

**POLICY OF THE UNIVERSITY STUDENT UNION
OF THE UNIVERSITY OF SZEGED
ON "TERMS AND CONDITIONS ON AD HOC STUDENT
BENEFITS"**

**27 November 2017
Szeged**

SZ-III/2017/2018.

Policy of the University Student Union of the University of Szeged on "Terms and conditions on ad hoc student benefits"

The University Student Union of the University of Szeged (hereinafter referred to as University Student Union) in accordance with the Government Decree 51/2007. (III.26.) (hence Government Decree) and the policy of the University of Szeged on student fees, charges and benefits (hereinafter referred to as: Policy on student fees, charges and benefits), in addition to the regular social scholarship and study scholarship to the students of the University of Szeged (USZ), determines the rules of additional benefits under different legal titles to be paid to the students (hereinafter referred to as benefit) as follows.

I. GENERAL PROVISIONS

General rules on benefits

1. Scope of the Policy

- (1) The scope of this Policy covers students establishing student status by participating in full-time state-funded programs under Act CXXXIX of 2005 on National Higher Education and Government Decree 51/2007. (III.26.) Article 3. or effective applicable laws and regulations, and other students studying in different programs with other types of funding and schedule under Government Decree 51/2007. (III.26.).
- (2) The student, according to their fee-paying studies, which they have enrolled or registered for the given semester - unless otherwise provided by law or higher policy - may receive benefits under this Policy, if it expressly provides so, with the deviations therein.

2. § Conditions for benefits

- (1) Unless otherwise provided by law or higher policy, those students defined in Article 1. of this Policy entitled to receive benefits (as detailed below) who are enrolled (registered) for the given semester (who are in an active status for the given semester, which „active” status is indicated for the given program in the ETR student administration system).
- (2) In case the condition set forth in Section (1) is met, the student may receive benefits defined in this Policy, based on the student’s request and opinion of the competent body.
- (3) If the condition to receive any benefit is being a state-funded student, the student transferred from fee-paying to state-funded program (hereinafter referred to as transferred student) may receive the given benefit in the relevant program from the first active semester as a state-funded student (according to the conditions set forth in this Policy).

3. § Determining benefits

- (1) The benefit defined in this Policy is available upon student’s request.
- (2) The student - unless otherwise provided by law, higher or current policy - may submit the request via the Modulo online platform of the University of Szeged until the deadline set and published by the University Student Benefits, Fees and Charges Committee, or failing this, any time (determined by the benefit) (during any study period, in the complete academic year). The deadline for submitting the application for the national higher education scholarship set by the minister responsible for the governance in the higher education sector, the deadline for submitting the application for the „Sófi Scholarship” is set by the Sófi József Foundation of the University of Szeged and the deadline for applying for the Scholarship of the Municipality of Szeged is determined by the Municipality of Szeged.
- (3) The assessment of the application and the related technical and administrative tasks shall be evaluated – unless otherwise provided by law, higher or this policy – by the Student Union relevant to the student’s studies – Faculty or University Student Union as specified in the Articles of Associa-

tion – as well as in case of the national higher education scholarship the body designated by the policy on the national higher education scholarship of the University of Szeged; regarding the „Sófi Scholarship” by the Sófi József Foundation of the University of Szeged; and concerning the Scholarship of the Municipality of Szeged, the Municipality of Szeged together with the University or Faculty Student Union of the University of Szeged. Unless otherwise provided by law, higher or this policy, the competent body shall evaluate the submitted application within 30 days from submission.

- (4) The competent body within the limits of its discretion shall adopt a decision about the application, taking into consideration the available budget, additional applications submitted together or earlier, and the appropriateness of the application, further the student's previous requests and considering the totality of circumstances, as follows:
 - a) fully supports,
 - b) partially supports,
 - c) rejects,
 - d) informs the student to resubmit the application with any missing information until the given deadline.
- (5) If the application was resubmitted with any missing documents, another resubmission with still missing documents is not possible.
- (6) Multiple applications cannot be submitted for the same benefit in the same case by the same student.
- (7) If the competent body adopted a decision on the merits on the subject of the request (the student was not informed about the deadline to resubmit the application with any missing information) the decision shall be published within 3 business days on its website.

4. § Disbursement of benefits

- (1) The Student's Service Office of the Directorate-General for Economic and Technical Affairs is responsible for the disbursement of the benefit, taking into account the provisions of the Government Decree and the Policy on fees, charges, and benefits of the University.
- (2) The benefit shall be paid on a one-time basis or periodically during a specific period (in particular: per calendar month).
- (3) If the student obtains a pre-degree certificate until the last day of the first final exam period after the last semester of the training relevant to the benefit, the payment of any additional due benefit (after that date) shall be completed in the following calendar month (February or July) based on the data („pre-degreed”) registered in the ETR student administration system – if it is registered until the last day of the first final exam period after the last semester of the training.
- (4) Method of disbursement: bank transfer to the bank account specified by the student and recorded in the “ETR” student administration system.

