewinning 1st place	18 points
Other faculty academic competition	1st place	3 points
	Second place	2 points
	III place	1 point
Other county academic competition	1st place	6 points
	II place	5 points
	III place	4 points
Other national academic competition	1st place	9 points
	II place	8 points
	III place	7 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
National conference co-authored paper	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. Review, translation: the relevant pages of the publication that published the work.
6. Competition: Certificate or organiser's certificate of participation and placement.
7. Presentation: Letter of invitation/programme booklet or organiser's certificate.
8. 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/ORGANISATION:	
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 agree to the Student and Fee Policy Chapter XII of the Application Rules and Regulations, and the data protection notice as set out therein, and that I have read and understood the information contained 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 Self-Government/ Doctoral Student Self-Government National University of Public Service



A HAZA SZOLGÁLATÁBAN

Annex 5/13 to the EHJFR

Public scholarship points system

<u>POSITION</u>	<u>TASK</u>	<u>SCORE</u>
University Student Council/Doctoral Student Council		
President	Organising and managing the work of the Students' and Students' Union.	Performance-based 0-120
Vice President General	Carrying out the administrative tasks of the Students' Union, DGB, coordinating the office of the referees, office manager.	Performance based 0-80
Vice-President for Economic Affairs	Responsible for the financial management of the UEPC, DGB management, coordinating the work of the secretaries, office managers coordination of office clerks	Based on performance 0-80
Vice-President	Organising and managing the work of the Faculty Student Council, organising the work of the Student Union.	Performance based 0-80
Referent	Carrying out the tasks of a priority subject area.	Performance based 0-40
Office Manager	Preparation of the agenda for the Bureau and Delegates' meetings, taking minutes. Various administrative tasks.	Performance 0-45 points
President's delegate	Provides direct support to the President of the UEPC, DGB on specific, priority issues.	Performance 0-40
Active doctoral student	Assists the DGB in its scientific organisation and advocacy work on an ad hoc basis.	Performance based 0-40
Faculty Student Self-government		
Vice-President	Carrying out tasks related to his/her area of expertise.	Performance based 0-60
Referent	Carrying out duties in a field of high priority.	Based on performance 0-40
Head of Office	Preparation of the agenda of the Board of Governors meeting, taking minutes. Various administrative tasks	On the basis of performance 0-40
Member of the Electoral Board	Attendance at the meetings of the Board of Trustees of the Faculty of Social Sciences.	Based on performance 0-20



A HAZA SZOLGÁLATÁBAN

Annex 5/14 to the EHJFR
File No:

STUDENT SPORT AND CULTURAL SCHOLARSHIP

Name of applicant:
Student ID (Neptun code): Faculty / Non-Faculty
Institute:
Educational level (Bachelor/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 / master (Underline as appropriate)											
Type of training: full-time (full-time) / correspondence (Please underline the appropriate one)											
Subject (specialisation):											
Place of residence:											
Residence Location:											
Phone:											
E-mail address:											

dot

General Activity

Sport	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

Point

Artistic association/ choir/ orchestra/ other cultural association	Member	Board member	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"/>	

Exhibition

Point

Time and place of issue	Name of exhibition	Foreign / domestic	Certificate serial number

Action

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	Reached Places	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?

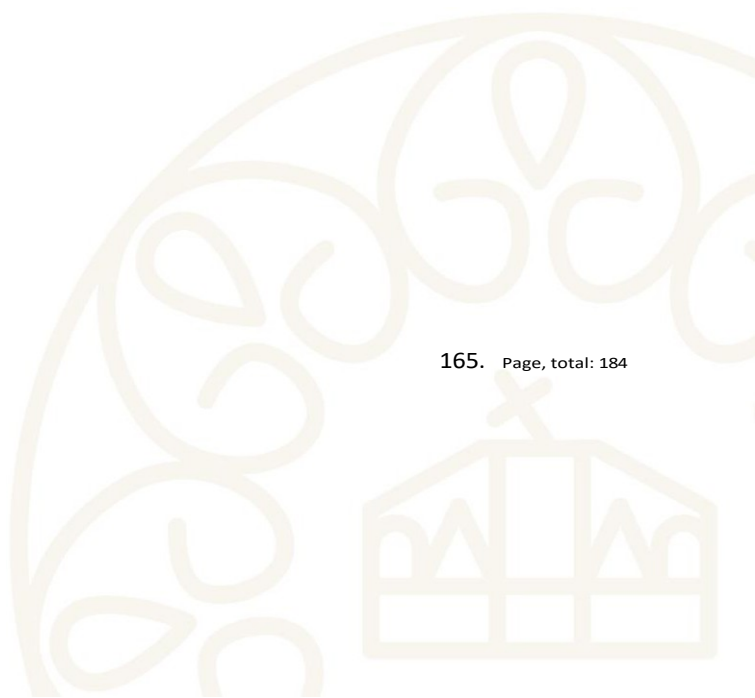
Please attach the relevant supporting documents for all data referred to.

