

**KÁROLI GÁSPÁR UNIVERSITY OF THE REFORMED CHURCH IN HUNGARY****ORGANIZATIONAL AND OPERATIONAL RULES****VOLUME THREE****STUDENT REQUIREMENT SYSTEM****III.2 REGULATION ON STUDENT FEES AND BENEFITS**

Based on the provisions laid down in point eb) of Article 12 (2) of Act CCIV of 2011 on national higher education (hereinafter: **National Higher Education Act**) and in point d) of Part II/3, Annex 2 of the Act, pursuant to Government Decree 87/2015 (IV.9.) on the implementation of certain provisions of Act CCIV of 2011 on national higher education (hereinafter: Implementation Decree), Government Decree 248/2012 (VIII. 31) on certain provisions required for the implementation of Act CCIV of 2011 on national higher education, Government Decree 389/2016 (XII.2) on the financing of the core activities of higher education institutions, Government Decree 51/2007 (III.26.) on the benefits and fees of students in higher education (hereinafter: **Government Decree**), in accordance with the authorisation and provisions of Act on Hungarians living in neighbouring countries (hereinafter: **Act on Preferential Treatment**) and Act V of 2014 on higher education of the Reformed Church in Hungary<sup>1</sup>, the Senate of the Károli Gáspár University of the Reformed Church in Hungary (hereinafter: the **Senate**) adopts the following regulation (hereinafter: the **Regulation**) on the grants that may be awarded for students and the fees and reimbursements to be paid by them:<sup>2</sup>

**PART ONE****GENERAL PROVISIONS****SCOPE OF THE REGULATION****Article 1**

- (1) <sup>3 4</sup>The scope of this Regulation covers all study programmes (higher education vocational trainings, bachelor, master and doctoral programmes, single cycle long programmes, postgraduate specialisation programmes) at Károli Gáspár University of the Reformed Church in Hungary (hereinafter referred to as the **University**) leading to student status. The Regulation also extends to persons having student status with the University (hereinafter: **student**) including doctoral candidates<sup>5</sup>, regardless of their nationality and the date of establishment of their student status as well as employees involved in education.
- (2) The Regulation also applies to students who have guest student status during their studies at the University.
- (3) Issues related to student residence halls – not covered by this Regulation – are regulated by the Resident Hall Regulations (OOR, Volume III.4) and those related to doctoral studies are regulated by the Doctoral Regulation (OOR, Volume III.6).
- (4) The scope of this Regulation, where explicitly provided for, extends to persons whose student status has already been terminated.

<sup>1</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>2</sup> Amended by Senate Decision No. 95/2020. (VI. 24.), effective from 25 June 2020.

<sup>3</sup> Amended by Senate Decision No. 23/2018. (III.07.), effective from 7 March 2018.

<sup>4</sup> Amended by Senate Decision No. 95/2020. (VI. 24.), effective from 25 June 2020.

<sup>5</sup> The rules apply only to doctoral candidates who established their doctoral student status before the academic year 2016/2017.

- (5) Students having the right of free movement and residence pursuant to a specific law, or third-country nationals holding a permit issued for the purposes of highly qualified employment and residence (EU Blue Card) shall have the same rights and obligations – as regards fees and allowances – as Hungarian citizens participating in higher education.

## DEFINITIONS

### Article 2

- (1) For the purpose of this Regulation, the following definitions are used:

- a) **general education teacher training programmes:** Teacher of Hungarian Language and Literature; Teacher of History and Civics; Teacher of a foreign language; Teacher of Mathematics; Teacher of Informatics; Teacher of Science and Environment; Teacher of Physics; Teacher of Biology; Teacher of Chemistry; Teacher of Geography; Classroom Music Teacher; Teacher of Drawing; Teacher of Art and Visual Culture; Teacher of Technology, Life Management and Practices; Teacher of Physical Education; Teacher of Economic Knowledge; Teacher of Household and Life Management; Teacher of Ethics; Teacher of Society; Teacher of Human and Social Behaviour; Teacher of Film Theory and History; Teacher of Art History; Teacher of Psychology; Teacher of Health Science; Teacher of Management, and study programmes in case of which the student was exempted from paying a tuition fee – on the basis of a second general education teacher training – before 1 September 2006.
- b) **orphan** means a 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** means a student who is younger than 25, one of whose parents is deceased, and who has not been adopted;
- d) **student with disability or student disadvantaged because of his/her 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;
  - dc) is disabled according to the National Higher Education Act or suffers from physical, sensorial or speech disorders, or in case of multiply disabilities from autism spectrum disorder or any other disorder of psychological development (serious learning, attention-deficit or behavioural disorder);
- e) **breadwinner** who has
  - ea) at least one child, or
  - eb)<sup>6</sup> is entitled to care allowance according to Act III of 1993 on social administration and social benefits<sup>7</sup>;
- f) **student with a large family** is a student
  - fa) who has at least two dependent siblings or three children, or
  - fb) if, in addition to the person(s) carrying for him/her, at least two persons living in the same household as the student have a monthly income below the minimum wage, or

<sup>6</sup> Amended by Senate Decision No. 188/2019. (X.16.), effective from 1 November 2019.

<sup>7</sup> Articles 40-44 of Act III of 1993 on social administration and social benefits.

- fc) who is the guardian of at least two minor children;
- g) **\*student eligible for social benefits** is a student enrolled in full-time higher education vocational training, bachelor, master or single-cycle long programme or doctoral programme who
- ga) is participating in a study programme funded fully or partially through a Hungarian state scholarship, or
- gb) who has started his/her studies in a state-supported study programme and would be entitled to participate in state-funded education on the basis of the number of commenced semesters in the given study programme;
- h) **disadvantaged student (applicant)** is a person younger than twenty-five years of age at the time of enrolment (application) who is considered disadvantaged under the provisions of Act on child protection and child welfare administration<sup>9</sup>;
- i) **multiply disadvantaged student** is a person younger than twenty-five years of age at the time of enrolment (application) who is considered multiply disadvantaged under the provisions of Act on child protection and child welfare administration<sup>10</sup>;
- j) **maintainer** means a relative living in the same household as the student who is obliged to maintain the student according to the Civil Code<sup>11</sup>;
- k) **own revenue** means the fees referred to in sections 82 (1)-(2) of the National Higher Education Act, the service fees specified in the institution's regulations, the profits from the business activities of the institution, its income from funding received from business associations and support received through application for grants specifically for the payment of scholarships;
- l) **student funded through a state scholarship** shall mean a student participating in state-supported education according to Act CXXXIX of 2005 on higher education, and from September 2012 shall mean a student funded fully or partially through a Hungarian state scholarship in accordance with Act CCIV of 2011 on national higher education. Compared to a student with a full Hungarian state scholarship, a student with a partial Hungarian state scholarship shall be taken into account in the calculation of the amount of the grants awarded to him/her with a multiplier of 0,5 in terms of eligibility for student allowances. Where this Regulation refers to students funded through a state scholarship, students funded through partial state scholarships, and, in case of students covered by Act CXXXIX of 2005 on higher education, state-supported students shall be understood, as well. State-funded student shall mean a student participating in a state-funded training as specified in Article 114/D (3) of the National Higher Education Act.<sup>12</sup>
- m) **self-funded student** shall mean a student participating in a self-funded or self-financed training according to Act CXXXIX of 2005 on higher education and Act CCIV of 2011 on national higher education respectively. Where this Regulation refers to self-funded students, this shall also be understood to mean self-financed students.

## GENERAL PROVISIONS AND COMPETENT BODIES

### Article 3

- (1) The Regulation lays down the principles governing the award of student grants, the conditions, methods and procedures for awarding grants, the duration and title of the grants, the control for monitoring the use of financial resources and other grants, the possibility of legal remedies. This Regulation provides for the fees and charges payable by students, exemptions and benefits, the rules for the payment and administration of fees, the principles for the use of revenues from fees and

<sup>8</sup> Amended by Senate Decision No. 95/2020. (VI. 24.), effective from 25 June 2020.

<sup>9</sup> Article 67/A (2) of Act XXXI of 1997 on child protection and child welfare administration.

<sup>10</sup> Article 67/A (2) of Act XXXI of 1997 on child protection and child welfare administration.

<sup>11</sup> Article 4:196 of Act V of 2011 on the Civil Code.

<sup>12</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

charges as well as the control system for the use of financial resources and the possibility of legal remedies.

- (2) <sup>13 14 15</sup> The entitlements and conditions of the grants to be awarded to students shall be determined in advance for the duration of one academic year by 31 July preceding the beginning of the academic year, and shall be published by the Rector's Office.<sup>16</sup>
- (3) <sup>17 18 19</sup> The titles, conditions and amounts of charges and fees to be paid by the student to the University for non-performance or late performance, and the residence hall fees shall be determined for the duration of one academic year by 31 July preceding the beginning of the academic year, and shall be published by the Rector's Office.<sup>20</sup>
- (4) Student grants, charges and fees to be paid by students as well as benefits and exemptions shall be determined for one semester (5-month teaching period). Eligibility for a residence hall accommodation shall be determined for the given academic year.
- (5) A resolution must be adopted on the decision to fulfil payment obligations.

#### Article 4

- (1) As defined in this Regulation, the following bodies and persons may act in matters relating to student fees and benefits:
  - a) Rector,
  - b) Senate,
  - c) <sup>21 22</sup> Vice-Rector for Education,
  - d) Dean,
  - e) <sup>23</sup>Chancellor's Office Directorate for Economic Affairs<sup>24</sup>,
  - f) University Students' Union (Hungarian abbreviation: EHÖK),
  - g) University Doctoral Students' Union (Hungarian abbreviation: DÖK),
  - h) Registrar's Office<sup>25</sup> of the faculties (hereinafter: **Registrar's Office**),
  - i) Faculty Students' Union (Hungarian abbreviation: HÖK),
  - j) Social Committee (Hungarian abbreviation: SZB),
  - k) Study Committee,
  - l) Head of the Faculty Registrar's Office<sup>26</sup>,
  - m) International Relations Office<sup>27 28</sup>,
  - n) Rector's Office Directorate of Education<sup>29 30</sup>.

#### Article 5

- (1) <sup>31 32</sup>The Social Committee consists of ten members, five of whom are student members, one from each faculty, delegated by the University Students' Union for a period of 2 year, and five members, one from each faculty, elected by the Senate from among the full-time employees of the University

<sup>13</sup> Amended by Senate Decision No. 188/2019. (X.16.), effective from 1 November 2019.

<sup>14</sup> Amended by Senate Decision No. 106/2021. (V.31.), effective from 31 May 2021.

<sup>15</sup> Amended by Senate Decision No. 210/2022 (VII. 13), effective from 14 July 2022.

<sup>16</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>17</sup> Amended by Senate Decision No. 188/2019. (X.16.), effective from 1 November 2019.

<sup>18</sup> Amended by Senate Decision No. 106/2021. (V.31.), effective from 31 May 2021.

<sup>19</sup> Amended by Senate Decision No. 210/2022 (VII. 13), effective from 14 July 2022.

<sup>20</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>21</sup> Amended by Senate Decision No. 188/2019. (X.16.), effective from 1 November 2019.

<sup>22</sup> Amended by Senate Decision No. 188/2019. (X.16.), effective from 1 November 2019.

<sup>23</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

<sup>24</sup> Amended by Decision No. FT-50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>25</sup> Amended by Decision No. FT-50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>26</sup> Added by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>27</sup> Added by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>28</sup> Amended by Decision No. FT-50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>29</sup> Added by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>30</sup> Amended by Decision No. FT-50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>31</sup> Amended by Senate Decision No. 188/2019. (X.16.), effective from 1 November 2019.

<sup>32</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

for a period of 4 years. The committee's chairperson is elected by secret ballot from among the full-time employee members.

- (2) In the case of grants awarded by applications as provided for in this Regulation, the bodies and persons specified therein shall act.
- (3) The dean of each faculty shall decide on applications for the reduction of the tuition fee or on the authorization of instalment payment or deferment of payment according to Article 3 (5) and Article 66-67 of this Regulation.

## Article 6

- (1) The amount of the tuition fee payable by students for the current semester shall be recorded by the Registrar's Office. The Registrar's Office also records in Neptun the Dean's decision on payment in instalments or deferred payment for a given student each semester, in accordance with Article 66 of this Regulation<sup>33</sup>.
- (2) Charges and service fees set by the Senate are written out by the student in NEPTUN Education Administration System (hereinafter: **Neptun**).
- (3) No discount is available on service fees. An exception to this rule is the fee for courses taken in addition to the free credits, provided that the student makes it probable that the excess credits were taken through no fault of his/her own.
- (4) <sup>34</sup> <sup>35</sup>By way of derogation from section (3), if the student makes it probable that the service fee has been charged to him/her by mistake, or if he/she is in a situation where the service fee has been charged to him/her through no fault of his/her own, he/she may request the head of the faculty to cancel the service fee within 30 days of the date on which the service fee was charged or, if the service fee has already been paid, to repay it to the bank account number of a Hungarian financial institution specified by the student as default in Neptun. The head of the faculty shall adopt a decision on the request submitted according to this section, against which the student may appeal in accordance with the Procedure for Student Legal Remedy. The decision set out in this section shall be implemented without delay. The appeal against the decision has no suspensory effect on the implementation of the decision<sup>36</sup>.
- (5) <sup>37</sup>Notwithstanding with section (4), if the Study Committee takes a decision in an academic matter which results in the cancellation and repayment of a fee charged to the student, the cancellation of the fee or, if the student has already paid it, the repayment of the fee need not be requested separately, the Study Committee may order the cancellation and the repayment of the fee in its decision. The student may appeal against the decision in accordance with the Procedure for Student Legal Remedy. The decision set out in this section shall be implemented without delay. The appeal against the decision has no suspensory effect on the implementation of the decision.

## LEGAL REMEDY

### Article 7

- (1) <sup>38</sup>Students may appeal against decisions, measures, or failure to act, (hereinafter: decision) of the University (and any of its organisational units, bodies, employees) taken on the basis of this Regulation – except as provided in Article 33 of this Regulation, subject to Article 57 of the National Higher Education Act – in accordance with the provisions of the Procedure for Student Legal Remedy (OOR, Volume III.3), in compliance with the procedure set out therein, unless the possibility of appeal is excluded by this Regulation.

<sup>33</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>34</sup> Added by Senate Decision No. 188/2019. (X.16.), effective from 1 November 2019.

<sup>35</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

<sup>36</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>37</sup> Added by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

<sup>38</sup> Amended by Senate Decision No. 95/2020. (VI. 24.), effective from 25 June 2020.

- (2) The student's appeal must be accompanied by the contested decision and the documents and evidence supporting the request. In the case of decisions taken on the basis of this Regulation, the provisions of the Procedure for Student Legal Remedy shall apply, except that the appeal must be submitted to the person or body that made the first instance decision, who or which may, within its own competence, uphold the request and, accordingly, change or correct the first instance decision. If the request is not approved, it shall be submitted to the competent person without delay pursuant to Article 7 (1) of the Procedure for Student Legal Remedy (OOR, Volume III.3).

## **FINANCIAL STATUS OF STUDENTS**

### **Article 8**

- (1) The students' financial status can be state-supported, state-funded (partially or fully) or self-financed, self-funded at the University.
- (2) State-supported students are students admitted to state-financed study programmes
- a) who have established a student status before 1 January 1997, until the completion of their studies;
  - b) who have established a student status after 1 January 1997 in the academic year 1997/1998, 1998/1999, 1999/2000, until the completion of their studies, provided that
    - ba) they pursue studies for the award of their first degree (for the purposes of this article: first undergraduate/graduate training), or
    - bb) after obtaining a college-level degree and a professional qualification they continue their studies in the same field of study in order to award their first university degree and a professional qualification or, in teacher training, their first teacher's qualification built on a college or university degree (for the purposes of this article: first supplementary graduate training);
  - c) who have established a student status in the academic year 2000/2001, 2001/2002, provided that
    - ca) they have not established a student status before this one, and participate in their first undergraduate/graduate training, and the number of their semesters commenced does not exceed the number of semesters of the training period specified in the qualification requirements, or
    - cb) they have already had a one-major teacher qualification at the time of starting their studies, and participate in a teacher training leading to a second one-major teacher qualification, and the number of their semesters commenced does not exceed the number of semesters of the training period specified in the qualification requirements, or
    - cc) they pursue studies at a study programme for which the qualification requirements include a higher education diploma as an entry requirement, and the number of their semesters commenced does not exceed the number of semesters of the training period specified in the qualification requirements, or
    - cd) they participate in a first supplementary graduate training for four semesters;
  - d) who have established a student status in the academic year 2002/2003, 2003/2004, 2004/2005, 2005/2006, provided that
    - da) they have not had a student status before establishing this one and participate in their first undergraduate/graduate training, and the number of their semesters commenced does not exceed the number of semesters of the training period specified in the

qualification requirements increased by three in the case of 8-semester study programmes, and by two in other cases, or

- db) they have already established a student status but terminating this one they have established a new student status in the framework of an admission procedure and participate in their first undergraduate/graduate training, and the number of their semesters commenced does not exceed the number of semesters of the training period specified in the qualification requirements increased by three in the case of 8-semester study programmes, and by two in other cases, or
  - dc) at the beginning of their studies they have already participated in a state-supported, one-major teacher training programme (general or religious studies), and start their studies in a second one-major teacher training programme, and the number of their semesters commenced does not exceed the number of semesters of the training period specified in the qualification requirements by three in the case of 8-semester study programmes, and by two in other cases, or
  - dd) they pursue studies in a study programme for which the qualification requirements include a higher education diploma as an entry requirement, and the number of their semesters commenced does not exceed the number of semesters of the training period specified in the qualification requirements by three in the case of 8-semester study programmes, and by two in other cases, or
  - de) they have participated in a first supplementary graduate training for six semesters;
  - e) who, upon the decision of the institution, have been transferred from self-financed or self-funded places to state-supported or state-funded places in any study programme for the period of time remained from the training period of the state-funded student who left the university;
  - f) who have started their studies in higher education vocational training before 1 March 2006, for a number of semesters exceeding by two the number of semesters of the higher education vocational training.
- (3) A person who has established a student status from the academic year 2006/2007 to that of 2011/2012 shall be considered a state-supported student according to Article 55 (2) and (4) of Act CXXXIX of 2005 on higher education.
- (4) A person who has established a student status from the academic year 2012/2013 shall be considered a student funded through a state scholarship pursuant to Article 47 of the National Higher Education Act.

