

ORGANIZATIONAL AND OPERATIONAL RULES**VOLUME THREE****STUDENT REQUIREMENT SYSTEM****III. 5 Student Disciplinary and Compensation Regulation¹**

The Senate of Károli Gáspár University of the Reformed Church in Hungary (hereinafter referred to as the University), pursuant to Article 12 (3) eb), Articles 55-56 and Annex 2 II.3.e) of Act CCIV of 2011 on national higher education, hereby adopts the following regulation on the procedure for the adjudication of students' disciplinary and compensation cases.

Article 1**Scope of the Regulation**

- (1) The provisions of this Regulation shall apply to persons having a student status with the University and to persons whose student status has been terminated or suspended, provided that they have committed a disciplinary offence or caused unlawful damage in connection with the performance of their academic obligations during the period of their student status, and to all persons who exercise disciplinary powers and participate in disciplinary procedures.
- (2) The scope of this Regulation also covers disciplinary offences and unlawful damage committed during or in connection with a practical training or internship.

Article 2**Disciplinary offence**

- (1) A student commits a disciplinary offence if he/she culpably and seriously breaches his/her obligations arising from his/her student status.
- (2) A disciplinary offence referred to in section (1) shall include, in particular,
 - a) conduct incompatible with the Reformed Christian morals,
 - b) breach of the student, theologian or psychologist oath as well as the violation of the house rules of residence halls,
 - c) representing views that attack our Reformed Christian values,
 - d) conduct causing a public scandal,
 - e) committing a criminal offence,
 - f) an offence established by a final (judicial) judgement of the ecclesiastical or state criminal court.
- (3) Disciplinary proceedings shall be initiated for conduct at the University against any person who intentionally and negligently violates the order of the facilities (residence hall, rented accommodation, library) operated by the University, including any of its organisational units, or whose conduct seriously violates any law, university regulations or house rules.
- (4) Disciplinary proceedings may be initiated against the student for conduct outside the university if it is incompatible with his/her student status or seriously damages or endangers the University's reputation.

¹ Adopted by Senate Decision No. 11/2022 (I.26), effective from 31 January 2022.

- (5) A breach of duty for which the Academic and Exam Regulation imposes adverse legal consequences, excluding Article 67 (12), shall not be considered a disciplinary offence.

Article 3 **Disciplinary sanctions**

- (1) Disciplinary sanctions that may be imposed on a student who has committed a disciplinary offence:
 - a) reprimand,
 - b) stern reprimand,
 - c) reduction or withdrawal of the benefits and allowances defined in the regulation on student fees and benefits for a maximum period of six months,
 - d) temporary prohibition from the continuation of studies for a fixed period not exceeding two semesters,
 - e) expulsion from the University.
- (2) When determining the disciplinary sanction, all the circumstances of the offence must be taken into account, in particular the persons harmed, the consequences, the repetition of the unlawful behaviour, the gravity of the committed act.
- (3) The disciplinary sanction shall be imposed in a decision. Where a sanction is imposed pursuant to section (1) c), the decision shall specify the duration of the disciplinary sanction and the amount of the reduction. In the case of the imposition of a sanction pursuant to section (1) d), the decision shall specify the period of prohibition.
- (4) Social support may not be withdrawn as a disciplinary sanction.
- (5) The imposition of disciplinary sanctions specified in section (1) d)-e) shall involve the permanent or temporary withdrawal of allowances and benefits related to the student status.
- (6) During the period of a disciplinary sanction defined in section (1) d), the student status is suspended. The initiation of disciplinary proceedings or the imposition of disciplinary sanctions may not be affected by the student's academic performance.
- (7) In the event of a disciplinary offence committed in connection with residence hall accommodation, instead of the sanction specified in section (1) e), a sanction of exclusion from the residence hall may be imposed.
- (8) The implementation of the disciplinary sanction specified in section (1) c) may be suspended, in whole or in part, for a maximum period of probation of one year.

Article 3/A **Reprimand**

- (1) Instead of imposing a disciplinary sanction, in addition to the termination of the proceedings, a warning can be used if the offence committed is of such gravity, regarding all the circumstances of the case, in particular the student's person, the reasons for the offence and the manner in which it was committed, that imposing the mildest disciplinary sanction is unnecessary and the warning is expected to have a sufficient deterrent effect.
- (2) The warning must be put in writing, the decision is issued by the persons with disciplinary powers.
- (3) If the student does not accept the warning without a procedure and presents an objection within 5 days of its notification, the disciplinary procedure shall be ordered without delay.

