

# **UNIVERSITY OF SZEGED**

## **POLICY OF THE UNIVERSITY OF SZEGED ON STUDENT FEES, CHARGES AND BENEFITS**

**25<sup>th</sup> February 2019**

**SZ-6/2018/2019.**

The Senate of the University of Szeged (hereinafter referred to as USZ or University), with the consent of the Student Union, with regard to the applicable laws – Act CCIV of 2011 on National Higher Education (hereinafter referred to as NHEA), Act LXII of 2001 on Hungarians Living in Neighbouring Countries (hereinafter referred to as 'Benefit Act') and Government Decree No. 51/2007. (III.26.) (hereinafter referred to as Gov. Decree) – hereby adopts the following policy on Student Fees, Charges and Benefits:

### **CHAPTER I General Provisions Scope of the Policy**

#### ***ARTICLE 1***

This policy shall apply to:

- (1) students with Hungarian citizenship attending education programs of the University, regardless of the division or the level of the program.
- (2) international students with foreign citizenship subject to the Benefit Act studying on a bachelor (BA, BSc) and master (MA, MSc) programs at the University.
- (3) students with foreign citizenship studying at the University, granted by the right of free movement and residence under the applicable law or foreign nationals who hold an EU Blue Card issued for highly qualified employment and residence.
- (4) international students with foreign citizenship studying at the University, different from the abovementioned.

## **ARTICLE 2**

Concerning student benefits, the scope of this policy shall apply, only if the policy expressly provides so, with the distinctions defined thereof:

- (1) students funded by the Hungarian State or through full/partial Hungarian state scholarship studying on evening or correspondence training bachelor (BA, BSc), master (MA, MSc), undivided, higher level or higher educational vocational training programmes,
- (2) fee-paying and self-funded students studying at the University,
- (3) students studying on a doctoral programme regardless of the form of funding.

## **Other General Provisions on Student Benefits**

### **ARTICLE 3**

- (1) Legal titles of student benefits are defined by this policy; the body in charge determined in this policy and the given Faculty Councils regulate the amount, the principles and the method of distribution of such benefits, with the consent of the Student Union.
- (2) Legal titles and conditions of student benefits shall be determined for one academic year (ten months educational period), unless the law or this policy provides otherwise. Information applying to student benefits shall be published in the customary way.
- (3) The obligations of the University defined by this policy are fulfilled by the Faculty Student Welfare Committees, based on the rules of procedure of the University Student Welfare Committee (Hungarian: EHJB - Egyetemi Hallgatói Jóléti Bizottság).
- (4) The scholarship defined as financial student benefits provided under the legal titles of Article 7 (1) of this policy shall be paid on a monthly basis to the student. The USZ Department of Management and Finances shall arrange for the transfer of payment of these student benefits at the Hungarian State Treasury not later than the 10<sup>th</sup> day of the month concerned, except the first month of the semester.
- (5) Students on passive status shall not receive any student benefit and shall not pay fees or charges.
- (6) Administrative support in connection with student benefits is provided by the Admission Offices of the Faculties, the Student Services Office (Hungarian: Hallgatói Szolgáltató Iroda) and the student unions according to the division of responsibilities and tasks defined by the relevant policy. The USZ Department of Management and Finances shall draft the policy, which shall be approved by the Rector with the consent of the University Student Union (Hungarian: Egyetemi Hallgatói Önkormányzat, hereinafter referred as: USU).

### **ARTICLE 4**

- (1) Student may file an appeal against the decision on the eligibility for student benefits to the decision-making organization, body within 15 days of the day of the publication on the eligibility, in accordance with the policy on filing and adjudication of students' legal remedies.
- (2) Students may file their request of investigation concerning the violation of student benefits-related law or policy – indicating the injury – to the USU Supervisory Committee.
- (3) Supervision of legality regarding student benefits is assured by the Student Services Office, expediency supervision is assured by USU Supervisory Committee.
- (4) The assessment of student benefits and the legality of their use are controlled on a regular basis by the University with the participation of the Internal Auditing Department.

## **CHAPTER II** **Student Benefits**

### **Funding of Student Benefits**

#### **NHEA**

##### **Article 84.**

- (1) *The maintainer shall provide funding for the operation of the higher education institution. The Annual Budget Act shall specify the amount allocated for the financing of higher education. The Government shall determine the system of state funding granted for the operation of higher education institutions. Higher education institutions may receive support on the basis of tendering or an agreement.*
- (2) *The state grant shall be provided for:*
  - a) *student bursaries,*
  - b) *education activity,*
  - c) *scientific development,*
  - d) *maintenance tasks,*
  - e) *student sport,*
  - f) *performance of certain specific higher education tasks,*
  - g) *granting qualified institutions under Article 10,*
  - h) *ensuring cultural and development grants.*
- (3) *State-funded higher education institutions shall be eligible for the state support, with the exception of the state support specified in Paragraph d) of Subsection (2), on an equal footing, and religious and private higher education institutions shall be eligible under an agreement entered into with the Government, unless otherwise provided for by law.*
- (4) *Grants available through applications shall especially be provided for:*
  - a) *studies in Hungarian language outside Hungary,*
  - b) *launching and maintaining programmes with a small headcount,*
  - c) *the performance of library tasks of higher education institutions,*
  - d) *discharging student college tasks, promoting the activities of the Student Excellence College Centres,*
  - e) *the execution of research and development tasks, and the utilization of research results,*
  - f) *operation of organizations accommodating students,*
  - g) *developing and organizing student sport,*
  - h) *developing and operating sports facilities of higher education institutions,*
  - i) *the promotion of equal opportunities, and the support provided under the Bursa Hungarica Higher Education Local Government Scholarship.*
- (5) *Non-Hungarian higher education institutions in neighbouring countries providing courses in Hungarian may also apply for grants under the call for applications advertised for Hungarian higher education institutions.*
- (6) *The conditions and rules of submitting applications regulated in Subsection (4) shall be determined by the Government on condition that the total number of students in programmes with a small headcount may not exceed 5% of the number of students enrolled in higher education institutions. Eligibility for budgetary contribution to programmes with a small headcount shall be ensured for five to eight years per higher education institution.*
- (7) *Funds for the contributions and grants specified in Subsection (4) shall be planned under the budget chapter of the ministry headed by the Minister.*
- (8) *Legal titles determined in Subsection (2) – excluding the legal titles referred to in a) and f) – do not mean*

*use limitation.*

#### **NHEA**

##### **Article 85/A.**

- (1) *The annual amount of student benefits referred to in Article 84 (2) a) shall be determined on the basis of the followings:*
- a) normative funding for students,*
  - b) per capita normative funding for doctoral students,*
  - c) normative funding for students receiving national higher education scholarship,*
  - d) normative funding for dormitory/student residence,*
  - e) a normative funding for housing assistance,*
  - f) normative funding for textbook and course book benefits and for sports and cultural activities.*
- (2) *The funding provided for student benefits shall be determined on the basis of the number of state-funded students and students funded through full or partial Hungarian state scholarships that may be taken into account in terms of eligibility for student benefits.*
- (3) *For the determination of eligibility for benefits, students funded through partial Hungarian state scholarships shall be taken into account with the same weight as those funded through full Hungarian state scholarships, using a multiplier of 1.0.*

##### **Article 85/B**

- (1) *Students may receive funding based on*
- a) performance,*
  - b) social needs,*
- which shall be paid from the funds provided to the higher education institutions from the central budget in accordance with Article 85/A and the funds generated by the higher education institutions, such as own revenues, external donations and contributions.*

##### **Article 85/C.**

- Higher education institutions may use the funds available for student benefits under the following legal titles:*
- a) payment of performance-based scholarships,*
    - including:*
      - aa) study scholarship,*
      - ab) national higher education scholarship,*
      - ac) institutional scholarship for professional, academic and public life purposes;*
    - b) payment of social needs-based scholarships,*
      - including,*
        - ba) regular social scholarship,*
        - bb) exceptional social scholarship,*
        - bc) the institutional part of the Bursa Hungarica Higher Education Local Government Scholarship,*
        - bd) foreign students' ministerial scholarship,*
        - be) basic aid,*
        - bf) support for participation in a professional traineeship;*
  - c) payment of doctoral scholarships,*
  - d) payment of other scholarships defined by the higher education institution's policy on benefits, fees and charges as well as additional grants provided to cover the academic expenses of students participating in programmes funded through full or partial Hungarian state scholarships, including, in particular, disadvantaged students and athletes,*
  - e) financing the operating costs of the higher education institution, including:*
    - ea) supporting the production of course books, the acquisition of digital textbooks, learning materials and electronic devices necessary for the completion of studies, as well as learning aids for students with disabilities,*
    - eb) supporting cultural and sports activities,*
    - ec) maintaining and operating dormitories,*
    - ed) renting dormitory places, renovating dormitories,*
    - ee) supporting the operation of student unions and doctoral student unions,*
    - ef) supporting the operation of student counselling organizations.*

##### **Article 85/D.**

*In accordance with Article 8(6) and Article 54, students who are members of a specialized dormitory*

*may receive scholarships in recognition of their outstanding work in the specialized dormitory. In case of a higher education specialized dormitory, the scholarships for members of a given specialized dormitory shall be disbursed by the higher education institution or in case of the student residence specialized dormitory, the student residence will act accordingly.*

**Article 85/E.**

- (1) Within the same higher education institution, study scholarship and regular social scholarship shall be determined in the same proportions for students funded through full Hungarian state scholarships and for students funded through partial Hungarian state scholarships.*
- (2) During the period of funding, state-funded students shall be eligible for the student benefits provided for under this subheading to the same extent, in the same manner and under the same conditions as students funded through Hungarian state scholarships.*

**Gov. Decree**

**Article 6.**

*Under the provisions of Article 85/B of NHEA, in addition to providing benefits based on social needs and on performance, the higher education institution may provide other supplementary scholarship to be paid of the institution's own income or tenders, in accordance with its policy.*

**Gov. Decree**

**Article 32.**

- (1) For the determination of the benefits provided by the institution*
  - a) the arithmetic mean of the eligible students under the statistics of March and October shall be taken into consideration in term of*
    - aa) funding for student scholarship,*
    - ab) funding for dormitory,*
    - ac) funding for housing assistance*
    - ad) funding for textbook and course book benefits and for sports and cultural activities*
  - b) one-twelfth of the number of actual eligibility months shall be taken into consideration in terms of scholarship for doctoral students*
  - c) one-tenth of the number of actual eligibility months shall be taken into consideration in terms of national higher education scholarship,*
  - d) the actual payable amount shall be taken into consideration in terms of the foreign students' ministerial scholarship and the institutional part of the Bursa Hungarica Higher Education Local Government Scholarship*
- (2) Statistical information of March means the higher education institution's state on the 15th of March, and statistical information of October means the higher education institution's state on the 15th of October, as recorded by the higher education institution.*
- (3) In the case of the in-year alterations of the normatives, the establishment of the headcount of eligible students follows the order of the training period (study semesters).*

**Gov. Decree**

**Article 33.**

- (1) In the case of student scholarship benefits, the headcount of eligible students means the number of students studying in state-funded full-time bachelor (BA, BSc), master (MA, MSc) programmes, programmes at a college or university level or higher education vocational training programmes. In the course of the calculation of benefits, in the case of students enrolled before the 1<sup>st</sup> of September 2006, no more than the total duration of their programme (number of semesters) can be taken into account.*
- (2) In the case of dormitory benefits, the headcount of eligible students means the number of such students, who studying in a state-funded or in a full-time, self-financed programme under the provisions of Article 26 (1), and they are living in the following institutions:*
  - a) dormitory of the institution,*
  - b) student residence built or renovated within the framework of Public Private Partnership,*
  - c) accommodation leased by the higher education institution meeting the requirements of a dormitory, student residence under this decree.*
- (3) In the case of a housing benefits, the headcount of eligible students means the number of students studying at a state-funded full-time programme in the higher education institution deducted with 95% of the students studying at a state-funded full-time programme, holding a permanent residency in the place of the training and deducted with the number of students provided in Section 2.*
- (4) In the case of doctoral scholarships, the headcount of eligible students means the number of doctoral students studying in a state-funded full-time doctoral programme in the higher education institution.*

- (5) *In the case of benefits for textbooks and course books, sports and cultural activities, the headcount of eligible students means the total number of eligible students provided in Section (1) and (4).*
- (6) *In the case of national higher education scholarship, the headcount of eligible students means the number of students actually receiving the scholarship.*
- (7) *In the case of the in-year alterations of the normatives, the establishment of the headcount of eligible students follows the order of the training period (study semesters).*

## **ARTICLE 5**

- (1) Under the provisions of Article 85/A of NHEA, the funding of student benefits are as follows:
  - a) global amount of normative funding for students,
  - b) per capita normative funding for doctoral students,
  - c) normative funding for students receiving national higher education scholarship,
  - d) normative funding for dormitory/student residence,
  - e) normative funding for housing assistance,
  - f) normative funding for textbook and course book benefits and for sports and cultural activities.
- (2) The institutional global amount of student benefits includes the funds of the institutional part of Bursa Hungarica Higher Education Local Government Scholarship indicated and separated for the University's budget.
- (3) The institutional global amount of student benefits includes funds paid from other sources apart from the central budget.
- (4) Unused residue of the global amount referred to in Section 1)-3) of the relevant year shall be used solely in accordance with the provisions of Article 7-8.

## **Student Eligibility**

### **NHEA**

#### **Article 47.**

- (1) *One person may be enrolled in higher education vocational programmes, Bachelor programmes a Master programme as a student fully or partially financed through a state scholarship (hereinafter financing period) for a maximum duration of twelve semesters. The maximum financing period is fourteen semesters, if the student is enrolled in single-cycle long programmes and the duration of the period of education exceeds ten semesters in accordance with set criteria.*
- (2) *The financing period for students enrolled in doctoral programmes may not exceed a maximum duration of six semesters.*
- (3) *The financing period required for obtaining a given degree (diploma) may be extended by a maximum duration of 2 semesters. The financial period used earlier in an identical programme shall be included in the financing period of the given programme. If the student is unable to obtain the given degree (diploma) throughout the duration of the financing period defined above, the student shall be entitled to continue their studies in the same programme, however, by paying the full tuition fee, even if they have not run out of the financing period defined in Paragraph (1).*
- (4) *The higher education institution may prolong the financing period of disabled students by a maximum period of 4 semesters.*
- (5) *Every semester the student registers in shall qualify as a financing period used by the student.*
- (6) *The following do not need to be taken into consideration when calculating the financing period:*
  - a) *the semester commenced, if the student did not manage to finish the semester because of child-birth, illness or any other reasons beyond the student's control;*
  - b) *the semester completed in the financing period if the higher education institution ceased to operate without allowing the student to complete their programme on condition that the student was unable to continue the programme at another higher education institution;*
  - c) *the semester completed at the dissolved institution, not recognised by the higher education institution the student transferred to,*
  - d) *the semester completed by student holding legal status defined in Article 21/A(1) a) and b) of Act CXXXII of 2011 on the National University of Public Service and on public administration, law enforcement and military higher education (hereinafter referred to as "Act on the National University of*

- Public Service”) and participating in programmes delivered by the National University of Public Service.*
7. *Holding a higher education degree and qualifications shall not constitute an exclusion for enrolment in a programme fully or partially financed through state scholarships, providing that if students enrolled in a degree programme fully or partially financed by the state enrol in additional, fully or partially state funded programmes within the same cycle, the available financing period shall be deducted in each semester by a number of semesters corresponding to the number of parallel programmes funded through full or partial Hungarian state scholarships.*
  8. *If the student exceeds the financing period available as specified in the present Section, the student may only continue to study in higher education by paying the full tuition fee.*

NHEA

**Article 48.**

- (1) *The student shall be classified in the full or partially state financed or self-funded category.*
- (2) *Every semester, the higher education institution shall reallocate state-financed students that have failed to pass at least 50% of the credits specified in the recommended syllabus, or the grade average recommended in the institution's organisation and operational regulations in the last two semesters during which the student's status was not suspended into the self-funded category, and in cases where a student has withdrawn the declaration referred to in Article 48/D (2).*
- (3) *If the status of the fully or partially state-financed student accepted to the institution terminates before completing the programme, or the student, for whatever reason, continues their studies by self-funding, the place of this student may – if a relevant request has been submitted in this regard – be replaced by a self-funded student studying the same major. The higher education institution shall make its decision in respect of the request submitted in connection with the reallocation of the student into the fully or partially state-financed category on the grounds of students' study performance.*
- (4)

**28/A. Special conditions of the programmes funded through full or partial Hungarian state scholarships**

**Article 48/A.** *Subject to the provisions of Article 48/B, a student funded through full or partial Hungarian state scholarship shall be obliged to:*

- a) *obtain the diploma awarded for the completion of the programme pursued and funded through a full or partial Hungarian state scholarship within the period of studies defined in the education and outcome requirements of the given programme, but not later than within a period that is one and a half times longer than the duration of the programme, as defined in the related education and outcome requirements, and*
- b) *maintain an employment relationship or any other employment-related relationship established with an employer under the jurisdiction of Hungary or engage in entrepreneurial activities under the jurisdiction of Hungary (hereinafter referred to as “employment in Hungary”) and, as a result, have social security cover, as defined in Article 5 of Act LXXX of 1997 on the eligibility for social security benefits and private pensions and the funding for these services, for a period within the twenty-year period after obtaining the diploma in the length of which equals the duration of studies funded through a full or partial state scholarship,*
- c) *pay to the Hungarian State 50% of the amount of state scholarship, as a flat rate sum, disbursed by the Hungarian State for the programme pursued in accordance with Article 48/C (1) a) in the event of failure to obtain a diploma awarded for the completion of the programme funded through a full or partial Hungarian state scholarship within the time limit set in a), or*
- d) *repay to the Hungarian State the amount of the full or partial Hungarian state scholarship disbursed by the Hungarian State in accordance with of Article 48/C (1) a), increased annually at a rate equal to the average annual increase in consumer prices, as determined by the Hungarian Central Statistical Office, in the event of failure to comply with the requirement in b) concerning employment in Hungary after obtaining the diploma.*

**Article 48/B.**

*The obligation set out in Article 48/A. § b) may be met in several stages.*

- (1) *Where a student funded through a full or partial Hungarian state scholarship changes for a different form of funding whilst having a student status and continues a programme funded through a full or partial Hungarian state scholarship in a self-funded form, the obligations referred to in Article 48/A b) to d) shall apply only to the period funded through a full or partial Hungarian state scholarship.*
- (2) *Persons falling within the scope of the Act on Hungarians living in neighbouring countries may comply with their obligation under Article 48/A b) in their country of origin.*
- (3) *The obligations under Article 48/A b) and d) shall not apply to those students funded through full or partial*

