

In accordance with the Act LXXX of 1993 on National Higher Education and Government Decree 17/2005. (II.8.) on student identity card (hereinafter referred to as Government Decree) the Council of the University of Szeged determines the rules of processing and storing student identity cards, keeping of registers and collection of fees as follows:

(In this Policy citations from the National Higher Education Act appear in bold and the citations from the Government Decree in italics.)

Chapter 1

General and explanatory provisions

1. The scope of this Policy shall cover all students with student status at the University regardless of the type of education and studies and persons involved in the administration of student identity cards.

NHEA Article 29.

- (1) The student identity card is a public document certifying the student status which**
- a) entitles the student to use the benefits laid down in the laws and in the policies of the institution;**
 - b) ensures the exercise of rights defined in the laws and in the policies of the institution, or determined by an agreement with outside organizations;**
 - c) serves to store information determined by the laws and the policies of the institution.**

Government Decree Article 1. (1) Eligible for Student Identity Card

- (a) the pupil of an educational institution listed in Article 20. (1) (b) to (f) of Act on Public Education, and under Article 30. (6) the person performing the study obligation (hereinafter referred to as pupil);*
 - (b) the student having a student status in a higher education institution listed in Annex 1 of the National Higher Education Act (hereinafter referred to as student);*
 - (c) the pupil or student with Hungarian citizenship who is having a student status at a public education or higher education institution which principal place of business is outside of Hungary (hereinafter referred to as pupil or student with Hungarian citizenship studying at a non-Hungarian institution).*
 - d) the foreign pupil or student studying full-time or part-time in a Hungarian educational institution under an intergovernmental or other educational co-operation agreement or convention, as well as the person participating in a training at Balassi Bálint Institute.*
- (2) Eligibility for the entitlement as defined in Section (1) c) shall be subject to the condition that the educational institution specified therein is recognized by the state in the country where it operates or, if it operates in the territory of Hungary – according to the relevant laws – a public educational institution shall be registered and a higher education institution shall be granted to operate in Hungary.*
- (3) The pupil or student may have only one student identity card at the same time.*

2. Explanatory provisions:
 - a) The student identity card is issued by the minister of education.
 - b) The data of the student identity card is managed by the data controller. Its task is to carry out the activities defined in Article 6. of the Government Decree, with the help of a data processor. The data processor is a legal entity entrusted with the physical production of student identity cards and other tasks, authorized to undertake technical tasks related to data management operations under the data controller's instructions.
 - c) Issuer institution: the university.

Chapter 2

Student identity card and related tasks

NHEA Article 29. (3) The student identity card includes the following personal data:

- a) the photograph of the student;
- b) the first and last name, place and date of birth of the student, permanent residence or place of residence, mother's maiden name, citizenship and signature;
- c) the student identification number;
- d) the name and principal place of business (place of education) of the higher education institution where the student has legal status;
- e) the type of education.

(4) The data specified in Section (3) is managed by the National Higher Education Information Centre, responsible for the operation of the information system of higher education. The information system of higher education includes – within the framework of central register – the institutional and student data required for national economic planning, the minister of education is responsible for the legality of data management.

(5) The information system of higher education includes the student register, from where the data - except the subject in question – shall be transferred to the body providing services or with the right to control the eligibility and to the body, assigned by the data controller, responsible for data processing only for the purposes of determining the eligibility for the benefits related to the student status. The record of data transfer shall be kept for ten years from the date of transfer.

Government Decree Article 2.(1) The student identity card certifies

- (a) the existence of the pupil/student status with the institution indicated on the student identity card;
- (b) the eligibility for travel, cultural and other benefits as defined by law;
- (c) the eligibility for allowances and benefits due to pupil/student status under the law;
- (d) the eligibility for (commercial) benefits not guaranteed by the state in connection with the student identity card;
- (e) the identity of pupils whose first identity card has not yet been issued.

Government Decree Article 3. (1) Types of the student identity card: permanent and temporary student identity card.