## PERIOD OF FUNDING

### Article 9

- (1) A person may participate in higher education studies – including higher education vocational trainings, bachelor and master programmes – funded through full or partial Hungarian state scholarships for a total period of twelve semesters (hereinafter: **period of funding**). All semesters commenced in a state-supported or fully or partially state-funded study programme shall be included in the period of funding unless the student suspends his/her student status in the given semester.
- (2) For students participating in doctoral programmes, the period of funding shall not exceed 8 semesters.<sup>39</sup>
- (3) <sup>40</sup> <sup>41</sup>For students participating in single-cycle long programmes the duration of which exceeds ten semesters according to the programme and outcome requirements, the period of funding shall not

<sup>39</sup> Amended by Senate Decision No. 42/2016. (V.25.), effective from 30 May 2016.

<sup>40</sup> Amended by Senate Decision No. 95/2020. (VI. 24.), effective from 25 June 2020.

<sup>41</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

exceed fourteen semesters. In cases where a student participates in a teacher training programme commenced simultaneously with or following a master or single-cycle programme other than a teacher training programme or in a professional teacher training programme or in a teacher training programme only available as a second or further master programme leading to a teacher qualification following a master programme other than a teacher training programme in the same professional field, as defined in the relevant Government Decree, the period of funding determined in section (1) may be two semesters longer.

- (4) The Study Committee may extend the period of funding for students with disabilities as defined in section (1) by up to four semesters. This benefit may be used for the acquisition of more than one degree (diploma), provided that the total period of funding under this section does not exceed four semesters<sup>42</sup>.
- (5) All semesters for which the student has registered shall constitute part of the period for which funding is received.
- (6) The period of funding for students falling under the scope of Act on preferential treatment who have previously participated in a bachelor programme and have been admitted to a master programme shall be extended by two semesters.
- (7) The period of funding shall not include
  - a) semesters commenced but could not be completed because of illness, childbirth or for any other reasons which is not imputable to the student,
  - b) semesters funded but could not be completed because the higher education institution was dissolved without allowing students to complete their studies, provided that the student concerned was unable to complete his/her studies at another higher education institution,
  - c) semesters completed at a dissolved higher education institution but were not recognised by the higher education institution where studies were continued.
  - d) <sup>43</sup>semesters completed by students with a status defined in points a), b) and d) of Article 21/A (1) 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”) in study programmes at the National University of Public Service,
  - e) <sup>44</sup>semesters taken by the student in teacher training master programme under Article 39 (4a), and
  - f) <sup>45</sup>semesters spent in a 4-semester teacher training master programme parallel to or following a single-cycle or master programme other than teacher training.
- (8) If the period of funding available has ended, higher education studies may be continued only in self-funded form.

## Article 10

- (1) <sup>46</sup>For students who have established a student status in the academic year 2006/2007 or later, the period of funding available to obtain a degree (diploma) may be up to two semesters longer than the official duration of the study programme. If the student is not able to obtain the degree (diploma) during the period of funding specified in this way, he/she shall continue his/her studies in this degree programme in self-funded form even if he/she has not otherwise exhausted the period of funding pursuant to Article 9 (1) or, in the case of a single-cycle long programme, Article 9 (3), provided that the University has free capacity.

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<sup>42</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>43</sup> Added by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>44</sup> Added by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>45</sup> Added by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>46</sup> Amended by Senate Decision No. 95/2020. (VI. 24.), effective from 25 June 2020.



- (2) For students who have started their studies in the academic year 2012/2013 or later, the period of funding provided for a given study programme shall include all earlier periods during which funding was received for the same programme.
- (3) <sup>47</sup>In the case of students admitted from the academic year 2006/2007 to that of 2011/2012, the period of funding previously used in the same or another study programme shall be counted towards the period of funding pursuant to Article 9 (1) or, in the case of single-cycle long programmes, Article 9 (3).
- (4) For students who started their studies before the academic year 2006/2007, the period of funding shall be determined in accordance with points a)-f) of Article 8 (2).

## Article 11

- (1) For the purposes of this Regulation, a semester commenced is a semester in which the student has an active student status on the first working day of the 4<sup>th</sup> week of the study period (i.e. his/her student status is not passive or is not suspended).
- (2) Holding a degree and a professional qualification shall not constitute a reason for exclusion from participation in programmes funded through full or partial Hungarian state scholarships.
- (3) There is no limit on the number of study semesters for self-financed students who have established a student status in the academic year 2006/2007 or later. However, a student may not receive any statutory grants, benefits or services if the number of their semesters commenced at the higher education institution, including the period of state-supported studies, exceeds sixteen semesters. This provision shall not apply to those who establish a new student status five years after the termination of their student status.
- (4) In the case of students who have established a student status in the academic year 2006/2007, the period of funding and the time available for self-financed studies shall be counted as one semester if the student has a student status in several higher education institutions at the same time, or if the student is simultaneously participating in more degree programmes at the University for the purpose of obtaining several qualifications.
- (5) For students who have started their studies after 1 September 2007 but before 1 September 2012, the provisions of section (4) shall apply to the extent that they have established a further (parallel) student status in the third semester of their first study programme at the latest.
- (6) Holding a degree and a professional qualification shall not constitute a reason for exclusion from participation in programmes funded through full or partial Hungarian state scholarships, but in cases where a student studying in any cycle of higher education simultaneously participates in a programme funded through a full or partial scholarship and another (parallel) programme in the same cycle, the available period of funding shall be reduced in each semester by a number of semesters corresponding to the number of parallel programmes funded through full or partial state scholarships.

## RECLASSIFICATION

### Article 12

- (1) Based on the form of funding, students shall be classified as either students funded through full or partial Hungarian state scholarships or self-funding students.
- (2) <sup>48 49 50</sup>In each academic year, higher education institutions shall reclassify students participating in programmes funded through full or partial Hungarian state scholarships as self-funding students,
  - (a) in the case of students who started their studies **before the academic year 2016/2017**,

<sup>47</sup> Amended by Senate Decision No. 95/2020. (VI. 24.), effective from 25 June 2020.

<sup>48</sup> Amended by Senate Decision No. 23/2018. (III.07.), effective from 7 March 2018.

<sup>49</sup> Amended by Senate Decision No. 165/2018. (IX.26.), effective from 1 October 2018.

<sup>50</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

- in the last two semesters in which their student status was not suspended,
- failed to collect at least fifty percent of the credits prescribed in the recommended curriculum, and
- failed to achieve the study average defined in Article 12 (4) of this Regulation, or
- have withdrawn their declaration referred to in Article 48/D (2) of the National Higher Education Act.

(b) <sup>51</sup>in the case of students who started their studies **in the academic year 2016/2017 or later**,

- in the last two semesters in which
  - their student status was not suspended, or
  - they have not participated in a study abroad programme as defined in Article 81 (3)-(4) of the National Higher Education Act,
- failed to collect the credits specified in Article 12 (4) of this Regulation, or
- failed to achieve the average academic performance level defined in Article 12 (4) of this Regulation.

(3) <sup>52</sup>In the case of students admitted to programmes funded through full or partial Hungarian state scholarships, if their student status is terminated before the completion of the programme, or their studies are continued in self-funded form for any reason, the vacancy thus caused may be filled, upon request, by a self-funding student participating in the same programme at the University. The University shall decide on reclassification based on the academic performance of the self-funding student applying for reclassification as a student participating in a programme funded through a full or partial Hungarian state scholarship. A student admitted to a programme funded through a full Hungarian state scholarship may also be replaced through the reclassification of a student participating in a programme funded through a partial Hungarian state scholarship as set out in this Regulation.

(4) <sup>53 54</sup> For students starting their studies in the academic year 2016/2017 and afterwards, the credits and credit-weighted averages to be used for reclassification under Article 12 (2) b):

- a) <sup>55</sup> for students studying in the academic year 2021/2022, for all faculties, during the reclassification at the end of the academic year 2021/2022, on the average of the last two semesters in which the student's student status was not suspended or the student did not participate in a study abroad programme as defined in Article 81 (3) and (4) of the National Higher Education Act, the student must
- earn at least 18 credits, i.e. a total of 36 credits over the two semesters,
  - have a minimum credit-weighted average of 3,00.
- b) <sup>56</sup> For students starting their studies in the academic year 2022/2023 or afterwards, for all faculties, during the reclassification at the end of the academic year, on the average of the last two semesters in which the student's student status has not been suspended or the student has not participated in a study abroad programme, the student must
- earn at least 18 credits,
  - have a credit-weighted average of 3,00.

c) <sup>57 58</sup>

d) <sup>59 60</sup>

<sup>51</sup> Amended by Senate Decision No. 95/2020. (VI. 24.), effective from 25 June 2020.

<sup>52</sup> Amended by Senate Decision No. 23/2018. (III.07.), effective from 7 March 2018.

<sup>53</sup> Added by Senate Decision No. 23/2018. (III.07.), effective from 7 March 2018.

<sup>54</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

<sup>55</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

<sup>56</sup> Amended by Senate Decision No. 95/2020. (VI. 24.), effective from 25 June 2020.

<sup>57</sup> Amended by Senate Decision No. 95/2020. (VI. 24.), effective from 25 June 2020.

<sup>58</sup> Deleted by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

<sup>59</sup> Added by Senate Decision No. 95/2020. (VI. 24.), effective from 25 June 2020.

<sup>60</sup> Deleted by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

- (4a) <sup>61</sup>In the case of students studying in teacher training, the Rector shall be authorised to grant, in justified cases, an exemption from the requirement of the credit-weighted average applicable during the reclassification at the end of the academic year set out in Article 12 (4). The Rector shall decide on the exemption from the requirement in a decision by 15 July at the latest, and in the case of reclassification at the end of the academic year 2021/2022, after the Maintainer's decision as specified in Article 15 (2a).
- (5) Decisions on reclassification between state-supported and self-financed, and state-funded and self-funded forms must be taken at the end of the academic year after the end of the training period, but no later than 30 days before the beginning of the next training period.
- (6) Students who have completed no more than one semester at the University, or who have been unable to complete their studies due to illness, childbirth or for any other reason beyond the students' control, as defined in Article 47 (6) of the National Higher Education Act, shall not be considered for reclassification.
- (7) <sup>62</sup> <sup>63</sup>The Senate shall determine and publish the credits and credit-weighted average to be used for reclassification at the end of the academic year according to Article 12 (4) b) at least 15 days before the beginning of the academic year in question.
- (8) <sup>64</sup>A student may be reclassified to a vacant state-supported or state-funded place if he/she meets the conditions specified in Article 12 (2) and (4) for state-supported and state-funded students.
- (9) <sup>65</sup>In order to determine the number of students who can be reclassified to a state-supported form for the next training period, the University must determine, on the basis of the students' academic performance,
- a) the number of state-funded and state-supported students whose student status was terminated in the given semester,
  - b) the number of state-funded and state-supported students who have been reclassified to a self-funding training,
  - c) the number of students who, with the semester completed, have already used the available state-supported semesters according to Article 47 (3) of the National Higher Education Act.
- (10) <sup>66</sup>A self-financed student cannot be reclassified to a state-supported place and a self-funding student cannot be reclassified to a training funded through a full or partial Hungarian state scholarship, if the number of their previously used semesters supported by the state exceed the official duration of their study programme by two semesters or, in the case of a student with disabilities, by four semesters.
- (11) Students who have not been reclassified will continue their studies in the same form of training (financing) in the following academic year as in the previous one.

### Article 13

- (1) The decision on reclassification shall be taken by the Head of the Registrar's Office. The decision shall be issued in the form of a resolution, and shall be sent to the student via Neptun and by email.
- (2) Of the decisions on reclassification, the decision on reclassification from state-funded to self-funded form should be taken first, because the failure to appeal against the decision, or the outcome of the appeal may affect the validity of the decisions on reclassification from self-funded trainings.
- (3) <sup>67</sup>In the case of reclassification from self-funded to state-funded form, the decision should state that the reclassification decision will only become final once the decisions on reclassifications from state-funded to self-funded forms have become final.

<sup>61</sup> Added by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

<sup>62</sup> Deleted by Senate Decision No. 23/2018. (III.07.), effective from 7 March 2018.

<sup>63</sup> Modified by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

<sup>64</sup> Amended by Senate Decision No. 95/2020. (VI. 24.), effective from 25 June 2020.

<sup>65</sup> Modified by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

<sup>66</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

<sup>67</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

- (4) If, as a result of the appeal procedure, the financial status of the student reclassified from state-funded to self-funded form remains state-funded, the Head of the Registrar's Office shall immediately reclassify again the student with the lowest adjusted credit-index to self-funded status in the study programme concerned by the appeal. The relevant decision shall be sent to the student concerned without delay.

#### Article 14

- (1) A student who exceeds the maximum period of funding or the funding period for the award of a given diploma shall become a self-funding student.
- (2) Following the decision on reclassification under Article 13 (1) of this Regulation, the student's financial status in Neptun shall be changed to self-funded by the Registrar's Office. At the same time as the reclassification, the Registrar's Office shall prescribe the amount of the tuition fee. The student shall be informed of this via Neptun and by e-mail. The Head of the Registrar's Office shall place the resolution on reclassification in the student's personal file.
- (3) After the start of the last state-funded semester, the student should be reminded in a Neptun message that, according to the available data, this is his/her last state-funded semester. If the student has a different opinion, he/she should submit the relevant data to the Registrar's Office.

#### Article 15

- (1) <sup>68</sup>If the Registrar's Office establishes at the end of the academic year that a student who started his/her studies in state-supported form in the academic year 2007/2008, or thereafter, up to and including the academic year 2011/2012, failed to collect at least 50 % of the credits prescribed in the recommended (sample) curriculum in the last two semesters when his/her student status was not suspended – taking into consideration the provisions of section (4) and (5) – , he/she may continue his/her studies only in self-financed form in the following academic year. Under the conditions set out in this section, the number of state-supported students affected by the reclassification may be up to fifteen percent of the students eligible for reclassification in the academic year, in a breakdown according to section (10).
- (2) <sup>69 70</sup>Students who started their studies funded through a full or partial Hungarian state scholarship in the academic year 2012/2013, or thereafter, up to and including the academic year 2015/2016, shall be reclassified to self-funding training if, in the last two semesters in which their student status was not suspended, they failed to achieve the credit-weighted average, in the average of two semesters, determined by the Senate per faculty. The Senate shall adopt this decision for the following academic year in advance, at least 15 days before the beginning of the academic year, and shall publish it in the usual way. Corrected fail (1) grades are not counted in the credit-weighted average. The provisions of this section may be applied first at the end of the academic year 2014/2015 to students whose student status was active in both semesters of the academic year 2014/2015.
- (2a) <sup>71</sup>Students who started their studies in a programme funded through a full or partial Hungarian state scholarship in the academic year 2016/2017, or afterwards, shall be reclassified to a self-funding programme under the conditions provided for in Article 12 (2) and (4). The Maintainer, after having consulted with the Senate, shall determine the number of credits and the credit-weighted average to be achieved in the academic year 2021/2022 in accordance with section (4) by 10 August 2022, provided that the number of credits to be acquired may not exceed 18 credits/semester and the credit-weighted average to be achieved may not be higher than the average specified in the Implementation Decree of the National Higher Education Act, and shall authorize the Rector to apply the derogation under section (4a). If the Maintainer does not decide within the time limit set

<sup>68</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

<sup>69</sup> Amended by Senate Decision No. 210/2022 (VII. 13), effective from 14 July 2022.

<sup>70</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

<sup>71</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

- out in this section, the reclassification shall be based on the 18 credits/semester and the credit-weighted average as defined in the Implementation Decree for the academic year 2021/2022.
- (3) By 31 March of each year, the educational units shall provide the Registrar's Office with the number of credits required for the entire duration of the study programme or two-major degree programme valid from the given academic year.
  - (4) In addition to the provisions of Article 12 (6) of this Regulation, students who, in any of the semesters taken into account in the reclassification decision, have studied or participated in an internship at a foreign higher education institution as scholarship holders (Erasmus, CEEPUS etc.) shall not be taken into account in the reclassification decision.
  - (5) Credits gained by credit recognition in the given semester shall be taken into account in the reclassification decision according to section (1).
  - (6) <sup>72</sup>Decisions on reclassification between state-supported / (fully or partially) state-funded and self-financed / self-funded forms of training as referred to in sections (1) and (2) shall be taken at the end of the academic year, after the end of the educational period, but no later than 20 July. An exception to this rule is the reclassification at the end of the academic year 2021/2022, in which case the decision on reclassification shall be made until 19 August the latest.
  - (7) When making decisions on reclassification, state-supported students studying pursuant to Act of 2005 on higher education and students funded through full or partial state-scholarship according to the National Higher Education Act shall be considered separately. A state-supported student may only be reclassified to a self-financed form of training, and a student funded through a full or partial state-scholarship to a self-funded form of training. A self-financed student can only be transferred to a vacant state-supported place, and a self-funded student can be reclassified to a place funded through a full or partial state-scholarship which have become vacant.
  - (8) <sup>73</sup>If the Head of the Registrar's Office determines that more than fifteen percent of the state-supported students should be reclassified to self-financed form of training under the rules defined in section (1), he/she shall exempt the best-performing students from the reclassification on the basis of their cumulative adjusted credit index.
  - (9) <sup>74</sup>The decision referred to in section (1) shall be taken for each study programme in higher education vocational trainings, bachelor, master and single-cycle long programmes. If the University provides study programmes on different sites (seats), the decision shall be taken for each site, each study programme. Students with the same credit index shall be assessed in the same way.
  - (10) Upon request, state-supported students may continue their studies in self-financed form, and students funded through a full or partial Hungarian state-scholarship in self-funding form from the following semester, provided that the relevant applications are submitted to the Registrar's Office no later than 30 days before the beginning of the semester. Students funded through full or partial Hungarian state scholarships should state in their application that they withdraw their declaration of acceptance of the conditions of the full or partial Hungarian state scholarship. The decision on reclassification upon the student's own request is made by the Head of the Registrar's Office. The reclassified students may apply for a vacant state-funded place in the same way as other self-financed or self-funded students of the University.
  - (11) The University will conclude a student training agreement with the student transferred to a self-financed or self-funded training. The amount of the initial tuition fee of the reclassified student is equal to the amount of the tuition fee payable in the academic year following the reclassification by students admitted to the self-funded form of the same study programme in the year when the reclassified student established a student status. The amount of the tuition fee is prescribed by the Registrar's Office in Neptun.