- Hungarian state scholarships who participate in programmes in religious studies, and the provisions of Article 48/A c) shall apply subject to the specific requirements of programmes in religious studies.*
- (4) The duration of employment in Hungary shall be determined by taking into account twice the length of the period of social security cover resulting from voluntary military service in Hungary and, for persons falling under the scope of the Act on Hungarians living in neighbouring countries, employment-related relationships in the country of origin.*
  - (5) The provisions of this subheading shall apply to students reclassified from self-funding student to student funded through a full or partial state scholarship and to students acquiring student status through transfer to a programme funded through a full or partial Hungarian state scholarship.*
  - (6) In cases where a student studies in parallel programmes or obtains several diplomas successively, the obligations set forth in Article 48/A b) and d) shall apply from the date of obtaining the first diploma and shall be fulfilled in respect of all programmes.*
  - (7) The obligation set forth in Article 48/A a) shall not limit the possibility of changing to another programme. The programme may be changed by changing the schedule of study, the language of instruction or the place of education, through transfer or an admission procedure. For changing to another programme through an admission procedure, the student must be enrolled in a new programme within one year after withdrawal from a higher education programme without obtaining a final certificate. As regards the fulfilment of conditions in the case of programme change, the duration and the costs of the new programme shall prevail.*

**ARTICLE 48/C.**

- (1) Regarding the conditions to be fulfilled by students, the Hungarian State shall be obliged to:
  - a) pay to higher education institutions the costs of delivering programmes funded through full or partial Hungarian state scholarships awarded to students (hereinafter referred to as “state scholarship”), during the period of funding a given programme, but only up to the termination of student status, in the case of each student funded through a full or partial Hungarian state scholarship,*
  - b) endeavor to provide, relying on the employment policy tools available to it, appropriate employment opportunities to students funded through full or partial Hungarian state scholarships following the completion of their programmes funded through full or partial Hungarian state scholarships.**
- (2) The amount of state scholarship shall equal the total costs of the active semesters of the student funded through a full or partial Hungarian state scholarship at the given higher education institution, determined for each student funded through a full or partial Hungarian state scholarship by the higher education institution within the framework set forth by the applicable law. For the purposes of this subheading, active semester shall mean a semester for which a student funded through a full or partial Hungarian state scholarship has registered.*
- (3) In the case of students funded through partial Hungarian state scholarships, the amount of state scholarship for a given semester shall equal fifty percent of the amount of state scholarship for the same semester for a student participating in the same programme as a student funded through a full Hungarian state scholarship.*
- (4) In cases where a student funded through a full or partial Hungarian state scholarship is participating in a programme which is not offered in self-funded form by the given higher education institution, the calculations referred to in paragraph (3) shall be made by taking into account the lowest of the costs established by other higher education institutions as payable by self-funding students participating in the same programme.*

**48/D**

- (1)*
- (2) Applicants whose studies may be funded through full or partial state scholarships shall at the time of enrolment declare the acceptance of conditions of such form of funding.*
- (3)-(5)*

**48/**

**E.**

- (1)-*
- (3)*
- (4) The body responsible for keeping records on the fulfilment of conditions for Hungarian state scholarship, for the purpose of exercising its rights and meeting its obligations set forth in this subheading, may keep contact with the person receiving full or partial Hungarian state scholarship via electronic means.*

**ARTICLE 48/F.**

**ARTICLE 48/G.**

*Higher education institutions shall ensure that*

- a)*

- b) *the fact that student status has been established in relation to a programme funded through a full or partial state scholarship and the date of obtaining the diploma are entered into the academic administrative records,*
- c) *the data specified in b) are provided for the body responsible for keeping records on the fulfilment of conditions for Hungarian state scholarship.*

**ARTICLE 48/H.**

*The body responsible for keeping records on the fulfilment of conditions for Hungarian state scholarships shall record the following in respect of each student funded through a full or partial Hungarian state scholarship:*

- a)
- b) *for all programmes funded through full or partial Hungarian state scholarship which has been commenced by the student funded through a full or partial Hungarian state scholarship:*
  - ba) *the number of active semesters needed for the completion of a given programme and the tuition fee for a self-funded student for the given semester*
  - bb) *the commencement date of studies and the date of obtaining a diploma,*
- c) *the current amount of the full or partial Hungarian state scholarship received as at the time of the closing of a given semester.*

**ARTICLE 48/I.**

*(1) Until the completion of programme, the body responsible for keeping records on the fulfilment of conditions for Hungarian state scholarships shall annually inform each student funded through a full or partial Hungarian state scholarship regarding the amount of state scholarship received.*

*(2) After the completion of a programme funded through a full or partial Hungarian scholarship or if a given programme is not completed by the student funded through a full or partial Hungarian state scholarship, within sixty days after the date of termination of student status, the body responsible for keeping records on the fulfilment of conditions for Hungarian state scholarships shall inform the former student funded through a full or partial Hungarian state scholarship about the total amount of the state scholarship received for the given programme.*

*(3) Following the date referred to in paragraph (2), the body responsible for keeping records on the fulfilment of conditions for Hungarian state scholarships shall provide information annually on the amount of the state scholarship received, which shall be applied as a reference amount for the fulfilment of the requirement set forth in Article 48/A. d).*

**ARTICLE 48/J.**

*The body responsible for keeping records on the fulfilment of conditions for Hungarian state scholarships shall keep track of the employment path of former students funded through full or partial Hungarian state scholarships.*

**ARTICLE 48/K.**

*The tasks related to recording the diplomas awarded and the employment in Hungary, as well as imposing obligations to repay state scholarships retrospectively and granting exemptions from payment obligations shall be performed by the body responsible for keeping records on the fulfilment of conditions for Hungarian state scholarships at first instance and the minister responsible for education at second instance, applying the provisions of the Act on Administrative Procedure.*

**ARTICLE 48/L.**

*The period of employment in Hungary shall include:*

- a) *the period of receiving maternity benefit, childcare assistance and childcare benefit,*
- b) *the period during which a former student funded through a full or partial Hungarian state scholarship received jobseeker's allowance.*

**ARTICLE 48/M.**

*(1) A former student funded through a full or partial Hungarian state scholarship shall not be required to fulfil the condition set forth in Article 48/A a) and the outstanding obligation under Article 48/A c) if she gives birth to three children.*

*(2) A former student funded through a full or partial Hungarian state scholarship who, following enrolment in a given programme, studied as a student funded through a full or partial Hungarian state scholarship for*

- a) *up to one semester in a higher education vocational programme or a two-cycle programme, or*
- b) *up to two semesters in a single-cycle long programme,*

*without changing to another programme, shall not be required to meet the obligation set forth in Article 48/A c).*

**ARTICLE 48/N.**

(1) Upon the request of a former student funded through a full or partial Hungarian state scholarship, the body responsible for keeping records on the fulfilment of conditions for Hungarian state scholarships may allow the suspension of fulfilment in respect of the condition set forth in Article 48/A a)

a) for the period of studies at a higher education institution abroad,

b) for the period of adult education studies aimed at obtaining a certificate of foreign language proficiency.

(2) Such suspension may be allowed not more than twice, for a total period of up to two years, provided that the student funded through a full or partial Hungarian state scholarship certifies that

a) the foreign higher education institution and the studies pursued abroad qualify as a higher education institution and tertiary studies, respectively, under the law of the given state,

b) studies pursued to obtain the certificate of foreign language proficiency required for the issuance of a diploma qualifies as adult education.

(3) Upon the request of a former student funded through a full or partial Hungarian state scholarship, the body responsible for keeping records on the fulfilment of conditions for Hungarian state scholarships shall consider fulfilled the condition set forth in Article 48/A c), as set out in the relevant government decree, if the student maintains employment in Hungary for a such long period, which equals the duration of studies funded through a full or partial state scholarship.

#### **ARTICLE 48/O.**

(1) Upon the request of a former student funded through a full or partial Hungarian state scholarship, the body responsible for keeping records on the fulfilment of conditions for Hungarian state scholarships shall consider fulfilled the condition set forth in Article 48/A a), if the student is unable to obtain a diploma due to long-term illness, accident or childbirth.

(2) Upon the request of a former student funded through a full or partial Hungarian state scholarship, the body responsible for keeping records on the fulfilment of conditions for Hungarian state scholarships shall consider fulfilled some or all of the conditions set forth in Article 48/A b) to d), if the student is unable to fulfil obligations due to reduce ability of work, long-term illness, accident, childbirth, raising two or more children, or any other unexpected cause, through no fault of the student.

(3) The body responsible for keeping records on the fulfilment of conditions for Hungarian state scholarships shall only allow preferential treatment on grounds of child-raising, as referred to in paragraph (2), for one parent in respect of the same child.

#### **ARTICLE 48/P.**

(1) Where the body responsible for keeping records on the fulfilment of conditions for Hungarian state scholarships finds that a former student funded through a full or partial Hungarian state scholarship has a repayment obligation, it shall adopt a decision thereon. The amount of the state scholarship to be recovered shall be paid within thirty days after the decision has become final (due date).

(2) In addition to the mandatory elements prescribed by the Act on Administrative Procedure, the decision referred to in paragraph (1) shall include

a) the amount of the state scholarship to be recovered, together with the method of its calculation,

b) information on the conditions of payment in instalments and the method of application for division into instalments,

a) information on the method of the enforcement of the claim.

(3) The obligation to repay all or part of the full or partial Hungarian state scholarship received may be assumed by the employer of the former student funded through a full or partial Hungarian state scholarship, or by any other person, by submitting a statement to the body responsible for keeping records on the fulfilment of conditions for Hungarian state scholarships.

(4) The repayment obligation shall be an individual debt that does not encumber the inheritance.

#### **ARTICLE 48/Q.**

(1) Upon the request of a former student funded through a full or partial Hungarian state scholarship, the body responsible for keeping records on the fulfilment of conditions for Hungarian state scholarships may allow payment in instalments over a period of

a) up to ten years if the amount of state scholarship to be recovered is below five million forints

b) up to fifteen years if the amount of state scholarship to be recovered exceeds five million forints.

(2) Repayment obligations may be fulfilled before the due date.

(3) Where any one of the circumstances referred to in Article 48/M (1) and Article 48/O occurs during the period of payment in instalments, it may be taken into account in respect of the fulfilment of obligations still outstanding at the time of granting exemption.

#### **ARTICLE 48/R.**

*(1) The body responsible for keeping records on the fulfilment of conditions for Hungarian state scholarships shall send its final decision on the amount to be repaid, together with the data necessary for the enforcement of claims payable to the Hungarian state, to the state tax authority to effect recovery, if the repayment obligation imposed in the final decision is not fulfilled*

*a) within the specified time limit, and*

*b) the former student funded through a full or partial Hungarian state scholarship did not submit an application for payment in instalments, or any other request defined in this Act, or the obligations imposed in the final decision regarding such applications are not fulfilled within the specified time limit*

*by the former student funded through a full or partial Hungarian state scholarship or the person assuming the obligation pursuant to Article 48/P (3), up to the amount of the assumed debt.*

*(2) In its procedure for the enforcement of the repayment obligation, the state tax authority shall have the right of enforcement entered into the land and property register in favor of the Hungarian State.*

**ARTICLE 48/S.**

*Payments made pursuant to Article 48/A c) and d) shall form part of the revenues of the Higher Education Restructuring Fund.*

**Gov. decree 3.**

*Student meeting the provisions of Article 114//D of the NHEA are qualified as state-funded students.*

**NHEA**

**Article 114/D.**

*(3) For the purposes of Chapter XXIV, 'student participating in a state-funded programme' shall mean a student admitted to a state-funded programme, and*

*a) enrolled in the academic year 2000/2001 or 2001/2002 regarding this legal status, if,*

*aa) prior to the establishment of the student status in question, the student has not established a student status elsewhere and is joining their first bachelor programme and the number of semesters commenced does not exceed the number of semesters as stipulated in the curriculum, or*

*ab) already obtained a one-major teaching certification degree at the commencement of their studies, studying in a programme assigned to the obtaining of a second one-major teaching certification degree, and the number of semesters commenced does not exceed the number of semesters as stipulated in the curriculum, or*

*ac) studying at a programme in which the acquisition of a higher educational degree is stipulated in the application requirements and the number of semesters commenced does not exceed the number of semesters as stipulated in the curriculum, or*

*ad) studying in their first supplementary bachelor programme of four semesters;*

*b) enrolled and established a student status in the academic year 2002/2003, 2003/2004, 2004/2005, 2005/2006, regarding this legal status, if*

*ba) prior to the establishment of the student status in question, the student has not established a student status elsewhere and is joining their first bachelor programme and the number of semesters commenced does not exceed the number of semesters extended with three semesters in the case of an eight-semester long programme or with two semesters in other cases, as stipulated in the curriculum or*

*bb) prior to the establishment of the student status in question, the student already established student status elsewhere, but established a new student status and simultaneously terminated the former student status through admission and is joining their first bachelor programme and the total number of semesters commenced does not exceed the number of semesters extended with three semesters in the case of an eight-semester long programme or with two semesters in other cases, as stipulated in the curriculum or*

*bc) at the commencement of their studies, the student has been studying at a state-funded one-major teaching qualification or a religious studies teacher programme, and studying in a programme assigned to the obtaining of a second one-major teaching certification degree and the number of semesters commenced does not exceed the number of semesters extended with three semesters in the case of an eight-semester long programme or with two semesters in other cases, as stipulated in the curriculum, or*

*bd) studying at a programme in which the acquisition of a higher education degree is stipulated in the application requirements and the number of semesters commenced does not exceed the number of semesters extended with three semesters in the case of an eight-semester long programme or with two semesters in other cases, as stipulated in the curriculum, or*

*be) studying in their first supplementary bachelor programme of six semesters;*

*c) based on the decision of the institution, students reclassified as state-funded at any study programme, in the remaining training time of the student discharged.*

**Gov. decree**

**Article 10. Section (7)**

*Under the legal titles of student benefits as stipulated in Article 85/C b) and c), students shall receive benefits only from one higher education institution at the same time. If the student has established student status in more than one higher educational institution in the same time, student benefits shall only be provided by the higher education institution where the student established their state-funded student status sooner. In the case of joint two-major degree programmes operating under contracts of higher education institutions, – on general field and on religious studies and religious studies teacher – students shall receive student benefits from the higher education institutions of the state. Under provisions of Article 103 (9) of NHEA, students studying at joint programmes funded through full or partial Hungarian state scholarships shall receive student benefits from the higher education institution launching the programme and issuing the degree. According to the legal titles of student benefits as stipulated in the Article 85/C ac), students shall receive benefits only from one higher education institution at the same time. If more higher education institutions recommend acknowledging the same person, student benefits set forth in Article 85/C ac) of NHEA shall only be provided by the higher education institution where the student established their state-funded student status sooner.*

**87/2015 (IV. 9.) Gov. decree 61.**

- (1) In a doctoral programme, the higher education institution shall decide on student reclassification from full or partial Hungarian state scholarships to self-funded status, in accordance with the policy on doctoral studies.*
- (2) In order to determine the number of students to be reclassified during the next training period, the higher education institution, based on the performance of students, shall examine that in the given academic year and study programme:
  - a) how many students with full or partial Hungarian state scholarship or state-funded ones had their student status terminated prior to the acquisition of pre-degree certificate,*
  - b) how many students with full or partial Hungarian state scholarship or state-funded ones will be reclassified to self-funded or fee-paying programmes,*
  - c) how many students exhausted already the total duration of funding provided by the provisions of Article 47 (3) of NHEA, after the last closed semester regarding the given programme.**
- (3) Regarding the reclassification decision of the given academic year, students shall not be taken into consideration who studied maximum one semester in the higher education institution and students who were not able to finish the semester due to reasons stipulated in Article 47. (6) of NHEA.*
- (4) A self-funded student may request for reclassification only to programmes funded by full or partial Hungarian state scholarship, and a fee-paying student may file such request only for state-funded programmes.*
- (5) In the decision on reclassification, the higher education institution shall determine – simultaneously with the examination of the financing period, set forth in Article 47. (3)-(7) of NHEA – the maximum number of semesters to be financed after the reclassification.*
- (6) At the time of registering for the first semester after the reclassification to studies funded by state scholarship, the student shall make a declaration on an individual form with the content stipulated in Annex 9 (10). The declaration shall be attached to the registry sheet.*
- (7) If the admitted or reclassified student does not undertake the conditions of the training funded through full or partial Hungarian state scholarship, the higher education institution shall offer the student to continue their studies in the same programme as a self-funded student.*
- (8) The decision on reclassification under Article 48 (2) of NHEA shall be adopted until the 31<sup>st</sup> of July of the given year, once in each academic year.*

**Article 6.**

- (1) Unless otherwise provided by this policy regarding the given benefit, benefits financed by the funds defined by Article 5 (1) shall be given to state-funded students or students with full or partial Hungarian state scholarship under Article 114/D (3) of NHEA whose number of semester commenced have not exceeded the number of semesters determined in the relevant education and outcome requirements.**
- (2) Benefits financed by the funds determined by Article 5. (1)-(2) shall be given to state-funded students, students with full or partial Hungarian state scholarship being enrolled in full-time bachelor, master, undivided, higher education vocational training and full-time doctoral programs, with active student status in the relevant semester.**
- (3) Performance-based benefits financed by the funds determined by Article 5. (3) shall be given to to state-funded students, students with full or partial Hungarian state scholarship being enrolled in full-time bachelor, master, undivided, higher education vocational**

- training, with active student status in the relevant semester.
- (5) When defining the scope of state-funded students or students funded through full or partial Hungarian state scholarship, the provisions of Article 114/D (3) of NHEA shall be taken into consideration.
  - (6) Prior to the payment of the benefits financed by the funds determined by Article 5. (1)–(3), the Student Services Office examines the entitlement of the student for the benefit in question. The payment of the benefit – without having amended the final deadline of the payment – is entirely suspended in the months when the student status of the student is suspended or the student is not entitled to receive the benefit due to other reasons.
  - (7) If the student established student status with more higher education institutions at the same time, student benefits shall only be provided by the higher educational institution where the student established their state-funded or funded through full or partial Hungarian state scholarship student status sooner.
  - (7) If the student studies at more than one faculty, a written statement shall be submitted at the commencement of the studies (by the end of the registration period of the given semester) by the student declaring from which faculty they seek to receive student benefits throughout the training.
  - (8) If the student study at more study programs at the same time, and one of them is qualified as a doctoral program, the student shall receive student benefits under the policy on doctoral studies.
  - (9) The procedure and detailed rules of reclassification between state-funded or funded through full or partial Hungarian state scholarship, and fee-paying or self-funded status is stipulated in the annex of this policy.