Article 4 **Temporary prohibition from attending lectures and other study activities**

- (1) In justified cases, the Dean may prohibit a student subject to disciplinary proceedings from attending lectures and other study activities and from visiting the faculty premises until the disciplinary decision becomes final. A student who has been banned may not take an exam. A student may not be excluded from study activities which cannot be substituted according to the Academic and Exam Regulation.

- (2) If the disciplinary procedure does not end with expulsion or temporary prohibition from the continuation of studies, the student who has been banned from attending lectures and other study activities must be given the opportunity to make up the missed study obligations without disadvantages.

Article 5 **Exerciser of disciplinary powers**

- (1) The disciplinary procedure is conducted in the first instance by the Faculty Disciplinary Committee.
- (2) Each faculty forms a 9-member Disciplinary Board. Five members of the disciplinary boards and their chairpersons are elected by the Faculty Council from among the teaching staff employed by the faculty for a term of 3 years. Three members of the disciplinary boards are delegated by the University Students' Union for a period of 1 year.
- (3) A three-member Disciplinary Committee acts in disciplinary cases. One member of the Disciplinary Committee shall be a student, its chairperson shall be the Chairperson of the Disciplinary Board or a person appointed by him/her from among the members of the Disciplinary Board. The members of the Disciplinary Committee shall be appointed by the Chairperson of the Disciplinary Board from among the members of the Disciplinary Board.
- (4) No member of the Disciplinary Committee may be a person who, under the Civil Code, is a close relative of the student subject to disciplinary proceedings or who cannot be expected to consider the case unbiased and objectively.
- (5) Any person who has a conflict of interest must immediately notify the head of the faculty. The student concerned or his/her legal representative may lodge an objection of bias at any time during the procedure. The head of the faculty decides on the exclusion of the person. An appeal against the decision of exclusion can be lodged.
- (6) Disciplinary proceedings are conducted by the faculty where the student concerned is studying. If the student is pursuing studies in more than one faculty, the faculty which is competent to conduct disciplinary proceeding is the faculty in relation to which the student has breached his/her obligations or to which he/she has committed the offence. The Disciplinary Committee of the faculty involved shall inform the other faculty or faculties of the initiation of the proceedings.

Article 5/A **Conducting disciplinary proceedings electronically**

- (1) Upon the decision of the Dean, the disciplinary proceedings or part of it may be conducted by using electronic means of communication, and decisions and minutes may be issued and delivered by electronic means, especially if the participants of the procedure are located far from each other, if the interest of conducting the proceedings as soon as possible or the circumstances requiring online education and examination justify this.
- (2) In the case of a decision referred to in section (1), the disciplinary procedure may also be conducted by means of an electronic communication network or other means capable of transmitting electronic images and sounds.
- (3) The proceedings may not be conducted if they are to be carried out in a place subject to epidemiological measures. The procedure can be conducted after the lifting of the epidemiological measure provided that the time limit for the procedure restarts on the day following the lifting of the epidemiological measure.

Article 6 **Initiation and deadline for disciplinary proceedings**

- (1) A disciplinary procedure may be ordered by the Dean upon notification or on the basis of official information, with simultaneous written notification of the student, in the case of a reasonable suspicion of a disciplinary offence.

- (2) The student and the student's proxy under the Civil Code may act in disciplinary proceedings.
- (3) The Dean shall take a written decision to initiate the procedure, including
 - a) the name, address and place of residence of the student, the identification data previously provided by the student as well as data concerning his/her study programme and year of study,
 - b) an indication of the subject of the case,
 - c) a brief description of the facts underlying the disciplinary proceedings.
- (4) The Dean shall send the decision to the Chairperson of the Disciplinary Board and to the person subject to proceedings or his/her representative. The Chairperson of the Disciplinary Board shall appoint the members of the Disciplinary Committee to act in the case, immediately upon receipt of the decision.
- (5) No disciplinary proceedings may be initiated if more than one month has passed since the Dean became aware of the disciplinary offence or five months have passed since the offence was committed.
- (6) Disciplinary proceedings shall be completed with a decision on the merits within 30 days of the initiation of the order. In view of the complexity of the case, the Chairperson of the Disciplinary Committee may extend the procedure once by 30 days.
- (7) If the disciplinary procedure reveals a well-founded suspicion that a criminal offense has been committed, the person exercising disciplinary powers shall report the offence *ex officio*.
- (8) If there is a pending infringement or criminal procedure against the person subject to disciplinary proceedings for the same act, the disciplinary proceedings shall be suspended until its final conclusion.
- (9) If the person subject to disciplinary proceedings has a student status with another higher education institution or is studying at another faculty of the University, the Dean shall immediately notify the higher education institution or faculty concerned of the initiation of the proceedings.
- (10) Any procedural action taken against the student for a disciplinary offence (ordering disciplinary procedure, invitation to appear, hearing etc) will interrupt the limitation period. The time of limitation starts again on the day of the interruption.
- (11) Disciplinary proceedings for misconduct committed in the course of practical training will be carried out by the University.