- (3) *The permanent public and higher education student identity card is ID 1 size, plastic card, with a unique identifier, and it is a public document, falling within the scope of Government Decree 86/1996. (VI.14.) on the order of protection of safety documents. The data specified in Section 6 (a) to (e) and (g) to (h) shall be indicated by laser engraving and by applying the validation sticker on the student identity card.*
- (4) *The permanent higher education student identity card shall also include an electronic data storage unit (hereinafter referred to as chip). The data of the student identity card, the serial identification number (CSN), and the electronic validation indicator shall be recorded on the chip by the authorized (by contract) legal entity of the Educatio Social Service Provider Public Association (hereinafter referred to as data controller).*

3. Tasks related to the student identity card are carried out under the management and control of the Rector of the University. The control includes the record-keeping as described by law. The administration on the merits is directly managed and controlled by the responsible person appointed by the Rector.
4. Tasks related to the student identity card are carried out by the Student's Service Office (hereinafter referred to as HSZI). Documents related to student identity card must be kept for 10 years.
5. The rules of administration on the merits are defined by the HSZI in a policy. The policy includes - taking the relevant decrees and university policies into account - the rules of procedure of activities and sub-processes related to the management of student identity cards, provisions on the management of paper-based or electronic forms, records, and other administrative requirements.

6. The head of the HSZI is the person responsible for the management and control of administration on the merits and keeping the records. The Head of the Student's Service Office and the relevant administrators shall make a written declaration of liability, which shall be attached to their job description.
7. During office hours, the HSZI continuously carries out the tasks related to the student identity card. The office hours and the practice of case management shall be established in a way to ensure the management of student identity cards for students attending the evening, correspondence, and distance learning training.
8. Violation of the rules on the student identity card, in particular, the violation of the requirements for the protection of safety documents, the Rector shall order an investigation and depending on its outcome, hold liable the person concerned.

Chapter 3

Request for Student Identity Card

Government Decree: Article 13.

- (1) Applicants to the higher education institution within the central admission procedure may request the student identity card from the data controller by completing the relevant sections of the „A” application form submitted to the National Higher Education Admission Office. The applicant will receive the cash transfer order for fee payment specified in Article 22. (1) by post together with a letter of registration confirming the admission at the latest by the 21st of July. The applicant shall pay the fee specified in Article 22. (1) at the latest by the 5th of August.*
- (2) Applicants for secondary education within the central admission procedure shall request the student identity card through the issuing institution by completing the appropriate sections of the personalized application form and sending it to the data controller by the 5th of July. The pupil shall pay the fee specified in Article 22. (1) with a cash transfer order by the 5th of July.*
- (3) Pupils in primary school shall request the student identity card by completing the application form at the issuing institution and sending it to the data controller via the issuing institution by the 15th of May. The pupil shall pay the fee specified in Article 22. (1) with a cash transfer order by the 15th of May.*
- (4) Except for cases in Section (1) to (3), the student identity card may be requested by completing the application form and sending it to the data controller via the issuing institution. The pupil or student shall pay the fee specified in Article 22. (1) with a cash transfer order.*
- (5) The pupil or student with Hungarian citizenship studying in a non-Hungarian institution may request the student identity card from the data controller by completing the application form provided by the issuer and sending it to the data controller via the issuer. The pupil or student shall pay the fee specified in Article 22. (1) with a cash transfer order.*
- (6) In case the pupil or student who has no legal capacity or limited legal capacity or is illiterate, the application form shall be signed by a legal representative.*
- (7) Applications set out in Section (2) to (4) shall be considered valid only if the issuing institution that transfers the request is included in the institutional database maintained by the data controller. The amendment of the database containing the issuing institutions may be made by notification by post to the issuer.*
- (8) The cash transfer order related to the application form has a unique identifier and cannot be used for another application form. The spoiled cash transfer order related to the application form - and therefore not transferred to the data controller - cannot be used.*
- (9) In cases specified in Section (2) to (5), the cash transfer order shall be attached to the application form. Compliance with the payment deadlines specified in this Article is a condition so the data controller can perform the tasks specified herein within the time limits specified in Article 15 (1).*

(11) The issuing institution shall make a copy of the application forms and keeps it safe and secured.

9. The entitled persons shall request the permanent student identity card at the HSZI by completing the student identity card application form and signing and attaching a photo to it, except for those who applied at the institution within the central admission procedure as described in Article 13. (1) of the Government Decree.
10. If the student does not participate in the training at the institution's principal place of business or cannot personally submit the application form, the completed application form can also be sent to the HSZI as a registered post.
11. The completed and verified application forms will be sent to the controller by the HSZI within 15 days after the submission. The HSZI will return the incorrect forms or forms not matching with the data contained in the student register by post within 5 days - including a description of mistakes - to the student who submitted the application.
12. A student whose student identity card rendered unfit to use, or get lost before the expiration date but after the termination of the student status, the university issues a temporary student identity card without ordering a permanent student identity card until the expiration date (until the 31st of March, or the 31st of October).

Government Decree Article 14.