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 _____, 201 . _____ month, _____ day

Signature of the applicant





A HAZA SZOLGÁLATÁBAN

Annex 5/15 to the EHJFR

POINTS SYSTEM FOR STUDENT SPORT AND CULTURE SCHOLARSHIPS AND DOCUMENTS TO BE ATTACHED TO THE APPLICATION

Scores to be achieved based on sporting activity

ACTIVITY	SCORE
General activities	
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

ACTIVITY	SCORE
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
Awards, Recognitions	
International 1st - 2nd - 3rd place	13-16 points
National 1st - 2nd - 3rd place	7-10 points



A HAZA SZOLGÁLATÁBAN

Annex 5/16 to the EHJFR
File No:

PUBLICO BONO SCHOLARSHIP

DECISION

YES / NO

Score: Amount

awarded: Reason:

Budapest,

Committee Chairperson:

APPLICATION FOR A PUBLICO BONO GRANT

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 (Underline as appropriate)											
Faculty:											
Subject (specialisation):											
Community Activity Title:											
Telephone:											
E-mail address:											

Applicant's Community activities

Activity location, time	Activity Name of the activity	Description

Certification of the person coordinating the activity

_____ I certify that_ (Coordinating person)
(Applicant)

has carried out the activity described above and has had no objections to his/her work. I propose you for a Publico Bono grant.

The proposed amount of the scholarship is:_____ Ft

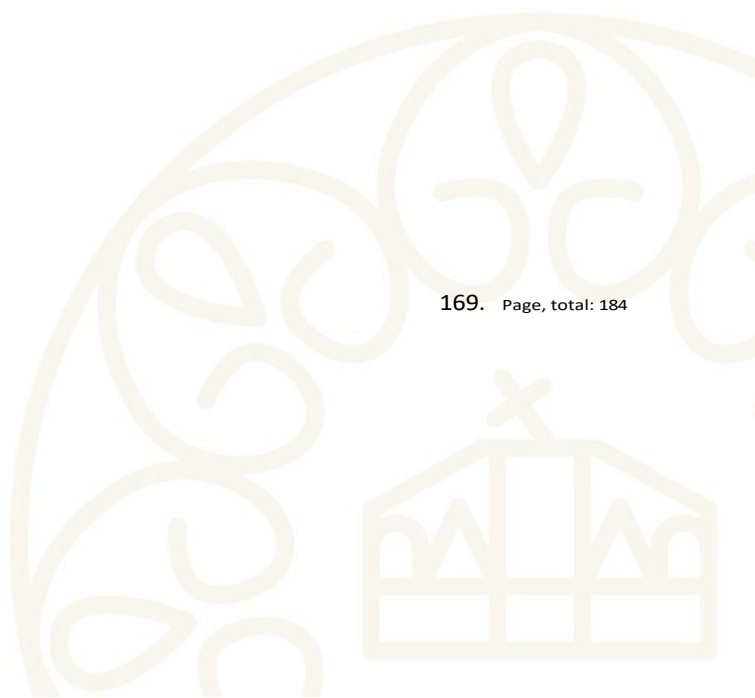
Signature of the coordinating person

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 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.

Done at _____, 201 . _____month, _____day

Signature of the applicant





A HAZA SZOLGÁLATÁBAN

Annex 5/17 to the EHJFR

File No:

VOCATIONAL COLLEGE SCHOLARSHIP

Decision

Name of applicant:
Student ID (Neptun code): YES / NO
Score: Amount awarded:
Reason:

Budapest, Responsible for the Colleges

The Associate Dean for Academic Affairs:

APPLICATION FOR A SPECIALISED COLLEGE SCHOLARSHIP

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 (Underline as appropriate)											
Subject (specialisation):											
Telephone:											
E-mail address:											

Applicant's Community activities

Place and time of activity	Title of activity (Scope by scheme)	Description	Points awarded for activity

Certificate of the student leader of the college

_____ I certify that__

(Head of College)

(Applicant)

has performed the duties described above and has had no objections to his/her work. I recommend him for a scholarship.