## **Legal Titles of the Division and Use of Institutional Student Benefits**

*Gov. decree Article 7. invalid since the 1st of September 2014*

### ***NHEA Article 85/C.***

*Higher education institutions may use the funds available for student benefits under the following legal titles:*

- a)** *payment of performance-based scholarships, including:*
  - aa) study scholarship,*
  - ab) national higher education scholarship,*
  - ac) institutional scholarship for professional, academic and public life purposes;*
- b)** *payment of social needs-based scholarships, including,*
  - ba) regular social scholarship,*
  - bb) exceptional social scholarship,*
  - bc) the institutional part of the Bursa Hungarica Higher Education Local Government Scholarship,*
  - bd) foreign students' ministerial scholarship,*
  - be) basic aid,*
  - bf) support for participation in a professional traineeship;*
- c)** *payment of doctoral scholarships,*
- d)** *payment of other scholarships defined by the higher education institution's policy on benefits, fees and charges, as well as additional grants provided to cover the academic expenses of students participating in programmes funded through full or partial Hungarian state scholarships, including, in particular, disadvantaged students and athletes,*
- e)** *financing the operating costs of the higher education institution, including:*
  - ea) supporting the production of course books, the acquisition of digital textbooks, learning materials and electronic devices necessary for the completion of studies, as well as learning aids for students with disabilities,*
  - eb) supporting cultural and sports activities,*
  - ec) maintaining and operating dormitories,*
  - ed) renting dormitory places, renovating dormitories,*
  - ee) supporting the operation of student unions and doctoral student unions,*
  - ef) supporting the operation of student counselling organizations.*

## **ARTICLE 7.**

- (1) The institutional global amounts provided for student benefits may be used under the following legal titles:
  - a) study scholarship,
  - b) regular and exceptional social scholarship
  - c) basic aid
  - d) scholarship based on outstanding extracurricular professional, academic and public life activities
  - e) funding students participating in professional traineeship and field study related to the training,
  - f) other one-time benefit determined in this policy,
  - h) supporting the operation of student unions and doctoral student unions,
  - i) supporting sports activities, scholarship based on outstanding sport achievement,
  - j) supporting cultural activities, scholarship based on outstanding cultural achievement,
  - k) the institutional part of the Bursa Hungarica Higher Education Local Government Scholarship,
  - l) national higher education scholarship,
  - m) doctoral student's scholarship,
  - m) foreign students' ministerial scholarship,
  - n) textbook and course book allowances,
  - o) supporting the production of textbooks and course books, the acquisition of digital textbooks, learning materials and electronic devices necessary for the completion of

- studies, as well as learning aids for students with disabilities,
- p) maintaining and operating dormitories,
  - q) renting dormitory places, renovating dormitories,
  - r) support for participation in a professional traineeship,
  - s) supporting the operation of student counselling organizations.
- (2) Student benefits provided by Section (1) a)–f), j)–m) shall exclusively be awarded as financial assistance, student benefits defined by Section (1) n) shall be awarded as financial assistance, cash substitutes card or vouchers. Funds at disposal provided by Section (1) h)–i) may be used as financial grant and material expenditure, funds at disposal defined by a)–g) shall be used as material expenditure.
- (3) Extra-budgetary student benefits paid by other resources than the central budget under Section (4) of Article 5 are the followings.
- a) student wage,
  - b) reimbursement of a successful language exam fee,
  - c) other scholarships established by the University.

**Gov. decree Article 8.**

- (2) *In the course of the payment of benefits for students, set forth in the Article 85/C ba)-bb) and be)-bf), studying at higher education vocational training, bachelor, undivided and master programs under the scope of this decree,*
- a) minimum 20% of the student normative funding,*
  - b) the amount of normative funding for housing assistance established by the institution, but minimum 30%, and*
  - c) 56% of the normative funding of textbook and course book and for sports and cultural activities shall be used.*

**Gov. decree Article 9.**

- (1) *Under the provisions of Article 85/C of NHEA, 24% of the institutional normative funds of textbook and course book, sports and cultural activities, which are allocated based on the number of students studying at higher education vocational training, bachelor, undivided and master programs under the scope of this decree, shall be used.*
- (2) *Under the provisions of Article 85/C of NHEA, 20% of the institutional normative funds of course book, sports and cultural activities, which are allocated based on the number of students under the scope of this decree, shall be used.*
- (3) *Under the provisions of Article 85/C of NHEA, the institutional normative funds of the national higher education scholarship, which are allocated based on the number of student under the scope of this decree, shall be used.*
- (4) *Under the provisions of Article 85/C of NHEA, the institutional normative funds shall be used.*
- (5) *Under the provisions of Article 85/C of NHEA, the amount of normative funding for housing assistance established by the institution, but maximum 70%, which is allocated based on the number of students under the scope of this decree, shall be used.*
- (6) *Under the provisions of Article 85/C of NHEA, minimum 1% of the institutional normative funds, which are allocated based on the number of students under the scope of this decree, shall be used.*

**Article 8.**

- (1) The global amounts of student normative funds shall be used for student benefits determined in Article 7. Section (1) a)–g).
- (2) Minimum 59% and maximum 69% of the global amounts of student normative funds shall be used for student benefits determined in Article 7. Section (1) a) and d).
- (3) Minimum 20% of the global amounts of student normative funds and minimum 30% of the global amounts of normative funding for housing assistance shall be used for student benefits determined in Article 7. Section (1) b)–c).
- (4) 56% of the global amounts of normative funds of textbook and course book and sports and cultural activities shall be used for student benefits determined in Article 7. Section (1) n)

- and 24% shall be used for student benefits determined in Article 7. Section (1) o).
- (5) 10% of the global amounts of normative funds of textbook and course book and sports and cultural activities shall be used for student benefits determined in Article 7. Section (1) i).
  - (6) The global amounts of normative funds of the national higher education scholarship shall be used for student benefits determined in Article 7. Section (1) k).
  - (7) The global amounts of normative funds of dormitories shall be used for student benefits determined in Article 7. Section (1) p).
  - (8) Maximum 70% of the global amounts of normative funding for housing assistance shall be used for the aims determined in Article 7. Section (1) q).
  - (9) The global amounts of normative funds for doctoral scholarship shall be used under the legal title determined in Article 7 Section (1) l).
  - (10) The global amounts of the institutional part of the Bursa Hungarica Higher Education Local Government Scholarship shall be used under the legal title determined in Article 7. Section (1) j).
  - (11) The principles and proportions of the use of the global amounts of funds described in Article 5. Section (1) a), b), c), d), e) and f) shall be adopted by the Senate annually, in accordance with the provisions of Budgetary Act, Act on public finance and this Policy, based on the recommendation of the Faculty Student Union, proposed by the University Student Union and with the opinion of USBFCC. The in-year amendment of the proposal on the distribution and use adopted by the Senate - excluding amendments necessary due to changes in the statutory provisions - shall be deemed valid only upon the approval of the Senate.
  - (12) Regarding normative funds for the establishment of dormitory, student residence benefits, the procedure set forth in Section 11. shall be applied on condition that its scope covers only inter-faculty dormitories and the opinion of Dormitory Committee shall be requested prior to the decision of the Senate.
  - (13) Student estimates and the calculation, establishment and management of related funds as stipulated in the annual budget under Section 11. adopted by the Senate - regarding the headcount defined by Article 32. of the Gov. Decree based upon the student headcount report of the previous academic year - shall be performed by the Student Services Office. The Student Services Office informs the Student Union about the application of each fund on a monthly basis.
  - (14) The accounting and the relevant administrative tasks related to the institutional global amounts for student benefits and scholarship-like benefits paid by other resources than the central budget are carried out and documented by the Student Services Office.

## **Study scholarship**

### **Gov. decree Article 10.**

- (1) Student benefits under legal titles of Article 85/C a)-d) of NHEA shall exclusively be awarded as financial assistance to the student entitled.*
- (2) Scholarship set forth in Article 85/C a), ba), bc)-bf), c)-d) of NHEA shall be paid to the student on a monthly basis, unless this decree provides otherwise. The higher education institution shall arrange the payment of these benefits with the credit institution holding its bank account until the 10<sup>th</sup> day of the given month at the latest, except the first month of the semester.*
- (3) Under the legal titles of Article 85/C aa) and be) of NHEA, students studying in full-time, state-funded bachelor, undivided, master programs, higher education vocational trainings shall be entitled to receive benefits. Under the legal title of Article 85/C ab) of NHEA, students studying in full-time bachelor, undivided, master programs shall be entitled to receive benefits. Under the legal title of Article 85/C ac) of NHEA, students studying in full-time bachelor, undivided, master and doctoral programs, higher education vocational trainings shall be entitled to receive benefits. Under the legal titles of Article 85/C ba)-bb) of NHEA, students shall be entitled to*

*receive benefits based on their social needs. Under the legal title of Article 85/C bc) of NHEA, students studying in full-time bachelor, master, undivided, higher-level or higher education vocational trainings shall be entitled to receive benefits. Under the legal title of Article 85/C bd) of NHEA, students studying in full-time, state-funded bachelor, undivided and master programs and partial studies shall be entitled to receive benefits. Under the legal title of Article 85/C bf) of NHEA, students studying in full-time, state-funded bachelor, undivided and master programs shall be entitled to receive benefits. Under the legal title of Article 85/C c) of NHEA, students studying in full-time, state-funded doctoral programs shall be entitled to receive benefits.*

*(...)*

*(8) Students with additional (parallel) student status studying on the first and additional bachelor, master programs may be entitled to apply for study scholarship specified in Article 85/C aa) of NHEA, based on academic performance.*

**Gov. decree Article 13.**

- (1) Study scholarship may be awarded for one semester. No more than 50% of the higher education institution's full-time students studying on state-funded programmes may receive study scholarship, in such a manner that the monthly amount of the study scholarship allocated to a student must reach at least 5% of the student normative funds.*
- (2) In the course of awarding study scholarship – during the determination of the persons and number of awardees – the possibility of comparing academic performances based on identical or similar study obligations shall be guaranteed and established study scholarship shall be equal in degree.*
- (3) Students registering for the first time in the higher education institution may not receive study scholarship in the first semester of their studies following the registration.*
- (4) Conditions of awarding student scholarship in the host institution for the student studying previously in a higher education institution shall be stipulated in the policy on benefits, fees and charges of the host institution.*

**Article 9.**

- (1) Conditions, amount and procedure (and their amendments) of study scholarships shall be stipulated in the policy on scholarships, based on the principles determined by University Student Benefits, Fees and Charges Committee (USBFCC), proposed by the University Student Union and adopted by the Senate.
- (3) Students studying state-funded or with full or partial state scholarship at bachelor, master, undivided, higher-level or higher educational vocational training programs of a given faculty shall be entitled to receive study scholarship, based on their academic performance in the previous semester, without any particular tendering. If annual practice is being used in the calculation, the last semester preceding that year shall be taken into consideration.
- (4) Up to 50% of students specified in Paragraph (2) shall receive a student scholarship; the lowest amount of monthly student scholarship shall be no less than 5% of the annual student normative fund, based on the provisions of the policy on scholarships.
- (5) Before the distribution of study scholarship, students shall be divided into comparable groups (scholarship caps), according to the annex of the policy on scholarship, under the proposal - decision- of Faculty Student Unions.
- (6) Students previously studying in a different higher education institution or at different faculty and study program within the University who meet the requirements of the policy on studies and examination may receive study scholarship based on their academic performance of the previous semester.
- (6) Based on their academic performance, students being awarded with national higher education scholarship may benefit from study scholarship at the same time.
- (7) The academic performance necessary for the calculation of study scholarship payable for the semester concerned is calculated by the ETR/Neptun online system under the policy on studies and examination.

**Regular and exceptional social scholarship**

**Gov. decree Article 2.**

(1) b)-g)

- b) orphan: student who is younger than 25, and whose both parents or the single, divorced or separated parent with whom the student used to live in the same household, died, provided that the student has not been adopted;
- c) half-orphan: a student who is younger than 25, one of the parents is deceased, and who has not been adopted;
- d) disabled student or student disadvantaged because of his health condition is a student who:
  - da) requires permanent or increased supervision and care because of his disability or needs regular personal and/or technical assistance and/or services because of his disability, or
  - db) has lost at least 67% of his ability to work or suffered health damage (at least to a degree of 50%), and this condition has existed for a year or is expected to exist for at least one more year;
- e) student with dependent family members is a student:
  - ea) who has at least one child,
  - eb) who is entitled to carer's allowance according to Act III of 1993 on Social Administration and Social Benefits;
- f) student with a large family is a student:
  - fa) who has at least two dependent siblings or three children, or
  - fb) in whose case, in addition to the family member(s) supporting him, there are at least two other persons living in the same household whose monthly income does not reach the amount of the minimum wage, or
  - fc) who is the guardian of at least two minors;
- g) student eligible for social benefits: a student studying on a full-time higher education vocational training programme, bachelor programme, master programme or undivided programme or a doctoral programme who
  - ga) is state-funded or receives a full or partial scholarship from the Hungarian state; or
  - gb) commenced his studies as a state-funded student, and based on the number of semesters commenced in his programme of study or vocational training programme, he would be entitled to participate in state-funded education.

**Gov. decree, Article 10. (3) 4<sup>th</sup> sentence**

Students may receive social benefits under the legal titles of Article 85/C. ba)–bb) in NHEA.

**Gov decree Article 16.**

- (1) The regular social scholarship is a benefit that is provided for an education period (semester) and is payable on a monthly basis, based on the student's social circumstances, in accordance with the principles and rules of procedure set out in the policy on benefits, fees and charges of the institution.
- (1) The monthly amount of the regular social scholarship cannot be lower than 20% of the annual per capita student normative funds if the student is entitled to receive a regular social scholarship based on his social circumstances considering the provisions of Article 21 of this decree and
  - a) the student is disabled or disadvantaged because of his health condition or
  - b) the student is severely disadvantaged or
  - c) the student has dependent family members or
  - d) the student has a large family or
  - e) the student is orphan.
- (2) The monthly amount of the regular social scholarship cannot be lower than 10% of the annual per capita student normative funds if the student is entitled to receive a regular social scholarship based on his social circumstances considering the provisions of Article 21 of this decree and
  - a) the student is disadvantaged, or
  - b) their guardianship was terminated because the student came of age, or
  - c) half-orphan.
- (3) The monthly amount of the regular social scholarship cannot be lower than 10% of the annual per capita student normative funds if the student receives a scholarship specified in Article 26-26/A – not for partial studies.

**Gov. decree Article 17.**

- (1) Exceptional social scholarship is a one-time contribution and shall be dedicated to alleviate an unexpected deterioration of the student, in accordance with the principles and rules of procedure set forth in the policy on benefits, fees and charges of the institution.
- (2) Students may request (apply for) exceptional social scholarship. Decisions on applications shall be made at least once in a month. After the decision, arrangement regarding the payment shall be done within 8 working days.

**Gov. decree Article 21.**

- (1) When assessing the social circumstances of a student, the following must be considered:

- a) the number and financial situation of people living habitually, registered or having their place of residence in the property at the address of the student,
  - b) the distance between the place of education and the student's place of residence, and the duration and costs of travelling between those places;
  - c) if the student does not share a household with anyone under the Social Security Benefits Act during his studies, his living costs;
  - d) the amount a disabled student has to spend on obtaining and maintaining his special equipment, on his special travel needs and on using a personal assistant or sign language interpreter;
  - e) the medical expenses of the student or his close relative living in the same household as the student, which arise regularly because of the health condition of the student or his relative;
  - f) the number of dependents living in the same household as the student, especially the number of other dependent children;
  - g) costs relating to the care provided to a relative who is in need of care.
- (2) When calculating the income, in the case of income that can be measured on a monthly basis the average of the last three months, in the case of other incomes one twelfth of the last year's annual income shall be taken into account. As per the request of the student, proved future changes of the income may be taken into consideration.
  - (3) Detailed rules on the assessment of the social circumstances of the students shall be stipulated in the policy on benefits, fees and charges of the institution.
  - (4) The social circumstances of students will be assessed by a committee appointed for this purpose, once a semester at institutional level, in the case of all applicants mentioned in Article 11 (3) – except for the applications for exceptional social scholarship – applying uniform rules, and the results of such assessment will be used for making a decision on social scholarship, admission to dormitories and all other means-tested benefits.

### **Article 10.**

- (1) Awarding of regular social scholarship shall be based on the uniform rules and scoring system proposed by the University Student Welfare Committee (USWC), adopted by the Senate with the consent of the University Student Union.
- (2) Students meeting the requirements of Article 16 (2) of the Gov. decree may receive the regular social scholarship under Paragraph (1), and its monthly amount cannot be lower than 20% of the annual per capita student normative funds at the time of the awarding.
- (3) Students meeting the requirements of Article 16 (3) of the Gov. decree and receiving ministerial scholarship under Article 25 (3) of this Policy may receive the regular social scholarship under Paragraph (1), and its monthly amount cannot be lower than 10% of the annual per capita student normative funds at the time of the awarding.
- (3) Exceptional social scholarship shall be awarded through tender, based on individual assessment. Detailed rules of tendering and assessment shall be stipulated in a policy on scholarships.
- (4) According to Faculty rules and through an individual application submitted by the student, students raising their children may receive a monthly childcare allowance that shall be the 3% of the annual per capita student normative funds per child.
- (5) Tender materials and attachment of students requesting for regular or exceptional social scholarship shall be managed and stored by Faculty Student Unions, in accordance with the data protection rules currently in force. Data of students receiving regular or exceptional social scholarship and the amount of the scholarship shall be published in a non-identifiable way.

### **Basic aid**

#### **Gov. decree Article 10. Paragraph (3)**

*Under the legal titles of Article 85/C aa) and be) of NHEA, students studying in full-time, state-funded bachelor, undivided, master programs, higher education vocational trainings shall be entitled to receive benefits. Under the legal title of Article 85/C ab) of NHEA, students studying in full-time bachelor, undivided, master programs*

*shall be entitled to receive benefits. Under the legal title of Article 85/C ac) of NHEA, students studying in full-time bachelor, undivided, master and doctoral programs, higher education vocational trainings shall be entitled to receive benefits. Under the legal titles of Article 85/C ba)-bb) of NHEA, students shall be entitled to receive benefits based on their social needs. Under the legal title of Article 85/C bc) of NHEA, students studying in full-time bachelor, master, undivided, higher-level or higher education vocational trainings shall be entitled to receive benefits. Under the legal title of Article 85/C bd) of NHEA, students studying in full-time, state-funded bachelor, undivided and master programs and partial studies shall be entitled to receive benefits. Under the legal title of Article 85/C bf) of NHEA, students studying in full-time, state-funded bachelor, undivided and master programs shall be entitled to receive benefits. Under the legal title of Article 85/C c) of NHEA, students studying in full-time, state-funded doctoral programs shall be entitled to receive benefits.*

**Gov. decree Article 15.**

- (1) A student who enrolls – for the first time – on a state-funded, full-time bachelor programme, a higher education vocational training programme or an undivided programme will be entitled to one-time basic aid corresponding to 50% of the per capita student normative funds – on the student's request, when the student registers for the first time – provided that the student meets the requirements included in Section 16 (2)-(3).*
- (2) A student who enrolls – for the first time – on a state-funded, full-time master programme will be entitled to a one-time basic aid corresponding to 75% of the per capita student normative funds – on the student's request, when the student registers for the first time – provided that the student meets the requirements included in Section 16 (2)-(3).*

**Article 11.**

- (1) Basic aid – upon the request submitted by the student – may be awarded to students studying at daytime, state-funded or with full or partial Hungarian scholarship bachelor, master, undivided, higher-level or higher education vocational training programs, after registering for the study program for the first time.
- (2) Only those students may benefit from basic aid, who meet the requirements of the Gov. decree Section 16 (2)-(3) and proving their eligibility at the same time with the submission of their request.
- (3) The amount of basic aid for a semester is 50% of the student normative funds in the case of student studying at a bachelor program and 75% of the student normative funds in the case of students studying at a master program. The basic aid of the semester concerned shall be paid on a monthly basis, in equal instalments.
- (4) Basic aid shall be awarded once with regard to the commencement of the bachelor or master program.