## Article 16

<sup>72</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

<sup>73</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

<sup>74</sup> Amended by Senate Decision No. 95/2020. (VI. 24.), effective from 25 June 2020.

- (1) <sup>75</sup> <sup>76</sup>Self-financed, self-funded students may apply for reclassification according to Article 12 (3) of this Regulation to the Registrar's Office on the relevant electronic application form in Neptun, by 15 July of each year, following the end of the examination period of the spring semester. The application should indicate the adjusted credit index of the last but one active semester and the last active semester. If the adjusted credit index of the last active semester does not appear on the application form, the application cannot be submitted in Neptun, therefore the student must immediately report the deficiency to the Registrar's Office, which will inform the student of the reason of the deficiency and, if possible, close the 2<sup>nd</sup> (spring) semester of the given academic year.
- (2) The Head of the Registrar's Office will rank the self-funded and self-financed applicants who have submitted their applications by the deadline according to the adjusted credit index of their last two active semesters in the case of each study programme. If a state-funded or state-supported place is available in the given study programme, it will be awarded to the student with the highest adjusted credit index.
- (3) If there are more vacant state-funded or state-supported places in the study programme than the number of applicants for reclassification, the vacancies shall be added primarily to study programmes belonging to the same educational cycle within the faculty, in lack of these, the vacant state-supported, state-funded places can be used in another educational cycle within the faculty, and if there are still vacant state-supported, state-funded places left at the faculty, they can be used at institutional level according to the above rules.
- (4) <sup>77</sup>If more self-financed or self-funded students have applied for reclassification to state-supported or state-funded form of training than the number of available vacancies, the reclassification decision shall draw the students' attention to the fact that the reclassification decision will only be final once the decisions on reclassification of students from state-funded, state-supported form of training to self-funded, self-financed forms have become final. The Head of the Registrar's Office will notify the students concerned of the finality of the reclassification decision in Neptun and by email.

## PART TWO

### GRANTS FOR STUDENTS

#### SOURCES OF STUDENT GRANTS

#### Article 17

- (1) Pursuant to Article 85/B of the National Higher Education Act, grants based on performance and social needs may be provided to students from the budgetary resources granted to the University under Article 85/A of the National Higher Education Act and from the resources generated from the University's income, external donations and contributions.
- (2) The University may also award other scholarships from its own resources, in the manner set out in this Regulation, by means of a competitive application procedure.
- (3) <sup>78</sup>Notwithstanding section (2) of this Article, the grant referred to in point f) fe) of Article 18 (1) shall be awarded without an application procedure, on the basis of the information provided by the Dean of the Faculty of Theology.
- (4) <sup>79</sup>Notwithstanding section (2) of this Article, the grant referred to in point f) fx) of Article 18 (1) shall be awarded without an application procedure, on the basis of the information provided by the University's Pedagogical Training Centre and the Teacher Training Centre of the Faculty of Humanities and Social Sciences and the scholarship payment list issued by the Vice-Rector for Education.<sup>80</sup>

<sup>75</sup> Amended by Senate Decision No. 95/2020. (VI. 24.), effective from 25 June 2020.

<sup>76</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

<sup>77</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

<sup>78</sup> Amended by Senate Decision No. 129/2022. (V.25.), effective from 27 May 2022.

<sup>79</sup> Added by Senate Decision No. 129/2022. (V.25.), effective from 27 May 2022.

<sup>80</sup> Amended by Decision No. FT-50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

## ENTITLEMENTS TO STUDENT ALLOWANCES

### Article 18

(1) The University may use the funds available for student allowances for the following purposes:

- a) payment of performance-based scholarships
  - aa) study scholarships,
  - ab) <sup>81</sup>national higher education scholarship,
  - ac) institutional scholarships for professional, academic and public life purposes,
- b) payment of grants based on social needs
  - ba) regular grants based on social needs
  - bb) exceptional grants based on social needs
  - bc) the portion of the Bursa Hungarica Municipal Higher Education Grants paid by the institution,
  - bd) grants awarded to foreign students by the Minister,
  - be) initial aid,
  - bf) support for the completion of a practice period (internship grant).
- c) payment of doctoral scholarships,
- d) payment of other scholarships defined in this Regulation, 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
  - 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 student residence halls,
  - ed) renting dormitory places, renovating student residence halls,
  - ee) supporting the operation of students' and doctoral students' unions,
  - ef) supporting the operation of student counselling organisations.
- f) Based on Article 17 (2) the following grants are available:
  - fa) Károli Gáspár Scholarship,
  - fb) Károli Excellence Scholarship,
  - fc) Eötvös Károly Scholarship,<sup>82 83</sup>
  - fd) Talent Bonus,
  - fe) <sup>84</sup>“Practical Year” Scholarship of the Faculty of Theology for Reformed Theologian-Pastor students,
  - ff) scholarships paid to foreign students arriving from abroad and for students of the University travelling abroad under agreements with foreign partner institutions,
  - fg) <sup>85</sup>Calvin College Scholarship of the Faculty of Humanities and Social Sciences,
  - fh) <sup>86</sup>Kardos János Research Fellowship of the Faculty of Law,

<sup>81</sup> Amended by Senate Decision No. 23/2018. (III.07.), effective from 7 March 2018.

<sup>82</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>83</sup> Amended by Decision No. FT-50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>84</sup> Amended by Senate Resolution No. 159/2020. (VII. 17.), effective from 20 July 2020.

<sup>85</sup> Amended by Senate Decision No. 188/2019. (X.16.), effective from 1 November 2019.

<sup>86</sup> Amended by Senate Decision No. 21/2016. (III.30.), effective from 4 April 2016.

- fi) <sup>87</sup>MNB Excellence Scholarship,
  - fj) <sup>88 89</sup>
  - fk) <sup>90</sup>Scholarship for students of Economic Psychology, Business Ethics and Organisational Self-Reflection postgraduate specialisation programme,
  - fl) <sup>91</sup>Scholarship Bonus,
  - fm) <sup>92</sup>Scholarship for teaching practice of students participating in a one-year continuous individual school practice in single-cycle teacher training,
  - fn) <sup>93</sup>Scholarship for students of Benda Kálmán College of Excellence in Humanities and Social Sciences,
  - fo) <sup>94 95</sup>Scholarship for students participating in single-cycle teacher training of Communication and Media Education (média-, mozgókép- és kommunikációtanár, mozgóképkultúra és médiaismeret-tanár), Communication and Media Science bachelor or Communication and Media Studies master programme,
  - fp) <sup>96</sup>Reformed Christian Scholarship,
  - fr) <sup>97</sup>
  - fs) <sup>98</sup>
  - ft) Dózsa Sarolta Donation Scholarship,
  - fu) Sarkadi-Nagy István Donation Scholarship,
  - fv) <sup>99</sup>MNB Horizontal Programmes Competition Scholarship
  - fw) Scholarship of the Hungarian Lawyers Association<sup>100</sup>
  - fx) TM Mentor Scholarship<sup>101</sup>
  - fy) College Excellence Scholarships<sup>102</sup>
- g) international allowances<sup>103</sup>
- ga) scholarship to assist a Hungarian citizen to study at a state-recognised higher education institution abroad,
  - gb) scholarship for students participating in studies in the countries of the European Economic Area,
  - gc) support for foreign citizens studying in Hungary,
  - gd) <sup>104 105</sup>scholarship, housing assistance and supplementary health insurance paid to foreign citizens studying at the University in the framework of the Stipendium Hungaricum Scholarship Programme (see OOR, III.11 Regulation),
  - ge) <sup>106</sup>Károli Christian Scholarship
  - gf) <sup>107</sup>Scholarship for Christian Young People (see OOR, III.11 Regulation).
  - gg) <sup>108</sup>Károli GO Supplementary Grant for Erasmus

<sup>87</sup> Amended by Senate Decision No. 75/2016. (VI.22.), effective from 27 June 2016.

<sup>88</sup> Amended by Senate Decision No. 33/2017. (V.03.), effective from 8 May 2017.

<sup>89</sup> Deleted by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>90</sup> Amended by Senate Decision No. 23/2018. (III.07.), effective from 7 March 2018.

<sup>91</sup> Amended by Senate Decision No. 23/2018. (III.07.), effective from 7 March 2018.

<sup>92</sup> Amended by Senate Decision No. 165/2018. (IX.26.), effective from 1 October 2018.

<sup>93</sup> Added by Senate Decision No. 18/2019. (III.06.), effective from 11 March 2019.

<sup>94</sup> Added by Senate Decision No. 103/2019. (VI. 12.), effective from 17 June 2019.

<sup>95</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

<sup>96</sup> Amended by Senate Decision No. 194/2018. (XI.14.), effective from 19 November 2018.

<sup>97</sup> Deleted by Senate Decision No. 291/2021. (X.20.), effective 21 October 2021.

<sup>98</sup> Deleted by Senate Decision No. 291/2021. (X.20.), effective 21 October 2021.

<sup>99</sup> Added by Senate Decision No. 291/2021. (X.20.), effective 21 October 2021.

<sup>100</sup> Added by Senate Decision No. 342/2021 (XII.08.), effective from 8 December 2021.

<sup>101</sup> Added by Senate Decision No. 129/2022. (V.25.), effective from 27 May 2022.

<sup>102</sup> Added by Decision No. FT-21/2022 (XII.14) of the Maintenance Board, effective from 27 October 2022.

<sup>103</sup> Amended by Senate Decision No. 21/2016. (III.30.), effective from 4 April 2016.

<sup>104</sup> Amended by Senate Decision No. 163/2016. (XII.14.), effective from 19 December 2016.

<sup>105</sup> Amended by Senate Decision No. 95/2020. (VI. 24.), effective from 25 June 2020.

<sup>106</sup> Amended by Senate Decision No. 188/2019. (X.16.), effective from 1 November 2019.

<sup>107</sup> Amended by Senate Decision No. 95/2020. (VI. 24.), effective from 25 June 2020.

<sup>108</sup> Added by Decision No. FT-22/2022 (X.27) of the Maintenance Board, effective from 14 December 2022.



gh) <sup>109</sup>Studium Iuris Research Scholarship of the KRE Postgraduate Doctoral School of Law and Political Sciences

## **ELIGIBILITY FOR STUDENT ALLOWANCES AND PAYMENT OF GRANTS**

### **Article 19**

- (1) Students may only receive social grants and doctoral scholarships from one higher education institution at the same time. If the student is studying in more than one higher education institution at the same time, he/she may receive these grants from the higher education institution with which he/she first established a state-funded student status.
- (2) <sup>110</sup>The student may receive national higher education scholarship at one higher education institution. If more than one higher education institution proposes to recognise the same person, the student will receive the national higher education scholarship from the higher education institution with which he/she first established a student status.
- (3) The study scholarship specified in point aa) of Article 18 (1) of this Regulation can also be applied for on the basis of the academic results achieved in the first and further bachelor or master programme in the case of additional (parallel) student status.
- (4) In addition to the benefits specified in sections (1)-(3), a student who is simultaneously studying in several study programmes – regardless of the number of higher education institutions (faculties, study programmes) in which he/she is enrolled – may receive student benefits only from the higher education institution (faculty, study programme) in which he/she first enrolled.
- (5) Grants based on social needs can be awarded upon the student's request.
- (6) <sup>111</sup> <sup>112</sup>Performance-based scholarships, social grants, doctoral scholarships, the Károli Gáspár Scholarship, the Eötvös Károly Scholarship III and III+, the Calvin College Scholarship of the Faculty of Humanities and Social Sciences, Károli Excellence Scholarship and the Reformed Christian Scholarship are available to the eligible student only as a financial support. <sup>113</sup>
- (7) Performance-based scholarships, regular grants based on social needs, the Bursa Hungarica Municipal Higher Education Grants, grants awarded to foreign students by the Minister, the initial aid, the support for the completion of a practice period (internship grant), the doctoral scholarship, the Károli Gáspár Scholarship, the Károli Excellence Scholarship, the Reformed Christian Scholarship and the Eötvös Károly Scholarship III and III+ of the Faculty of Law shall be paid on a monthly basis, unless otherwise specified. The University shall arrange for the payment of these benefits by transfer by the 10<sup>th</sup> day of the relevant month, with the exception of the first month of the semester.
- (8) Amounts due for September shall be paid by 10 October, and amounts due for February by 10 March.
- (9) In applying the procedural rules set out in this Regulation, the University (and any of its organisational units, bodies or employees) shall act in such a way that payments are made to the beneficiaries by the deadlines indicated in sections (7)-(8).
- (10) Within the University, the study scholarship and the regular grant based on social needs shall be awarded in the same proportion to students funded through a full Hungarian state scholarship and students funded through a partial Hungarian state scholarship.
- (11) The student benefits specified in Article 18 of this Regulation shall be granted to state supported students to the same extent, in the same manner and under the same conditions as to students funded through a Hungarian state scholarship during the period of funding.

<sup>109</sup> Amended by Decision No. FT-7/2025 (II.20) of the Maintenance Board, effective from 20 February 2025.

<sup>110</sup> Amended by Senate Decision No. 23/2018. (III.07.), effective from 7 March 2018.

<sup>111</sup> Amended by Senate Decision No. 188/2019. (X.16.), effective from 1 November 2019.

<sup>112</sup> Amended by Decision No. FT-50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>113</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

- (12) <sup>114</sup>Financial supports are paid by bank transfer to the student's bank account held at a Hungarian financial institution specified by the student as default in Neptun. The institution shall not be liable for the non-payment of benefits if the student has failed to provide or incorrectly provided his/her bank account number or its change. Any consequences arising from the failure to notify the change of the bank account number or to provide an incorrect bank account number shall be borne by the student.
- (13) In the event of an incorrect transfer being made to the student for any reason, the student should repay the amount in full, immediately, upon discovery but no later than 8 days after being notified by the University. If the student fails to repay the amount in time, the institution, in accordance with the Civil Code, will be entitled to default interest on the amount unduly held by the student. The claim shall be entered in Neptun and until the student has repaid the amount, he/she will not be allowed to register for the next semester and will not be eligible for any further support during his/her studies. The scholarship repayment obligation is entered by the Chancellor's Office Directorate for Economic Affairs in Neptun on the basis of the decision of repayment sent by the head of the organisational unit/committee responsible for the scholarship<sup>115 116</sup>.
- (14) <sup>117 118</sup>In the event of a change in the student's legal status, work schedule or form of funding in the current semester that affects his/her eligibility for any grant or scholarship, the student shall not be entitled to a grant or scholarship after the final termination or suspension of the student status or after the decision on a change of work schedule or form of funding has become final, unless otherwise provided for by the rules governing the grant or scholarship. In the event of any payment after this date or any other undue payment, the student shall be obliged to repay the undue grant(s) or scholarship(s) in full, via his/her joint account, within 8 days of the date on which the amount was credited. The obligation to repay the scholarship is registered by the Chancellor's Office Directorate for Economic Affairs in Neptun on the basis of the decision sent to the student by the head of the organizational unit/committee responsible for the grant or scholarship.<sup>119</sup>

## A) PAYMENT OF PERFORMANCE-BASED SCHOLARSHIPS

### A/1) STUDY SCHOLARSHIP

#### Article 20

- (1) <sup>120</sup>Study scholarships can be awarded to a maximum of 50% of students participating in full-time, state-funded study programmes at the University (full-time bachelor, master, single-cycle long programmes and higher education vocational trainings) so that the monthly amount of the study scholarship awarded to each student should be equal to 5% of the normative funding for students.
- (2) The study scholarship can be awarded for one academic semester (5 months).
- (3) Students enrolled at the University for the first time are not eligible for a study scholarship for the semester of enrolment.
- (4) When awarding the study scholarships – when determining the scope and number of scholarship holders –, it must be ensured that the results obtained on the basis of the same or similar study obligations are comparable and that the scholarships thus determined are equal. The comparable groups of students (year, study programme, specialisation etc.) are determined by the faculties for the purpose of awarding the study scholarships. Within these groups, the study scholarship is awarded at the same rate for the same academic result (performance). If the groups are based on the year group, students who have completed the same number of state-supported semesters in the given

<sup>114</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

<sup>115</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>116</sup> Amended by Decision No. FT-50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>117</sup> Amended by Senate Decision No. 23/2018. (III.07.), effective from 7 March 2018.

<sup>118</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

<sup>119</sup> Amended by Decision No. FT-50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>120</sup> Amended by Senate Decision No. 95/2020. (VI. 24.), effective from 25 June 2020.

study programme are considered to belong to the same year group. In the case of students who have been reclassified from self-funded to state-funded form of training, the total number of semesters spent in the study programme is used as the basis for calculating the year.

- (5) A student who participated in a self-funded training in the previous semester, but has been reclassified to state-funded form in the meantime according to this Regulation, may be eligible for a study scholarship.
- (6) A student who pursued studies in a self-funded form of training in the previous semester, but has been re-admitted to a state-funded training at the University in a new admission procedure, shall be treated in the same way as other students who are not entitled to a study scholarship but only to an initial aid.
- (7) For the purpose of determining the study scholarship, credits recognised with credit recognition in the given semester do not count as credits completed according to the adjusted credit index and the study average, and therefore these credits cannot be taken into account when awarding the study scholarship.
- (8) When determining the study scholarship, the student's performance in the last completed active semester shall be taken into account. The suspension of the previous semester or semesters preceding the semester in question is not a reason for excluding the student from eligibility for a study scholarship. In this case, the academic results of the last active semester shall be taken into account.
- (9) <sup>121</sup>If the student takes part in a study abroad programme, while simultaneously pursuing studies at the University in an active status in a given semester, the adjusted credit index of either the semester preceding the study abroad programme or the semester(s) of the study abroad programme must be taken into account, whichever is more favourable to the student. The list of students who have participated in a study abroad programme in the previous semester or academic year shall be sent to the Rector's Office Directorate of Education by the institutional Erasmus coordinator at the beginning of each semester, by 10 September in the autumn semester, and by 10 February in the spring semester, after consultation with the faculty Erasmus coordinators<sup>122 123</sup>.
- (10) <sup>124</sup>A student who pursued his/her studies in another study programme or in the same study programme but in a work schedule other than full-time in the previous semester, and by changing study programmes within the institution, continues his/her studies in the given or in a new study programme in full-time work schedule, shall be treated in the same way as other first-year students who are not eligible for a study scholarship. A student who pursued his/her studies in the given study programme at another higher education institution in the previous semester, and has been transferred from another higher education institution to the University shall be treated in the same way as other first-year students who are not entitled to a study scholarship.