The proposed amount of the scholarship is:_____ Ft

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

Signature of the applicant



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 publications on the online platform (in the case of multiple authors, the number of publications may be given as 75% of the points available, 150% for publications in foreign languages)		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 which includes editorial assignments for the online platform (in case of co-editing, the applicant will receive 75% of the points available)		1 point per publication per 4 000 impressions
Contribution to a scientific conference 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 (75% of the points awarded for team competitions, 75% of the points awarded for international competitions) 150% for international competitions)	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
Filling a post in a college	President	25 points

	member of the management and middle management (except for the president) - due to the different structure of the colleges	20 points
Internal training system	work carried out 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 EHJFR

File no:

SCIENTIFIC STUDENT FELLOWSHIP

Decision

Name of applicant:
Student ID (Neptun code): YES / NO
Score: Amount awarded:
Reason:

Budapest,
.....

The Associate Dean responsible for the TDK::

APPLICATION FOR A SCIENTIFIC STUDENT GROUP GRANT

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 (Underline as appropriate)											
Subject (specialisation):											
Telephone:											
E-mail address:											
Name of student research group membership:											

Applicant's community activities

Place, date and time of activity	Category according to criteria system Specify category	Activity title, description

Certification of the person coordinating the activity

_____ I certify that __

(Coordinating person)

(Applicant)

has carried out the activity described above and has had no objections to his/her work. I propose you for a research studentship.

The proposed amount of the scholarship is: _____ Ft

Signature of coordinating person

I hereby certify that the above information is true and correct. I acknowledge that the submission of 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 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.

Done at _____, 201 . _____ month, _____ day

Signature of the applicant



A HAZA SZOLGÁLATÁBAN

Annex 5/20 to the EHJFR

Scheme of criteria for the Scientific Student Fellowship

ACTIVITY		SCORE
Participation in an academic event (specifically as a member of the TDK)	TDK event.	1
	Faculty event	3
	university event	4
	national event	5
	international event	6
Presentation of a lecture (specifically as a member of the TDK)	TDK information lecture	2
	Presentation at a TDK event	3
	Lecture at a faculty event	5
	presentation at a university event	7
	presentation at a national event	9
	presentation at an international event	11
Professional discussion forum (specifically as a member of the TDK)	participation	4
	organisation	6
Coursework (specifically as a member of the TDK)	készítése	5
	ITDK 1st place	8
	ITDK 2nd place	7
	ITDK III place	6
	ITDK special prize	6
	OTDK 1st place	11
	OTDK 2nd place	10
	OTDK III place	9
Assumption of opposition duties (specifically as a member of the TDK)	ITDK	4
	OTDK	6
Secretary duties (per semester)	TDK	5/semester
	KTDI	7/semester
	ETDI	10/half year
Organisational tasks	TDK event	2
	faculty event	3
	university event	4
	ITDK	5
	OTDK	7

College admission points system

1. Academic points for applicants in the upper years							
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 awarded for activities in the interest of the community Maximum number of points awarded: 50 points			
Representative organisation	University Students' Union, Doctoral Students' Union Student Council	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. ETD, 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
Demonstrator activity			15 points per semester
Event organisation		participation in the organisation of a faculty participation in the organisation of an event	1 point / occasion
		FEPC or DEPC event organisation participation	2 points / occasion
		faculty event participation in the organisation of participation	1 point / occasion
		participation in the organisation of a university event participation in organising an event	2 points / occasion
		professional presentations, workshops, conferences organisation and implementation of workshops and seminars	2 points / occasion
Sport		competing in national or international championships, athlete	10 points/half year
		regular athlete on the university team	5 points/half year
Mentoring programme		Manager	10 points/half year
		mentor	5 points/half year

4. Points for scientific activity (maximum 50 points for applicants for non-degree and non-doctoral places) 50 %)	
Scientific 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 scientific conferences (except TDK) (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

5. for activities in the community and academic activities Proportionality*					
Community service points	Point	Community point	Point	Public 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. Scores to be awarded to first-year Master's and doctoral candidates on the basis of the admission score obtained					
University University admission point	College points	University admission point	Dormitory point	University admission point	Dormitory point
100	96	83	62	66	28
99	94	82	60	65	26
98	92	81	58	64	24
97	90	80	56	63	22
96	88	79	54	62	20
95	86	78	52	61	18
94	84	77	50	60	16
93	82	76	48	59	14
92	80	75	46	58	12
91	78	74	44	57	10
90	76	73	42	56	8
89	74	72	40	55	6
88	72	71	38	54	4
87	70	70	36	53	2
86	68	69	34	52 and below	0
85	66	68	32		
84	64	67	30		