Article 7

Preparation of the assessment of the disciplinary offence

- (1) In the disciplinary procedure, the facts must be clarified.
- (2) A member or the Chairperson of the Disciplinary Committee shall prepare the assessment of the disciplinary offence on the basis of the available documents.
- (3) If the complexity of the disciplinary case so justifies, the Dean, on the recommendation of the Chairperson of the Disciplinary Committee, shall appoint a referee or, if necessary, an investigator, from among the persons employed by the University to seek and collect the evidence required to decide on the disciplinary case.
- (4) The person subject to disciplinary proceedings has the right to submit oral or written comments or to present a related defence.
- (5) The person subject to disciplinary proceedings must be informed that, in the case of a statement admitting the infringement or breach of duty, he/she may ask that detailed evidence be waived and that his/her admission is a substantial mitigating circumstance for the imposition of the penalty.
- (6) The person subject to disciplinary proceedings may use the assistance of a legal representative. He/she shall be informed of this right. The authorization of the representative shall be recorded in a public or private document having full probative value. The right of representation of the authorized representative shall be examined *ex officio*.
- (7) If the person subject to disciplinary proceedings requests that the hearing not be held in public, the investigator or the member of the Disciplinary Committee responsible for preparing the disciplinary

case shall initiate a non-public hearing. The Disciplinary Committee shall decide whether to hold a non-public hearing.

Article 8 **The disciplinary hearing**

- (1) The Disciplinary Committee shall hold a disciplinary hearing within 8 days of receiving the report of the investigator or the member of the Committee who has prepared the case. The Disciplinary Committee may exclude the public from all or part of the hearing in the public interest or in the interests of the student subject to the proceedings.
- (2) The person subject to the proceedings, his/her authorized representative, the witness, the expert and the investigator of the case shall be summoned in writing to appear at the hearing at least 3 days prior to the hearing.
- (3) During the disciplinary procedure, the student shall be heard and shall be given the opportunity to present his/her defence and to present evidence. If the student fails to appear at the meeting despite regular notification, the personal interview may be waived. If he/she provides an excusable reason for his/her absence, a new date for the hearing must be set or he/she must be given the opportunity to submit written comments upon his/her request. If the student's hearing or participation in the hearing is not possible for reasons beyond his/her control, the disciplinary procedure shall be suspended until the hindrance is eliminated at the latest.
- (4) The Chairperson of the Disciplinary Committee shall summon the student subject to the proceedings to the hearing in writing, the witness and the expert in writing or orally.
- (5) The summons to appear shall state the name of the student subject to the disciplinary proceedings, the place and date of the disciplinary hearing and the capacity in which the addressee is summoned to appear.
- (6) In the summons to appear, the student subject to the disciplinary proceedings shall be informed of the right to submit his/her defence in writing, of the possibility to choose a representative and of the fact that if he/she fails to appear despite regular notification and does not excuse himself/herself with reasonable excuse 2 days before the date of the hearing, the disciplinary hearing may be held in his/her absence. If the student subject to disciplinary proceedings provides an excusable reason for his/her absence, a new date for the hearing must be set or the student shall be given to opportunity the submit written comments on his/her request. The student's comments will be presented to the disciplinary committee by the chairman during the hearing. In this case, the period between the two deadlines shall be disregarded in the calculation of the time limits according to Article 6 (6).
- (7) The student subject to disciplinary proceedings and his/her representative may look into the documents of the case, submit motions and ask questions to the witness and expert present.
- (8) The disciplinary hearing is chaired by the Chairperson of the Disciplinary Committee. He/she shall take care that the disciplinary procedure is in order and that the provisions of the Disciplinary Regulation are observed, and shall ensure that the persons involved in the procedure can exercise their rights and fulfil their obligations under proper conditions.
- (9) The Chairperson of the Disciplinary Committee, after counting those present, opens the hearing and presents the documents of the disciplinary proceedings. Thereafter, the Committee will listen to the student subject to disciplinary proceedings who may present his/her defence. During the hearing of the student subject to disciplinary proceedings other students subject to the same procedure, who have not been yet heard as well as witnesses, may not be present.
- (10) The investigator promotes the establishment of disciplinary liability by means of motions and comments.
- (11) The person subject to disciplinary proceedings may comment on or object to any evidence and any proposal of the investigator. The rejection of a request for evidence shall be justified in the decision closing the procedure.