## Article 21

- (1) The study scholarship is calculated by the Rector's Office Directorate of Education according to the provisions of this Regulation and the proposal is sent to the Faculty Students' Unions broken down by faculty and by study programme.<sup>125</sup>
- (2) <sup>126 127 128</sup>After closing the semester, the Rector's Office Directorate of Education sends the list of state-supported and state-funded students registered for the next semester to the Students' Union and the Chancellor's Office Directorate for Economic Affairs by 25 September in the autumn semester, and by 25 February in the spring semester, including the students' Neptun code, study

<sup>121</sup> Amended by Senate Decision No. 297/2020. (XI.11), effective from 12 November 2020.

<sup>122</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>123</sup> Amended by Decision No. FT-50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>124</sup> Added by Senate Decision No. 297/2020. (XI.11), effective from 12 November 2020.

<sup>125</sup> Amended by Decision No. FT-50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>126</sup> Amended by Senate Decision No. 23/2018. (III.07.), effective from 7 March 2018.

<sup>127</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

<sup>128</sup> Amended by Decision No. FT-50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

programme, programme code, adjusted credit index, study average and an indication whether the student has a minor. The Chancellor's Office Directorate for Economic Affairs shall inform the University Students' Union, the Rector's Office Directorate of Education and the Vice-Rector for Education by 30 September in the autumn semester and by the last day of February in the spring semester on the amount that can be spent on study scholarships, broken down by faculties, in accordance with Article 20 (4) of this Regulation. The President of the University Students' Union shall inform the presidents of the faculty's students' unions thereof.

(3) <sup>129</sup> <sup>130</sup> <sup>131</sup> From the faculty budget, the Students' Union with the assistance of the Rector's Office Directorate of Education and the Chancellor's Office Directorate for Economic Affairs shall determine the monthly amount of the study scholarship per student using the following calculation method:

1. A reserve of 0,5 % of the budget should be set aside to cover adjustments following the distribution of the scholarship. The remaining 99,5 % can be distributed. From the remaining 99,5 % available for distribution, the remaining amount left after the distribution of the scholarship and the 1,5 % reserve correction amount will be used at university level.
2. In determining the study scholarship, the adjusted credit index of the previous active semester will be used.
3. Only students with an adjusted credit index equal to or higher than the average adjusted credit index of their study programme are eligible for a study scholarship. If the average is lower than 3,5, the lowest adjusted credit index for which a study scholarship may be awarded is 3,5.
4. <sup>132</sup> Students in a given study programme should be ranked in descending order based on their adjusted credit indices, and then 50 % of the number of students should be determined. In the case of an odd number of eligible students, the limit should be rounded down. In the case of students with the same adjusted credit index, either all of them will receive a scholarship or none of them will, depending on the number of available places. The adjusted credit index of the student with the lowest adjusted credit index gives the number, i.e. the scholarship limit from which a study scholarship can be awarded. If more than half of the students in a study programme do not achieve the adjusted credit index of 3,5 as defined in point 3, or if more than half of the students do not achieve the study programme average, less than half of the students in this study programme will receive a study scholarship. The scholarship places thus released shall be distributed proportionally between the study programmes of the same educational cycle where more than half of the students have achieved the study programme average or, if it is lower, the adjusted credit index threshold of 3,5. Exceptions are made for study programmes with 10 students or less, because in this case students with an adjusted credit index of 3,5 or more can be admitted to the scholarship places, regardless of the study programme average. Also, in this case, the adjusted credit index of the student with the lowest adjusted credit index is the scholarship limit.
5. It must be established exactly how many forints can be spent on scholarships in a study programme. This is calculated by dividing the available faculty budget by the number of students eligible for study scholarships at the faculty according to points 2-4. The resulting amount must be multiplied by the number of students eligible for a study scholarship in the given study programme.
6. From the monthly budget available for a study programme, the product of the minimum amount of the monthly study scholarship and the number of students eligible for the study scholarship must be deducted. The amount thus obtained can be distributed in a differentiated way among the students of the study programme.

<sup>129</sup> Amended by Senate Decision No. 23/2018. (III.07.), effective from 7 March 2018.

<sup>130</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

<sup>131</sup> Amended by Decision No. FT-50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>132</sup> Amended by Senate Decision No. 106/2021. (V.31.), effective from 31 May 2021.

7. The adjusted credit indices of the students in the study programme according to point 4 should be ranked in descending order, and it must be determined to what extent the adjusted credit index of each student differs from the scholarship limit reduced by 0,1.
8. The difference obtained under point 6 must be divided by the amount of the differences obtained under point 7.
9. The quotient under point 8 must be multiplied by the difference of the adjusted credit index under point 7 per student, and then added to the amount of the minimum monthly study scholarship.
10. For students who have a minor, the amount under point 9 must be multiplied by an additional 1,1.
11. For students who have an adjusted credit index above 6,0, the amount in point 9 – and in point 10 if they have a minor – must be multiplied by 0,95, and for students with an adjusted credit index above 7,0, it must be multiplied by 0,9.
12. The amounts obtained in point 9 and in point 10 (for students with a minor) should be rounded to HUF 100 applying the general rules of rounding.
13. The operations listed in points 4-10 should be entered in separate tables for each study programme.
14. The students' study programmes must be determined according to their majors.
15. The monthly amount of the study scholarship granted to a student should reach 5% of the normative funding for students, but the maximum amount may not exceed HUF 80,000 per month, and HUF 88,000 for students with a minor.<sup>133</sup>

## Article 22

- (1) <sup>134</sup> <sup>135</sup> <sup>136</sup> Scholarships calculated on the basis of paragraph 21 must be signed by the President of the Faculty Students' Union and by the Dean, or by the person appointed by the Dean and sent to the Chancellor's Office Directorate for Economic Affairs (electronically and on paper) and to the Rector's Office Directorate of Education electronically. After checking the list of scholarships, the Chancellor's Office Directorate for Economic Affairs will ensure that the scholarships are entered in Neptun.
- (2) <sup>137</sup> <sup>138</sup> <sup>139</sup> In the event of failures, irregularities, incorrect allocation of the budget or other errors, the Chancellor's Office Directorate for Economic Affairs will return the tables electronically to the Students' Union and to the Rector's Office Directorate of Education for correction.
- (3) Once the study scholarships have been calculated, the scholarship amount that can be awarded for a given adjusted credit index should be published for each study programme.

## A/2) NATIONAL HIGHER EDUCATION SCHOLARSHIP<sup>140</sup>

## Article 23

- (1) <sup>141</sup> <sup>142</sup> The national higher education scholarship, granted for one academic year by the Minister responsible for higher education, is awarded through an application. The national higher education scholarship can be awarded to students participating in full-time bachelor, master or single-cycle long programmes who have registered for two semesters and have earned at least 55 credits during their current or previous studies.

<sup>133</sup> Amended by Senate Decision No. 57/2021. (II. 22.), effective from 23 February 2021.

<sup>134</sup> Amended by Senate Decision No. 23/2018. (III.07.), effective from 7 March 2018.

<sup>135</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

<sup>136</sup> Amended by Decision No. FT-50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>137</sup> Amended by Senate Decision No. 23/2018. (III.07.), effective from 7 March 2018.

<sup>138</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

<sup>139</sup> Amended by Decision No. FT-50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>140</sup> Amended by Senate Decision No. 23/2018. (III.07.), effective from 7 March 2018.

<sup>141</sup> Amended by Senate Decision No. 87/2020. (VI.12.), effective from 12 June 2020.

<sup>142</sup> Amended by Senate Decision No. 95/2020. (VI. 24.), effective from 25 June 2020.

- (2) The national higher education scholarship can be awarded for a full academic year (10 months). The monthly amount of the national higher education scholarship is equal to one tenth of the amount set out in the Budget Act for this purpose.
- (3) The number of students eligible for the national higher education scholarship is 0,8 % of the number of students participating in full-time, state-funded bachelor and master programmes as recorded in the statistical data reporting of 15 October of the previous year, but at least one student at the University.
- (4) <sup>143</sup> The call for applications shall be prepared by the Rector's Office Directorate of Education and approved by the Vice-Rector for Education. The Rector's Office Directorate of Education shall ensure the publication of the approved call for applications, together with the criteria for the evaluation of applications<sup>144</sup>, no later than 10 June each year, 30 days before the deadline for applications.<sup>145</sup>
- (5) <sup>146</sup> <sup>147</sup> At the same time as the call for applications is approved by the Vice-Rector for Education, the Rector's Office Directorate of Education shall send to the faculties the number of faculty students from the institutional allocation who are eligible for the national higher education scholarship on the basis of the October statistical data reporting. It is the responsibility of the Director of Education to determine the number of faculty students from the institutional allocation based on the October statistical data.
- (6) <sup>148</sup> <sup>149</sup> The application submitted by the student should include the academic results (adjusted credit index) achieved in the previous semesters, documents proving outstanding performance in the scientific and professional fields as well as other data or documents specified in the application. Applications should be submitted in the Neptun Education Administration System, addressed to the Dean's Office. Applications submitted after the deadline will be considered invalid. The possibility to correct deficiencies is included in the call for applications.
- (7) Scoring of the activities referred to in point d) of section (9) is done by the Students' Union or by the Student Presbytery. The scores in points a)-b) of section (9) shall be awarded by an evaluation committee of at least 3 members set up by the Dean for this purpose, and the applications shall be ranked on the basis of the total number of scores obtained. In all cases, the members of the Evaluation Committee are always the Head of the Registrar's Office (or his/her authorized representative), the President of the faculty's Students' Union or an office-holder delegated by him/her, and a staff member responsible for education organization (Faculty Director, Head of the Dean's Office, Vice-Dean for Academic Affairs). For the same total scores, the following order will decide:
  1. academic performance based on the adjusted credit index of the last two active semesters<sup>150</sup>;
  2. scores for scientific activities;
  3. scores for the language exam;
  4. scores for other activities.
- (8) Applications are ranked by the faculty on the basis of a uniform scoring system published on the university's website. The final faculty ranking shall be determined by the 3-member Evaluation Committee referred to in Section (7) after the expiry of the deadline for appeals, and shall be forwarded to the Senate, which shall make a proposal to the Minister responsible for higher education by 1 August each year for the award of the national higher education scholarship. The Senate will make its proposals separately for bachelor and master students at the time the national

<sup>143</sup> Amended by Senate Decision No. 188/2019. (X.16.), effective from 1 November 2019.

<sup>144</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>145</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>146</sup> Amended by Senate Decision No. 188/2019. (X.16.), effective from 1 November 2019.

<sup>147</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>148</sup> Amended by Senate Decision No. 87/2020. (VI.12.), effective from 12 June 2020.

<sup>149</sup> Amended by Decision No. FT-7/2023 (III.16) of the Maintenance Board, effective from 16 March 2023.

<sup>150</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

higher education scholarship is paid. At the initiative of the Senate, the Minister shall award a national higher education scholarship to students with outstanding performance.

(9) Uniform criteria for the evaluation of applications:

- a) the maximum score for academic performance is 60. Academic performance is measured by the adjusted credit index. In this case, the average number of credits completed in the semester preceding the submission of the application for the national higher education scholarship according to Article 23 (1) may not be less than 55 points.

$$\frac{\Sigma (\text{credits completed} \times \text{grades}) \times \text{credits completed}}{30 \times \text{credits undertaken}}$$

A maximum of 60 scores may be awarded for academic performance at an adjusted credit index of 5,00 or above. Thereafter, the scores for academic performance will be reduced by 2 points per decimals. The decimals shall be rounded according to the rules of rounding (from 0,04 down, from 0,05 up).

- b) a maximum of 10 scores can be awarded for a language examination.

a state-recognised intermediate oral language exam (type A), or equivalent	1 point
a state-recognised intermediate written language exam (type B), or equivalent	2 points
a state-recognised intermediate complex language exam (type C), or equivalent	3 points
a state-recognised advanced oral language exam (type A), or equivalent	2 points
a state-recognised advanced written language exam (type B), or equivalent	3 points
a state-recognised advanced complex language exam (type C), or equivalent	5 points

A total of two (intermediate or advanced) type C language exams will be considered. In all cases, a photocopy of the language exam certificate should be attached to the application. In the case of language examinations of different levels in the same language, the Evaluation Committee will take the higher level into account.

- c) a maximum of 8 scores can be awarded for professional activity.

National Conference of Scientific Students' Association, 1 <sup>st</sup> prize	5 points
National Conference of Scientific Students' Association, 2 <sup>nd</sup> prize	4 points
National Conference of Scientific Students' Association, 3 <sup>rd</sup> prize	3 points
National Conference of Scientific Students' Association, special prize	2 points
National Conference of Scientific Students' Association, participation without placing	1 point
Participation in research projects/or activities in colleges of excellence	1 point
Participation in professional/academic competitions other than the National Conference of Scientific Students' Association	1 point
Publications, papers, presentations	1 point

- d) A total of 4 scores can be awarded for public life, sports and other activities.

Student public life activities	2 points
Other outstanding social, cultural activities	1 point
Active, certified competitive sports activities	1 point

- (10) Copies of documents proving professional activities, public life, sports or other activities must always be attached to the application. If the applicant fails to do so, the extra points may not be considered.
- (11) For the assessment of the national higher education scholarship for a given academic year, the score(s) obtained for previous scientific, public, social and sports activities which were counted towards the national higher education scholarship in the previous academic year(s), may not be taken into account.
- (12) National higher education scholarships awarded for a given academic year can only be paid in that academic year.
- (13) If the student's student status is terminated or suspended for any reason, the national higher education scholarship can no longer be paid. In the case of studies ending in an odd semester according to the duration of the training programme, the entitlement to the national higher education scholarship does not cease if the student continues his/her studies in the second semester of the academic year.
- (14) <sup>151</sup>Students who have applied for a national higher education scholarship, but have been rejected, may appeal against the decision within eight days of the date of publication of the faculty ranking, by submitting an appeal addressed to the head of the faculty via the Neptun Education Administration System.
- (15) If, in the case of a student who has applied for a national higher education scholarship but has been rejected, it is established in the course of an appeal procedure that the student is eligible for the national higher education scholarship, and would be entitled to it on the basis of the criteria and the number of places defined in section (1)-(13), but has not been awarded it due to a procedural error, the Minister responsible for education shall be entitled to award the student a national higher education scholarship. In such a case, however, the student cannot be taken into account for the purpose of determining the framework of the national higher education scholarship, and the scholarship will be paid by the faculty from the students' allocation or from its own income.
- (16) Students who have been awarded a national higher education scholarship shall not be excluded from the study scholarship.

### **A/3) INSTITUTIONAL SCHOLARSHIPS FOR PROFESSIONAL, ACADEMIC AND PUBLIC LIFE PURPOSES**

#### **Article 24**

- (1) Institutional scholarships for professional, academic and public life purposes are optional allowances.
- (2) <sup>152</sup>Institutional scholarships for professional, academic and public life purposes can be awarded to students participating in full-time bachelor, master or single-cycle long programmes, higher education vocational trainings or doctoral programmes who have performed (scientific, sports, artistic or public life) activities that go beyond the curricular requirements.
- (3) The institutional scholarship for professional, academic and public life purposes is a monthly or one-off allowance for one academic semester (5 months).

<sup>151</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>152</sup> Amended by Senate Decision No. 95/2020. (VI. 24.), effective from 25 June 2020.



### **A/3/1) INSTITUTIONAL SCHOLARSHIPS FOR PROFESSIONAL AND ACADEMIC PURPOSES<sup>153</sup>**

#### **Article 25**

- (1) <sup>154</sup> <sup>155</sup> <sup>156</sup>At the beginning of the semester, the Chancellor's Office Directorate for Economic Affairs shall send the semester budget for the institutional scholarships for professional, academic and public life purposes to the deans, the Vice-Rector for Education and the Rector's Office Directorate of Education, broken down by faculties. The faculties shall decide on the use of the faculty budget by 30 October and 30 March at the latest.
- (2) Institutional scholarships for professional, academic and public life purposes are awarded on the basis of the student's application. Students who meet the conditions set out in Article 24 (2) are entitled to apply.
- (3) <sup>157</sup>
- (4) The head of the faculty shall ensure the publication of the call for applications in the usual manner applied at the faculty.
- (5) The student shall submit the application on the application form and by the deadline specified in the call for applications published in the semester of the given academic year<sup>158</sup>.
- (6) <sup>159</sup> <sup>160</sup>After the evaluation of the applications, the faculty shall electronically send the list of beneficiaries and the amount of the scholarships to the Rector's Office Directorate of Education and the Chancellor's Office Directorate for Economic Affairs for verification.
- (7) <sup>161</sup> <sup>162</sup>If the personal and financial proposal which includes the student's name, the study programme, the programme code, Neptun code and the monthly amount awarded, is satisfactory, the Dean forwards it to the Chancellor's Office Directorate for Economic Affairs which will arrange for the scholarships to be entered in Neptun and transferred to the students.

### **A/3/2) SCHOLARSHIP FOR THE RESULTS ACHIEVED AT THE NATIONAL SCIENTIFIC STUDENTS' CONFERENCE (OTDK)<sup>163</sup>**

#### **Article 25/A<sup>164</sup>**

- (1) On the basis of the result achieved at the National Scientific Students' Association Conference (Hungarian abbreviation: OTDK), the student shall receive a one-off scholarship in the semester in which the conference is held. Based on a one-off payment request initiated by the Dean, the student will receive the following one-off, lump sum payment according to the achieved results:
  - a) a gross amount of HUF 100,000 for a student who have been awarded 1<sup>st</sup> prize,
  - b) a gross amount of HUF 75,000 for a student who have been awarded 2<sup>nd</sup> prize,
  - c) a gross amount of HUF 50,000 for a student who have been awarded 3<sup>rd</sup> prize,
  - d) a gross amount of HUF 40,000 for a student who have been awarded a special prize,
  - e) a gross amount of HUF 30,000 for participation without placement or special prize.
- (2) <sup>165</sup>The Dean's Office of the Faculty shall prepare the request for payment of the scholarship and send it to the Chancellor's Office Directorate for Economic Affairs within 15 days of the announcement of the results.