**Scholarship for professional, academic and public life purposes**

**Gov. decree 10.**

*(4) Students performing extracurricular professional, academic and public life activities – in accordance with the rules of procedure and principles of the policy on benefits, fees and charges of the institution – shall be awarded upon tendering, for a definite period of time, monthly paid, optional benefit, under the provisions of Article 46 (9) of the National Higher Education Act.*

**Article 12.**

- (1) Student performing extracurricular professional, academic and public life activities may be awarded with a one-time benefit or benefit to be paid on a monthly basis.
- (2) Professional and academic scholarship may be awarded upon tendering, after individual assessment. The detailed rules of assessment shall be regulated by rules of procedure of the University Student Welfare Committee. In the course of the assessment of applications, participants of the talent program of the University of Szeged shall be preferred.
- (3) Regular and case-by-case public life scholarships for officers of student unions and students

participating in the work of student unions may be awarded under the policy of student union concerned.

- (4) Excellent professional, academic and public life scholarship may be awarded to any student of the University with an active student status in the semester concerned.

### **Professional traineeship and field study funds**

#### ***Article 13.***

- (1) Professional traineeship and field study funds may be awarded only for professional traineeship and field study required by the program curriculum and set forth in the education and outcome requirements or compulsory practice as a per diem normative, under a policy proposed by the University Student Union, subject to the prior opinion of USWC and adopted by the Senate. The monthly amount of this funds shall not exceed the 10% of the annual student normative funds. Conditions, amount, granting and possible revocation of the funds shall be regulated by a specific policy.
- (2) Professional traineeship and field study funds shall be paid from a separate fund of the student normative funds, under the policy mentioned in Paragraph (1).
- (3) For the period exceeding the ten months study period, one-time contribution detailed in the faculty policy may be awarded for students studying in state-funded, daytime program participating in a practice required by the curriculum, after the study period.
- (4) Upon student request, for the time of the practice required by the curriculum after the study period, dormitory may be provided with a discounted tariff as stipulated in the policy on dormitories.

### **Other institutional benefits**

#### **Gov. decree Article 6.**

*Under the provisions of Article 85/B of NHEA, in addition to benefits based on social needs or performance, students may receive other scholarships funded from the higher education institution's own income, in accordance with applicable rules of its policy, upon tendering.*

#### ***Article 14.***

- (1) Other one-time or regular benefits may be paid from a separate fund dedicated to this purpose from the annual student normative funds. Student benefit awarded as scholarship, mobility allowance assessed as financial assistance shall be considered as other institutional benefits.
- (2) Scholarship paid under the legal title of other institutional benefits shall be determined by the Faculty Student Union, under the policy proposed by Faculty Student Unions and adopted by Faculty Councils.
- (3) Other institutional benefits funded by the global amounts of student normative funds may be awarded to student studying at daytime, state-funded programs or with full or partial Hungarian scholarship.

### **Funds for sport activities**

#### **Gov. decree Article 10.**

*(6) Cultural and sport activities may be funded by the body defined by the policy on benefits, fees and charges of the higher education institution – in accordance with Article 61 (2) of NHEA – with the consent of the student union, as follows:*

- a) cultural activities, event organizing, career counseling, well-being and educational counseling and mental hygiene counseling dedicated to and provided for students, organized within the higher education institution shall be considered as cultural activities;*

*b) sports, recreation, competition and education on healthy lifestyle, way of life counseling dedicated to and provided for students, organized within the higher education institution shall be considered as sport activities.*

### **Article 15.**

- (1) 10% of the global amounts for textbook and course book allowances and sports and cultural funds shall be the source of funding of sports activities.
- (2) The appropriation of separated cultural funds, and the payment of regular or case-by-case scholarships provided by such funds shall be determined by the Board of Trustees of the University Student Union, Faculty Student Unions and the Sport and Recreation Committee of the University with the following:
  - a) 40% of the university global amounts shall be disposed by Board of Trustees of the University Student Union,
  - b) 40% of the global amounts shall be disposed by Faculty Student Unions based on Faculty headcount,
  - c) 20% of the university global amounts shall be disposed by the Sport and Recreation Committee of the University with the consent of the University Student Union. This amount stipulated in paragraph c) shall be awarded to a member of a body (foundation, association, civil society organization) related to the University of Szeged due to its purpose, membership and activity, participating in competitive sports, upon tendering; this scholarship shall be paid on a monthly basis for the duration of the education (semester).
- (3) The composition and rules of procedure of the Sport and Recreation Committee shall be stipulated in the Rules of Operation of USZ Sport and Recreation Committee. During the adoption of the operational and decision-making rules of the Sport and Recreation Committee, the right to consent of the student union shall be guaranteed.
- (4) The amount payable specified as scholarship paid from the funds mentioned in Paragraph (1) shall be no more than 50% of the funds at dispose annually.
- (5) Any student of the University with an active student status may be awarded with an excellent sports scholarship in the semester concerned.

### **Funds for cultural activities**

#### **Gov. decree Article 10.**

*(6) Cultural and sport activities may be funded by the body defined by the policy on benefits, fees and charges of the higher education institution – in accordance with Article 61 (2) of NHEA – with the consent of the student union, as follows:*

- a) cultural activities, event organizing, career counseling, well-being and educational counseling and mental hygiene counseling dedicated to and provided for students, organized within the higher education institution shall be considered as cultural activities;*
- b) sports, recreation, competition and education on healthy lifestyle, way of life counseling dedicated to and provided for students, organized within the higher education institution shall be considered as sport activities.*

### **Article 16.**

- (1) 10% of the global amounts for textbook and course book allowances and sports and cultural funds shall be the source of funding of sports activities.
- (2) The appropriation of separated cultural funds, and the payment of regular or case-by-case scholarships provided by such funds shall be determined by the Board of Trustees of the University Student Union, Faculty Student Unions and the University Student Centre with the following:

- a) 40% of the university global amounts shall be disposed by Board of Trustees of the University Student Union,
  - b) 40% of the global amounts shall be disposed by Faculty Student Unions based on Faculty headcount,
  - c) 20% of the university global amounts shall be disposed by Student Centre.
- (3) The composition and rules of procedure of the Board of Trustees of the University Student Union shall be stipulated in the articles of association of the USZ Student Union.
  - (4) The composition and rules of procedure of the University Student Centre shall be stipulated in the articles of association of the USZ Student Union. In the course of the adoption of the decision-making procedure applying to the utilization of cultural funds falling within the competence of the Student Centre, the right to consent of the student union shall be guaranteed.
  - (5) The amount payable specified as scholarship paid from the funds mentioned in Paragraph (1) shall be no more than 50% of the funds at dispose annually.
  - (6) Any student of the University with an active student status may be awarded with an excellent cultural scholarship in the semester concerned.

### **Bursa Hungarica Higher Education Local Government Scholarship**

#### **Gov. decree Article 18.**

- (1) *Bursa Hungarica Higher Education Local Government Scholarship (hereinafter referred to as: Bursa Hungarica Scholarship) is a monetary social benefit of Bursa Hungarica Higher Education Local Government Scholarship Programme (hereinafter referred to as: Scholarship Programme) which consists of a social scholarship provided to students by the local and county governments that joined the Scholarship Programme for the year concerned (local government scholarship) and of a social scholarship established for the students at the University under this decree on the basis of the local government part of the scholarship (institutional scholarship).*
- (2) *Students are eligible for Bursa Hungarica Higher Education Local Government Scholarship if they receive support under the Scholarship Programme from the local government of the place where their permanent address is located, provided that they study on a full-time bachelor programme, master programme, undivided programme or a higher-level or higher educational vocational training programme.*
- (3) *The source of the institutional part of the scholarship is a source separated within the institution's budget.*
- (4) *Local and county governments may join the Scholarship Programme annually. Procedure on the accession is published by the minister responsible for education annually, in the official gazette of the Ministry.*
- (5) *The highest monthly amount per person of the institutional scholarship (hereinafter referred as to: maximum amount) is published by the minister responsible for education annually, in the official gazette of the Ministry.*
- (6) *The monthly amount of the institutional scholarship must be equal to the amount of the local government scholarship, but it cannot exceed the maximum amount as stipulated in Paragraph (5).*
- (7) *The scholarship established under the Scholarship Programme may only be awarded on the basis of the social circumstances of the applicant, and the academic achievement of the applicant cannot be taken into account.*
- (8) *The institutional scholarship is independent of all other funding paid by the higher education institution.*

#### **Gov. decree Article 19.**

- (1) *Management of a central database and coordinating regarding the Scholarship Programme, financial management concerning the local and county government scholarship shall be performed by an organization (hereinafter referred to as: management organization) appointed by the minister responsible for education.*
- (2) *Institutional scholarship is awarded by the minister responsible for education.*
- (3) *Within the framework of the Scholarship Programme, local and county governments transfer the scholarship in one instalment to the account of the management organization as cash equivalent transfer in every half year, and in every half year, the management organization shall transfer the amount to the appointed higher education institution as cash equivalent transfer. The management organization shall account for the local and county governments on the disbursement in every half year.*
- (4) *The appointed institution will disburse the scholarship to the student. The higher education institution shall examine the eligibility for the scholarship, before initiating the payment.*

- (5) *For students who have commenced their higher education studies before the disbursement of the scholarship, the disbursement of the institutional scholarship will start in March and the scholarship must be paid according to the same rules as student benefits. The payment of the local government scholarship will start in March, but at the latest at the time of the first scholarship payment after the local government scholarship has been transferred to the higher education institution, when the scholarships payable until then are all paid, and from then the local government scholarship will be paid together with the institutional scholarship, according to the rules of scholarship payment.*
- (6) *If the student commenced his higher education studies in the semester when the scholarship is disbursed, then the institutional scholarship will be disbursed according to the same rules as the institutional student benefits from October (or from March in the case of a spring intake). The disbursement of the local government scholarship will start in October (or from March in the case of a spring intake), but at the latest at the time of the first scholarship payment after the local government scholarship has been transferred to the higher education institution, when the scholarships payable until then are all paid, and from then the local government scholarship will be paid together with the institutional scholarship, according to the rules of scholarship payment.*
- (7) *In those months when the student's student status is suspended the disbursement of the scholarship will also be fully suspended, without amending the final deadline for disbursement.*
- (8) *If the scholarship holder fails to meet the conditions of scholarship disbursement, the higher education institution must terminate the payment of the scholarship. After the closing of the academic semester but at the latest by 30 June or 31 January, the higher education institution settles its accounts regarding any unpaid scholarships with the management organization. Local and county governments shall be informed about the termination of the scholarship disbursement by the management organization.*
- (9) *If a student is not eligible for the scholarship, the higher education institution must return the local government scholarship relating to such student, which has already been transferred to the higher education institution but has not been paid to the student, to the management organization within 30 days. Such unpaid local government scholarship transferred back by the institutions shall be transferred back to local and county governments by the management organization, after closing the semester.*
- (10) *During the disbursement period of his scholarship, a student who receives a scholarship must inform the higher education institution and the management organization of all changes relating to the disbursement of the scholarship, in writing, within the shortest possible time, but within a maximum of 15 days. In particular, the student must give information of the changes of the following data under this notification requirement, within 5 working days:*
  - a) the student's name, address and e-mail address;*
  - b) the student's programme of study, mode of attendance and type of funding;*
  - c) the deferment of studies.*
- (11) *A scholarship holder who fails to meet his notification obligation may be excluded from the scholarship disbursement and the next year's round of the Scholarship Programme. The scholarship holder must repay to the higher education institution all unduly accepted scholarship within 30 days. A scholarship holder who loses his right to the scholarship disbursement due to his failure to fulfil his notification obligation may not lay any claim after the closing of the academic semester to any scholarship that have not been paid until 30 June or 31 January.*

**Gov. decree Article 20.**

- (1) *The higher education institution shall disburse the scholarship free of charge every month, along with and in the same manner as other benefits are being provided. The higher education institution must only pay the local government scholarship if the management organization has transferred the relevant funds to the higher education institution's bank account and if such funds have arrived.*
- (2) *The institutional scholarship must be paid even in cases where the funds for local government scholarship are not available on the higher education institution's bank account.*
- (3) *The budgetary support appearing in the public higher education institution's budget as institutional scholarship are accounted in the annual report, taking the entitlement into consideration.*
- (4) *Non-public higher education institutions shall account on the disbursement of scholarship to the Ministry of Human Capacities, under the financial agreement on the disbursement of institutional scholarship.*
- (5) *When applying the provisions of this decree, the local government of the capital shall be considered as county government, capital district government shall be considered as local government.*

**Article 17.**

- (1) **Local government and institutional issues of Bursa Hungarica Higher Education Local Government Scholarship shall be recorded by the Student Services Office. The accounting of**

- scholarship shall be managed by the Student Services Office.
- (2) The Student Services Office shall notify the management organization regarding the data of students eligible for the scholarship within 10 business days after the closing of the registration period in each semester.
  - (3) Accounting of the local government scholarship calculated by the management organization may be performed once funds has been credited to the University. Institutional scholarship shall be accounted by the Student Services Office in the usual way of accounting regular scholarships on a monthly basis.
  - (4) Before the disbursement of the local government and institutional scholarship of Bursa Hungarica Higher Education Local Government Scholarship, eligibility of students shall be examined in accordance with the provisions of the Gov. decree. In those months when the student status is suspended or the student is not eligible for other reasons, the disbursement of the scholarship is completely suspended, without amending the disbursement deadline.
  - (5) Students receiving the scholarship are obliged to immediately notify the Student Services Office and the management organization about the changes concerning the disbursement of scholarship, in written notice, during the financing period. This notification obligation includes, in particular, the changes in personal data, educational data (mode of attendance, type of funding) and the deferment of studies. A student who loses his right to the scholarship disbursement due to his failure to fulfil his notification obligation may not lay any claim after the closing of the academic semester to any scholarship that have not been paid until 30 June or 31 January.
  - (6) Unduly received scholarship shall be repaid for the University by the scholarship holder within 30 days. The local government scholarship transferred to the University, but became unpaid or wrongly paid shall be repaid to management organization within 30 days.

### **National Higher Education Scholarship**

#### **Gov. decree Article 10. Paragraph (3)**

*Under the legal titles of Article 85/C aa) and be) of NHEA, students studying in full-time, state-funded bachelor, undivided, master programs, higher education vocational trainings shall be entitled to receive benefits. Under the legal title of Article 85/C ab) of NHEA, students studying in full-time bachelor, undivided, master programs shall be entitled to receive benefits. Under the legal title of Article 85/C ac) of NHEA, students studying in full-time bachelor, undivided, master and doctoral programs, higher education vocational trainings shall be entitled to receive benefits. Under the legal titles of Article 85/C ba)-bb) of NHEA, students shall be entitled to receive benefits based on their social needs. Under the legal title of Article 85/C bc) of NHEA, students studying in full-time bachelor, master, undivided, higher-level or higher education vocational trainings shall be entitled to receive benefits. Under the legal title of Article 85/C bd) of NHEA, students studying in full-time, state-funded bachelor, undivided and master programs and partial studies shall be entitled to receive benefits. Under the legal title of Article 85/C bf) of NHEA, students studying in full-time, state-funded bachelor, undivided and master programs shall be entitled to receive benefits. Under the legal title of Article 85/C c) of NHEA, students studying in full-time, state-funded doctoral programs shall be entitled to receive benefits.*

#### **Gov. decree Article 24.**

- (1) *National Higher Education Scholarship may be awarded for one academic year (10 months). The monthly amount of the National Higher Education Scholarship corresponds to the one-tenth of the amount established in the Budgetary Act.*
- (2) *The number of students who may receive the National Higher Education Scholarship is 0.8% of the number of state-funded, full-time students studying on bachelor programmes or master programmes, according to the statistical data on 15 October of the previous year, but at least one person by each institution must receive this scholarship. The proposal of the Senate of the higher education institution under Paragraph (4) concerning the disbursement of the National Higher Education Scholarship for students presumably studying in bachelor and master programs shall be announced separately.*
- (3) *Students shall be eligible for National Higher Education Scholarship if they are studying on a bachelor or master programme, have registered for two semesters at least during the given or former studies and have already obtained minimum 55 credits.*

- (4) *National Higher Education Scholarship shall be awarded through an open call for application. The call for applications – along with the assessment criteria – must be published in a usual way in the higher education institution at least 30 days before the application deadline. Applications shall be submitted at the higher education institution. Based on the applications, the Senate proposes a short-list for the minister responsible for education by the 1st August every year to award the National Higher Education Scholarship.*
- (5) *The National Higher Education Scholarship awarded for a specific academic year may only be disbursed in the academic year concerned.*
- (6) *If the student's student status is terminated or suspended for any reason, the National Higher Education Scholarship shall not be disbursed to the student. If a student finishes his studies in an odd-numbered semester in accordance with the relevant education period, his eligibility for the National Higher Education Scholarship will not be terminated if the student continues his studies in the second semester of the same academic year.*
- (7) *If a student has applied for the National Higher Education Scholarship and they are rejected, and it is established in a review procedure that the student is worthy of the National Higher Education Scholarship and they would be eligible for it in the institutional nomination under the conditions specified in Paragraph (1)-(6) and based on the institutional quota but he has not received the scholarship due to a procedural error committed by the institution, the minister responsible for education is entitled to award the student the National Higher Education Scholarship. In such case, the student cannot be taken into account when determining the quota for the National Higher Education Scholarship, and the institution shall pay the scholarship to such student from the institution's reserve allocated for student budget appropriation or from its own revenue.*
- (8) *Students receiving the National Higher Education Scholarship may not be excluded from study scholarships.*

### **Article 18.**

- (1) Detailed procedure on the application, ranking and nomination of National Higher Education Scholarship shall be stipulated in the University Policy on National Higher Education Scholarship.
- (2) Under the provisions of Paragraph (2) of Article 24 of the Gov. decree, students who may receive the National Higher Education Scholarship is 0.8% of the number of full-time students studying on bachelor programmes or master programmes funded by the state or a full or partial state scholarship, but at least one person of each Faculty studying on full-time bachelor, undivided or master programmes must receive this scholarship, who registered for at least two semesters and already obtained 55 credits.
- (3) If a student has applied for the National Higher Education Scholarship and they are rejected, and it is established in a review procedure that the student would be eligible for the scholarship under the relevant provisions but he has not received the scholarship due to a procedural error, the minister responsible for education is entitled to award the student the National Higher Education Scholarship. In such case, the Faculty is obliged to pay the National Higher Education Scholarship from a fund that is not a part of its central budget.

### **Doctoral student's scholarship**

#### **Gov. decree Article 10. Paragraph (3)**

*Under the legal title of Article 85/C c) of NHEA, students studying in full-time, state-funded doctoral programs shall be entitled to receive benefits.*

#### **Gov. decree Article 14.**

- (1) *The annual amount of the doctoral student's scholarship of a doctoral student who studies on a full-time, state-funded programme is the annual normative funds established in the Budgetary Act, increased by 56% of the normative funds for textbook, coursebook, sports and cultural activities.*
- (2) *For registered doctoral students the one twelfth of annual amount determined in Paragraph (1) shall be paid on a monthly basis.*

### **Article 19.**

- (1) Students studying on a full-time, state-funded doctoral program may receive a benefit under

- the legal title described in Paragraph (1) 1) of Article 7.
- (2) The monthly amount of the doctoral student's scholarship of a doctoral student studying on a full-time, state-funded program is one twelfth of the annual amount, which consist of the normative funds established in the Budgetary Act, increased by 56% of the annual budget for textbook, coursebook allowances and sports and cultural normative funds.
  - (3) In addition to doctoral student's scholarship, students studying on a full-time, state-funded doctoral program may receive other benefits under the legal titles set forth in Paragraph (1) b), d), f), h)–i), n) and p) of Article 7.
  - (4) Doctoral students studying on a full-time doctoral program that is not state-funded may receive a departmental doctoral student's scholarship under the policy on doctoral degree and doctoral studies of the University. Such scholarship shall only be paid from sources other than the ones determined in Paragraph (1) of Article 5.