5. § Legal remedy

- (1) The student may seek legal remedy against the decision or measure or absence of measure (hereinafter referred to as decision) – from its notification, or failing this within fifteen days after being aware of – as defined in Act CXXXIX of 2005 on National Higher Education, and in the policy on filing and adjudication of students' legal remedies of the University of Szeged.

6. § Explanatory and Final Provisions

- (1) For the purpose of this Policy, the following terms shall have the meanings as defined below:
 - a) **ad hoc student benefit:** benefit to be paid to the students of the University of Szeged (USZ) under different legal titles, in addition to the regular social scholarship and study scholarship under the Government Decree 51/2007. (III.26.) and the policy of the University of Szeged on

student fees, charges, and benefits (hereinafter referred to as Policy on student fees, charges, and benefits);

- b) **ETR**: Unified Study System; the electronic student administration system used by the University of Szeged;
 - c) **training**: the name of the studies for the given qualification, carried out according to the same education and outcome requirements, recorded in the student administration system of the USZ under the ID of the trainee;
 - d) **close relatives**: the spouse, the registered partner, the lineal relative, the adopted child, step-child, the foster child, the adoptive parent, the step-parent, the foster parent and the sibling;
 - e) **unprompted group**: a group of natural persons, including at least one student of the University of Szeged and other natural persons, established for permanent time, organized for a common purpose without being a legal person or entity without legal personality. The aim of this group is to create appropriate quality of cultural and sports-related performance, event, opportunity, service, and establish conditions for its continuous operation, for the students of the University of Szeged (for significant number of students in a given unit), which are perceivable and open to the them, while this group has duly registered membership, and the number of its members reaches or exceeds the required number of members to pursue its activity.
- (2) The enforcement of this Policy is carried out by the University Student Union in each and every semester.
 - (3) This Policy shall enter into force upon publication, on condition that the benefits determined and disbursed under this Policy shall be carried out for the first time in the second semester of the 2011/2012 academic year.
 - (4) The University Student Union shall ensure that the content of this Policy is known by the students not later than the first day of the second semester of 2011/2012. academic year.
 - (5) After the date of entry into force of this Policy, any former policy/provision that is contrary to this Policy shall cease to be in effect.
 - (6) This Policy - together with its annexes - was adopted by the Senate on its meeting of the 27th of November 2017, with the decision Nr. SZ-38-III/2017/2018. (XI.27.).

Prof. Dr. Szabó Gábor s. k.
rector

II. SPECIAL PART

Other student benefits

I. PERIODIC ("CONTINUOUS") BENEFITS

1. § National Higher Education Scholarship

The terms and conditions of the national higher education scholarship are governed by the effective policy on the national higher education scholarship of the University of Szeged.

2. § Special study scholarship

- (1) The special study scholarship is established for students with outstanding achievement in an academic or professional field, not receiving national higher education scholarship under the Article 7. d) of Government Decree 51/2007. (III.26.) on benefits and fees of students in higher education.
- (2) The special study scholarship may be awarded to as many students as receiving the national higher education scholarship. The main requirement of the application for special study scholarship is the application for national higher education scholarship in the given semester; the further requirements are the same as those for the national higher education scholarship.
- (3) The deadline for submitting student application for a special study scholarship is the same as for the national higher education scholarship.
- (4) The special study scholarship is established and disbursed for one academic year (10 months) from October to July on a monthly basis.
- (5) Monthly amount of the special study scholarship: 70% of the monthly amount of the national higher education scholarship.
- (6) In the course of establishing the special study scholarship, the ranking of the students shall be determined under the faculty summary.
- (7) In the course of establishing the special study scholarship, the exclusionary condition for the national higher education scholarship („exclusionary condition is a compulsory course taken during application period but not completed”) shall not be applied; furthermore, the establishment (assessment criteria, system of requirements) and disbursement of the national higher education scholarship shall be applied to the special study scholarship.

3. § Scholarship of the Municipality of Szeged

- (1) Scholarship of the Municipality of Szeged is a one-time financial support per academic year for students with outstanding academic results, studying at the University of Szeged, full-time, bachelor program, master program, undivided program, or higher-level vocational training program for the first time, awarded by the Municipality of Szeged.
- (2) The Scholarship of the Municipality of Szeged may be awarded to students under the age of 26 years at the time of submitting the application and having an „active” student status (registered for the course) in the semester preceding the evaluation of the application.
- (3) The Scholarship of the Municipality of Szeged is established and disbursed for one academic year (10 months) from October to July on a monthly basis. If several months elapse between the determination of the scholarship eligibility and the first disbursement, the scholarship amount due to the elapsed months will be paid to the student in one installment at the time of the first payment. The amount of the scholarship is determined by the call for applications for each academic year.
- (4) The deadline for submitting the application for the Scholarship of the Municipality of Szeged is determined together by the University Student Union and the Municipality of Szeged per each academic year.