- (12) If the student admits the commission of the disciplinary offence at the hearing and there is no doubt about this admittance, no further evidence shall be required.
- (13) If further evidence is required, the Disciplinary Committee shall hear witnesses and, if necessary, experts, and present the documents obtained.
- (14) The witness shall be asked to declare whether he/she is interested or biased in the case, and shall be warned about his/her obligation to tell the truth and the consequences of perjury.
- (15) If the testimony of the witness contradicts the defence of the student subject to disciplinary proceedings or the testimony of other witnesses, an attempt to clarify this shall be made, if necessary, by confrontation.

Article 8/A
Provisional measures

- (1) Until the end of the procedure, the Disciplinary Committee, by temporary measures, may order the suspension of the student subject to disciplinary proceedings from further studies or may terminate his/her student status, if it is urgently needed due to serious threats to the University's interests or in order to protect the University's reputation or its students.
- (2) Pursuant to Article 11, there is a special right to appeal against the decision of the Disciplinary Committee ordering provisional measures.

Article 9
The disciplinary decision

- (1) At the end of the evidentiary procedure to examine evidences, the Disciplinary Committee shall decide by a simple majority, in a closed session.
- (2) The disciplinary decision is announced orally at the hearing by the chairperson of the Disciplinary Committee.
- (3) The decision may impose a disciplinary penalty or terminate the disciplinary proceedings.
- (4) The Disciplinary Committee may base its decision only on the evidence examined at the disciplinary hearing. Facts not proven beyond doubt may not be assessed against the student subject to disciplinary proceedings.
- (5) A decision imposing a disciplinary sanction shall be taken if the Disciplinary Decision finds that the person subject to disciplinary proceedings has committed a disciplinary offence and therefore considers it necessary to impose a disciplinary penalty.
- (6) Both the decision imposing a disciplinary sanction and the decision terminating the disciplinary proceedings shall state in the introductory part the case number, the Faculty Disciplinary Committee that made the decision, the name of the student against whom the disciplinary proceedings were ordered, the place and date of the disciplinary hearing and whether the hearing was public.
- (7) The operative part of the decision imposing the disciplinary sanction shall include:
 - a) the name and personal details of the student who is subject to the disciplinary measure;
 - b) the description of the disciplinary offence;
 - c) the disciplinary sanction imposed and any other provisions relating to it (e.g. suspension);
 - d) information on the possibility of appeal, the place and deadline for submitting it and the appeal procedure;
 - e) the date or time limit for the fulfilment of the obligation, the time and extent of the withdrawal of the benefits and allowances and the duration of the prohibition.
- (8) The justification of the decision imposing a disciplinary sanction shall include:
 - a) the established facts;
 - b) the description and evaluation of the evidence;
 - c) the reason for rejecting the motion for evidence;
 - d) the circumstances and facts taken into account in imposing the penalty;
 - e) an indication of the provisions on which the disciplinary sanction is based;