### **Dormitory placement**

#### **Gov. decree Article 12.**

- (1) *Dormitory placement shall be provided through tendering. Applications shall be decided upon the scoring system determined in the policy on benefits, fees and charges.*
- (2) *Scoring system shall be published prior to the submission of applications.*
- (3) *In the course of the evaluation the followings shall be taken into account: social needs, academic performance, public work for the student community, training schedule, exemption under Paragraph (4) of Article 4, and if the student shall receive preferential treatment under Paragraph (1) of Article 41 of NHEA then whether the conditions of the preferential treatment as stipulated in the Act are met.*
- (4) *Specialized dormitories and student residences may apply a scoring system that is different from the one specified in Paragraph (3).*
- (5) *Supporting student housing shall be a part of social benefits.*

#### **Article 20.**

- (1) The Dormitory Committee decides upon dormitory admission, under the policy on scoring system of the USZ dormitory applications, procedural and institutional rules of decision-making process, with the fact that students of the Faculties concerned applying for dormitory shall preferably be allocated to Faculty-owned dormitories or students of the Faculties concerned applying for dormitory that is owned by more Faculties shall preferably be allocated thereto. 10% of total dormitory capacities shall be allocated by the Rector, the Dean of the Faculties concerned, the Faculty Student Union and Dormitory Committee in the case of a Faculty-owned dormitory; and applications are proposed by the Rector, the Dean of the Faculties concerned, the Faculty Student Union in the case of a dormitory that is owned by more Faculties and the Dormitory Committee decides.
- (2) Supporting the housing of students not receiving dormitory placement is governed by Paragraph (1) of Article 10. on regular social scholarship.

### **Textbook and course book allowances**

#### **Gov. decree Article 10.**

- (5) *The available allowances for writing coursebooks shall be used by the higher education institution on writing coursebooks, supporting their dissemination among students and procuring devices assisting disabled students in their studies. The Faculty Student Union gives an opinion on the utilization of the allowances in advance and the Rector informs the Faculty Student Union on the utilization of the allowances on an annual basis.*

#### **Gov. decree Article 34.**

- (1) *Pursuant to Article 85/C ea) of NHEA, the allowances may be used for the procurement of electronic textbooks, study materials and electronic devices necessary for the preparation, if the allowances are used for the procurement or production of digital study materials or the procurement of devices assisting disabled*

- students in their studies by the higher education institution.*
- (2) *The policy on benefits, fees and charges of the institution shall govern the institutional allowances mentioned in Paragraph (1), with the consent of the Student Union under the provisions of NHEA.*

### **Article 21.**

- (1) 56% of global amounts of textbook and course book allowances, sports and cultural activities funds determined in Paragraph (1) e) of Article 5. shall be used for textbook and coursebook allowances set forth in Paragraph (1) n) of Article 7., 24% shall be used for the aims set out in Paragraph (1) o) of Article 7.
- (2) Legal titles, principles and rules on the utilization of the funds determined in Paragraph (1) n)-o) of Article 7. § shall be decided by the University Student Benefits, Fees and Charges Committee, with the prior opinion of Publishing Council and with the consent of the University Student Union, with a requirement that the 10% of the 24% portion of the global amounts of funds on textbook and coursebook, sports and cultural activities funds determined by Paragraph (1) of this Article referring to Paragraph (1) e) of Article 5. shall be under the Rector's competence.
- (3) Based on the decision of the Publishing Council, textbook and course book allowances shall be disposed for students of all Faculties in the same manner, its amount shall be determined by the Publishing Council with the consent of the University Student Union in every six months.
- (4) Students studying on a state-funded or with full or partial Hungarian state scholarship bachelor, master, undivided, higher-level or higher education vocational training program may receive benefits under the legal title of Paragraph (1) n) of Article 7.
- (5) Students studying on a state-funded or with full or partial Hungarian state scholarship bachelor, master, undivided, higher-level or higher education vocational training program or state-funded, full-time doctoral programme may receive benefits under the legal title of Paragraph (1) o) of Article 7.
- (6) University Student Union shall be informed on the utilization of global amounts of textbook and coursebook allowances and procurement of electronic textbooks and study materials and electronic devices necessary for preparation, in written records on an annual basis.

### **Scholarship for students studying in a partial program in an EEA State**

#### **NHEA Article 81. (3)-(5)**

- (3) *If a student participating in a (partial) Hungarian state scholarship supported studies also participates in studies in another EEA State, where his or her studies may be recognized by the Hungarian higher education institution, the student, for the period of the studies abroad and in accordance with Section (4), may receive a scholarship from the higher education institution, where he or she has a student status.*
- (4) *The student is entitled to the scholarship mentioned in Section (3), if he or she commenced the studies abroad with the consent of the higher education institution.*
- (5) *Scholarship specified in Section (3) shall be funded from the training funds. The scholarship shall be awarded through open tendering.*

#### **Gov. decree Article 35.**

- (1) *In the case of a scholarship awarded from the fund determined in Section (5) of Article 81 of NHEA*
  - a) *awarding of the scholarship shall be decided by open tendering;*
  - b) *rules of procedure and principles of awarding of the scholarship shall be decided with the consent of the student union;*
  - c) *call for application shall be published in the usual way in the higher education institution and on the website thereof;*
  - d) *at least a 30-day long submission period shall be provided for students after having published the call for application;*
  - e) *the higher education institution shall preferably initiate the payment of the scholarship prior to the*

- onward journey but no later than 15 days after;*  
f) *in the case of unsuccessful partial studies, the higher education institution may oblige the student to pay back the half of the scholarship.*
- (2) *Detailed rules shall be stipulated in the policy on benefits, fees and charges of the higher education institution.*

## **Article 22.**

- (1) In case the student studying in state-funded training participates in partial studies in an EEA State and these studies can be recognized in the course of their studies at the home institution, the student is entitled to receive scholarship described in Section (2)-(3) for the time of the studies abroad.
- (2) The amount of the scholarship for 10 months shall be the annual student normative funds three times per student. These funds shall be planned in the annual budget of the University.
- (3) The student is entitled to receive the scholarship described in Section (1) if the student enrolls partial studies abroad with the consent of the University or the Faculty. The student is eligible for the scholarship upon meeting the requirements of the policy on studies and examination.
- (4) Tendering procedure and detailed rules of assessment is governed by the policy of the University of Szeged on supporting studying and partial studies abroad.

## **Procedure on the support of students with Hungarian nationality conducting studies abroad**

### ***NHEA Article 79.***

- (1) *Hungarian citizen shall have the right to pursue studies in a foreign higher education institution without the need for any authorization.*
- (2) *The ministry headed by the minister may support the studies of students in foreign state-recognized higher education institutions through scholarships awarded upon tendering.*
- (3) *If a Hungarian citizen is a member of a nationality, the ministry headed by the minister may support higher education studies provided in the native language through scholarships awarded upon tendering.*
- (4) *Hungarian citizen may obtain a student loan for studies in a degree programme offered by a state-recognized higher education institution in an EEA state.*
- (5) *Those pursuing studies abroad as defined under this Section shall be eligible for a student ID.*
- (6) *The rules pertaining to the call for, and the assessment of, applications under Section (2)–(3), the application, disbursement, and settlement of the student loan, and requests for and issuance of student ID shall be determined by the Government with the proviso that the applications defined in Section (3) shall be published and assessed with the consent of the national nationality government concerned.*

### ***Gov. decree Article 25.***

- (1) *For Hungarian citizens who pursue studies in a state-recognized foreign higher education institution, a scholarship to support their studies may be awarded upon open tendering.*
- (2) *The call for application*
  - a) *is in the mother tongue of Hungarian citizens being a member of a nationality, in accordance with the provisions of the bilateral, international agreement with the country concerned -*
  - b) *supports pursuing full or partial studies in a state-recognized higher education institution abroad. It is published by the minister responsible for education and the Balassi Institute.*
- (3) *The call for application – within the framework stipulated in the Budgetary Act – is published by the minister of education and culture and is managed by the Balassi Institute.*
- (4) *The assessment of the applications is based on the relevant bilateral or multilateral international agreements and the individual academic performance of the applicants.*
- (5) *Applications shall be submitted at the higher education institutions. Applications shall be ranked by the higher education institutions and ranked applications are forwarded to the organization defined in Section (3). The minister responsible for education shall decide on the applications, based on the ranking and principles detailed in Section (4) – if needed, with the help of experts.*
- (6) *The call for application shall be published on the website of the Ministry of Human Capacities and all higher education institutions, national local government of national and ethnic minorities of the country concerned*

*shall be informed.*

- (7) *The submission deadline of the application shall not be earlier than the 30th day after the publication of call for application.*

### **Article 23.**

The institutional procedure and the detailed rules of application and ranking of the scholarship mentioned in Article 25. of the Gov. decree are governed by the policy on the use of the International Student Mobility Funds of the University of Szeged.

### **Supporting procedure of students with foreign citizenship studying in Hungary**

#### **NHEA Article 39.**

- (1) *Every Hungarian citizen shall have the right to undertake studies in programmes fully or partially financed through scholarships granted by the Hungarian state [hereinafter jointly referred to full or partial state scholarships] or self-funded. In addition, this right shall extend to*
- a) persons enjoying the right to freedom of movement and stay specified in separate legislation;*
  - b) refugees, asylum seekers, persons admitted, immigrants and settled persons not falling under the scope of a);*
  - c) foreign nationals treated identically to Hungarian citizens on the grounds of international treaties and conventions;*
  - d) citizens of countries in which Hungarian citizens are entitled to use state higher education services based on the principle of reciprocity;*
  - e) persons living in neighbouring countries falling under the scope of the Act on Hungarians Living in Neighbouring Countries (hereinafter Preferential Act), however, not possessing Hungarian citizenship or enjoying the right to freedom of movement and stay;*
  - f) citizens of third countries identifying themselves as a Hungarian national in accordance with the Act on the Entry and Stay of Nationals of Third Countries, on condition that the individual does not fall under the scope of the Preferential Act and does not possess Hungarian citizenship;*
  - g) citizens of third countries issued a permit (EU Blue Card) authorizing stay and employment in areas in which high-level qualifications are required;*
  - h) citizens of third countries having a single permit.*
- (2) *Individuals not specified above under Paragraph (1) shall continue his or her studies only in a self-funded form.*

#### **NHEA Article 80.**

- (1) *The recognition of diplomas and certificates of completion of secondary studies awarded by foreign education institutions that have been granted an operating license abroad or in Hungary shall be subject to the provisions of Act C of 2001 on the recognition of foreign diplomas and certificates (hereinafter: "Recognition Act").*
- (2) *For the studies of non-Hungarian citizens in Hungary, the provisions of this Act shall apply subject to the following derogations:*
- a) if a non-Hungarian citizen has no residence in the territory of Hungary, prior to acquiring student status he/she shall obtain an entry visa and a residence permit as stipulated by other laws,*
  - b) if the student specified in Section 39 (1), except for people listed under paragraphs b)–c) of Section 39 (1), enrolls for (partial) state scholarship supported training, he/she shall only be eligible for social or other scholarship, social benefits, textbook and coursebook allowances, housing benefits on the basis of an international agreement, law, work plan or reciprocity,*
  - c) studies may be supported from the central budget through scholarships awarded upon tendering,*
  - d) non-Hungarian citizens may undertake preparatory studies in student status prior to enrolling in higher education for a period of maximum two semesters.*
- (3) *The persons listed in Paragraph f) of Section 39 (1), who have won the tender published by the minister, shall be entitled to participate in Hungarian (partial) state scholarship supported training as part of the limit number set by the minister.*
- (4) *Persons subject to the Preference Act, who are students of foreign higher education institutions, may participate in (partial) Hungarian state supported partial training in Hungarian higher education institutions for a maximum period of 6 months per occasion.*
- (5) *Foreign citizens, who regard themselves as Hungarian nationals, and have no residence in Hungary, may, without regard to Hungarian citizenship, undertake preparatory studies in the Hungarian language in student status prior to enrolling in higher education for a period of maximum two semesters.*

- (6) *Students subject to the Preference Act participating in (partial) Hungarian state supported or self-funded studies may request the partial or entire reimbursement of their costs relating to their stay and studies in Hungary under a separate law, and by tendering.*
- (7) *The rules pertaining to the funding of the studies of foreign nationals in Hungary and the studies of Hungarian nationals abroad shall be determined by the Government, whereby it may extend the support period defined in this Act in respect of persons pursuing their preparatory studies, for a maximum period of 2 semesters.*

**Gov. decree Article 26.**

- (1) *For a student studying in a higher educational institution that is recognized by the state based on a bilateral international agreement, a scholarship shall be donated by the minister responsible for education, except those who are studying in a doctoral programme with Hungarian state scholarship. The scholarship shall be paid for ten or twelve months per year.*
- (2) *The monthly amount of the ministerial scholarship*
  - a)
  - b) *shall be the 34% of the annual student normative funds as stipulated in the Budgetary Act in the case of students studying in other bachelor or master programme,*
  - c) *shall be the one twelfth of the annual student normative funds of this purpose established by the Budgetary Act in the case of student studying in a doctoral programme.*
- (3) *Ministerial scholarship shall be paid by the higher education institution where the student has student status.*
- (4) *Non-Hungarian citizen student studying a state-funded bachelor and master or doctoral programme in Hungary shall be entitled to dormitory placement for 12 months annually, if the bilateral or multilateral international agreement provides so. Non-Hungarian citizen student studying a self-funded programme in Hungary shall be entitled to dormitory placement for 12 months annually; dormitory fees shall be paid from the ministerial scholarship, if the bilateral or multilateral international agreement provides so.*
- (5) *Balassi Institute informs higher education institutions on students studying in Hungary by virtue of an international agreement.*
- (6)
- (7) *Non-Hungarian citizens enrolled in partial studies under an international agreement shall be subject to the provisions of Section (1)-(5) with the exception that the scholarship awarded shall be paid for the period of partial studies.*

**Gov. decree Article 27.**

- (1) *In each academic year, the minister responsible for education may award a scholarship for fee-paying or self-funded, non-Hungarian students studying in Hungary, except for students described in Section (1) of Article 26. Under interstate agreement, citizens of third countries receiving ministerial scholarship are not subject to the obligations related to the Hungarian state scholarship described in the NHEA during the supported period of time.*
- (2) *The call for application – within the framework described in the Budgetary Act – shall be published by the minister responsible for education and shall be managed by the Balassi Institute.*
- (3) *The assessment of the applications shall be based on the budgetary appropriation and the academic performance of the applicants.*
- (4) *Applications shall be submitted at the higher education institutions. Applications shall be ranked by the higher education institutions and ranked applications shall be forwarded to the organization mentioned in Section (2). The minister responsible for education shall decide on applications, based on the ranking and the principles of Section (3), if needed, with the help of experts.*
- (5) *The call for application shall be published on the website of the Ministry of Human Capacities and shall be forwarded to every higher education institution.*
- (6) *Submission deadline of the application shall not be earlier than the 30th day after the publication of call for application.*

**Gov. decree Article 28.**

- (1) *Financing period of students subject to the Preferential Act and who previously studied in a state-funded bachelor programme and got admitted to a state-funded master programme shall be extended with two additional semesters.*
- (2) *Students having the right to free movement and stay under the applicable law or citizens of third-countries who were previously issued an EU Blue Card authorizing stay and employment in areas in which high-level qualifications are required, shall be granted the same rights and shall be subject to the same obligations in terms of payable fees and student benefits as students with Hungarian citizenship studying in the higher education.*

### **Article 24.**

- (1) Students studying in a state-funded programme as listed in Paragraph (1) a) and d) of Section 39. of NHEA shall be entitled to receive study scholarship based on their academic performance. Other case-by-case or regular scholarships and benefits, textbook and coursebook allowances funded from the student normative funds shall be paid on the grounds of an international agreement, law, work plan or reciprocity.
- (2) Students subject to the Preferential Act, state-funded students or full or partial Hungarian state scholarship holders, under the 47/2001. (XII. 29.) Decree of the Ministry of Education who commenced their studies in September 2006 or before, are entitled to receive a monthly scholarship to be paid from the student normative funds in the equal amount thereof, until they finish their studies.
- (3) Under Article 26. of the Gov. decree, non-Hungarian citizen student shall receive ministerial scholarship to be paid on a monthly basis. The source of such scholarship shall be a separated part of the annual global amounts of student normative funds dedicated to this purpose.
- (4) Students as described in Paragraph (2)–(3) are not entitled to receive scholarship under Paragraph (1) a) of Article 7. or regular social benefits under b), but they are entitled to receive one-time benefits funded from the student normative funds, under the policies of the Faculties.
- (5) Students described in Paragraph (2)–(3) shall be entitled to receive benefits to be paid from other sources of state funds for student benefits (dormitory placement, textbook and coursebook allowances, sports and cultural funds) in the same way and extent as Hungarian citizen students.

### **Student employment**

#### ***NHEA Article 44.***

- (1) *The student may work on the grounds of a student employment contract*
  - a) *at an external training site in case of a dual training program, within the framework of the educational programme, as well as practical training or practical courses offered as a part of the course in the given institution, the business association founded by the institution or at external training site.*
- (2) *Provisions governing the Labor Code shall apply to the employment of students working on the grounds of a student employment contract. When the Government determines the regulations regarding the student employment contract, it may establish more favorable conditions than those present in the Labor Code.*
- (3) *The student as it is detailed in the student employment contract*
  - a) *shall be entitled to receive the remuneration in the cases set out under Paragraph (1) a) or in the event of continuous practical training reaching a duration of 6 weeks, or during the training period of the dual training program, of which shall at least amount to the equivalent of 65% of the minimum compulsory wage (minimum wage) and shall, unless otherwise specified, be paid by the practical training unit;*
- (3a) *Within the framework of the educational programme or practical training as a part of the course– as stipulated in Paragraph (1) a) but not including dual training programs – student employment may be applied without remuneration at budgetary authorities. In this case the student shall have the same rights as provided in the Labor Code for employees. Entities shall sign a student employment contract with the student at the practical training concerning the student’s activities with the conditions determined by the Government.*
- (3b) *In the event of a professional training acquired at the employer, where the student has an employment relationship with the employer, the student employment contract set out under Paragraph (1) a) is not required.*
- (4) *Entities offering practical training shall be obliged to conclude a liability insurance contract in favor of the student taking part in higher education vocational training.*
- (5) *The following deviations shall be applied in relation to specifications stipulated under Paragraph (3) a) of this Section in respect of the educational and research activities of doctoral students:*
  - a) *within the framework of their course, doctoral students may be obliged to engage in work in educational and research activities at the institution for a period equivalent to 20% of their full weekly work time;*

- b) the work time of doctoral students – together with the work set out under a) – may not exceed 50% of their full weekly work time based on the average for a semester;*
- c) the work schedule of doctoral students shall be devised in a way that the student shall be capable of satisfying obligations related to taking and preparing for exams;*
- d) in the event of employment making up 50% of the full work time, the monthly remuneration paid may not be less than the lowest minimum compulsory wage (minimum wage), or its proportional rate in the case of alternative employment.*

#### **Article 25.**

- (1) A practical training may be accomplished under student employment contract at an external site in case of a dual training program, within the framework of the educational programme or as a part of the course.
- (2) Students with student status may be employed under student employment contract, without any regard to the form of financing of the training.
- (3) Remuneration for student employment may be paid from central budget global amounts, which are not part of the state funds provided for student benefits purposes or other extra-budgetary sources.