- (5) The assessment criteria of the Scholarship of the Municipality of Szeged takes into consideration the studies of the student under the education and outcome requirements, as well as the outstanding academic activity. The ranking of the students submitting the application is recommended by the Student Union relevant to the student's studies – Faculty or University Student Union as specified in the Articles of Association. The mayor decides on awarding the scholarship to the students based on the proposal of the Committee appointed by the mayor of the Municipality of Szeged.

4. § „Sófi” Scholarship

- (1) The Sófi József Foundation of the University of Szeged (hereinafter referred to as Foundation) aims to provide financial support by the established scholarship to talented students with the best academic and scientific performance.
- (2) The “Sófi” Scholarship is a scholarship established by the Sófi József Foundation of the University of Szeged financed by the Foundation on the basis of the discretionary decision of the Board of Trustees of the Foundation. In this context, the University Student Union of the University of Szeged to the necessary extent and purpose provides data about students to the Sófi József Foundation of the University of Szeged. Furthermore, it ensures the Sófi József Foundation of the University of Szeged about the personal contribution of determining the „Sófi” Scholarship by the entrusted natural persons with the administration of the Office of the University Student Union of the University of Szeged.
- (3) The data management of the above date is carried out by the University Student Union of the University of Szeged.
- (4) The Sófi József Foundation of the University of Szeged is obliged to notify the University Student Union of the University of Szeged 30 days prior to the beginning of the application period, in case the application requires information other than set forth in Section (7) to (8).
- (5) Students studying in state-funded or self-funded full-time studies, enrolled for the most to the twelfth semester may apply for a “Sófi” Scholarship.
- (6) Students shall achieve a 4.00 grade point average or higher (mathematical calculation) during their studies in the given training to be awarded the „Sófi” Scholarship.
- (7) The application shall indicate the student's personal data, professional curriculum vitae with photo, grade point average of previous studies, language exams, scientific results (National Conference of Scientific Students Associations (OTDK) and local Conference of Scientific Students Associations (TDK) prizes, scientific publications, conference presentations, posters), other scholarships and awards (e.g. Sófi Scholarship, national higher education scholarship, City scholarship, Szent-Györgyi Scholarship, Teaching-assistant Scholarship, Scholarship of the Pro Renovanda Cultura Hungariae Foundation, etc.) and recommendation of the student's supervisor.
- (8) In case some students achieve the same or similar results in the initial assessment (based on results and talent), the secondary assessment (award of the scholarship) will be based on the average monthly (net) income of the family per person, which shall be indicated and credibly demonstrated on the application.
- (9) The deadline for submitting student applications for a „Sófi” Scholarship is the 15th of February in each academic year.
- (10) The Sófi József Foundation of the University of Szeged shall decide on the award of „Sófi” Scholarship.

5. § Support for students participating in a professional traineeship

- (1) The support for students participating in a professional traineeship is a benefit that may be provided to a student for the period participating in a professional traineeship as specified in the curricula and determined by the education and outcome requirements (hereinafter referred to as traineeship) in order to reduce personal costs.

- (2) The support for students participating in a professional traineeship shall be awarded if the student performs the traineeship at a location other than the place of permanent address or the principal place of business or campus of the University. The support for students participating in a professional traineeship shall be provided (during the same study program) as many times as specified in the education and outcome requirements.
- (3) The support for students participating in a professional traineeship is a daily subsistence allowance as a normative fund, and its monthly amount may not exceed 10% of the annual amount of the per capita student funds.

II. ONE-TIME BENEFITS

6. § Exceptional social scholarship

- (1) The exceptional social scholarship is a one-time benefit if an extraordinary event occurred in the student's social circumstances to mitigate their situation.
- (2) The evaluation requirement of the application for the exceptional social scholarship is to have a (closed, evaluated) general social assessment form (application). The exceptional social scholarship for the same student during the same education period (semester) shall be repeatedly (second or further occasion) granted in cases of special equitable circumstances.
- (3) The deadline for submitting the application is 30 days from the moment of the event caused the unexpected circumstance of the social situation (or the cessation of hinderance), but not later than the end of the training period.
- (4) The assessment and disbursement of the exceptional social scholarship shall be made only once if any of the following cases occurred and in the amount below:

	Extraordinary event	Conditions	Scholarship amount
a)	childbirth	In case of childbirth or adoption (student's own child) during the period of the student status.	25 000 Ft
b)	death	In case of death of a close relative of the student during the period of student status (under Article 685 b) of Act IV of 1959 on Civil Code).	20 000 Ft
c)	significant decrease in income	In case of the student or whom he/she is dependent on has a significant decrease in income, unemployment, long-term or serious illness, high expenditure on medicine during the period of student status.	up to 30 000 Ft