- f) reference to the legislation and university regulations establishing the scope and competence of the Disciplinary Committee.
- (9) The Disciplinary Committee shall take a termination decision if
- a) the act committed is not a disciplinary offence or was not committed by the student subject to the proceedings;
 - b) the disciplinary offence cannot be proved to have been committed;
 - c) the disciplinary offence is time-barred;
 - d) the act on which the proceedings are based has already been finally judged by disciplinary proceedings;
 - e) the committee has imposed a warning on the student instead of a disciplinary sanction;
 - f) the student status of the student has been terminated during the disciplinary proceedings.
- (10) No disciplinary sanction may be imposed on a student if the student is deceased or if his/her student status has been terminated before the final conclusion of the proceedings.
- (11) In addition to the provisions of section (4), the operative part of the decision terminating the disciplinary proceedings shall include a statement of the termination and the reason for termination.
- (12) The justification for the decision terminating the disciplinary proceedings shall state the facts established and the evidence for them, or a reference to the absence of evidence, and the reasons which led the Disciplinary Committee to terminate the proceedings.
- (13) The Chairperson of the Disciplinary Committee shall put the disciplinary decision, together with the justification for the decision, in writing within 3 days and shall arrange for its delivery to the person subject to the proceedings, his/her representative and the Dean. The decision of the Disciplinary Committee shall be signed by the chairperson. The decision shall be delivered to the student subject to the proceedings and his/her representative even if it has already been notified to them by publication.
- (14) The Disciplinary Committee may not change its published decision, but it may correct errors of name, calculation or other similar errors which do not affect the merits of the decision, either on its own initiative or upon request.

Article 10

Minutes and procedure deadline

- (1) Minutes shall be kept of the hearing of the person subject to disciplinary proceedings, of the non-public meeting of the Disciplinary Committee and of the disciplinary hearing.
- (2) The minutes shall be drawn up no later than 15 days after the disciplinary hearing and sent to the persons involved in the proceedings within another 5 days.
- (3) If a witness is heard at the disciplinary hearing, the minutes shall be drawn up immediately. The contents of the minutes shall be communicated to the persons heard and, after this has been done, the minutes shall be signed by them. The person heard may ask the minutes to be supplemented or corrected. Any refusal to sign the minutes and the reasons for the refusal shall be recorded in the minutes. The minutes shall be attached to the disciplinary documents.
- (4) The minutes shall be signed by the Chairperson of the Disciplinary Committee and by the minutes-keeper.

Article 11

Legal remedies and enforcement

- (1) The student subject to the proceedings may submit an appeal against the disciplinary decision in accordance with the regulation on Procedure for Student Legal Remedy (OOR, III.3) addressed to the Rector and submitted to the head of the Faculty.
- (2) The disciplinary decision can only be enforced after it has become final. The decision shall be final if no appeal has been lodged or the request has been waived within 15 days of notification or failing

this, of becoming aware of the decision. The decision of second instance becomes final upon notification.

Article 12 Exemption

- (1) The student is exempt from the adverse legal consequences of the disciplinary sanction
 - a) six months after the disciplinary sanction specified in points a)-b) of Article 3 (1) has become final;
 - b) six months after the completion of the disciplinary sanctions referred to in point c) of Article 3 (1);
 - c) one month after the expiry of the period of the disciplinary sanction defined in point d) of Article 3 (1);
 - d) in the case of a suspended disciplinary sanction, if the probation period has passed satisfactorily.
- (2) The student concerned may submit a request to the Rector for the cancellation of the disciplinary sanction within the period specified in points a)-c) of section (1) on the basis of his/her activities and behaviour during the period since the decision was taken.
- (3) In the case of special equity circumstances, the Rector shall, upon request, exempt the student from the disciplinary sanction specified in point e) of Article 3 (1), provided that at least three years have passed since the decision became final. In this case the penalty shall be deleted from the register.
- (4) The Dean shall arrange for the payment of the allowances and other benefits by contacting the competent department.
- (5) In the case of an exemption, the disciplinary decision shall be deleted from the register. Upon deletion, the fact of the exemption shall be indicated on the decision in the file.

COMPENSATION (FINANCIAL) LIABILITY

The student's liability for damages

Article 13

- (1) Students shall be liable for any damage caused unlawfully to the University, the residence hall or, in the case of participation in practical training, to the organiser of the practical training in the course of their studies, with the exception of the provisions of this Regulation, in accordance with the Civil Code.
- (2) Damage shall be deemed to be any depreciation or loss of the property of the University/residence hall/ practical training provider, in particular:
 - a) depreciation (damage, loss, misuse or misappropriation of material, technical or financial assets) in the own property of the University/residence hall/training provider, or in the property of third parties in the ownership, management or responsible care of the University/residence hall/practical training provider;
 - b) loss or impairment of the property rights or enforceable claims of the University/residence hall/practical training provider;
- (3) Damage unlawfully caused in connection with the performance of the student's academic obligations shall also be deemed to be damage caused at social, cultural, sporting, scientific or professional events organised by the University/residence hall/practical training provider or during the use of services provided by the University/residence hall/practical training provider.
- (4) The student's culpability, the occurrence and extent of the damage and the connection between the damage and the unlawful conduct must be proved by the University/residence hall/practical training provider.
- (5) The connection between the damage and the pursuit of studies must be proved by the University.