#### **Fee reimbursement of successful language examination**

#### **Article 26.**

- (1) Students having a student status with the University and studying in any daylight, full-time state-funded or with full or partial scholarship from the Hungarian state bachelor, master, undivided, higher-level or higher education vocational training programme or full-time doctoral programme and passing a language examination during the training programme shall be entitled to apply for the reimbursement of the fee of the successful language exam. Language examinations shall be accredited by the Language Accreditation Centre (Nyelvi Akkreditációs Központ, hereinafter: LAC) taken in a registered language examination institution or shall be announced by the Foreign Language Communication Centre of the University of Szeged and the LAC to be taken in Szeged on a state or state-recognized examination date.
- (2) There is no limitation to the number of requests on language examination fee reimbursement students specified in Paragraph (1) are entitled to ask for the reimbursement of the fee of any successful language examination taken during their studies.
- (3) Language examination fee reimbursement shall be requested no later than the termination of studies as specified in Paragraph (1) on a dedicated form. Forms shall be requested and submitted at the Student Services Office. A copy of the successful language examination shall be attached to the form filled in and the original documents shall be checked by an officer when submitting the package at the Student Services Office. Administration regarding the reimbursement shall be performed by the Student Services Office.
- (4) Reimbursements shall be approved by the Vice Rector for Education on a quarterly basis, reimbursed fees shall be paid with monthly study scholarships. Submission deadlines shall be announced by the Vice Rector for Education in January of each year. The reimbursed fee shall be equal to the examination fee determined by the LAC.

### **Chapter III.**

## **Fees and charges payable by the students**

### **General provisions**

**Free services of (partial) Hungarian state scholarship supported studies**

**NHEA Article 81.**

- (1) *Services available to students participating in (partial) Hungarian state scholarship supported studies shall be as follows:*
  - a) *registration on one occasion for lectures, seminars, consultations, practical courses, and field practice courses, recitals and examinations, the retake on one occasion of failed recitals and examinations, and the taking of the final examination that are requisite to the fulfilment of academic requirements specified in the educational programme and to the conferral of the certificate or diploma and the doctoral pre-degree certificate, as well as the degree award procedure during student status in accordance with the provisions of Section 53 (2),*
  - b) *study circle courses,*
  - c) *use of the facilities, including library and basic library services, laboratories, computer, sporting and recreational facilities, and the equipment of the higher education institution in connection with free-of-charge services,*
  - d) *in the case of higher-education vocational training, work and protective equipment (protective clothing) and sanitary accessories supplied for practical training, and in the case of other types of studies, protective equipment (protective clothing) and sanitary accessories,*
  - e) *student consulting,*
  - f) *the first issuance of all documents relating to studies and to the conferral of the doctoral degree, unless a favorable condition is provided for the student by the governmental decree.*
- (2) *Unless otherwise provided for by the relevant laws, no higher education institution may charge any administrative service fees (e.g. enrolment fee) to students on (partial) Hungarian state scholarship supported studies.*
- (3) *If a student participating in a (partial) Hungarian state scholarship supported studies also participates in partial studies in another EEA State, where his or her studies may be recognized by the Hungarian higher education institution, the student, for the period of the studies abroad and according to Section (4), may receive a scholarship from the higher education institution, where he or she has a student status.*
- (4) *The student shall be entitled to the scholarship mentioned in Section (3), if he or she commenced the studies abroad with the consent of the higher education institution.*
- (5) *Scholarships stipulated in Section (3) shall be charged on the training funds. Awarding of the scholarships shall be decided in the form of a public tender.*

**Charge-paying services of (partial) Hungarian state scholarship supported studies**

**NHEA Article 82.**

- (1) *The charge-paying services available to (partial) Hungarian state scholarship supported students shall be as follows:*
  - a) *teaching of a body of knowledge in any language other than Hungarian as chosen by the student, which is defined in the curricula of the Bachelor and Master programmes in Hungarian and is taught in Hungarian,*
  - b) *objects produced with the tools and equipment of the higher education institution, supplied for the student by the higher education institution, becoming the property of the student (e.g. reproduced materials),*
  - c) *use of the facilities (including library, laboratories, computer, sporting and recreational facilities), and the equipment of the higher education institution outside the scope of free services,*
  - d) *courses awarding credits in excess of the compulsory number of credits or the number of credits higher education institutions are required to offer under this Act.*
- (2) *The policy on studies and examination of higher education institutions may stipulate a fee for the third or any additional retake of an examination in the same subject and for the retake of lectures, seminars, consultations, practical courses, field practice courses, and the policy on benefits, fees and charges may establish payment obligation for failure to meet or late fulfilment of the obligation set forth in the policy on studies and examination. The rate of such payment obligation per each occasion may not exceed five percent of the lowest mandatory minimum wage (minimum wage) for full time employment.*
- (3) *The rules pertaining to the determination of the fee charged on the basis of Sections (1)–(2) shall be defined in the policy on benefits, fees and charges with the proviso that the cumulated amount of such fee - not taking the service under Section (1) a) into consideration - shall not exceed 50 percent of the self-funding.*
- (4) *Students with (partial) Hungarian state scholarship may participate in the studies under Section 81 (1) to (3), even in a guest student status.*

**ARTICLE 27.**

- (1) *Students under Section (1) – (3) of Article 1 – in accordance with this Policy and in the*

- framework of the NHEA and the Gov. decree – shall pay fee(s), tuition fee(s) and other fee(s). State-funded or students with (partial) Hungarian state scholarship shall not be obliged to pay tuition fee(s).
- (2) Legal titles of payable fees shall be stipulated in this Policy; their amount, the principles and method of the distribution of the revenue from the payable fees shall be determined by a designated body set forth in the Policy and the councils of each Faculties.
  - (3) Legal titles, conditions and amount of payable fees, conditions of reductions and exemptions from paying for one academic year (an education period of ten months) shall be determined no later than on the 31<sup>st</sup> of May before the upcoming academic year and shall be published at the University in the usual way.
  - (4) Students are obliged to pay the fees and charges mentioned in Section (1), until the payment deadline determined by the issuer.
  - (5) If the student does not meet the payment obligations related to the academic progress (II. category), or the student does not pay the tuition fee with the following payment requirements, the student is not allowed to start their exams at the end of the semester. The detailed list of payment obligations related to the academic progress and the amount of fees are stipulated in Annex 2 of this policy.
  - (6) Students having existing payment obligations towards the University are not entitled to take the final examination.
  - (7) The (former) student is entitled to appeal in the case of an incorrect establishment of payment within 15 calendar days after the establishment to the Dean of the Faculty. The appeal shall be adjudicated by the Dean within 8 business days.
  - (8) If the incorrect establishment of payment is proved in the appeal, in parallel with awarding a decision, the cancellation of the payment obligation and the reimbursement of the payment shall be initiated. In the case of the denial of appeal, the payment shall be performed until the original payment deadline or, if such deadline is over, within 15 calendar days starting from the adoption of the decision.
  - (9) If the student has overpayment after meeting the payment obligation, the excess shall be reimbursed by the University within 30 calendar days starting from the notification. Student may indicate the fact of overpayment and their request for the way of reimbursement in writing to the organizational unit establishing the payment obligation.
  - (10) Legality of the establishment of payable student fees and charges shall be regularly monitored by the Internal Auditing Department of the University.
  - (11) Administrative issues related to the fees and charges mentioned in Section (1) shall be managed by the Admission Offices of the Faculties and the Student Services Office, in accordance with a special division of tasks as stipulated in the applicable policy. This policy shall be drafted by the USZ Department of Management and Finances and shall be approved by the Rector.

### **Self-funded studies**

#### ***Services available in self-funded studies in exchange of tuition or fee NHEA Article 83.***

- (1) *Tuition paying students shall have a duty to pay tuition for services defined in Section 81 (1)–(2), and to pay fees for the services listed under Section 82 (1)–(2).*
- (2) *The rules pertaining to the determination and modification of the fee shall be specified in the policy on benefits, fees and charges, on the basis of which the student and the higher education institution shall stipulate in an agreement the amount of the fee.*
- (3) *If a student reports the termination or temporary termination of his/her student status prior to the date set in the organizational and operational regulation of the institution, a proportionate amount of the paid fee, as defined in the organizational and operational regulation, shall be repaid.*
- (4) *The organizational and operational regulation shall stipulate the way in which the rector shall decide on the benefits due to tuition-paying students on the basis of their academic performance and social conditions and*

*on the authorization of instalment payments.*

- (5) *The higher education institution may agree with any person to grant a student status to the person appointed by the contracting party. On the basis of such agreements, student status may be granted to persons who otherwise satisfy all criteria specified in this Act. The agreement shall stipulate that all costs relating to the student's studies shall be borne by the contracting party.*

**Gov. Decree Article 36.**

- (5) *Students established student status to a state-funded place and enrolled in the 2000/2001 and the 2001/2002 academic year but no longer classifies as state-funded on condition the program they commenced is no longer than eight semesters, tuition fee shall not be paid for two semesters determined for the program commenced or for three semesters in other cases.*

*These students – where they were not obliged to pay tuition fee until the 1st of September 2007 – in the following semester, may be obliged to pay tuition fee provided by the expressed provision of the applicable policy of the higher education institution.*

**ARTICLE 28.**

- (1) Students studying in fee-paying or self-funded studies:
  - a) have been admitted to a fee-paying or self-funded program in the course of the admission process,
  - b) are reclassified to fee-paying or self-funded under the policy on studies and examination,
  - c) foreign students without being awarded with a Hungarian state scholarship,
  - d) based on the decision of the Academic Committee, are reclassified to a fee-paying or self-funded program in the course of changing the institution or transfer.
- (2) Under Section 36. (5) of Gov. decree, the student shall be obligated to pay the tuition fee in case the exemption period expires; provisions of Paragraph (3) shall be applicable.
- (3) Tuition fees per semester and program shall be determined annually by Faculty Councils. Tuition fees for second and further classes – during at most two semesters after exceeding the training time set in the operative curriculum - may not be increased by more than the consumer price index established by the Central Statistical Office for the previous year. The amount of the tuition fee shall be published in the University Bulletin until the 31<sup>st</sup> of May of the previous academic year and at the Faculties in the usual way.
- (4) Student and the University enter a payment agreement upon registration. Tuition fee in the first academic year and charges payable by the student and conditions of the payment obligation shall be stipulated in this agreement. Rights and obligations derived from the student status in a fee-paying program shall be governed by Act LXXVII of 2013 on Adult Education and its Article 13, with the exception that the following shall be stipulated in the payment agreement: the amount of the tuition fee, services included in the tuition fee and the conditions of tuition fee reimbursement.
- (5) Administrative tasks related to the payment agreement shall be carried out by the Student Services Office. The agreement and related documents shall be preserved 10 years after the termination of studies. The template of the payment agreement is the Annex 3 in this policy.
- (6) If the student requests a passive student status in accordance with 6.3 and 6.4. of the policy on Studies and Examination, suspends or terminates their student status, a proportional amount of the tuition fee shall be reimbursed as stipulated in the Faculty's policy.
- (7) Students studying in a fee-paying program are not entitled to resort to the benefits detailed in Article 32. of this Policy if the number of commenced semesters exceeds sixteen, including state-funded training period. This rule may not be used in the case of students establishing a new student status after five years of the termination of their studies.
- (8) Students establishing a student status before the 1<sup>st</sup> of December 2006
  - a) continuing non-state-funded, fee-paying studies and receiving pregnancy or maternal aid, childcare allowance or child-rearing benefits or childcare fee on the first day of the semester concerned, and

- b) Hungarian citizen students already holding a general subject teacher or religious studies teacher degree, in the second general subject teaching program during the training time defined in the operative curriculum, payment obligation shall not be established.
- (9) Students specified in Paragraph (8) may indicate their eligibility for benefits during registration but no later than the end of the course registration period concerned at the Admission Office of the Faculty, with submitting the necessary documents proving the eligibility at the same time.

### **Dormitory fees**

#### **Gov. decree Article 23.**

- (1) *The amount of the monthly dormitory fee stipulated in the policy on benefits, fees and charges for student studying in a state-funded program and state-funded doctoral program shall not exceed the*
  - a) *8% of the annual dormitory normative funds per student in the case of a I. category dormitory;*
  - b) *10% of the annual dormitory normative funds per student in the case of a II. category dormitory;*
  - c) *12% of the annual dormitory normative funds per student in the case of a III. category dormitory;*
  - d) *15% of the annual dormitory normative funds per student in the case of a IV. category dormitory.*
- (2) *Standard services shall mean continuously ensuring and operating the operational requirements necessary for authorization of a dormitory or student residence and the operation of personal computers, entertaining electronic devices and low consumption home appliances, as indicated in the applicable law.*

#### **Article 29.**

- (1) Dormitory fees shall be paid as a student fee, its amount shall be determined by the Senate in accordance with the policy on dormitories of USZ, with the prior opinion of the USWC and the Dormitory Committee, with the consent of the University Student Union in every academic year. Such monthly dormitory fees are stipulated in Annex 1 of this Policy.
- (2) Dormitory fees shall be adjusted to comfort levels of the dormitory that are determined in the provisions of the policy on dormitories of USZ.
- (3) As for the payment of dormitory fees, commenced months shall be considered as a full month when move-out. In the case of move-in, the half of the dormitory fee shall be paid from the 16<sup>th</sup> day of the month concerned.
- (4) Students receiving a dormitory placement are obligated to pay the applicable dormitory fee no later than the 15<sup>th</sup> day of the month concerned. Dormitory fee payable for September and October shall be paid no later the 15<sup>th</sup> of October.
- (5) Students not complying with the payment obligation in due time shall be, in addition to the monthly dormitory fee, obliged to pay a fee stipulated in Annex 2.
- (6) Resident status may be terminated with an immediate effect if the student culpably fails to meet the payment deadline in two consecutive months. Termination of the resident status shall be performed after the inefficient notification of the student and the examination of their social status. The director shall inform the student concerning the termination of the resident status in written records. The student is obligated to move out from the dormitory with an immediate effect and settle the debts towards the dormitory. If the student does not settle the debt at the time of move-out, the provisions of the Civil Code shall be applied regarding the recovery of debt. The same rules shall be applied on students leaving the dormitory for any reason and leaving arrears or other debt behind.
- (7) Under Article 3/C of the policy on dormitories of USZ, in order to ensure equal opportunities, a framework shall be established to deviate from the dormitory fee of the category concerned - in exceptional cases, upon individual request - based on social needs. Detailed rules of the tendering and distribution of the benefit shall be stipulated in the policy on dormitories of USZ.
- (8) Applications for dormitory placement shall be evaluated by the scoring system established under the policy on dormitories of USZ.

## **Late and administrative fees, other fees and charges**

### **Article 30.**

- (1) If the student fails to meet the obligation detailed in the policy on studies and examination or in other policies, or fails to pay in due time shall be obligated to pay a fee as stipulated in Annex 2 of this Policy.
- (2) Payable fees shall be adopted in every academic year by the Senate, with the consent of the University Student Union. In lack of a mutual consent, fees adopted for the previous academic year shall be applied. Payment obligations shall not exceed the 5% of the mandatory minimum remuneration of full-time work (minimum wage). The cumulative total of the fees payable under this Policy shall not exceed the half of the payable tuition fee.
- (3) The University is entitled to impose additional fees for services not mentioned in Section (1)-(2) that are not related to the education and outcome requirements or to the fulfilment of the obligations set forth in the curriculum. Regarding the amount of such fees the University Student Union has the right to consent. The amounts and categories of such fees are stipulated in Annex 2 of this Policy.

## **Payment allowances and exemptions**

### **NHEA Article 43.**

- (1) *Students shall have the right to receive complete, accurate and accessible information, provided as set out in law and the rules of the institution, for commencing and pursuing their studies, creating their study schedules and using the educational opportunities and resources available at the higher education institution; and to receive services that correspond to their condition, personal abilities and disabilities.*
- (2) *The student shall be obliged to*
  - a) *comply with the rules of the higher education institution,*
  - b) *respect the traditions of the higher education institution.*
- (3) *In order to enable the fulfilment of their payment obligations toward the higher education institution, students shall be entitled to payment in instalments, deferment and exemption in accordance with the conditions and procedure laid down in the organizational and operational regulations, upon the decision of the rector, of which the maintainer shall be informed.*

### **Gov. decree Article 4.**

- (1) *Based on request, the student is entitled to resort to exemption, payment in instalments and deferment in terms of the fulfilment of their payment obligation.*
- (2) *Based on the social needs of the student, payment in instalments or deferment may be provided or allowed, in accordance with the policy on benefits, fees and charges of the institution, in the case of the following payment obligations:*
  - charge,*
  - dormitory fee.*
- (3) *Based on the academic performance of the student, in accordance with the policy on benefits, fees and charges of the institution, may be exempted from the fulfilment of the payment obligation*
  - b) *in terms of the charge of service received under Article 82 of NHEA.*
- (4) *Based on the social needs, students may be exempted from paying the dormitory fee if they are disadvantaged, orphan, with dependent family members or was under guardianship which terminated because the student came of age. Student working for the dormitory may receive discount or get exempted from the payment of the dormitory fee, in accordance with the policy on benefits, fees and charges of the institution.*
- (5) *Under Article 82 (2) of NHEA, exemption, payment in instalments allowance or deferral payment cannot be provided in the case of the payment of late fee detailed in the policy on benefits, fees and charges of the institution or based on community work.*
- (6) *A committee established under the organizational and operational regulations or an institutional body assigned in accordance with the student standards section of the institutional policy shall proceed on the request on the fulfilment of the payment obligation.*
- (7) *A decision shall be issued in the subject of the fulfilment of the payment obligation. In the case of a payment in instalments, due deadline and timing of the performance shall be recorded in the decision on the payment*

*obligation, as well as the consequences of late payment. In the case of a refusal, a detailed reasoning and the availability of legal remedies shall be included in the decision.*

### **Article 31.**

- (1) Students may request deferment, fee allowance or payment in instalments or exemption from the payment of the tuition fee determined in Article 28, dormitory fee set forth in Article 29 and the payment determined in Article 30 (3) of this Policy.
- (2) Students shall submit their request under Section (1) of this Article on the payment of fees set forth in Article 28 and Article 30 in writing to the Study Committee of such faculty, which determined the payable fee, no later than 15 days prior to the payment deadline. The Faculty Study Committee shall decide on the submitted request within 8 business days.
- (3) Student may file an appeal to the decision under Section (3) to the dean of the relevant Faculty within 15 days from the day of publication. The dean of the Faculty shall decide on the appeal within 8 business days.
- (4) Conditions, amount and method of establishment of the authorization of deferment, fee allowance or payment in instalments or exemption shall be determined in Faculty policies. In the course of the evaluation of the submitted request, the academic performance and social needs of the student shall be taken into consideration.
- (5) Based on social needs, student may receive payment in instalment allowance or deferment of payment obligation may be allowed regarding the payment obligation of dormitory fee determined in Article 29. Student may submit individual request on this subject to the relevant dormitory's Dormitory Committee, which shall decide on the request within 8 business days. Student working for the dormitory may receive a reduction of or exemption from the payment of the dormitory fee by the Dormitory Committee, in accordance with the conditions defined by the Committee and set forth in the policy.
- (6) Conditions, amount and method of establishment of benefits that public servants of the University may be entitled to, shall be determined by Rector's directive.