- (1) A temporary student identity card or any part thereof may be requested by the issuing institution by an annually received and completed application form for a temporary student identity card or by the unique application form with the data content specified in Section 2 and the application shall be sent by post to the data processor.*
- (2) The application shall indicate*
 - a) the name and principal place of business of the institution and the place of training (settlement),*
 - b) requested number of temporary plastic cards,*
 - c) requested number of personal sheets,*
 - d) the date of issuance and the authorized signature of the institution.*

Chapter 4

Issuance of the Student Identity Card

Government Decree Article 9.

- (1) The issuing institution issues a permanent student identity card*
 - a) at the beginning of the pupil's/student's student status,*
 - b) no more than eight years from the date of issuance in public education,*
 - c) instead of a lost, destroyed, damaged student identity card,*
 - d) in case of a change in data of the student identity card, unless the change of the name and address of the issuing institution does not affect the rights and privileges related to student identity cards.*
- (2) Student identity card of the daytime training shall be issued for the students participating in daytime education, fulfilling their training obligations, and for those entitled under Article 1. (1) d), student identity card of the evening training shall be issued for students studying in evening education, student identity card of the correspondence training shall be issued for students studying in correspondence education and basic art education and for students studying in other training type the student identity card of distance education shall be issued.*

- (3) *In the event of a change of institution, the new institution shall carry out the tasks of the issuing institution.*

Government Decree Article 10.

- (1) *A temporary student identity card shall be issued upon request of the pupil or student until the requested permanent student identity card is issued. The temporary student identity card certifies the facts of Article 2. (1).*
- (2) *It is a condition of issuing a temporary student identity card that the pupil or student must request a permanent student identity card.*
- (3) *The issuing institution will issue a temporary student identity card for the entitled pupil or student without their request for a permanent student identity card,*
- (a) if the permanent student identity card does not include the actual place of education or training (in this case the location shall be indicated on the personal sheet);*
- (b) for a pupil or student with no Hungarian citizenship of an institution as defined in Article 1. (1) (a) to (b), if he/she pursue studies with a scholarship for no longer than 12 months,*
- c) - in addition to the provisions of Article 23. (2) - to the pupil or student who loses the student identity card or it becomes unfit to certify the entitlements before the expiration of the student identity card but after the termination of the student status. In this case, the institution and the type of education columns on the personal sheet must be completed based upon the pupil's or student's previous permanent student identity card.*

13. The permanent student identity card may be issued if the student has student status at the university at the time of issuance, the data on the card matches with the data in the register and the temporary student identity card is submitted – if it was issued to the student.
14. The HSZI is obliged to hand over the student identity card to the student or send it by post as a registered mail if the conditions set out in 13. are met. The student shall acknowledge the receipt of the student identity card by signing the form provided for this purpose.
15. If the student does not participate in the training at the principal place of business of the institution or cannot receive the student identity card personally, the HSZI shall send it by post as a registered mail.
16. The student entitled may request a temporary student identity card at the HSZI. In order to request a temporary student identity card, the student shall submit a postal cheque certifying the payment of the temporary student identity card fee, a photo of the student and - except for cases under Article 10. (3) of the Government Decree - shall request a permanent student identity card.
17. The temporary student identity card is issued by the HSZI at the time of the submission of the postal cheque and the photo as defined in 16. The temporary student identity card is completed by the HSZI and the student shall acknowledge the receipt of the student identity card by signing the form provided for this purpose.
18. The student is obliged to return the temporary student identity card.

Chapter 5

Validation of the Student Identity Card

19. The HSZI validates the permanent student identity card until the 31st of October in the first semester and until the 31st of March in the second semester of the academic year. The validation of the student identity card for the given semester may begin after the completion of the registration (enrollment data recording) by the faculties in the student registration system for the given semester. The commencement date of validation is determined by the head of the HSZI after consulting with the faculties.
21. The condition for validating the student identity card is the registration of enrollment in the student register for the given semester.
22. Until the introduction of the electronic validation, the validation is done by applying a hologram validation sticker on the card.
23. Validation shall be carried out from the date specified by the minister of education through an electronic validation with a student card management module and at the same time by applying a hologram validation sticker.
23. The registration of the validation of student identity cards is done by registering the data stored on the student identity card chip. The data stored in the register includes the date of validation (beginning of validity) and the end of validity.
24. The student may personally request the validation of the permanent student identity card at the HSZI or give official authorization to a third party for validation.
25. If the student does not participate in a training at the principal place of business of the institution and the student identity card cannot be validated personally or by an authorized person, then the student identity card may be sent by post as a registered mail to the HSZI to be validated. The validated student identity card shall be returned to the student by the HSZI within 3 days by post as a registered mail.
26. If the student card is broken, damaged, contains incorrect data, or not suitable for usage due to any other reason (after the introduction of electronic validation or use the chip is malfunctioning) it cannot be validated.
27. In case of a well-founded suspicion of any criminal offense related to the student identity card (e.g. falsification of a public document, fraud, etc.), the University files a criminal report. The report shall be filed by the head of the HSZI after the prior notification of the vice-rector for student and public affairs and the Secretary-General while informing the relevant faculty (institute).