7. § Institutional scientific scholarship

- (1) The institutional scientific scholarship is a one-time benefit for students pursuing outstanding scientific activities beyond the curriculum requirements.
- (2) Requirements for awarding the institutional scientific scholarship:
 - a) the student is a member of at least one local Scientific Students Association during the given academic year or participate at least at one local Scientific Students Association Conference or is invited by an institute - certified - to attend a Scientific Students Association Conference; or
 - b) the student shall attend an event organized for a period of at least seven days in co-operation between the University of Szeged and another higher education institution at a location other than the place of the principal place of business or the relevant campus of the University or abroad (guest student or to take part in "Erasmus" scholarship, other student exchange programs), and such event requires scientific efforts from the student.

- (3) An application for the institutional scientific scholarship shall be submitted by the date set and published by the University Student Benefits, Fees and Charges Committee, or failing this, any time (determined by the benefit) (during the training period, or the entire academic year).
- (4) The establishment and disbursement of the institutional scientific scholarship shall be made at most once per academic year, in particular, any of the following cases occurred and in the amount below:

	Outstanding scientific activity beyond the curriculum requirements	Conditions	Scholarship amount
a)	Place achieved in academic competition	Place achieved at a regional, national, or international academic competition during the study period or won a special prize during the student status	Regional academic competition, Local Conference of Scientific Students Associations – III. place: 5 000 Ft – II. place: 10 000 Ft – I. place: 15 000 Ft – special prize: 5 000 Ft National academic competition – III. place: 10 000 Ft – II. place: 20 000 Ft – I. place: 30 000 Ft – special prize: 10 000 Ft International academic competition – III. place: 15 000 Ft – II. place: 30 000 Ft – I. place: 45 000 Ft – special prize: 15 000 Ft
b)	OTDK- National Conference of Scientific Students Associations	Place achieved at the National Conference of Scientific Students Associations or won a special prize during student status	National Conference of Scientific Students Associations – III. place: 15 000 Ft – II. place: 30 000 Ft – I. place: 45 000 Ft – special prize: 22 500 Ft

8. § Cultural scholarship

- (1) A cultural scholarship is a one-time benefit for a student or an unprompted group performing outstanding cultural activities beyond the curriculum requirements.
- (2) Outstanding cultural activity is, in particular, the creation of an original work of art and its organized presentation to the public; organizing a cultural event, study trip, excursion, creating any other appropriate quality cultural-related performance, event, opportunity, service and establishing conditions for its continuous operation for the students of the University of Szeged (for significant number of students in a given unit), which are perceivable and open to the them.
- (3) As a requirement of the cultural scholarship, the student is obliged to specify in the application the subject of the scholarship (artwork, presentation, event, etc.) in detail, as well as to credibly prove the creation of the original work (organized presentation to the public), the actual creation of the event, etc. (typical copy, detail, sound recording, picture, invitation, advertisement, etc.).
- (4) An application for the cultural scholarship may be submitted as a student, either individually or as a student member of an unprompted group, for the benefit of the unprompted group.
- (5) If the student submits the application as a student member of the unprompted group, for the benefit of the unprompted group, he/she shall
- attach a document certifying the existence of the unprompted group (deed of foundation, articles of association, court order, certificate of the Rector's Office or the Cultural Office); and

- b) provide a detailed summary of the establishment, existence (details of past operation) of the unprompted group, and
 - c) indicate the names of the members of the unprompted group, their student identification (EHA code), the details of the programme of the members (faculty, degree/training, semester/class) in the application. In the absence of any of these attachments and data, the competent body is entitled to reject the application without an assessment on the merits.
- (6) In case of applications for study trips or excursions, a further condition is a recommendation of the head of department (teacher) and the list of students participating in the trip according to Section (5) c).
- (7) The competent body is entitled to prescribe additional attachments, in view of the subject matter of the application.
- (8) Regarding the activity supported by the scholarship, the student is obliged to indicate the University Student Union of the University of Szeged as a sponsor; failing this, the competent body is entitled to refuse the disbursement of the scholarship.

9. § Sports scholarship

- (1) The sports scholarship is a one-time benefit for a student or an unprompted group performing outstanding sports activities beyond the curriculum requirements.
- (2) Outstanding sports activity is, in particular, individual sports achievement, organizing a sports event, and creating any other appropriate quality sports-related event, opportunity to do sports, and establishing conditions for its continuous operation for the students of the University of Szeged (for significant number of students in a given unit), which are perceivable and open to the them.
- (3) Otherwise (in particular: for the requirements of sports scholarship), the provisions of the cultural scholarship shall be properly applied with regard to the sports scholarship.