### **The utilization of paid fees**

#### **NHEA Article 60.**

- (7) *The student union shall decide on its operation, the use of funds provided to enable its operation, the use of state aid and own revenues, the exercise of its competences, and setting up and maintaining an information system at the institution. The student union shall not be given instructions concerning its activities of interest representation.*

#### **NHEA Article 82.**

- (2) *The higher education institution may impose payment obligations in its policy on studies and examination on those who retake an examination in the same subject three or more times or take the same lecture, seminar, consultation, practical course or field study twice, and in its policy on benefits, fees and charges on those who fail to meet their obligations set out in the policy on studies and examination, or fulfil those obligations with a delay. The amount to be paid shall in no case exceed five percent of the mandatory lowest remuneration for full-time work (minimum wage).*

#### **Gov. decree Article 2.**

- (1) *For the purposes of applying the provisions of this decree: h) own revenue: charges under Section (1)–(2) of Article 82 of NHEA, service fee as determined in the institutional policies, and the outcome of the entrepreneurial activity of the institution, revenue from funds paid by business companies or funds expressly dedicated to be paid as scholarships through tendering;*

### **Article 32.**

- (1) Revenue originating from category I. fees, after paying the applicable VAT and meeting public payment obligations, the rest belonging to the University shall be managed by the

University bodies (central unit, faculty, dormitory etc.) assigned by rules on institutional budget and management.

- (2) Revenue originating from category II. fees – the utilization of minimum 50% of the amount of collection fees decreased by costs – shall be decided by the Faculty Student Union, based upon the consultation of the Dean of the Faculty, and such amount may be spent to student appropriation. The rest shall be used for the operation of the Faculty Student Union (25%) and by the Dean’s Office of the Faculty (25%).
- (3) Revenue originating from category III. fee shall be managed by the Faculty (50%) and the Faculty Student Union (50%).
- (4) Revenue originating from category II. and III. fees of the Faculty Student Union’s share shall be assigned to a central account by the Student’s Service Office. The application of this revenue shall be decided by the Presidency of the University Student Union.
- (5) Revenue originating from dormitory fees as determined in Article 29. of this Policy, and the principles and frameworks of the utilization of the revenue originating from the rental fees of dormitory rooms shall be determined by the Senate, with the goal of expanding the amenities of dwelling and developing the infrastructure of the dormitory after the deduction of occurred costs.

## **CHAPTER IV. Contributing university bodies**

### **Study Committee**

#### *Article 33.*

- (1) The Study Committee defined in the policy on Studies and Examination of the University (hereinafter referred to as SC) has the duty to determine the requirements of allowances and exemptions (except for dormitory fees) regarding fees payable by students, and to decide student requests concerning allowances and exemptions.
- (2) The composition and operation of the SC is subject to the provisions of the policy on Studies and Examination.

### **University Student Benefits Fees and Charges Committee**

#### *Article 34.*

- (1) The University Student Benefits, Fees and Charges Committee (hereinafter referred as USBFCC, Hungarian: EHJB) is in charge with:
  1.
    - a) the distribution of housing allowance normative, the establishment of guidelines and recommendations on the application of the allowance set forth in Article 8 Section (2) b) of the Gov. decree,
    - b) the establishment of the detailed policy on regular social scholarship referred to in Article 10., including the tendering and awarding of the housing allowance, and coordinating related tasks at a university level,
    - c) the establishment of the principles on awarding professional, scientific scholarship,
    - d) coordinating the tasks related to Bursa Hungarica Higher Education Local Government Scholarship at a university level,
  2.
    - e) recommendation to the amount of dormitory fees,
    - f) coordinating the work of Faculty Student Welfare Committees.

- (2) Policies drafted by the USBFCC are submitted by and with the consent of the University Student Union and adopted by the Senate.
- (3) Members of the USBFCC with right to vote: President of the University Student Union, one student delegated by the University Student Union, a representative of the USZ Department of Management and Finances and one representative delegated by the Rector, as well as one student representative of dormitories delegated by the University Student Union. Depending on the agenda, members of the USBFCC with right to vote may invite other persons to the sessions with a consultative status.

The Chair of the Committee, a faculty with public servant legal status of the USZ, is appointed and dismissed by the Chancellor of the University with the consent of the President of the University Student Union.

The chair position appointment is for one year term and can be renewed for multiple times.
- (4) Student may seek legal remedy with regard to a decision of USBFCC violating any law or policy, within 15 days of the date of delivery or publication, in accordance with the applicable policy on the submission and procedure of student legal remedies of the USZ.

### **Faculty Student Welfare Committee**

#### *Article 35.*

- (1) Faculty Student Welfare Committees (FSWC) shall carry out the distribution of the housing and social funds of the faculty in accordance with the rules and principles of USWC and carrying out tasks as provided in this Policy. FSWC contributes to the awarding of the following benefits:
  - a) study scholarship,
  - b) regular, permanent social scholarship,
  - c) exceptional social scholarship,
  - d) scholarship based on outstanding academic and scientific achievement,
  - e) additional aid on traineeship,
  - f) national higher education scholarship candidates,
  - g) other one-time allowances as referred in this policy.
- (2) The composition of FSWC is governed by the Faculty Student Unions' rules of procedure and its operation is regulated by the USWC's rules of procedure. The FSWC has the right to invite any member of the academic staff with a consultative status, with special regard to the Dean and Vice Deans of the Faculty. The FSWC shall give a respond to the any questions of the Faculty's management. Deans of the Faculty concerned have the right to access to the documentation generated in relation to the tendering.
- (3) Student may seek legal remedy with regard to a decision of FSWC violating any law or policy, in accordance with the applicable policy on the submission and procedure of student legal remedies of the USZ.

### **Chapter IV.**

#### **Miscellaneous and closing provisions**

#### *Article 36.*

- (1) This Policy enters into force on the 1<sup>st</sup> of March 2019. This Policy can permanently be accessed here: <http://www.u-szeged.hu/szabalyzatok>.
- (2) Upon entry into force of this Policy, the Policy on Student Fees, Charges and Benefits adopted by the decision SZ-92-VII/2017/2018. (III.26.) of the Senate is repealed.

- (3) The Senate adopts and amends this Policy with the consent of the University Student Union.
- (4) The Annexes of this policy:
  - Annex 1: Dormitory fees
  - Annex 2: Payment obligation of students
  - Annex 3: Tuition fee payment agreement form
  - Annex 4: Procedure on student reclassification between state-funded and self-funded
  - Annex 5: Fees on language courses at the Foreign Language Centre
  - Annex 6: Fees on Physical Training (PT) courses at the Sports Centre
  - Annex 7: Rules of Procedure on the payment of tuition fee
  - Annex 8: Terms and conditions of scientific grants financed by external funds

Clause:

This Policy includes the text amended by the decision SZ-83-VI/2018/2019. (II.25.) adopted at the session of the Senate of the University of Szeged on the 25th of February 2019.

**Dr. Rovó László**  
Rector

**Dr. Fendler Judit**  
Chancellor

## *Annex 1*

### **Dormitory fees**

**Dormitory fees – Academic Year 2015/2016 (HUF/person/month)**

<b>Dormitory</b>	<b>State-funded</b>	<b>Self-funded/Fee-paying</b>	<b>Doctoral student with scholarship</b>
1. Apáthy István I. category	9 320	15 800	12 600
2. id. Jancsó Miklós I. category	9 300	14 000	11 200
3. Dormitory of Béke Street I. category	9 800	14 000	11 700
4. Madzsar József Dorm. II. category	10 500	15 700	12 600
5. Semmelweis Ignác Dorm. I. category	9 320	16 500	Resident / PhD 12.600
6. Herman Ottó Dorm. I. category	9 320	9.915	11 187
7. Károlyi M. Dorm. I. category	9 320	9 915	10 965
8. Móra F Spec. Dorm. I. category	9 320	10 430	10 770
9. Eötvös L. Dorm. II. category	10 475	10 475	10 475
10. Öthalmi Dorm. I. category	9 320	9 915	10 678
11. JGYPK Teleki B. Dorm. I. category	9 320	9 722	9 478
12. MK Dormitory I. category	9 320	10 430	10 950
13. MGK Dorm. I. category	9 320	12 200	State-funded doctoral student 10 170

#### **Supplement:**

1. Dormitory fees to be paid by self-funded/fee-paying students shall be determined by dormitories at their own discretion within the limits specified in the Policy on Dormitories of USZ, provided that dormitory fees for self-funded/fee-paying students shall not be less than the fees to be paid by state-funded students and shall not exceed the total amount of the state normative funds related to dormitory capacity and the dormitory fee to be paid by state-funded students altogether.

**Annex 2**  
**Payment obligation of students**  
 Without the tuition fee and dormitory fee

Type (*)	Name of the fee	Price (HUF/occasion)	Price increase	Fee category (**)	Comments
Tuition fee		Based on the admission brochures.		I	
Dormitory fee		Amount specified in Annex 1 of this policy		I	
Complying with study obligation	Third and additional exams on the same subject	1000 HUF	–	III	
Complying with study obligation	Fee of re-registration for a subject / per subject	1000 HUF	–	III	Applicable when the student registers for the subject in question for the second time or further.
Complying with study obligation	Credit exceeded by 10%	3000 HUF	–	II	Price applicable per registered credits
Complying with study obligation	Repetition of final exam	5000 HUF	–	II	Price applicable per modules of the final exam
Complying with study obligation	Rescheduling final exam, teaching practice	1500 HUF	–	II	Only applies to published exam dates; price applicable per modules of the exam
Complying with study obligation	Cancellation of courses after deadline, per course	1000 HUF	–	III	
Belated administration	Registering for professional and teaching practice after deadline	1500 HUF	+500 HUF per day, 5500 HUF maximum	III	
Belated administration	Belated registering for other obligation set in the curriculum	1500 HUF	+500 HUF per subject	III	
Belated administration	Registering for final exam after deadline	1500 HUF	+500 HUF per day, 5500 HUF maximum	III	
Belated administration	Submitting midterm paper, thesis after deadline	1500 HUF	+500 HUF per day, 5500 HUF maximum	III	
Management of payments	Sending notice on missing the payment deadline	1000 HUF	–	I	HSZI (Student's Service Office)
Management of payments	Arrears on unpaid dormitory fee exceeding 10 days after deadline	1500 HUF	–	I	HSZI (Student's Service Office)

Type (*)	Name of the fee	Price (HUF/occasion)	Price increase	Fee category (**)	Comments
Management of payments	Arrears on unpaid tuition fee exceeding 10 days after deadline	5000 HUF	–	I	HSZI (Student's Service Office)
Further certification of study performance	Authenticated description of certain training modules (courses, course descriptions, etc.) in a foreign language	1000 HUF	–	I	Per training modules
Further certification of study performance	Verification of training period, issuing other student certificates in English (per copy)	5000 HUF	–	I	
Further certification of study performance	Verification of training period, issuing other student certificates (index, credit certificate) in Hungarian (per copy)	3000 HUF	–	I	
Further certification of study performance	Degree second copy, diploma supplement copy	5000 HUF	–	I	
Complying with study obligation	Fee of language and PT courses per lesson (45 minutes)	300 HUF		I	See Annex 5 and 6 of this policy
Other	Fee of non-central admission procedure	less than 10% of the tuition fee per semester		I	
Other	Graduation ceremony fee per student	5000 HUF maximum		I	Until 1 <sup>st</sup> October and 1 <sup>st</sup> March, in consultation with Faculty Student Unions
Other	Credit exceeded by 10%	3000 HUF per credit		I	

(\*) „Complying with study obligation” and not having paid the tuition fee impedes registration for exams.

(\*\*) Fee categories:

I. Paid fee goes to the service unit (central unit, faculty, dormitory, etc.)

II. 75% of paid fee goes to Student Union, 25% goes to the faculty. [Article 30. (5)];

III. 50% of paid fee goes to Student Union, 50% goes to the faculty.

### Annex 3

#### Tuition fee payment agreement form

##### Student Training Agreement

Contract ID number:  
KSZ<ACADEMIC YEAR>/<ID>

concluded by and between

**University of Szeged**  
**13. Dugonics tér, Szeged, H-6722**  
**Tax ID: 15329815-2-06**

(hereinafter referred to as: USZ)

and

Name: <NAME>  
Date and place of birth: <DATE\_OF\_BIRTH> <PLACE\_OF\_BIRTH>  
Mother's name: <MOTHERS\_NAME>  
Tax ID: <TAX\_ID>  
Address: <ZIP> <CITY>  
<STREET>

(hereinafter referred to as: Student) agree to the following.

##### 1. Program(s) data under the scope of student training agreement:

- |    |   |   |
|----|---|---|
| a) | <b>Name of the program</b><br><PROGRAM1><br><b>Qualification to be acquired</b><br><QUALIFICATION1><br><b>Degree level</b><br><DEGREE_LEVEL1><br><b>Place of education</b><br><PLACE_OF_EDUCATION1> | <b>Work schedule</b><br><WORK_SCHEDULE1><br><b>Commencement of training</b><br><COMMENCEMENT_OF_TRAINING1><br><b>Length of studies</b><br><LENGTH_OF_STUDIES1><br><b>Tuition fee</b><br><b>IN &lt;ACADEMIC_YEAR&gt;</b><br><TUITION_FEE1>   |
| b) | <b>Name of the program</b><br><PROGRAM2><br><b>Qualification to be acquired</b><br><QUALIFICATION2><br><b>Degree level</b><br><DEGREE_LEVEL2><br><b>Place of education</b><br><PLACE_OF_EDUCATION2> | <b>Work schedule</b><br><WORK_SCHEDULE2><br><b>Commencement of training</b><br><COMMENCEMENT_OF_TRAINING2><br><b>Length of studies</b><br><LENGTH_OF_STUDIES2><br><b>Tuition fee</b><br><b>IN &lt;ACADEMIC_YEAR&gt;</b><br><TUITION_FEE2>   |
| c) | <b>Name of the program</b><br><PROGRAM3><br><b>Qualification to be acquired</b><br><QUALIFICATION3><br><b>Degree level</b><br><DEGREE_LEVEL3><br><b>Place of education</b><br><PLACE_OF_EDUCATION3> | <b>Work schedule</b><br><WORK_SCHEDULE3><br><b>Commencement of training</b><br>< COMMENCEMENT _OF_TRAINING3><br><b>Length of studies</b><br><LENGTH_OF_STUDIES3><br><b>Tuition fee</b><br><b>IN &lt;ACADEMIC_YEAR&gt;</b><br><TUITION_FEE3> |

2. The USZ undertakes to ensure – on condition the tuition fee has been credited to the University – the training of Student meeting the admission requirements, in accordance with the qualification requirements. Student shall be treated in the same way as state-funded students in terms of training, continuation of studies, examinations and other evaluations.

3. The method of evaluation of Student's performance shall be determined by the Policy on Studies and Examination of USZ and the relevant Faculty Council and Dean of the given Faculty upon the authorization

of this policy.

**4.** Payable tuition fee covers the total consideration of the services stipulated in Article 81. (1) of Act CCIV of 2011 on National Higher Education (NHEA).

***NHEA Article 81.***

*(1) Students may use the following services in the framework of programmes funded through full or partial Hungarian state scholarships: a) lectures, seminars, consultations, practical courses and field studies, if taken for the first time, assessments and examinations, including the first repetition of unsuccessful assessments and examinations, the completion of the final examination or the procedure for obtaining a doctoral degree during the period of student status, as required for the fulfilment of the educational and academic requirements defined in the educational programme, or for obtaining a diploma, or the final certificate in a doctoral programme, in accordance with the provisions of Article 53 (2),*

*b) courses in specialized dormitory,*

*c) access to the higher education institution's facilities, such as libraries, core library services, laboratories and IT, sports and leisure facilities, and its equipment, used in relation to services available free of charge,*

*d) working clothes, personal protective equipment (protective clothing) and sanitary products provided for the practical training included in higher education vocational training programmes, or protective equipment (protective clothing) and sanitary products in the case of other programmes,*

*e) student counselling,*

*f) initial issue of all documents awarded for the completion of the programme or the procedure for obtaining a doctoral degree, unless more favourable conditions are laid down in the government decree applying to the student.*

*{...}*

***Article 82.***

*(1) The following services shall be available to students against the payment of a fee in the framework of programmes funded through full or partial Hungarian state scholarships:*

*a) delivery of courses in languages other than Hungarian, on the request of students, if such courses are defined in the curriculum of a bachelor or master programme in Hungarian, and are normally delivered in Hungarian,*

*b) anything produced by using the assets of the higher education institutions and provided to students by the higher education institution if it subsequently becomes the property of the student (e.g. reproduced materials),*

*c) access to the higher education institution's facilities (libraries, laboratories and IT, sports and leisure facilities) and equipment, used outside the context of services available free of charge,*

*d) courses resulting in available credits beyond the credit value required or to be provided by the higher education institution on a mandatory basis.*

The amount of tuition fee in each academic year shall be the amount of tuition fee determined in the previous academic year or in the first academic year of the given training, and may not be increased by more than the consumer price index established by the Central Statistical Office for the previous year. The amount of tuition fee shall be published by the relevant Faculty in the usual way by the 31<sup>st</sup> of May of the previous academic year.

**5.** The University may establish discounts on the amount of the tuition fee, based on Student's academic performance and other exceptional circumstances; requirements, amount and method of establishment shall be determined by the relevant Faculty.

**6.** Student undertakes to pay the tuition fee mentioned in 1. and 4., as well as other fees and charges determined in the Policy as specified therein, in due time. If Student fails to meet these requirement, the status of Student shall be changed to passive; and in case of other fees and charges the fulfilment of examination obligations cannot be commenced.

**7.** Student acknowledges that in the case of senior students, the payment of tuition fee is a requirement to the acquisition of the pre-degree certificate.

**8.** The relevant Faculty is obliged to pay back to Student the excess amount of the payment within 30 days upon notification, in case of Student paid more than the payable tuition fee of the given semester.

**9.** If Student suspends the student status no later than the end of the registration period of the given

semester, the whole amount of the tuition fee shall be reimbursed. In the case of a suspension requested after the last day of the acquisition of the active status, the amount of tuition fee determined in the policy shall be reimbursed.

**10.** Student may file a review against the decisions mentioned in 4-6. within 15 business days under the procedure determined in the policy on the submission and procedure of student review requests of the USZ.

**11.** Student declares that policies applying to their studies, with special regard to the Policy on Studies and Examination, Policy on Student Benefits, Fees and Charges were acknowledged and will comply with them.

Having read and interpreted the present Contract, Parties hereto have signed it as proof of their willing consent thereto.

**Szeged, <HDATE>**

Student

Vice Rector for Educational Affairs  
on behalf of the USZ

**Definitions**

Student data indicated in a) – c) (name, work schedule, degree level, commencement of studies, length of studies) are actually recorded in ETR online system when concluding this contract.