7. Points awarded to first-year undergraduate applicants on the basis of the admission score obtained					
University admission point	Coll. point	University admission point	Coll. point	University admission point	Coll. point
500-499	96	446-445	42	392-391	9
498-497	94	444-443	40	390-389	8
496-495	92	442-441	38	388-387	7
494-493	90	440-439	36	386-385	6
492-491	88	438-437	34	384-383	5
490-489	86	436-435	32	382-381	4
488-487	84	434-433	30	380-379	3
486-485	82	432-431	29	378-377	2
484-483	80	430-429	28	376-375	1
482-481	78	428-427	27	374 and below	0
480-479	76	426-425	26		
478-477	74	424-423	25		
476-475	72	422-421	24		
474-473	70	420-419	23		
472-471	68	418-417	22		
470-469	66	416-415	21		
468-467	64	414-413	20		
466-465	62	412-411	19		
464-463	60	410-409	18		
462-461	58	408-407	17		
460-459	56	406-405	16		
458-457	54	404-403	15		
456-455	52	402-401	14		
454-453	50	400-399	13		
452-451	48	398-397	12		
450-449	46	396-395	11		
448-447	44	394-393	10		

8. Social scores* for first-year applicants					
Social points	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 statement⁴⁰**of the social type of application submitted to the University by a student of the National University of Public Service for the use of personal and special data of third parties in applications for social grants, applications for admission to a university/college/application for payment relief in connection with a 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 provided for in Article 13 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 Regulation (EC) No 95/46/EC (General Data Protection Regulation; hereinafter "GDPR").

1. Name of the controller

National University of Public Service

Address: 1083 Budapest, Ludovika tér 2.

10ikudika, 10ikudnikova, Hungary,

telephone number: +36 1 432 9000, e-mail

address: nke@uni-nke.hu

Website contact: <https://www.uni-nke.hu/> Represented by Dr. Koltay

András Rector

2. Name and contact details of the Data Protection Officer

Direct contact: adatvedelem@uni-nke.hu Phone number: +36 30 3690834

3. Information for data subjects in cases where personal data are provided directly by the data subject (content according to Article 13 GDPR)

Categories of data subjects	Purpose of processing	Legal basis	The Consequence of non-disclosure/contribution
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 personal and specific data necessary to assess the social situation of the applicant student, which in particular	The personal data concerning the student's the purpose of personal data processing in the context of the application procedure the social situation of the applicant in order to determine the applicant's eligibility. The assessment of the social situation shall be (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 Higher Education in Public Administration, Law Enforcement and Military. Act of 2011 on the Civil implementing certain provisions of the 363/2011 (XII. 30.) Regulation (EC) No. 363/2011, the University's Student Fee and Regulations on Fees and Benefits (available here: www.uni-nke.hu) and the relevant	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.

⁴⁰Amended by Senate Resolution 77/2020 (17.VI).

may include data on assets, income, health, other, social social circumstances social data.	(hereinafter referred to as 'the rules governing the assessment of social situation').		
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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:

- the Office of Education and Studies (address: 1083 Budapest, Ludovika tér 2; e-mail: tanulmanyi@uni-nke.hu, telephone: +36 1 432-9000, website: <https://www.uni-nke.hu>);
- 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>);
- 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>);
- 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>);
- the Institute of Disaster Management, Department of Education Organisation, Faculty of Police Sciences (address: 1087 Budapest, Hungária krt. 9- 11., e-mail: tanulmanyi.kvi@uni-nke.hu, telephone: +36 1 432- 9000, website: <https://www.uni-nke.hu>);
- 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>);
- 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 at any time during the entire period of processing, using the contact details set out in points 1 and 2.

The data subject may request the disclosure of information 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 based on Article 6(1)(e) or (f), including profiling based on those provisions. In such a case, the controller may no longer process the personal data unless the controller demonstrates compelling legitimate grounds for the processing which override the interests, rights and freedoms of the data subject or for the establishment, exercise or defence of legal claims; in the case of processing required by law, 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 stay) or the National Authority for Data Protection and Freedom of Information (1125 Budapest, Szilágyi Erzsébet fasor 22/c., 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**