<sup>153</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>154</sup> Amended by Senate Decision No. 188/2019. (X.16.), effective from 1 November 2019.

<sup>155</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

<sup>156</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>157</sup> Deleted by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>158</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>159</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

<sup>160</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>161</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

<sup>162</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>163</sup> Added by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>164</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>165</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

- (3) <sup>166</sup>The Chancellor's Office Directorate for Economic Affairs shall document the fact and the amount of the scholarship in Neptun without delay, and shall write out and transfer the scholarship amount to the student according to the current scholarship payment schedule.

### **A/3/3) SCHOLARSHIP FOR PUBLIC LIFE PURPOSES<sup>167</sup>**

#### **Article 26**

- (1) <sup>168</sup> <sup>169</sup> <sup>170</sup>The budget for the public life scholarship, which is decided by the Students' Union and the Doctoral Students' Union, is sent by the Chancellor's Office Directorate for Economic Affairs to the President of the University Students' Union, the President of the Doctoral Students' Union, the Vice-Rector for Education and to the Rector's Office Directorate of Education.<sup>171</sup>
- (2) <sup>172</sup>The President of the Faculty Students' Union and the President of the University Students' Union make the proposal for the awarding of the scholarship for public life purposes of the Faculty and University Students' Union, and the President of the Doctoral Students' Union proposes the awarding of the scholarship for public life purposes of the Doctoral Students' Union, and they send the list of scholarship payments to the Chancellor's Office Directorate for Economic Affairs.<sup>173</sup>
- (3) <sup>174</sup>The Chancellor's Office Directorate for Economic Affairs shall document the fact and the amount of the scholarship in Neptun, and shall write out and transfer the scholarship amount to the student on a monthly basis, according to the current scholarship payment schedule.<sup>175</sup>

### **A/3/4) SUPPORT FOR SPORT ACTIVITIES<sup>176</sup>**

#### **Article 27<sup>177</sup>**

- (1) In accordance with Article 85/C d) of the National Higher Education Act, the Károli Gáspár University of the Reformed Church in Hungary shall grant supports for sport activities to students actively engaged in competitive sports activities at the University to complement their study costs. The Vice-Rector for Education is responsible for the announcement of the application for the scholarship for sports activities, and the Rector's Office Directorate of Education is responsible for the application procedure.<sup>178</sup> <sup>179</sup>
- (2) The scholarship is open to full-time or part-time (correspondence) students with active student status in bachelor, single-cycle or master programmes or in higher education vocational training and at least one completed semester who, in addition to fulfilling the academic requirements, have actively participated in competitive sports activities within and on behalf of the University thus making a significant contribution to the success and development of the university's sports. It is also considered a completed semester if the student was studying in another study programme at the University in the semester preceding the scholarship application period and had a completed semester there, and then transferred from this previous programme by changing the programme (change of work schedule, language, training location or study programme), or after a new admission procedure enrolled in the current study programme of the University and has not yet completed a semester in the current study programme.<sup>180</sup>

<sup>166</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>167</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>168</sup> Amended by Senate Decision No. 188/2019. (X.16.), effective from 1 November 2019.

<sup>169</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

<sup>170</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>171</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>172</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>173</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>174</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>175</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>176</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>177</sup> Amended by Senate Decision No. 128/2022. (V.25.), effective from 27 May 2022.

<sup>178</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>179</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>180</sup> Amended by Decision No. FT-2/2024 (I.18) of the Maintenance Board, effective from 18 January 2024.

- (3) <sup>181</sup>The scholarship for sports activities is a monthly allowance for one academic semester. The budget for supports for sport activities for an academic year is determined by the Rector on the basis of the preliminary calculations by the Chancellor's Office Directorate for Economic Affairs, divided in two equal parts per semester. The amount not used in the autumn semester of the academic year may be reallocated to the spring semester.
- (4) Applications for scholarship for sports activities must be submitted to the Neptun request management system by the deadline indicated in the call for applications on the website. Applications must be accompanied by:
- a letter justifying the applicant's eligibility (maximum 1 page, listing the student's results that can be taken into account),
  - the certificates proving the results listed in the justification (certificates older than 3 months can only be attached to sports events):
    - certificate of the University Sports Office confirming the university team membership,
    - a certificate of participation in training sessions issued by the University Sports Office,
    - the University Sports Office's certificate of participation in sports events on behalf of the University,
    - other supporting documents, as stated in the justification, proving the student's sports activities and achievements (placings, medals, participation in major competitions or membership in various sports associations)

In the case of missing documents, the student has 5 days to rectify any deficiencies found after the submission of the applications. The application will be evaluated on the basis of the documents submitted by the deadline, or, in the case of a missing document, on the basis of the document submitted by the deadline for submitting a missing document.

- (5) <sup>182</sup> <sup>183</sup>In each case, the student's applications for scholarship for sports activities will be assessed on the basis of the student's sporting achievements in the semester preceding the semester of the call for applications, according to the following:
- a) Mandatory conditions:
- 1 the student is a member of a university sports team and regularly participates in the training sessions and competitions organized by the University,
  - 2 the student represents the University, individually or in a team, in one or more sports events organised by the International University Sports Federation (FISU), the European University Sports Association (EUSA), the Hungarian University-College Sports Federation (MEFS), the Budapest University-College Sports Federation (BEFS) or a higher education institution in Hungary or abroad, and represents the University and Hungary at a National Championship, European Championship, World Cup or the Olympic Games.
  - 3 the student has achieved outstanding sports results, but does not receive a Hungarian Sports Stars Scholarship,
  - 4 the student plays a significant role in the organization of sports and/or achievement of sporting results at the University.
- b) Additional creditable results, if the student
- is the captain or coach of a university team,
  - has regularly participated in the trainings of the university national team,
  - has regularly participated in university and federal championships.
- (6) <sup>184</sup>Criteria for the evaluation of the submitted applications and the points awarded for each activity:
- 1 the student is a member of the university team during the semester of application: 1 point

<sup>181</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>182</sup> Added by Senate Decision No. 58/2020 (V.04), effective from 5 May 2020.

<sup>183</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>184</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

- 2 the length of time the student has been a member of the team: 1 point per semester (maximum 10 points)
- 3 the student is the captain or coach of the university team: 15-15 points (maximum 30 points),<sup>185</sup>
- 4 the student has participated in the trainings of the University's team: maximum 20 points, as follows:
  - a) 75%-100% – 20 points,
  - b) 50%-74% – 10 points,
  - c) 25%-49% – 5 points,
  - d) 0%-24% – 1 point.

(certified athletes competing in NB II, NB I/B, NB I, OB II, OB I/B, OB I or equivalent classes may replace 50% of their participation in trainings by trainings at their clubs, based on a certificate from their association)
- 5 the student has participated in the matches of the University team: maximum 20 points, as follows:
  - a) 75%-100 % - 20 points,
  - b) 50%-74% - 10 points,
  - c) 25%-49% – 5 point,
  - d) 0%-24% – 1 point.
- 6 the student plays a significant role in the organization of sports and/or in the achievement of sport results at the university on the basis of a certificate issued by the University Sports Office: 1-30 points,
- 7 the student has participated in the championship organized by FISU: 25 points, and if, in the championship organised by FISU, the student has won
  - a) first place: additional 60 points
  - b) second place: additional 55 points
  - c) third place: additional 50 points
- 8 the student has participated in the championship organised by EUSA: 20 points, and if, in the championship organised by EUSA, the student has won
  - a) first place: additional 50 points,
  - b) second place: additional 45 points,
  - c) third place: additional 40 points.
- 9 the student has participated in the championship organized by MEFS: 15 points, and if, in the championship organized by MEFS, the student has won
  - a) first place: additional 40 point,
  - b) second place: additional 35 points,
  - c) third place: additional 30 points,
- 10 the student has participated in the championship organized by BEFS: 10 points, and if, in the championship organized by BEFS, the student has won
  - a) first place: additional 30 points
  - b) second place: additional 25 points
  - c) third place: additional 20 points.
- 11 the student has participated in the institutional championship: 5 points and if, in the institutional championship, the student has won
  - a) first place: additional 20 points
  - b) second place: additional 15 points
  - c) third place: additional 10 points.
- 12 the student is a certified athlete of a sports club and has participated in a national championship: 10 points, and if, in the national championship, competition, the student has won
  - a) first place: additional 30 points

<sup>185</sup> Amended by Decision No. FT-2/2024 (I.18) of the Maintenance Board, effective from 18 January 2024.

- b) second place: additional 25 points
    - c) third place: additional 20 points
  - 13 the student has participated in a World Cup, European Championship or World Championship: 40 points, and if the student has won
    - a) first place: additional 80 points
    - b) second place: additional 75 points
    - c) third place: additional 70 points
  - 14 the student has participated in the Olympic Games: 150 points
  - 15 the student's outstanding achievements have enhanced the reputation of the University: 100 points
  - 16 the student has participated in a championship between institutions: 5 point, and if the student has won
    - a) first place: additional 20 points
    - b) second place: additional 15 points
    - c) third place: additional 10 points
- (7) The students' applications for support for sports activities are evaluated by a 3-member Sports Support Committee. The Committee is chaired by the Vice-Rector for Education, and its other members are 1 person from the University Sports Office, appointed by the Rector for an indefinite period of time, until revoked, and 1 person delegated by the University Students' Union, who are appointed by the Rector for one year. The Sports Support Committee shall evaluate the applications in accordance with the evaluation criteria set out in sections (4)-(6) by the deadline specified in the call for applications published for the relevant semester. Following the decisions of the Committee, the Rector's Office Directorate of Education shall publish the results of the applications on the University website.<sup>186 187 188</sup>
- (8) The student may appeal against the decision of the Sports Support Committee on the result of the application within 15 days of the date of receipt of the decision in Neptun Education Administration System pursuant to Article 2 of the Procedure for Student Legal Remedy.
- (9) Following the decision, the Rector's Office Directorate of Education shall immediately send the list of students eligible for the support and the data required for the payment (students' name, Neptun code, amount awarded) to the Chancellor's Office Directorate for Economic Affairs.<sup>189 190</sup>
- (10) <sup>191</sup>The Chancellor's Office Directorate for Economic Affairs shall
- promptly document the fact and the amount of the support in Neptun system;
  - write out and transfer the amount of the support on a monthly basis, in accordance with the current scholarship payment schedule.

#### **Article 28<sup>192 193</sup>**

- (1) In case of deficiencies, irregularities, inadequate allocation of the budget, or other errors, the Chancellor's Office Directorate for Economic Affairs will return the proposal to the evaluating body or person for correction.

### **A/4) DOCTORAL SCHOLARSHIP**

<sup>186</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>187</sup> Amended by Decision No. FT-2/2024 (I.18) of the Maintenance Board, effective from 18 January 2024.

<sup>188</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>189</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>190</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>191</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>192</sup> Amended by Senate Decision No. 128/2022. (V.25.), effective from 27 May 2022.

<sup>193</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

**Article 29<sup>194</sup>**

- (1) Doctoral scholarships are available to students participating in a full-time, state-funded doctoral programme.
- (2) For doctoral students who started their studies before the academic year 2016/2017, the annual amount of the doctoral scholarship is the annual amount of the normative funding set for this purpose in the National Higher Education Act, increased by 56% of the normative funding for text books and course books and for sports and cultural activities.
- (3) For students who started their doctoral studies in a state-funded programme in the first semester of the academic year 2016/2017, the amount of the doctoral scholarship shall be determined in accordance with the provisions of Article 114/D (1) b) of the National Higher Education Act, separately for the training and research phase, and the research and dissertation phase.<sup>195</sup>
- (4) One twelfth of the annual amount specified in section (2) shall be paid every month to doctoral students who have registered for the semester.
- (5) Graduated doctoral students who obtain the doctoral degree shall receive a one-time scholarship in accordance with the provisions of Article 114/D (1) b) of the National Higher Education Act.<sup>196</sup>

**B) PAYMENT OF GRANTS BASED ON SOCIAL NEEDS****Article 30**

- (1) <sup>197</sup>Based on their social situation, students may receive
  - a) initial aid,
  - b) regular grants based on social needs
  - c) exceptional grants based on social needs
  - d) support for the completion of a practice period (internship)
  - e) Bursa Hungarica Municipal Higher Education Grants.
- (1a) <sup>198</sup>The allowances specified in points a)-d) shall be paid from the normative funding provided for students in higher education vocational training, bachelor, master and single-cycle long programmes covered by the Government Decree as follows:
  - a) at least 20% of the normative funding for students
  - b) the rate of housing allowance determined by the University, but not less than 30%,
  - c) 56% of the textbook, coursebook allowances and the normative funding for sports and cultural activities.
- (2) <sup>199 200</sup>The allowances specified in point (1) may be provided on the basis of an application. At the beginning of each semester, the call for applications and the application form proposed by the Social Committee for the grants under points a)-d) of section (1) shall be approved in advance by the Director-General of Education by the beginning of the registration week. The Rector's Office Directorate of Education shall ensure the publication of the call for applications and the application form. The submitted applications will be evaluated by the Social Committee.<sup>201 202</sup>

<sup>194</sup> Amended by Senate Decision No. 23/2018. (III.07.), effective from 7 March 2018.

<sup>195</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>196</sup> Added by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>197</sup> Amended by Senate Decision No. 95/2020. (VI. 24.), effective from 25 June 2020.

<sup>198</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

<sup>199</sup> Amended by Senate Decision No. 188/2019. (X.16.), effective from 1 November 2019.

<sup>200</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

<sup>201</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>202</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

- (3) <sup>203</sup> <sup>204</sup> <sup>205</sup> <sup>206</sup> The student shall submit the application for the allowances to be granted under points a)-d) of section (1) to the Students' Union. The Students' Union shall summarize the applications, and prepare a list of students proposed for support for decision by the Social Committee, in accordance with the decision of the Social Committee as set out in section (8). The Students' Union shall make its proposal in a table indicating the students' name, study programme and programme code. The Social Committee shall decide on the proposal in accordance with Section (2). Following the decision of the Social Committee, after checking, the grants shall be entered in Neptun and paid by the Chancellor's Office Directorate for Economic Affairs.
- (4) <sup>207</sup> <sup>208</sup> In case of deficiencies, irregularities, inadequate allocation of the budget, or other errors detected in connection with the procedure set out in section (3), the Chancellor's Office Directorate for Economic Affairs shall return the proposal table to the Students' Union for correction.
- (5) <sup>209</sup> During the application procedure specified in this Article, the data protection provisions laid down in specific legislation must be taken into account, and therefore
- a) only personal data which are indispensable for the assessment of the social and financial situation may be requested on the application form;
  - b) the application must be accompanied by certificates relating to income and family circumstances, and, at the applicant's discretion, health and other documents which the applicant may consider necessary;
  - c) the application form must contain:
    - a declaration signed by the applicant that he/she has read the data protection policy and data management information for regular grants based on social needs of the University as data controller published on the website kre.hu/adatvedelem, and that he/she explicitly consents to the processing of his/her personal data (including data falling under special categories of personal data) in accordance with the policy and information notice.
  - d) the application form must be accompanied by
    - in the case of a document to be submitted by the applicant which contains the data of another person falling under special categories of personal data (in particular, data concerning health and social situation), a declaration of consent by this person (or his/her legal representative) to the transfer of his/her data to the University for the purpose of assessing eligibility, and to the processing of the above data by the University in accordance with the relevant data management information.
- (6) When assessing the student's social situation, the following should be taken into account:
- a) the number and income status of the persons living together, registered or residing in the property where the student lives according to his/her address;
  - b) the distance between the place of education and the place of residence, duration and costs of the journey,
  - c) the costs, if the student, during his/her studies, does not live in a common household in accordance with Act on the eligibility for social security benefits and private pensions and the funding for these services<sup>210</sup>;
  - d) the amount the disabled student has to spend on the purchase and maintenance of special equipment, special travel needs, and the use of a personal assistant or sign language interpreter,
  - e) the medical expenses regularly incurred due to the state of health of the student or a close relative living in the same household as the student,

<sup>203</sup> Amended by Senate Decision No. 23/2018. (III.07.), effective from 7 March 2018.

<sup>204</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

<sup>205</sup> Amended by Senate Decision No. 9/2019. (II.06.), effective from 11 February 2019.

<sup>206</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>207</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

<sup>208</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>209</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

<sup>210</sup> Act CXXXII of 2019 on the eligibility for social security benefits and private pensions and the funding for these services.

- f) the number of dependants living in the same household as the student, in particular, the number of dependent children,
  - g) the costs of caring for a relative needing care.
- (7) For the calculation of income, the average of the last three months should be taken into account for regular monthly income and the twelfth of the last year for other income. Upon the student's request, proven future income changes should also be considered.
- (8) The Social Committee will assess the student's social situation – with the exception of applications for exceptional grants – once a semester, at university level, among the applicants for grants on social needs, and will use the results for the assessment of all social grants. In the semester in which the student is applying for a grant on social needs, he/she shall submit to the Students' Union, by the last day of the second teaching week of the study period, all documents proving his/her social situation, in particular the circumstances referred to in section (6). The submitted documents will be processed by the relevant committee of the Students' Union and sent to the Social Committee for decision. On the basis of the documents submitted by the students, the Social Committee shall determine for one semester whether the student may receive a social grant based on his/her social situation.