Article 14

- (1) In the event of negligence, the student's liability is limited. The amount of compensation may not exceed fifty percent of the monthly amount of the lowest mandatory remuneration for work (minimum wage) applicable on the day of the damage.
- (2) Damages are caused by negligence if the student does not foresee the consequences of his/her conduct, because he/she does not act with due care or is aware of the consequences but recklessly expects them not to occur.

Article 15

- (1) In the case of damages caused intentionally, the total damage shall be compensated.
- (2) Harm is intentional if the student knows, foresees and accepts the consequences of his/her acts (omission).

Article 16

- (1) Regardless of the student's culpability, the student shall be fully liable for any loss or damage to any items received by means of a note or receipt, under an obligation to return it or give account of its use which are kept, exclusively used or handled by the student.
- (2) The student shall be exempted from liability if he/she can prove that the loss or damage was caused by an unavoidable external cause beyond his/her control or that the conditions for safekeeping were not ensured by the University/practical training provider/residence hall.
- (3) The existence of the conditions specified in section (1), the occurrence and the extent of the damage (loss) shall be proved by the University/practical training provider.
- (4) If damage has been caused due to the deterioration of the item handed over for safekeeping, the student's liability shall be assessed according the rules of liability (Articles 14-16). In this case, the student bears the burden of proving that he/she is not at fault.
- (5) In determining the amount of damage, the following shall be taken into account:
 - a) the cost of repairing the damaged item, including operating costs, and the amount of any depreciation left despite of the repair;
 - b) if the item has been destroyed or has become unusable, or if it is lost, the consumer price applicable at the time of the damage, with regard to the obsolescence.

Liability of the University/residence hall/practical training provider for damages**Article 17**

- (1) The University, the residence hall, the organiser of the practical training shall be fully liable for any damage caused to the student in connection with his/her student status or residence hall accommodation, regardless of culpability.
- (2) The student shall prove the occurrence and extent of the damage and that the damage occurred in connection with his/her studies or during the practical training.
- (3) The University/residence hall/practical training provider shall be exempt from liability if they prove that the damage was caused by an unavoidable cause beyond their control, or if it was caused solely by the unavoidable conduct of the injured.
- (4) It shall not be deemed to be an unavoidable cause outside the scope of operation, if the damage was caused
 - a) by a staff member of the University or a person authorized by the University,
 - b) by a student of the University if the damage could have been prevented by the University,
 - c) by the mechanical condition of the University, or was suffered by a student in a university vehicle.

- (5) The provisions of sections (1)-(4) shall also apply to liability for damages occurred during a session (event) organised by the University/residence hall/practical training provider.
- (6) The University may only send a student to a study abroad programme or to an internship abroad if the student has valid travel, accident, sickness and property insurance for the duration of the stay abroad. If the University sends a student abroad who does not have valid insurance, the University and the student shall share the liability for any damage incurred. The University shall also not be liable if the damage was caused by the student's unavoidable conduct, or if he/she takes part in a study abroad programme on his/her own accord, or if the travel or stay abroad is organised or predominantly organised by the student.

Procedure of the University/residence hall/ practical training provider for establishing liability for damages caused by the student

Article 18

The procedure for establishing (financial) liability for damages (hereinafter referred to as the procedure) start upon notification or becoming officially aware of it.

Article 19

- (1) A report shall be made of the student's misconduct. It shall contain:
 - a) the place and time of the report;
 - b) the name, address and study programme of the student who has caused the damage;
 - c) the place and time of the damage;
 - d) the description of the damage, the nature (manner) of the misconduct, the nature of the damage (damaged, destroyed, etc.), other facts and circumstances related to the damage;
 - e) the name and position of the person who drew up the report and his/her signature, the names of the witnesses, indicating whether they witnessed the damage or the recording.
- (2) If the student who has caused the damage is also present when the report is drawn up, the report shall include, upon request, the statements made by the student in connection with the damage. In this case, the report shall be signed by the student, or if he/she refuses to sign the report, the fact of the refusal shall be recorded. A copy of the report shall be given to the student on request.
- (3) The report is drawn up by an employee of the organizational unit where the damage was caused. If no such employee is on the spot, any employee of the University may draw up the report.