Chapter 6

Withdrawal of the Student Identity Card

Government Decree Article 18.

(1) The issuing institution shall require the pupil or student to hand in the permanent student identity card in the following cases:

(a) when issuing a new permanent student identity card,

- (b) the pupil or student is not entitled to,
(c) in other cases, when issuing a temporary student identity card.
- (2) The issuing institution is obliged
- (a) the withdrawn permanent student identity card within 30 days,
(b) the permanent student identity card, which was not handed in (except for the case of postponement of studies) to destroy by cutting after 90 days of the date of receipt the student identity card - after 1 year regarding student identity card falling within the scope of Article 1.
(1) c) - and keep a record of the destruction in the archives.
- (3) The serial number of the withdrawn or invalid student identity cards shall be transferred by the issuing institution to the data controller within 8 business days after the withdrawal or invalidation.
- (4) The temporary student identity card is withdrawn by the issuing institution in the following cases:
- (a) at the time of issuing the permanent student identity card, but not later than 60 days after the issuance of the temporary student identity card [except for the extension provided for in Article 3. (8)],
(b) if the ordered permanent student identity card is not issued on time for reasons attributable to the data controller, the data processor or the issuing institution, the issuing institution shall only withdraw the personal sheet and issues a new personal sheet for free of charge.
- (5) The temporary plastic card, which was handed in, can be issued for unlimited time by validating a new personal sheet.
28. The HSZI is required to ask the student to submit the permanent student identity card in the following cases:
- in the event of a change in the data, including institution change, unless the change of address, place of residence or name and address of the institution does not affect the rights and benefits related to the student identity card;
 - when issuing a new permanent student identity card, if the pupil or student did not request a temporary student identity card;
 - without delay if the pupil or the student did not request or entitled to get a new permanent student identity card;
 - in other cases, when issuing a temporary student identity card.
29. The HSZI is required to call upon the student to submit the temporary student identity card at the time of issuing the permanent student identity card, but not later than 60 days after the issuance of the temporary student identity card in the usual way.
30. The HSZI calls on the users who did not hand over the student identity cards voluntarily– following the event establishing a reason for the submission – within 30 days in a written notification.
31. The HSZI sends the serial number of the not submitted or invalid student identity cards (due to cessation of student status) to the ministry of education on a quarterly basis.
32. The student may use the discounts related to the student identity card within the validity period of the student identity card even if the student status ceased due to the completion of studies.
33. The student must notify the HSZI in writing regarding the loss of a permanent or temporary student identity card on the form provided for this purpose. The lost or destroyed student identity card shall be treated as not submitted.

34. The submitted, withdrawn permanent student identity card and the personal sheet of the temporary student identity card shall be made unusable by crossing or punching holes and shall be destroyed by cutting within 30 days. The destruction shall be recorded. The HSZI shall ensure that the validation stickers not used in the given semester are destroyed by cutting until the 31st of March concerning the stickers valid for the first semester, and until the 31st of October regarding the stickers valid for the second semester.

Chapter 7

University Register

Government Decree Article 21. The issuing institution shall keep a separate record, which includes

- a) the serial number of the student identity card application form delivered to the pupil or student and submitted by them,*
- b) the date and fact of the submission of the application form,*
- c) the date and fact of the arrival of the student identity card,*
- d) the serial number of the issued student identity card, the date of receipt and the signature of the recipient,*
- e) the date and fact of ordering the validation stickers,*
- f) the date and fact of the arrival of the validation stickers ordered,*
- g) the date and fact of the validation of the student identity card;*
- h) the date and fact of the withdrawal, loss, destruction of the student identity card,*
- i) in case of a higher education student identity card, the serial number of the chip (CSN number),*
- j) fees paid pursuant to Article 23. (1).*

35. The HSZI is obliged to arrange the safe storage, registration, and discarding of forms of strict accountability related to student identity cards as provided for in the Government Decree and Minister of Education Decree.
36. The Rector of the University entrusts the Vice-Rector for Student and Public Affairs and the Director-General for Economy and Technology to the periodic review of the person responsible for keeping the records.
37. The HSZI records the data specified in the Government Decree with the software developed for this purpose, on the forms specified in the Government Decree or other forms with the same content specified therein, as well as on forms provided for this purpose at the local level.
38. The head of the HSZI shall inform the data controller about the keeping of the registration and send the notification about the termination of the purpose of data management.