The tuition fee IN<ACADEMIC\_YEAR> shall be the whole amount of the tuition fee that is payable in the given academic year, without any possible discount.

## *Annex 4*

### **Procedure on student reclassification between state-funded and self-funded**

Under the authorization of Section 6.7 of the Policy on Studies and Examination of USZ, the University Student Union establishes the following rules on student reclassification:

#### Article 1. Scope of the policy

The scope of this policy covers students under the obligation of student reclassification between state-funded and self-funded training form, studying at the University of Szeged and pursuant to the provisions of National Higher Educational Act (with special regard to Article 48.), and upon its authorization, Article 6 (9) of the Policy on Student Fees, Charges and Benefits of University of Szeged, and 6.7. of the Policy on Studies and Examination of USZ, in accordance with the provisions of applicable acts and policies prescribing such obligation.

#### Article 2. Determining reclassification pools

- (1) Reclassification pools shall be determined by the presidency of University Student Union – based on the proposal of Faculty Student Unions, by means of decisions – so that student performances can be comparable. The presidency of University Student Union, under the NHEA, shall be set on the level of training programs, of Faculties and then of the university; these definitions shall be included in the Annex 1 of this policy.
- (2) Faculty Student Unions are obliged to send the recommendation applying to the following year mentioned above in Section (1), until the 15<sup>th</sup> of April of the year in question to University Student Union. Failing this, reclassification pools determined for the last year shall govern in terms of the following year.

#### Article 3. Determining students to be reclassified to self-funded

- (1) Student shall be reclassified to self-funded if did not accomplish at least 50% of the number of annual credits required in the recommended curriculum under the education and outcome requirements, in the last two semesters.
- (2) Reclassification turnout shall be determined as reclassification pool.
- (3) If the number of students in one reclassification pool exceeds the 15% of the unit, under the detailed reclassification principle determined in Article 4, the 15% of the worst-performing students in the unit shall be reclassified.
- (4) In the event of same adjusted credit indices – where Article 4 (2) is not applicable – reclassification is not possible in the case of students with the same performance.

#### Article 4. Procedure on student reclassification

- (1) Performance of students in reclassification pools shall be determined by adjusted credit indices.
- (2) In the event of same adjusted credit indices, the value of these shall be examined; in the event of equality, student reclassification is not possible.
- (3) Student reclassification shall be performed in terms of units of program, of faculty and of university levels set forth in Annex 2, under the provisions of Section (2).
- (4) Reclassification of students under the scope of Government decree 51/2007. (III. 26.) Article 29. (7) to state-funded shall be denied.

Article 5. Determining students to be reclassified to state-funded

- (1) Under the provisions of Article 3. (1)-(3), students reclassified to self-funded shall be replaced with self-funded students meeting the requirements of being reclassified to state-funded, pursuant to the applicable procedure.
- (2) Reclassification shall be performed under the ranking specified in Article 4.
- (3) If the number of students to be reclassified from state-funded exceeds the number of students to be reclassified from self-funded – within the same pool –, reclassification shall be performed from program, faculty and university pools, as determined in Article 2. (Annex 1), pursuant to the ranking detailed in Article 4.

Article 6. Legal remedy

- (1) Proceedings for legal remedy may be sought against the decision on reclassification, in case the decision was not adopted under the applicable procedure.
- (2) The adjudication of legal remedies falls under the scope of the policy on the submission and procedure of student legal remedies of the USZ.

## ***Annex 5***

### **Fees on language courses at the Foreign Language Centre**

#### Article 1.

- (1) During their student status at the USZ, students enrolled at the USZ are entitled to register for language courses, 16 hours (16 x 45 minutes) per week free of charge. Registration for language courses is possible in any active semester, in any hours and for all language courses announced in the semester.
- (2) Students admitted to higher education vocational training programmes are entitled to register for language courses, no more than 8 hours per week free of charge and students admitted to master programs – in case the student did not obtain their bachelor degree from the USZ – are entitled to register for no more than 6 hours per week free of charge.

#### Article 2.

Students admitted to master and additional (parallel) programmes (in the case of the establishment of an additional (parallel) student status after an additional admission process) are entitled to register for language courses free of charge, up to the number of unused free of charge courses.

#### Article 3.

Free language training of doctoral students is governed by the Policy on Doctoral Studies of the USZ.

#### Article 4.

- (1) In accordance with the abovementioned provisions, registering for additional language courses shall exclusively be possible after paying a registration fee in the semester concerned.
- (2) Students shall pay the costs of the language course (that is inherently free of charge) after the semester concerned:
  - a) if the student requests the cancellation of the course after the closing of the registration period;
  - b) if the student fails to meet the requirements of the course.Language courses paid in the abovementioned manner shall not be considered as courses to be registered for free of charge.
- (3) Student fees on language courses that are not free of charge are detailed in Annex 2 of this policy.
- (4) Student fees mentioned in Section (3) shall be charged exclusively once in the semester concerned for the same language course (despite the coexistence of more events mentioned in Article 4.).

## *Annex 6*

### **Fees on Physical Training (PT) courses at the Sports Centre**

#### Article 1.

Students admitted to higher education vocational training programmes, bachelor and undivided programmes are entitled to register for 1 (one) Physical Training course per semester for a period of two semesters free of charge; in the case of failing to fulfil this requirement or exemption or exemption of athletes, registering for additional Physical Training courses (even if Physical Training courses are prerequisite of obtaining a degree) shall exclusively be possible after paying a registration fee.

#### Article 2.

Students admitted to master and additional (parallel) programmes (in the case of the establishment of an additional (parallel) student status after an additional admission process) are entitled to register for Physical Training courses free of charge, up to the number of unused free of charge courses.

#### Article 3.

If the student

- a) registers for more than one Physical Training course in one semester; or
- b) registers for more Physical Training course(s) in addition to the free of charge course(s) as described above, they shall pay a registration fee for the second or other course(s).  
The amount of such fee is determined in Annex 2 of this policy.

## **Annex 7**

### **Rules of Procedure on the payment of tuition fee**

#### ***Policy of the University of Szeged on Student Fees, Charges and Benefits Article 27.***

- (1) Students under Section (1) – (3) of Article 1 – in accordance with this Policy and in the framework of the NHEA and the Gov. decree – shall pay tuition fee, service fees and other fees. State-funded students shall not be obliged to pay tuition fee.*
- (2) Legal titles of payable fees shall be stipulated in this Policy; their amount, the principles and method of the distribution of the revenue from the payable fees shall be determined by a designated body set forth in the Policy and the councils of each Faculties.*
- (3) Legal titles, conditions and amount of payable fees, conditions of reductions and exemptions from paying for one academic year (an education period of ten months) shall be determined no later than on the 31st of May before the upcoming academic year and shall be published at the University in the usual way.*
- (4) Students are obliged to pay the fees and charges mentioned in Section (1), until the payment deadline determined by the issuer.*
- (5) If the student does not meet the payment obligations determined in Section (1), the student is not allowed to start their exams at the end of the semester.*
- (6) Students having existing payment obligations towards the University are not entitled to take the final examination.*

#### ***Policy on Studies and Examination of the University of Szeged***

*6.2. During the student status at the University, it shall be considered as intention of continuation of studies, when the student registers at least a course of their program with one credit value until the end of course registration period. As a consequence of failing such requirement, the student status for the given semester is suspended. If the self-funded student fails to meet their payment obligation until the end of course registration period, or if having no permission for payment deferment, then the student status for the given training period is suspended.*

#### ***NHEA Article 45.***

*Article 45. (1) Student status shall be suspended when a student gives notice of not wishing to meet obligations in the coming academic term or fails to register for the next academic term. The period of suspension shall not be longer than two consecutive semesters. Students may suspend student their status more than once, as set out in the policy on studies and examination.*

#### **Article 1.**

- (1) Registration period (registering in ETR electronic system) lasts no longer than the following period of time: from two weeks prior to the commencement of the study period until the end of the second week of the study period. In doctoral programs, registering is possible until the end of the sixth week after the commencement of the study period.**
- (2) In the case of any fee payable by the student, the date of formal notice shall be the date of its administration on ETR.**

#### **Article 2.**

##### **(1) Student, who(se)**

- a) student status is not active until the end of registration period, and
- b) did not give notice of suspension (passive semester), and
- c) did not pay the first instalment of the tuition fee,
- d) has no permission to deferment of payment or the request for deferment or allowance of payment has been closed not in his favor (adjudication of a request is not in process), the University of Szeged (the Admissions Office of the Faculty) calls the student until the end of the third week of the study period for settling their student status within two weeks. If the student fails to reply to the call, their status will be changed to „passive – unreported” at the end of the fifth week of the study period and all their registered courses shall be deleted.

(2) The student mentioned in section (1) above may request for the change of their „passive – unreported” student status to active; in this case the student is obliged to pay an additional subsequent course registration fee. If this student studies as self-funded or fee-paying, the student shall pay the total amount of the tuition fee of the semester for the change of their student status.

Payable tuition fee invoices of passive – unreported status shall be deleted on the last day of the study period.

#### Article 3.

- (1) The payment of the tuition fee shall be performed in no more than three instalments. The benefit of paying by instalments remains for each student, without being obliged to submit a request. The first instalment (50%) is due to the 10<sup>th</sup> day of the first month (September, February) of the study period; the second instalment is due to the 10<sup>th</sup> day of the second month (October, March) of the study period, and the third instalment (25%) is due to the 10<sup>th</sup> day of the third month (November, April) of the study period. If the 10<sup>th</sup> day of the given month is not a business day, the payment deadline is the following first business day.
- (2) As a result of the payment of the first instalment (50%) the student status shall be changed to active in case other conditions appear to be met.
- (3) Those students, who shall perform less than the half of the compulsory credit amount determined by the curriculum for the last semester in order to apply for the final examination, a discount on the payment of the tuition fee may be given in equitable manner, in proportion to the number of credits, and such discount could be more than 50% of the tuition fee.

#### Article 4.

- (1) Any request on tuition fee shall be submitted 15 days prior to the payment deadline of the given tuition fee (but no later than 25<sup>th</sup> October or 25<sup>th</sup> March).
- (2) Students are entitled to request to the reduction of the tuition fee (release of an instalment) and/or the changing the payment deadline. In a request to change the payment deadline, the requested new payment deadline cannot be later than the payment deadline of the last instalment.
- (3) If the student submitted a request mentioned in Section (2), deadlines detailed in Article 3. (1) shall be calculated with the following difference: the earliest possible payment deadline of the given instalment shall be the 10<sup>th</sup> day following the decision upon the request, but the payment deadline cannot be later than the payment deadline of the last instalment. Payment deadlines detailed in Article 3 (1) shall be prolonged by the time of the procedure of the decision-making upon the request submitted.
- (4) Requests detailed in Section (2) shall be submitted exclusively on the corresponding form of MODULO electronic system.
- (5) The assigned decision-maker is obliged to decide the request and adopt a decision within 15 days after the submission.

#### Article 5.

Student loan may be requested in way of an assignment, in lack of active student status. Details of the procedure are available on the website of Diákhitel Központ and USZ Department of Management and Finances.

#### Article 6.

- (1) If the student announces (requests) the suspension of their student status until the last day

of the enrolment/registration period, the University of Szeged shall reimburse the whole amount of the tuition fee for the student.

- (2) If the student announces (requests) the suspension of their student status until the end of the fifth week of the study period, the Faculty is entitled to refuse the reimbursement of the tuition fee proportionally.
- (3) If the student announces (requests) the suspension of their student status later, the – even partial - reimbursement of the tuition fee paid by the student may be paid back only in accordance with the Section 6.4. of the Policy on Studies and Examination; a Faculty decision determines the amount of a possible reimbursement for the student.

Article 7.

- (1) If the student has outstanding debts owed to the University of Szeged, they are not entitled to apply for any exam until debts have been settled.
- (2) In the case of a late payment, the student is obligated to pay an additional fee of late payment and administrative fee, in accordance with the Policy on student fees, charges and benefits of the University of Szeged.
- (3) Section (1) and (2) shall be applicable after the 10<sup>th</sup> day of publishing the imposition of fee in ETR system.

## *Annex 8*

### **Terms and conditions of scientific grants financed by external funds**

#### **I. The goal of the grants**

Article 1. The goal of the grants financed by external funds is to support the scientific and professional activities of students and PhD candidates of the University of Szeged.

#### **II. The scope of this policy**

Article 2.

- (1) Students studying at bachelor, master, undivided, postgraduate specialist training programmes, or doctoral programmes of the University of Szeged shall be entitled to receive scientific grants financed by external funds, regardless of the study level or the form of education.
- (2) PhD candidates shall be entitled to receive scientific grants financed by external funds up to the termination of their doctoral candidate status.

#### **III. Funds of grants**

Article 3.

- (1) Scientific grants financed by external funds shall be paid exclusively from extra-budgetary funds, meeting at least one of the following requirements:
  - a) projects launched by the University of Szeged, individually or within a successful tender of a consortium, funded from national or EU-funds, under an effective grant contract, which will be professionally carried out through a declared and paid grant budget;
  - b) funds provided by external, industrial partners entering a memorandum of understanding and/or an agreement on research development with the University of Szeged that shall be fully or partially addressed explicitly to be paid as grants;
  - c) other funds addressed explicitly to be paid as grants provided by research and budgetary institutions, as agreed in cooperation agreements.
- (2) These funds shall be managed separately from other funds, their transparency and tracking shall be guaranteed.

#### **IV. Forms of grants**

Article 4.

- (1) Forms of scientific grants financed by external funds may be one-time or regular study grants for a semester (for up to 6 months).

- (2) The amount of one-time study grant shall not exceed the monthly amount of scholarship to be paid during state-funded doctoral studies in accordance with the amount recorded in the Article 114/D (1) ba) of the NHEA, on condition that the given student in a given programme may receive one-time study grant, during the same semester, in an amount up to twice of the scholarship paid in state-funded doctoral studies.
- (3) The amount of regular study grant during state-funded doctoral studies shall not exceed the amount recorded in the Article 114/D (1) ba) of the NHEA monthly, on condition that a student shall receive regular study grant exclusively and simultaneously in one study program.
- (4) Within one calendar year, a student may be entitled to be paid a one-time contribution or a regular scientific grant in an amount not exceeding twelve times of the amount of state-funded doctoral programme's scholarship recorded in the Article 114/D (1) ba) of the NHEA.

## **V. Types of the grant**

### Article 5.

- (1) In the case of a grant including an 'obligation of result' the applicant participates in a scientific research or an academic workshop within the topic to be awarded with the grant, fulfilling the previously specified duties and research activities.
- (2) In the case of a grant excluding an 'obligation of result' the applicant has an academic recognition, a professional experience and a previously specified scientific-professional/research plan for a specific period of time.
- (3) The applicant is obligated to submit an academic report – no later than the within 30 days following the deadline of realization – to the unit providing the payment of the funds, in accordance with the applicable type of the grant.

## **VI. Procedure of call for application**

### Article 6.

- (1) After having published the call for application for scientific grants financed by external funds on the website of the University of Szeged  
– at least 30 days preceding the submission deadline – grants may be awarded for applicants who submitted an individual application on „Modulo” electronic system with a detailed justification. The application is evaluated by the unit providing the funds of the grant (Doctoral School, Student Scientific Group, Department, other body of the institution, etc.), in accordance with the principles and rules and regulations of this policy, with special regard to the scoring system detailed in Article 6.
- (2) The unit providing the funds of the grant shall be obliged to determine the participants' (applicants') eligibility criteria (faculty, study program, scale of progression) and record them in „Modulo” system. These criteria shall exclusively be scientific and professional and shall not result in the preliminary and unjustified exclusion of certain applicants.
- (3) Calls for application published by the units and grants to be awarded are approved by the Vice-Rector for science and innovation.
- (4) During the tendering, equal opportunities and proportionality of the amount of grants to be awarded in different results in the given scientific fields shall be guaranteed among applicants.
- (5) The unit responsible for tendering keeps tender dossiers separately, and in the case of a

domestic or EU-fund allows inspection for the project management or an external body in the event of an audit.

- (6) Applicants being awarded with the grant shall not be obliged to pay extra fees in connection with their scientific and professional activities.
- (7) The unit responsible for tendering is obliged to inform the president of University Student Union concerning the details of the grants (call for application, procedure of evaluation, eligibility, accounting, etc.).

## VII. Scoring system of the evaluation of application

### Article 7.

- (1) Application submitted in accordance with this policy shall be evaluated upon the scoring system as follows:

<b>a) academic achievement</b>	<b>maximum 60 points</b>	
<b>b) scientific achievement</b>	<b>maximum 25 points</b>	
1. language exam in a foreign language recognized by the state in third and further foreign languages	intermediate 'C' type	3 points
	advanced 'C' type	5 points
2. ranking or special prize on regional, national or international student competitions during the student status	TDK 1 <sup>st</sup> place	3 points
	TDK 2 <sup>nd</sup> place	2 points
	TDK 3 <sup>rd</sup> place	1 points
	OTDK 1 <sup>st</sup> place	5 points
	OTDK 2 <sup>nd</sup> place	4 points
	OTDK 3 <sup>rd</sup> place	3 points
3. scientific-professional publication	OTDK special prize	1 points
	scientific review (not book review)	2 points
	scientific publication written in Hungarian published in a periodical	3 points
	scientific publication written in a foreign language published in a periodical	5 points
	scientific publication published in a foreign periodical	8 points
	book	15 points
<b>c) based on other factors, points may be awarded by the decision-makers at their own discretion</b>	<b>maximum 15 points</b>	
<b>Total</b>	<b>maximum 100 points</b>	

- (2) Points to be scored on academic achievement shall be calculated from the applicant's adjusted credit indices scored in the last two semesters with an active student status prior to the present semester multiplied by 12 and recorded in the electronic study system („ETR”). Points to be scored on academic achievement shall not exceed 60 (sixty) points.
- (3) Pursuant to other justified factors not specified in (1) a) and b) and relevant to the applicant's professional-scientific achievement, decision-makers are entitled to award an additional 15 point (maximum) at their own discretion, under the provisions of Section (1) c).

### **VIII. Payment of grants**

#### Article 8.

- (1) The payment of the regular study grants awarded under this policy shall be paid on a monthly basis to entitled students, according to Article 3. (4) of the Policy on Student Fees, Charges and Benefits.
- (2) Actual payment and technical-administrative issues related to the payment of the grants is administered by the Student's Service Office (HSZI).
- (3) The payment of one-time study grants is carried out together with other scholarships at the same time, in accordance with the rules of the payment of grants.
- (4) If the agreed amount of the grant exceeds the maximum payable amount as referred to in Article 4. (4), the Student's Service Office (HSZI) shall not pay the amount above such limit, and shall send that part of the grant back to the decision-making unit.

### **IX. Miscellaneous and closing provisions**

#### Article 9.

- (1) Following the entry into force of this policy, the form detailed in Article 6 (1) – prior to the establishment of the request in „Modulo” electronic system – shall provisionally be submitted personally or by mail (on paper), with at least 15 days publishing and submission deadline. *Tendering form will be published on Modulo system until the 1<sup>st</sup> of September 2013.*
- (2) Other provisions of this Policy shall be applied on forms submitted personally or by mail (on paper).