Article 20

- (1) The report referred to in Article 19 shall be sent to the economic manager within three days of its preparation.
- (2) On the basis of the report, the economic manager shall make a proposal for the extent of the damage incurred within 15 days of its receipt. In this context, he/she shall, if necessary, take measures to supplement the facts, in particular, by hearing the student.

Article 21

- (1) A three-member Compensation Committee shall be convened within 8 days of the proposal made by the staff member designated by the financial manager to assess the extent of the damage.
- (2) The Compensation Committee shall be chaired by the staff member proposing the extent of the damage, and shall be composed of one student delegated by the University Students' Union, one member from among the academic staff and one from among the non-academic staff of the University. The procedure of the Compensation Committee shall be governed by the procedure of the Disciplinary Committee of first instance.

Article 22

Based on the hearing of the case, the Compensation Committee shall make a decision

- a) ordering the payment of compensation, or
- b) terminating the compensation procedure.

Article 23

- (1) The operative part of the decision ordering the payment of compensation shall include:
 - a) the name, place and date of birth, mother's name, address, study programme, Neptun code of the student who has caused the damage;
 - b) the amount of the compensation, the deadline for payment, and, where applicable, the possibility of granting instalment payment;
 - c) a reference to the possibility of appeal, and to the fact that the final decision on compensation may be challenged in court within 30 days of its notification.
- (2) The reasoning part of the decision ordering the payment of compensation shall briefly include:
 - a) the facts established,
 - b) the presentation and assessment of the evidence,
 - c) depending on the nature of the case, an explanation to what extent the student is at fault for the damage,
 - d) the mitigating and aggravating circumstances taken into account when ordering the payment of compensation,
 - e) a reference to the provisions on which the compensation is based.

Article 24

- (1) The Compensation Committee shall take a decision to terminate the procedure if
 - a) the damage was not unlawful, or it was not caused by the student subject to the procedure,
 - b) the damage is not proved,
 - c) the student was not at fault,
 - d) the claim for compensation is time-barred,
 - e) the claim for compensation has been finally adjudicated.
- (2) The operative part of the termination decision shall include:
 - a) the data of the student subject to the procedure as referred to in point a) of Article 24 (1),
 - b) the decision to terminate the procedure,
 - c) the reason for termination.
- (3) The justification of the termination decision shall briefly state the established facts and the evidence, and shall refer to the relevant point of section (1) on which the termination of the procedure is based.

Article 25

The student subject to the proceedings may submit an appeal against the disciplinary decision in accordance with the regulation on Procedure for Student Legal Remedy (OOR, III.3).

Procedure for establishing liability for damage caused by the University to the student**Article 26**

- (1) The student may submit his/her claim for compensation in writing to the Dean of the faculty, stating the exact nature of the claim for compensation together with the evidence supporting the claim.
- (2) If the written notification does not contain the information specified in points b) and d) of Article 19 (1), the student shall be requested to complete the notification, setting a time limit no more than fifteen days.

- (3) The Dean shall forward the request to the economic manager and at the same time provide information on the available details in connection with the claim.

Article 27

- (1) If, on the basis of the available information, the economic manager in charge of the case finds the student's claim for compensation to be well-founded, he/she shall take a decision on compensation (simplified procedure), applying the provisions of Article 24 accordingly. In other cases, the provisions governing the compensation procedure specified in Articles 19-27 shall apply accordingly.
- (2) The decision on compensation must be taken within 30 days of the date of the written notification or the date on which the written notification was supplemented/recorded.

Article 28

The rules of the Civil Code for compensation shall apply to other issues of (financial) liability for damages.

Article 29

This Regulation shall enter into force on 31 January 2022, and the Disciplinary and Compensation Regulation, Annex III.5 of the University's Organizational and Operational Rules issued on 1 July 2006 shall be repealed at the same time as this Regulation enters into force.

Budapest, 31 January 2022.

Prof. Dr. Ágnes Czine
Acting Rector