### B/1) INITIAL AID

#### Article 31

- (1) <sup>211</sup>Students enrolled for the first time in a full-time, state-funded higher education vocational training, bachelor or single-cycle long programme are eligible for an initial aid of 50% of the student normative funding, upon request, provided that they meet the conditions set out in Article 32 (3)-(4) of this Regulation.
- (2) Students enrolled for the first time in a master programme are eligible for an initial aid of 75% of the student normative funding, upon request, provided that they meet the conditions set out in Article 32 (3)-(4) of this Regulation.
- (3) According to Article 30 (8), the Social Committee – on the basis of the applications for initial aid – will determine whether the student meets the conditions set out in Article 32 (3)-(4).
- (4) <sup>212</sup>The eligibility for initial aid is independent of the regular grant on social needs.
- (5) The initial aid shall be paid monthly to the eligible student.
- (6) <sup>213 214 215 216 217 218</sup>The semester budget for the initial aid is sent by the Chancellor's Office Directorate for Economic Affairs to the President of the Students' Union, the Chairperson of the Social Committee, the Vice-Rector for Education and the Rector's Office Directorate of Education.

### B/2) REGULAR AND EXCEPTIONAL GRANTS BASED ON SOCIAL NEEDS

#### Article 32

- (1) The **regular grant on social needs** is a monthly allowance paid for a period of study based on the student's social situation. An exceptional grant on social needs is a one-off payment to alleviate an unexpected deterioration in the student's social situation.
- (2) Regular and exceptional social grants may be awarded to students entitled to the social allowances specified in point g) of Article 2 (1).

<sup>211</sup> Amended by Senate Decision No. 95/2020. (VI. 24.), effective from 25 June 2020.

<sup>212</sup> Added by Senate Decision No. 9/2019. (II.06.), effective from 11 February 2019.

<sup>213</sup> Amended by Senate Decision No. 9/2019. (II.06.), effective from 11 February 2019.

<sup>214</sup> Amended by Senate Decision No. 23/2018. (III.07.), effective from 7 March 2018.

<sup>215</sup> Amended by Senate Decision No. 188/2019. (X.16.), effective from 1 November 2019.

<sup>216</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

<sup>217</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>218</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.



- (3) The monthly amount of the regular social grant may not be less than 20% of the annual normative funding for students if the student is entitled to a regular social grant based on his/her social situation under Article 30 (6)-(8) of this Regulation and is
- a) disabled or in need of assistance because of his/her health condition, or
  - b) multiply disadvantaged, or
  - c) a breadwinner, or
  - d) a student with a large family, or
  - e) an orphan.
- (4) The monthly amount of the regular social grant may not be less than 10% of the annual normative funding for students, if the student is entitled to a regular social grant based on his/her social situation under Article 30 (6)-(8) of this Regulation and
- a) is disadvantaged, or
  - b) his/her guardianship has ceased due to his/her age of majority, or
  - c) is a half-orphan
  - d) takes part in a state-funded degree programme and receives a grant awarded to foreign students by the Minister according to a bilateral agreement or the Act on Preferential treatment.

### Article 33

- (1) <sup>219 220 221</sup>Students may receive an exceptional social grant on application. The Social Committee decides on the students' applications once a month. The Chancellor's Office Directorate for Economic Affairs draws up and transfers the grant in the same way as the study scholarship except that in the case of exceptional grants based on social needs, the grant will also be drawn up and transferred in July, August and September. The electronic application form should be submitted to the Neptun request management system, together with the necessary attachments proving the circumstances indicated in the application. The decision on an application for an exceptional social grant is a decision based on equity.<sup>222</sup>

### Article 34

- (1) <sup>223 224 225 226</sup>The semester budget for regular and exceptional social grants is sent by the Chancellor's Office Directorate for Economic Affairs to the President of the Students' Union, the Chairperson of the Social Committee, the Vice-Rector for Education and the Rector's Office Directorate of Education.
- (2) <sup>227 228</sup>The amounts awarded for each application are determined by the Social Committee.
- a) Students in the same social situation should be treated in the same way, regardless of their faculty. Thus, applications from all faculties should be summarized in one table.
  - b) Within each category, different amounts may be awarded, taking into account the scores of the applications.
- (3) The rules for applying for regular grants based on social needs are set out in Annex 2 to this Regulation.

## B/3) SUPPORT FOR THE COMPLETION OF A PRACTICE PERIOD

<sup>219</sup> Amended by Senate Decision No. 95/2020. (VI. 24.), effective from 25 June 2020.

<sup>220</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

<sup>221</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>222</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>223</sup> Amended by Senate Decision No. 188/2019. (X.16.), effective from 1 November 2019.

<sup>224</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

<sup>225</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>226</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>227</sup> Amended by Senate Decision No. 9/2019. (II.06.), effective from 11 February 2019.

<sup>228</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

**(INTERNSHIP GRANT)****Article 35**

- (1) <sup>229</sup>Students participating in state-funded, full-time bachelor, master or single-cycle programmes may receive support for the completion of a practice period (internship grant) as defined in this Article.
- (2) An internship grant is awarded on a monthly basis for a maximum of one semester (5 months) to a student participating in a continuous internship of up to six months specified in the programme and outcome requirements.
- (3) An internship grant may be awarded to a student who is completing his/her compulsory internship in a place other than the University's seat or site (hereinafter: training location) where he/she does not receive dormitory accommodation and the distance between the place of internship and his/her place of residence is equal to half the distance between his/her place of residence and the training location, at least 30 km.
- (4) <sup>230 231 232</sup>The semester budget for the internship grant is sent to the President of the Students' Union, the Vice-Rector for Education and the Rector's Office Directorate of Education by the Chancellor's Office Directorate for Economic Affairs at the beginning of the semester.
- (5) In addition to the provisions of section (3), the application is assessed taking into consideration the student's social circumstances. In addition to the decision of the Social Committee establishing entitlement to social benefits, the applicant should also attach the certificate of the place of practice to the application.
- (6) The monthly amount of the internship grant may not exceed 10% of the annual amount of the normative funding for students.

**B/4 BURSA HUNGARICA MUNICIPAL HIGHER EDUCATION GRANT****Article 36**

- (1) The Bursa Hungarica Municipal Higher Education Grant (hereinafter: Bursa Hungarica Grant) is a social allowance awarded to students by the municipal and county governments that have joined the current year's round of the Bursa Hungarica Municipal Higher Education Grants (hereinafter: Grant Scheme). It consists of a municipal and a social grant part (hereinafter: institutional part) determined on this basis. The institutional part of the grant is awarded by the Minister responsible for education. The grant's institutional part is independent of any other support awarded by the University.
- (2) <sup>233</sup>The institutional part of the grant is available to students who are supported by the municipality of their permanent place of residence under the Grant Scheme and are studying in full-time bachelor, master or single-cycle long programmes, or higher education vocational trainings.
- (3) The grant awarded under the Grant Scheme is based only on the applicant's social situation. When awarding the grant, the applicant's study results cannot be taken into account.
- (4) The monthly amount of the grant's institutional part is equal to the municipal grant, but may not exceed the maximum amount per person per month of the grant's institutional part, determined annually by the Minister responsible for education and published in the official gazette of the Ministry.
- (5) The source of the grant's institutional part is a state-funded resource managed separately in the University budget.
- (6) The University is obliged to verify eligibility before making a payment. If the student does not meet the conditions, the University will terminate the award.

<sup>229</sup> Amended by Senate Decision No. 95/2020. (VI. 24.), effective from 25 June 2020.

<sup>230</sup> Amended by Senate Decision No. 23/2018. (III.07.), effective from 7 March 2018.

<sup>231</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

<sup>232</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>233</sup> Amended by Senate Decision No. 95/2020. (VI. 24.), effective from 25 June 2020.

- (7) The Bursa Hungarica Grant is paid free of charge, on a monthly basis in the same way as other student benefits. For students who have started their higher education studies before the Bursa Hungarica Grant is paid, the grant's institutional part starts in March and is paid in the same way as other student benefits. If the student has started his/her studies in the semester of the Bursa Hungarica Grant award, the institutional part will be paid in the same order as the University's student benefits, starting in October (in March for cross semester study programmes). The institutional part of the grant must be paid even if the municipal grant is not available.
- (8) In the months in which the student's student status is suspended, the Bursa Hungarica Grant will be fully suspended without modifying the final deadline for payment.
- (9) If the student does not meet the conditions for the Bursa Hungarica Grant, the University shall terminate the award. After the end of the semester, the University shall settle the unpaid grants with the application management organization specified in Article 19 (1) of the Government Decree by 30 June or 31 January at the latest.
- (10) If the student is not entitled to the Bursa Hungarica Grant, the University shall return the part of the municipal grant already transferred but not paid to the application management organization specified in Article 19 (1) within 30 days.
- (11) Students receiving a Bursa Hungarica Grant are obliged to notify the University and the application management organisation specified in Article 19 (1) of the Government Decree within the shortest possible time, but not later than 15 days. The student must notify within 5 working days of any change in the following information:
  - a) student's name, name at birth, place of residence, e-mail address,
  - b) study programme, work schedule, form of financing,
  - c) suspension of studies.
- (12) Scholarship holders who fail to comply with the notification obligation may be excluded from the Bursa Hungarica Grant and the following year's round of the Grant Scheme. The student is obliged to repay the unauthorized grant to the University within 30 days. A scholarship holder who does not receive the grant due to failure to meet his/her notification obligation may not claim any unpaid grant after the end of the semester (30 June, 31 January).
- (13) The University is obliged to report on the Bursa Hungarica Grant payments to the Ministry of Human Capacities in accordance with the funding agreement providing the grant's institutional part.
- (14) The Bursa Hungarica Grant (both the municipal and institutional part) is paid to students by the institution paying the student benefits.<sup>234</sup>
- (15) In the database of the Bursa Hungarica Municipal Higher Education grant system, EPER-Bursa, the semester status of students eligible for the grant is confirmed each semester. The student status data in the Neptun Education Administration System, confirmed by the relevant registrar's offices, are recorded in the database by the Chancellor's Office Directorate for Economic Affairs.<sup>235 236</sup>
- (16) The amounts of the institutional and municipal part of the grant for eligible students are set by the Chancellor's Office Directorate for Economic Affairs in Neptun on the basis of the data registered in the EPER-Bursa database.<sup>237 238</sup>
- (17) The institutional parts of the grant will be written out after the confirmation of the semester student status.<sup>239</sup>
- (18) Grants provided by municipal and county governments as a transfer of funds under the Grant Scheme to the account held by the Grant Manager in one sum, once a semester (5 months) shall be transferred by the Grant Manager in one sum to the higher education institution where the payment is made.<sup>240</sup>

<sup>234</sup> Added by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>235</sup> Added by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>236</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>237</sup> Added by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>238</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>239</sup> Added by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>240</sup> Added by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

- (19) The higher education institution is only obliged to pay the municipal part of the grant if its funds have been transferred to its account by the Grant Manager.<sup>241</sup>
- (20) The registration and payment of the municipal part in Neptun starts with the first scholarship payment after the grant's transfer to the higher education institution, when the scholarships due up to that time are paid, and thereafter it proceeds according to the scholarship payment schedule with the payment of the institutional part.<sup>242</sup>

## **C/ SCHOLARSHIPS ESTABLISHED BY KÁROLI GÁSPÁR UNIVERSITY OF THE REFORMED CHURCH IN HUNGARY**

### **C/1) KÁROLI GÁSPÁR SCHOLARSHIP**

#### **Article 37**

- (1) <sup>243</sup>Károli Gáspár Scholarship (abbreviated name and hereinafter referred to as Károli Scholarship), taking into account the provisions of section (2), is available for self-funded students enrolled in full-time bachelor, master or single-cycle long programmes who have indicated Károli Gáspár University of the Reformed Church in Hungary as their first preference during the admission procedure and have an active student status in the semester of application.
- (2) Students who are in debt towards the University at the time of application, who are subject to disciplinary proceedings and who have not fulfilled their voluntary work commitments in the previous semester may not apply.
- (3) <sup>244</sup>Students may apply for the scholarship in the semester in which they are expected to obtain the Absolutorium only if they undertake to complete the voluntary work hours corresponding to the amount of the scholarship in a shorter period of time, by 15 January for the scholarship received in the autumn semester, and by 15 June for the scholarship received in the spring semester.

#### **Article 38**

- (1) The Károli Scholarship can be awarded once a semester, for a period of one semester (5 months).

#### **Article 39**

- (1) <sup>245 246</sup>The budget for the Károli Scholarship for one academic year is determined by the Rector on the basis of the preliminary calculations of the Chancellor's Office Directorate for Economic Affairs, divided to two equal parts for two semesters.

#### **Article 40**

- (1) <sup>247</sup>The amount of the scholarship that can be awarded to a student is 75%, 50% or 25% of the student's semester tuition fee. The amount of the scholarship is based on the amount actually paid or to be paid in the case of an ongoing instalment payment in the semester in question.<sup>248</sup>

#### **Article 41**

- (1) The student is obliged to pay the amount of the tuition fee according to the general procedure as specified in the University's regulations, regardless of whether the student applies for the Károli Scholarship.

<sup>241</sup> Added by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>242</sup> Added by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>243</sup> Amended by Senate Decision No. 95/2020. (VI. 24.), effective from 25 June 2020.

<sup>244</sup> Amended by Senate Decision No. 23/2018. (III.07.), effective from 7 March 2018.

<sup>245</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

<sup>246</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>247</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

<sup>248</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

**Article 42**

- (1) <sup>249</sup> The application criteria are drawn up by the Károli Gáspár Scholarship Committee (hereinafter referred to as the Committee) and approved by the Rector. The Rector's Office Directorate of Education shall ensure the publication of the call for applications, in accordance with the requirements set by the Rector, on the University's webpage and in the usual manner in each faculty.<sup>250 251</sup>
- (2) <sup>252</sup> The student should submit the application to the Neptun request management system, on the application form and by the deadline specified in the call for applications published in the semester of the given academic year.
- (3) <sup>253 254</sup> After the deadline, the submitted applications are summarized, scored and ranked by the Dean's Offices according to the scoring system of the call for applications.

**Article 43**

- (1) The applications are evaluated by the Committee by the date specified in the call for applications published in the semester of the academic year.<sup>255</sup>
- (2) <sup>256 257</sup> The members of the Committee are appointed by the Rector and its meetings are convened by the Director-General of Education.<sup>258</sup>
- (3) Applications are assessed on the basis of the student's
  - academic results,
  - admission, study, scientific and professional achievements,
  - public life activity,
  - active congregational and church life.
- (4) The Committee shall determine the duration of the voluntary work in proportion to the amount of the awarded scholarship. If the budget for the semester is not used, the Committee will increase the scholarship fund for the given calendar year by the unused amount of the scholarship.
- (5) <sup>259</sup> After the evaluation, the Directorate of Education will publish the list of successful applicants according to the decision of the Committee.<sup>260</sup>

**Article 44<sup>261</sup>**

- (1) The University will conclude a Károli Scholarship Contract (hereinafter: Scholarship Contract) with the successful student. A valid scholarship contract is the condition for the payment of the scholarship. Sample scholarship contracts will be published on the University's website at the same time as the call for applications (a separate scholarship contract and thus a separate sample will be made for students applying in the semester in which they are expected to obtain the Absolutarium).
- (2) The scholarship contract must be concluded by the date specified in the call for application published in the semester of the academic year.
- (3) If the scholarship contract is not concluded, the amount of the scholarship and the scholarship awarded to the student will be transferred to the next applicant with the highest scores in the ranking established by the Committee. In the absence of such an applicant, the Committee may increase the scholarship fund within a given academic year by the amount of the scholarship thus released.

<sup>249</sup> Amended by Senate Decision No. 188/2019. (X.16.), effective from 1 November 2019.

<sup>250</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>251</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>252</sup> Amended by Senate Decision No. 95/2020. (VI. 24.), effective from 25 June 2020.

<sup>253</sup> Amended by Senate Decision No. 188/2019. (X.16.), effective from 1 November 2019.

<sup>254</sup> Amended by Senate Decision No. 95/2020. (VI. 24.), effective from 25 June 2020.

<sup>255</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>256</sup> Amended by Senate Decision No. 188/2019. (X.16.), effective from 1 November 2019.

<sup>257</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

<sup>258</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>259</sup> Amended by Senate Decision No. 188/2019. (X.16.), effective from 1 November 2019.

<sup>260</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>261</sup> Amended by Senate Decision No. 23/2018. (III.07.), effective from 7 March 2018.

- (4) <sup>262</sup>In the scholarship contract, the student also undertakes to complete the number of hours of voluntary work specified by the Committee during the semester, by the last day of February in the case of a scholarship awarded in the autumn semester, and by the last day of August in the case of a scholarship awarded in the spring semester. (In the case of applications in the semester of the expected acquisition of the Absolutorium, the deadline for completion of the voluntary work shall be governed by Article 37 (3) of this Regulation.)
- (5) <sup>263</sup>The voluntary work can be undertaken in university departments, external institution(s) (hereinafter referred to as host institution(s)) and within the scope of activities approved by the Vice-Rector for Education.
- (6) When concluding the scholarship contract, the student shall attach the host institution's statement of acceptance for voluntary work of the duration specified in section (4). In the absence of the statement of acceptance, the scholarship contract may not be concluded.
- (7) <sup>264</sup> <sup>265</sup>The student shall prove the voluntary work with a certificate received from the host institution(s) by the deadline set out in section (4). The certificates shall be submitted to the faculty's Dean's Office. After the deadline set out in section (4), the Dean's Office of the faculty shall forward the certificates to the Director of Education without delay.

#### Article 45

- (1) <sup>266</sup> <sup>267</sup> <sup>268</sup> <sup>269</sup>After the conclusion of the scholarship contracts, the Rector's Office Directorate of Education shall immediately send
- the list of students eligible for the scholarship and the data required for the payment of the scholarship to the Chancellor's Office Directorate for Economic Affairs;
  - the list of students eligible for the scholarship indicating their name and Neptun code and the amount of the scholarship to the Dean's Offices.
- (2) <sup>270</sup> <sup>271</sup>The Chancellor's Office Directorate for Economic Affairs
- will immediately record the fact and the amount of the scholarship in Neptun;
  - will write out and transfer the amount of the scholarship to the student on a monthly basis, in the same order as the study scholarship is paid.

#### Article 46

- (1) <sup>272</sup> <sup>273</sup>If the student fails to comply with the obligation undertaken according to Article 44 (4) or 44 (7), he/she shall be obliged to repay the amount of the scholarship to the University within the time limit and in instalments, if any, specified in the decision pursuant to Article 46 (2).
- (2) <sup>274</sup>The Vice-Rector for Education shall issue a decision establishing the violation of the obligation referred to in section (1), after considering all the circumstances of the case. An appeal may be lodged against the decision of the Vice-Rector for Education within 15 days of the receipt of the decision in accordance with article 2 of the regulation Part III.3 Procedure for Student Legal Remedy. <sup>275</sup>

<sup>262</sup> Amended by Senate Decision No. 23/2018. (III.07.), effective from 7 March 2018.