Chapter 8

Fee

Government Decree Article 22.

- (1) The pupil or student shall pay an administrative fee for the student identity card upon ordering the permanent student identity card in the manner prescribed in*

this Policy. The fee includes VAT. The fees requested after the entry into force of this Policy are

- a) 550 Ft for a permanent public education student identity card,*
- b) 1600 Ft for a permanent higher education student identity card.*
- (2) The fee for the permanent student identity card includes a fee and a procedural fee. The fee shall be used to cover the costs of the issuance of the student identity card and the necessary forms, and the procedural fee shall be used to cover the costs of data management and data processing related to the completion of the student identity card application.*
- (3) The fee for the permanent public education student identity card is 360 Ft, for the permanent higher education student identity card is 1360 Ft, which is the income of the data processor.*
- (5) The income of the issuing institution is 70 Ft per student identity card fee from the student card processing fee, which is paid by the data controller to the issuing institution via bank transfer within 60 days after the transfer of the student identity card to the issuing institution, the remaining amount is the income of the data controller.*
- (6) The fee for the temporary plastic card is the same as the fee for the permanent public student identity card, while the fee for the personal sheet is 25% of the fee for the permanent public student identity card. The fees set out in this Section constitute the income of the data processor which is paid by the issuing institution via bank transfer to the data processor.*
- (7) The pupil or student is required to pay 75% of the fee set out in Section (6) for the temporary plastic card, and 100% of the fee set out in Section (6) for the personal sheet to the issuing institution.*
- (8) The fees regulated in this Article are managed by the organization whose income is the fee.*
- (9) The fees regulated in this Article will not be refunded to the pupil or student in case of rejection or withdrawal of the application. In respect of the fees regulated in this Article, the provisions of Article 28. (3), Article 31. (7) and Article 86. the Act XCIII of 1990 on Fees shall be applied.*

Government Decree Article 23.

- (1) In the event of the loss of a temporary plastic card or validation sticker, the pupil or student shall pay 500% of the fee for the permanent public education student identity card to the issuing institution.*
- (2) The issuing institution shall not issue a new permanent or temporary student identity card or validation sticker to the pupil or student until the pupil or the student has paid the fee specified in Section (1).*

- 39. The student is obliged to pay the fee specified in Article 22. of the Government Decree for the student identity card:
 - a) permanent student identity card fee: currently 1600 Ft.
 - b) Temporary student identity card fee (75% of the fee for public education student identity card and 100% of personal sheet fee): currently 360 Ft.
 - c) The personal sheet fee (25% of the fee for the permanent public student identity card): 90 Ft.
 - d) In the event of the loss of a temporary plastic card or validation sticker, 500% of the permanent public education identity card fee shall be paid before issuing the new temporary student identity card or validation sticker: currently 1800 Ft.
- 40. If the student identity card does not arrive on time, a temporary student identity card shall be issued free of charge to the student or prolong the temporary student identity card issued before.
- 41. The student pays for the student identity card application fee in the form of a postal money order given by the data controller or the university, or in any other way provided by the institution. The student is obliged to provide proof of payment when receiving the temporary student identity card.

42. The procedural fee income provided in the Minister of Education Decree may be used to cover the costs of managing the student identity cards.

Chapter 9

Miscellaneous and Final provisions

43. This Policy was discussed by the Council of the University of Szeged on its meeting of the 17th of November 2003 and was adopted under the decision of Nr. 174/2003.
44. By adopting this Policy, all the rules and regulations on the management of student identity cards of the predecessor institutions of the University of Szeged shall cease to be in effect.
45. The Rules of Administration described in Chapter II Section 5. shall be adopted by the Head of the HSZI within 30 days after the adoption of this Policy and submit it to the Rector for approval.
46. This Policy shall enter into force on the day of its publication in the University Bulletin.
47. This Policy includes a consolidated text with the amendments adopted by the Council of the University of Szeged on its meeting of the 24th of October 2005, under the decision of Nr. 307/2005.

Dr. Szabó Gábor s. k.
rector