<sup>263</sup> Amended by Senate Decision No. 188/2019. (X.16.), effective from 1 November 2019.

<sup>264</sup> Amended by Senate Decision No. 188/2019. (X.16.), effective from 1 November 2019.

<sup>265</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

<sup>266</sup> Amended by Senate Decision No. 188/2019. (X.16.), effective from 1 November 2019.

<sup>267</sup> Amended by Senate Decision No. 95/2020. (VI. 24.), effective from 25 June 2020.

<sup>268</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

<sup>269</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>270</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

<sup>271</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>272</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

<sup>273</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

<sup>274</sup> Amended by Senate Decision No. 188/2019. (X.16.), effective from 1 November 2019.

<sup>275</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

- (3) <sup>276 277 278 279</sup>The Rector's Office Directorate of Education shall immediately send the decision to the Dean's Office, the Registrar's Office and the Chancellor's Office Directorate for Economic Affairs.
- (4) <sup>280 281</sup>The Chancellor's Office Directorate for Economic Affairs shall immediately
- write out the debt in Neptun;
  - document the decision.

## C/2) KÁROLI EXCELLENCE SCHOLARSHIP

### Article 47

- (1) <sup>282</sup>The Károli Excellence Scholarship is open to all enrolled, state-funded or self-funded first-year students with active status who have been admitted to a full-time bachelor or single-cycle long programme in the academic year 2014/2015, or later, who have indicated the Károli Gáspár University of the Reformed Church in Hungary as their first reference in the admission procedure and have received extra admission points based on their ranking in one of the following secondary school competitions:
- a) 1<sup>st</sup>-30<sup>th</sup> place in the Hungarian Secondary School Competitions or in the Competition of Professional Baccalaureate Preparatory Courses, in the Competition of Sectoral and Non-Sectoral Professional Baccalaureate Courses (if the subject of the competition is one of the entrance exam subjects in the given study programme);
  - b) 1<sup>st</sup>-3<sup>rd</sup> place as an individual competitor in the National Competition in Art Studies for vocational secondary school students in the field of art, organised and sponsored by the Ministry;
  - c) Grand prize or first prize in the National Scientific Students' Association Conference of Secondary Schools (if the subject of the competition is one of the entrance exam subjects in the given study programme);
  - d) 1<sup>st</sup>-3<sup>rd</sup> place in the National Scientific and Innovation Competition for Youth.
- (2) <sup>283</sup>The Károli Excellence Scholarship is awarded for the first two active semesters of study (10 month in total) with a monthly amount of HUF 80,000.
- (3) <sup>284 285</sup>The Károli Excellence Scholarship can be awarded upon application. The Rector's Office Directorate of Education will ensure the publication of the call for applications and the formal requirements for applications no later than 30 September of the current year. Applications should be submitted after enrolment in the Neptun Education Administration System by the deadline specified in the call for applications. Only students who have submitted their applications on time and in compliance with the formal requirements will be eligible for the support. There is no excuse or justification for failure to meet the deadline or to comply with the formal requirements. The decision to award the scholarship is taken by the Károli Gáspár Scholarship Committee. A formal decision is only issued in the case of a negative decision.<sup>286</sup>
- (4) <sup>287 288 289</sup>The chart containing the name, Neptun code and study programme of the students eligible for the scholarship is sent to the Director-General of Education by the Head of the Registrar's Office, ex officio, after the end of the enrolment period. The Director-General of Education sends the charts

<sup>276</sup> Amended by Senate Decision No. 188/2019. (X.16.), effective from 1 November 2019.

<sup>277</sup> Amended by Senate Decision No. 95/2020. (VI. 24.), effective from 25 June 2020.

<sup>278</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

<sup>279</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>280</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

<sup>281</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>282</sup> Amended by Senate Decision No. 95/2020. (VI. 24.), effective from 25 June 2020.

<sup>283</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

<sup>284</sup> Amended by Senate Decision No. 188/2019. (X.16.), effective from 1 November 2019.

<sup>285</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>286</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>287</sup> Amended by Senate Decision No. 165/2018. (IX.26.), effective from 1 October 2018.

<sup>288</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

<sup>289</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

received from the faculties, after approval, to the Chancellor's Office Directorate for Economic Affairs which ensures that the scholarships are entered in Neptun and transferred continuously.

- (5) A self-funding student who is eligible for the scholarship is obliged to pay the full amount of the tuition fee in the second semester of the academic year of the application.
- (6) <sup>290</sup>If a student who is eligible for the scholarship suspends the semester of enrolment (including subsequent passivation, or if his/her student status is terminated for any reason), the student is not entitled to the amount for this semester, and will lose the amount of the support, and cannot request its payment in the next active semester. After the registration of the suspension or termination has been registered in Neptun, the amount of any scholarship already paid for the semester must be repaid to the University within the time limit, and in instalments, in any, set by the decision of the Vice-Rector for Education ordering repayment. The establishment of the repayment obligation and the repayment shall be carried out in accordance with Article 46 (2)-(4). The Rector may grant an exemption or a reduction from the repayment obligation only once during the studies, in the case of special equity circumstances, upon the student's request.
- (7) <sup>291</sup>A student may be awarded the Károli Excellence Scholarship once for a particular result achieved in the secondary school competitions listed in Article 47 (1). If the student establishes a new student status with the University or changes his/her study programme, he/she may not apply for the scholarship again with the same result achieved previously.

### C/3) EÖTVÖS KÁROLY SCHOLARSHIP PROGRAMME<sup>292</sup>

#### Article 48

- (1) <sup>293 294</sup>The Eötvös Károly Scholarship (hereinafter: scholarship), subject to the provisions of section (2), is open to full-time and part-time (correspondent) students enrolled in the University, up to 4 students per bachelor programme, 7 students per single-cycle long programme and 2 students per master programme who have been admitted to a state-funded or self-funded study programme at the University's Faculty of Law or the International Relations study programme at the Faculty of Humanities and Social Sciences or one of the study programmes in the field of economics at the Faculty of Economics, Health Sciences and Social Studies which they have indicated as their first preference in the admission procedure.<sup>295</sup>
- (2) Types, eligibility, amount and benefits of the Eötvös Károly Scholarship:
  - a) <sup>296 297 298</sup>Eötvös Károly Scholarship I

From the academic year 2014/2015, the Scholarship is open to first-year students who

- have indicated a single-cycle long programme or master programme at the Faculty of Law, or the International Relations study programme at the Faculty of Humanities and Social Sciences or one of the bachelor or master programmes in the field of economics at the Faculty of Economics, Health Sciences and Social Studies, in the form of self-funded training, as their first preference,
- have achieved the scores published in the call for applications for each study programme,
- have been admitted to and enrolled in a single-cycle long programme or master programme at the Faculty of Law, or the International Relations at the Faculty of Humanities and Social

<sup>290</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

<sup>291</sup> Added by Senate Decision No. 23/2018. (III.07.), effective from 7 March 2018.

<sup>292</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>293</sup> Amended by Senate Decision No. 165/2018. (IX.26.), effective from 1 October 2018.

<sup>294</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>295</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>296</sup> Amended by Senate Decision No. 188/2019. (X.16.), effective from 1 November 2019.

<sup>297</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>298</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.



Sciences or one of the bachelor or master programmes in the field of economics at the Faculty of Economics, Health Sciences and Social Studies, and

- have an active student status.

Students awarded the Eötvös Károly Scholarship I

- receive the textbooks designated as compulsory readings for the compulsory subjects of the first-year for permanent use, free of charge <sup>299</sup>,
- have the opportunity to pay the tuition fee in three instalments,
- will receive a 10% discount on the amount of the tuition fee for the first academic year which will be credited from the second instalment of the tuition fee (20% in total).

b) <sup>300</sup> <sup>301</sup>Eötvös Károly Scholarship II

From the academic year 2014/2015, the scholarship is open to first-year students who

- have indicated a single-cycle long programme or master programme at the Faculty of Law, or the International Relations study programme at the Faculty of Humanities and Social Sciences or one of the bachelor or master programmes in the field of economics at the Faculty of Economics, Health Sciences and Social Studies, in the form of self-funded training, as their first preference,
- have achieved higher scores than those published in the call for applications for each study programme, but not more than the scores established for the admission to the state-funded form of the study programme in question, and have been admitted and enrolled in a single-cycle long programme or master programme at the Faculty of Law, or the International Relations study programme at the Faculty of Humanities and Social Sciences or one of the bachelor or master programmes in the field of economics at the Faculty of Economics, Health Sciences and Social Studies, and
- have an active student status.

Students awarded the Eötvös Károly Scholarship II

- receive the textbooks designated as compulsory readings for the compulsory subjects of the first-year for permanent use, free of charge <sup>302</sup>,
- have the opportunity to pay the tuition fee in two instalments,
- will receive a 15% discount on the amount of the tuition fee for the first academic year which will be credited from the second instalment of the tuition fee (30% in total).

c) <sup>303</sup> <sup>304</sup>Eötvös Károly Scholarship III

- From the academic year 2014/2015, the scholarship is open to first-year students who have indicated a single-cycle or master programme at the Faculty of Law, or the International Relations study programme at the Faculty of Humanities and Social Sciences or one of the bachelor or master programmes in the field of economics at the Faculty of Economics, Health Sciences and Social Studies, funded through a state scholarship, as their first preference, and have been admitted to and enrolled in the state-funded study programme.

Students awarded the Eötvös Károly Scholarship III

<sup>299</sup> Amended by Senate Decision No. 165/2018. (IX.26.), effective from 1 October 2018.

<sup>300</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>301</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>302</sup> Amended by Senate Decision No. 165/2018. (IX.26.), effective from 1 October 2018.

<sup>303</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>304</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

- receive the textbooks designated as compulsory readings for the compulsory subjects of the first year for permanent use, free of charge <sup>305</sup>,
  - will receive a monthly scholarship of HUF 20,000 for 10 months in the first academic year.
- d) <sup>306 307</sup>Eötvös Károly Scholarship III+

The Scholarship is open to students who

- have been admitted to a single-cycle or master programme at the Faculty of Law, or the International Relations study programme at the Faculty of Humanities and Social Sciences or one of the bachelor or master programmes in the field of economics at the Faculty of Economics, Health Sciences and Social Studies, funded through a state scholarship, for the academic year 2014/2015 or later,
- have been awarded the Eötvös Károly Scholarship III,
- have an adjusted credit index of at least 4,00,
- are engaged in scientific students' association activities, and
- have a proven scientific activity.

Students awarded the Eötvös Károly Scholarship III+ will receive a monthly scholarship of HUF 20,000 for the duration of one semester (5 months).

- (3) The call for applications for all types of the Eötvös Károly Scholarship Programme is prepared by the Rector's Office Directorate of Education and approved by the Vice-Rector for Education; the call for applications is published by the Rector's Office Directorate of Education.<sup>308</sup>
- (4) Applications must be submitted in Neptun, under Administration/Requests menu, by the date specified in the call for applications published in the semester of the academic year.<sup>309</sup>
- (5) Students may apply for the scholarships referred to in points a)-c) of section (2) only once during their studies.
- (6) <sup>310</sup>Applications are assessed per faculty, by the Committee appointed by the Dean of the Faculty of Law, the Faculty of Humanities and Social Sciences and the Faculty of Economics, Health Sciences and Social Studies, by the date specified in the call for applications published in the semester of the academic year. If the Faculty Committee determines during the evaluation that in the case of the study programmes referred to in section (1) the number of applicants who meet the application criteria exceeds the number of students eligible for the scholarship (e.g. due to equal scores), the Committee, after prior consultation with the Rector's Office Directorate of Education, turns to the Vice-Rector for Education with the initiative to reallocate the unused scholarship places. Based on the recommendation of the faculty committees, the final decision on the allocation of the scholarship places is made by the Vice-Rector for Education.<sup>311 312</sup>
- (7) <sup>313 314</sup>
- (8) The deadline for submitting an application for the Scholarship under point d) of section (2) is the last working day of the second teaching week of the semester following the semester to which the application relates.
- (9) For all types of scholarships defined in this Article, it is a condition that the student's active semester may not be followed by a passive semester. For the Eötvös Károly Scholarship III+, an additional

<sup>305</sup> Amended by Senate Decision No. 165/2018. (IX.26.), effective from 1 October 2018.

<sup>306</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>307</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>308</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>309</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>310</sup> Amended by Senate Decision No. 317/2021. (XI.02.), effective from 2 November 2021.

<sup>311</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>312</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>313</sup> Deleted by Senate Decision No. 188/2019. (X.16.), effective from 1 November 2019.

<sup>314</sup> Deleted by Senate Decision No. 188/2019. (X.16.), effective from 1 November 2019.

condition is that the student must have an adjusted credit index of at least 4,00 in the semester following the semester covered by the application.

- (10) If the applicant's active semester is followed by a passive semester, or in the case of Eötvös Károly Scholarship III+, the student's adjusted credit index falls below 4,00, the student is obliged to repay the scholarship already received within 30 days.
- (11) Following the evaluation, the list of the successful applicants will be published by the Rector's Office Directorate of Education on the University's website within 15 days of the submission deadline, in accordance with the decisions taken.<sup>315 316</sup>
- (12)<sup>317</sup>
- (13) The Scholarship is paid as follows:
- a) <sup>318</sup> Following the evaluation of the applications, the Rector's Office Directorate of Education shall immediately send the list of students eligible for the Scholarship to the Chancellor's Office Directorate for Economic Affairs.<sup>319 320</sup>
  - b) In the first and second semester, the Registrar's Office of the Faculty of Law, Faculty of Humanities and Social Sciences and the Faculty of Economics, Health Sciences and Social Studies shall issue an instalment payment for the students concerned in points a) and b) of section (2) to cover the tuition fee.<sup>321 322</sup>
  - c) For the successful applicants, the reduced tuition fee will be credited in the second instalment.
  - d) Students who have successfully applied for the Scholarship under point a) and c) of section (2), may personally receive (borrow) the textbooks designated as compulsory readings for the compulsory subjects of the first year from the Szilassy Aladár Library of the Faculty of Law, upon the decision on the evaluation of the application. The textbooks borrowed under the Scholarship are the property of the University, and are given to the students for use for one academic year.<sup>323 324</sup>
  - e) Scholarships specified in points c) and d) of section (2) will be paid on the 10<sup>th</sup> day of the month following the evaluation, and thereafter, during the period of eligibility, by the 10<sup>th</sup> day of each month.
- (14) The rules on permanent use are set out in Annex 1 to this Regulation.

#### C/4) TALENT BONUS

##### Article 49

- (1) <sup>325</sup>The Talent Bonus is an allowance to be granted to the most outstanding students of the University studying in bachelor, master and single-cycle long programmes. It can be applied by students who, in addition to their excellent academic results, have successfully participated in student and university competitions. For them, the University will provide free of charge an additional 10% of credits above the +10% of compulsory number of credits to be completed in bachelor, master and single-cycle long programmes.
- (2) A talent bonus can be applied for by any state-funded or self-funded students who meet the conditions set out in section (1) without a separate call for applications.

<sup>315</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>316</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>317</sup> Deleted by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>318</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

<sup>319</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>320</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>321</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>322</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>323</sup> Amended by Senate Decision No. 165/2018. (IX.26.), effective from 1 October 2018.

<sup>324</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>325</sup> Amended by Senate Decision No. 95/2020. (VI. 24.), effective from 25 June 2020.

- (3) Applications must be submitted, addressed to the Study Committee, in the Neptun Request Management System by the last working day of the third week of the study period of each semester.<sup>326</sup>
- (4) The Study Committee will take a decision within 30 days of the submission deadline. There is no appeal against the decision of the Study Committee on the Talent Bonus. There is an appeal against the decision of the Study Committee regarding the Talent Bonus in accordance with Article 2 of the Procedure for Student Legal Remedy.<sup>327</sup>
- (5) Students who have received a Talent Bonus may take +20% credits in addition to the number of credits required by the programme and outcome requirements during their studies without paying a fee.

#### **C/5) “PRACTICAL YEAR”<sup>328</sup> SCHOLARSHIP OF THE FACULTY OF THEOLOGY FOR REFORMED THEOLOGIAN-PASTOR STUDENTS<sup>329</sup>**

##### **Article 50**

- (1) <sup>330</sup>The “Practical Year”<sup>331</sup> Scholarship of the Faculty of Theology for Reformed Theologian-Pastor students (hereinafter referred to as Scholarship for Reformed Theologian-Pastor students) is open to students with active student status in the full-time, state-funded or self-funded single-cycle long programme who participate in a pastoral internship during the practical semesters<sup>332</sup> of their studies.<sup>333</sup>
- (2) <sup>334</sup>The Scholarship for Reformed Theologian-Pastor students is a grant for the duration of the practical year.<sup>335</sup>
- (3) <sup>336 337</sup>The scholarship is awarded without an application procedure, on the basis of the data provided by the Dean of the Faculty of Theology. The Dean sends the list of scholarship payment for the Reformed Theologian-Pastor students eligible for the scholarship for the semester to the Chancellor’s Office Directorate for Economic Affairs.<sup>338 339</sup>

#### **C/6) KARDOS JÁNOS RESEARCH FELLOWSHIP OF THE FACULTY OF LAW<sup>340</sup>**

##### **Article 50/A**

- (1) The Faculty of Law of the Károli Gáspár University of the Reformed Church in Hungary has established the Kardos János Research Fellowship (hereinafter referred to as Research Fellowship). The Research Fellowship is funded by the Ministry of Justice (Hungarian abbreviation: IM) on the basis of a fixed part of the dedicated funding for the given research period.
- (2) The Research Fellowship is open to full-time law students or full-time doctoral students (hereinafter: Students) at the University’s Faculty of Law.
- (3) To be eligible for the Research Fellowship, the lecturer participating in the Research Programme of the Ministry of Justice should involve the student in the research project supported by the Ministry.

<sup>326</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>327</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>328</sup> Amended by Senate Resolution No. 159/2020. (VII. 17.), effective from 20 July 2020.

<sup>329</sup> Amended by Senate Decision No. 153/2016. (XI.23.), effective from 28 November 2016.

<sup>330</sup> Amended by Decision No. FT-7/2023 (III.16) of the Maintenance Board, effective from 16 March 2023.

<sup>331</sup> Amended by Senate Resolution No. 159/2020. (VII. 17.), effective from 20 July 2020.

<sup>332</sup> Amended by Senate Resolution No. 159/2020. (VII. 17.), effective from 20 July 2020.

<sup>333</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>334</sup> Amended by Decision No. FT-7/2023 (III.16) of the Maintenance Board, effective from 16 March 2023.

<sup>335</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>336</sup> Amended by Senate Resolution No. 159/2020. (VII. 17.), effective from 20 July 2020.

<sup>337</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

<sup>338</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>339</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>340</sup> Amended by Senate Decision No. 21/2016. (III.30.), effective from 4 April 2016.

- (4) <sup>341</sup>The amount of the Research Fellowship is determined according to the current Research Programme, approved by the Ministry of Justice, involving the student which may vary from one research programme to another. The amount of the Research Fellowship is determined by the Faculty Academic Council for the duration of the programme.

### **C/7)<sup>342</sup> MNB EXCELLENCE SCHOLARSHIP**

#### **Article 50/B**

- (1) Pursuant to Article 170 (3) of Act CXXXIX of 2013 on the Hungarian National Bank, the revenue from fines imposed by the Hungarian National Bank (Hungarian abbreviation: MNB) may be used to promote and support the education of economic and financial professionals. Based on its Corporate Social Responsibility Strategy, the Hungarian National Bank plays an active role in the value creation in the field of economics by supporting a scholarship programme called “MNB Excellence Scholarship” (hereinafter: Scholarship Programme).
- (2) The University, as the recipient of the grant, announces an application to its students for the use of the funding in accordance with the conditions specified in the agreement.
- (3) <sup>343</sup>The Scholarship Programme is open to students who meet the conditions of the call for applications announced for the academic year.
- (4) Information on the detailed conditions, deadlines and procedures of the application is available in the call for applications for the current academic year. The Dean of the Faculty of Economics, Health Sciences and Social Studies is responsible for the preparation and announcement of the call for applications, and he/she supervises the application process for the given academic year in such a way that the University prepares an institutional ranking list of the University’s students who have been awarded the scholarship, by 10 October of the academic year at the latest, which can be forwarded to the Hungarian National Bank (MNB). The Dean of the Faculty of Economics, Health Sciences and Social Studies may delegate this task by special authorization to an employee designated to liaise with the Hungarian National Bank.<sup>344</sup>
- (5) <sup>345</sup>When evaluating the applications, the University takes into account 50% of the academic performance, 40% of the scientific activities (publications, papers submitted to scientific students’ association conferences, participation in international and Hungarian competitions and colleges of excellence) and 10% of the public life and community activity.
- (6) The MNB Excellence Scholarship is awarded for 10 months during an academic year (from September to June). The payment of the Scholarship may not be rescheduled beyond the academic year following the application.
- (7) <sup>346</sup> <sup>347</sup> <sup>348</sup>The scholarship for the spring semester can only be paid to the student if he/she has an active student status. If the student status of the student is suspended or terminated, the scholarship will no longer be paid to him/her.
- (8) <sup>349</sup>Students who have been awarded the scholarship may not be excluded from receiving a National Higher Education Scholarship and a Study Scholarship.
- (9) <sup>350</sup>The payment of the scholarship will start only if the amount of support is available in accordance with the grant agreement.

<sup>341</sup> Amended by Senate Decision No. 95/2020. (VI. 24.), effective from 25 June 2020.

<sup>342</sup> Amended by Senate Decision No. 133/2016. (VII.27.), effective from 1 August 2016.

<sup>343</sup> Amended by Senate Decision No. 163/2018. (IX.14.), effective from 17 September 2018.

<sup>344</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>345</sup> Amended by Senate Decision No. 288/2021. (X.08.), effective from 8 October 2021.

<sup>346</sup> Amended by Senate Decision No. 188/2019. (X.16.), effective from 1 November 2019.

<sup>347</sup> Amended by Senate Decision No. 89/2021. (IV.21.), effective from 22 April 2021.

<sup>348</sup> Amended by Senate Decision No. 288/2021. (X.08.), effective from 8 October 2021.

<sup>349</sup> Amended by Senate Decision No. 23/2018. (III.07.), effective from 7 March 2018.

<sup>350</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

**C/7/A<sup>351</sup> FACULTY OF LAW  
MNB SCHOLARSHIP REGULATION**

**Article 50/B/1<sup>352</sup>**

**C/7/B FACULTY OF LAW  
MNB SCHOLARSHIP FOR STUDENTS PARTICIPATING IN ADVISOR IN ECONOMIC  
DIPLOMACY POSTGRADUATE SPECIALISATION PROGRAMME<sup>353</sup>**

**Article 50/B/2<sup>354</sup>**

**C/7/C  
REGULATION FOR MNB HORIZONTAL PROGRAMMES COMPETITION  
SCHOLARSHIP FOR STUDENTS OF THE  
FACULTY OF LAW  
FACULTY OF HUMANITIES AND SOCIAL SCIENCES  
FACULTY OF PEDAGOGY  
FACULTY OF ECONOMICS, HEALTH SCIENCES AND SOCIAL STUDIES  
FACULTY OF THEOLOGY<sup>355 356</sup>**

**Article 50/B/3<sup>357</sup>**

- (1) Pursuant to Article 170 (3) of Act CXXXIX of 2013 on the Hungarian National Bank, the revenue from fines imposed by the Hungarian National Bank (Hungarian abbreviation: MNB) may be used to promote and support the education of economic and financial professionals. Based on its Corporate Social Responsibility Strategy, the MNB plays an active role in the value creation in the field of economics by supporting a scholarship programme called “MNB Horizontal Programmes Competition Scholarship” (hereinafter: Scholarship Programme).
- (2) The University, as the recipient of the grant, announces an application to its students for the use of the funding in accordance with the conditions specified in the agreement.
- (3) The Scholarship Programme is open to students who participate in a full-time or part-time bachelor, master or single-cycle long programme of any faculties of the University as state-funded or self-funded students and have an active student status.
- (4) Up to 12 students are eligible for the Scholarship.
- (5) <sup>358</sup>Applications may be submitted by students who meet the conditions set out in section (3) and who has prepared a professional scientific report (hereinafter: Study) on the research topic, or one of the topics announced in the call for applications, in accordance with the application requirements. The deadline for submitting the Study is set out in the call for applications each year. Information on the detailed conditions, deadlines and procedures of the application is available in the call for applications for the current academic year. The call for applications is prepared by the employee designated to liaise with the MNB, in consultation with the MNB, and is sent to the Director-General of Education. The call for applications is written by the Rector and published by the Rector’s Office Directorate of Education.<sup>359 360</sup>

<sup>351</sup> Added by Senate Decision No. 9/2019. (II.06.), effective from 11 February 2019.

<sup>352</sup> Deleted by Senate Decision No. 291/2021. (X.20.), effective 21 October 2021.

<sup>353</sup> Added by Senate Decision No. 4/2020. (I.29.), effective from 3 February 2020.

<sup>354</sup> Deleted by Senate Decision No. 291/2021. (X.20.), effective 21 October 2021.

<sup>355</sup> Added by Senate Decision No. 291/2021. (X.20.), effective 21 October 2021.

<sup>356</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>357</sup> Added by Senate Decision No. 291/2021. (X.20.), effective 21 October 2021.

<sup>358</sup> Added by Senate Decision No. 342/2021 (XII.08.), effective from 8 December 2021.

<sup>359</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>360</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

- (6) When evaluating the applications received, the University will take into account the fulfilment of the application criteria set out in the call for applications. The evaluation of the applications will be carried out, on the basis of professional criteria, by three to five reviewers from among the lecturers with expertise in the research topics, appointed by the Dean of the Faculty responsible for the education of students submitting the applications. The ranking established on the basis of the evaluations of the reviewer(s) shall be approved by the Professional Evaluation Committee. With regard to the research topic, the reviewers are appointed by the Dean of the faculty responsible for the students' studies.
- (7) The Professional Evaluation Committee is chaired by the University's Vice-Rector responsible for scientific affairs, its members are the Vice-Deans for scientific affairs. The Evaluation Committee will take its decision by a majority vote, in the event of a tie, the head of the Committee shall have a casting vote.
- (8) The Professional Committee,
  - a) after the expiry of the deadline for the submission of applications, shall exclude the applicants who have submitted incomplete applications or applications after the deadline, or who have submitted a Study which is not in conformity with the formal and content requirements specified in Article 7,
  - b) shall decide on the selection and ranking of the successful applicants,
  - c) shall notify the applicants and the Dean's Office of the faculty responsible for the training.
- (9) <sup>361</sup> <sup>362</sup> The Scholarship is a grant for one Study during an academic year. The Scholarship is paid as one-off payment to the winning student. The list of the successful applicants is prepared by the Rector's Office Directorate of Education, and, after being signed by the Vice-Rector for Scientific Affairs, is sent to the Chancellor's Office Directorate for Economic Affairs, which will then arrange for the payment of the Scholarship. The payment of the Scholarship may not be rescheduled beyond the semester following the application.<sup>363</sup>

C/8)<sup>364</sup> <sup>365</sup>

### CALVIN COLLEGE SCHOLARSHIP OF THE FACULTY OF HUMANITIES AND SOCIAL SCIENCES

#### Article 50/C

- (1) <sup>366</sup> The Faculty of Humanities and Social Sciences of Károli Gáspár University of the Reformed Church in Hungary establishes the Calvin College Scholarship to support participation in the Interim Period Program (hereinafter: Program) which is held each January by its partner institution Calvin College in the United States.
- (2) <sup>367</sup> Participation in the Program is open to all students enrolled in bachelor, master or single-cycle long programmes at the University who have active student status in the semester of application and who have successfully completed at least two semesters.
- (3) <sup>368</sup> The University may send up to five students per year to the Program under an agreement with the Calvin College partner institution. In case of oversubscription, the University will give preference to full-time students.
- (4) <sup>369</sup> Detailed information on the conditions and deadlines for applications, and on the oral interviews of applicants is available in the call for applications for the current academic year. The Institute of English Studies of the Faculty of Humanities and Social Sciences is responsible for the preparation

<sup>361</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

<sup>362</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>363</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>364</sup> Amended by Senate Decision No. 164/2016. (XII.14.), effective from 19 December 2016.

<sup>365</sup> Amended by Senate Decision No. 188/2019. (X.16.), effective from 1 November 2019.

<sup>366</sup> Amended by Senate Decision No. 188/2019. (X.16.), effective from 1 November 2019.

<sup>367</sup> Amended by Senate Decision No. 194/2018. (XI.14.), effective from 19 November 2018.

<sup>368</sup> Amended by Senate Decision No. 194/2018. (XI.14.), effective from 19 November 2018.

<sup>369</sup> Amended by Senate Decision No. 188/2019. (X.16.), effective from 1 November 2019.

- and publication of the call for applications. The call for applications for the Program to be held in January of the following calendar year shall be announced to students no later than 15 September of the preceding year. The call for applications shall be published in the usual way at the University.
- (5) <sup>370</sup>Based on the submitted applications, the Institute of English Studies of the Faculty of Humanities and Social Sciences will organize an oral interview before a committee for students who have submitted a formally complete application by 17 October at the latest. The Committee is chaired by the Director of the Institute of English Studies, or, in case of his/her absence, by a lecturer appointed by him/her. Its members are: at least one additional lecturer from the Institute of English Studies (appointed by the Director of the Institute), the Director of the Directorate of International Relations, a representative of Calvin College (if the Program Director accompanying the American students coming to the University for the fall semester is in Budapest at the time of the interview), and a representative of the University Students' Union. All members of the Committee have voting rights. Decisions of the Committee shall be taken by simple majority, in the event of a tie, the chairperson (or the chairperson of the meeting) shall have a casting vote. The Committee elects a secretary who may be a lecturer or a non-teaching employee of the University. The secretary shall not have the right to vote unless he/she is a member of the Committee ex officio as provided in this section.
  - (6) Minutes of the oral interviews of the applicants and of the decisions taken will be drawn up and signed by the chairperson of the Committee, the secretary of the Committee and by the representative of the University Students' Union. The Committee may decide to support up to 5 students per year. The secretary of the Committee shall notify the applicants and the head of the exchange programmes at Calvin College of the Committee's decision in writing (by e-mail) within two working days. The applicant student may appeal against the decision of the Committee within 15 days of the receipt of the decision in accordance with Article 2 of the regulation Part III.3 Procedure for Student Legal Remedy.<sup>371</sup>
  - (7) <sup>372</sup>The possibility to correct deficiencies in the application is included in the call for applications.
  - (8) If the applicant is not in Hungary at the time of the interview, but his/her application complies with the call for applications, the Committee may decide to accept it even without a separate interview.
  - (9) The trip and participation in the Program, even if the application is successful, can only take place if Calvin College confirms in writing that the participants have been accepted.
  - (10) <sup>373</sup>The amount of the scholarship provided by the Faculty of Humanities and Social Sciences are determined by the Institute of English Studies in consultation with the Directorate of International Relations on the basis of the available budget. The Committee may determine the amount of the scholarship by indicating only the minimum amount. The amount of the scholarship to be awarded includes the registration fee for the program.
  - (11) The Dean of the Faculty of Humanities and Social Sciences may decide, on a case-by-case basis, to increase the amount of the Scholarship, on a proposal from the Committee, subject to the resources available for the program, after the evaluation of the applications.
  - (12) <sup>374 375 376</sup>The Faculty of Humanities and Social Sciences shall conclude a learning agreement with the successful applicants in which the conditions for payment of the Scholarship will be regulated in detail. Within 15 working days of the signing of the learning agreement by both parties and its receipt, the University's Chancellor's Office Directorate for Economic Affairs will transfer the amount of the scholarship to be paid in cash to the bank account indicated in the agreement.
  - (13) Successful applicants are responsible for buying their flight tickets, obtaining a US visa and, if needed, securing additional funding to participate in the Program.

<sup>370</sup> Amended by Senate Decision No. 188/2019. (X.16.), effective from 1 November 2019.

<sup>371</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>372</sup> Amended by Decision No. FT-7/2023 (III.16) of the Maintenance Board, effective from 16 March 2023.

<sup>373</sup> Amended by Senate Decision No. 188/2019. (X.16.), effective from 1 November 2019.

<sup>374</sup> Amended by Senate Decision No. 188/2019. (X.16.), effective from 1 November 2019.

<sup>375</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

<sup>376</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.



C/9)<sup>377</sup>**LIBRARIAN SCHOLARSHIP OF TÖRÖK PÁL LIBRARY, FACULTY OF THEOLOGY****Article 50/D**<sup>378</sup>

C/10)

**SCHOLARSHIP FOR STUDENTS OF ECONOMIC PSYCHOLOGY, BUSINESS ETHICS AND ORGANISATIONAL SELF-REFLECTION POSTGRADUATE SPECIALISATION PROGRAMME**<sup>379</sup>**Article 50/E**

- (1) The Scholarship for Students of Economic Psychology, Business Ethics and Organisational Self-Reflection Postgraduate Specialisation Programme is available to students with active student status who have enrolled in a full-time or part-time, self-funded postgraduate specialisation programme in Economic Psychology, Business Ethics and Organisational Self-Reflection.
- (2) A three-member Scholarship Committee decides on the award of the scholarship, its amount and the number of students eligible for the scholarship by 15 August (for the autumn semester) and by 15 January (for the spring semester) at the latest. The three members of the Scholarship Committee are the Vice-Rector for Education, the Faculty Director of Law and the Faculty Director of Administration.
- (3) Application for the postgraduate specialization programme in Economic Psychology, Business Ethics and Organisational Self-Reflection can only be submitted via the electronic interface on the University's website. The application form and the list of documents to be attached to the application is published by the University on its website 30 days before the application deadline for information purposes. On the application form, applicants should also indicate whether they wish to apply for the scholarship at the same time. If yes, there is no need to submit a separate application for the scholarship. In this case, the completion of the application form is considered as an application for the scholarship at the same time.
- (4) The Evaluation Committee will rank the applicants who have sent the fully completed application forms and the required attachments by deadline on the basis of their admission scores. The admission scores are determined by the Selection Board, three members of which are appointed by the Director of the Institute of Psychology.

The admission scores are made up as follows:

- a) the qualification of the higher education diploma attached on the basis of which the applicant applies for admission to the study programme. A diploma with an excellent grade is worth 30 scores, a good is worth 24 scores, a satisfactory is worth 18 scores, and the pass is worth 12 scores.
- b) the cumulative weighted average of all the grades obtained in the study programme for which the diploma referred to in point a) was awarded, multiplied by 10 times, rounded to two decimal places. The result thus obtained must be rounded to a whole number according to the general rules of rounding (0,5 being rounded down). A maximum of 50 points can be obtained on the basis of the cumulative study average.
- c) 0-20 points can be awarded for the motivation letter, relevant professional experience, previous studies and an essay written on the topic announced in the call for admission. Scores will be determined by the Selection Board.

<sup>377</sup> Amended by Senate Decision No. 33/2017. (V.03.), effective from 8 May 2017.

<sup>378</sup> Deleted by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>379</sup> Amended by Senate Decision No. 23/2018. (III.07.), effective from 7 March 2018.

The points obtained under points a)-c) are added together to calculate the overall admission score which also serves as the basis for the Scholarship (maximum 100 points).

- (5) The Evaluation Committee will rank the applicants on the basis of the scores referred to in section (4), and will allocate the scholarships determined in accordance with section (2) on the basis of this ranking.
- (6) Based on his/her scores calculated according to sections (4)-(5), the student will be awarded the scholarship for the first semester of his/her studies. The student must reapply for the second semester. The deadline for submission of applications is determined and published by the Evaluation Committee. For the second semester of studies, the Evaluation Committee will rank the applicants on the basis of their adjusted credit index in the previous semester in Economic Psychology, Business Ethics and Organisational Self-Reflection postgraduate specialisation programme and will distribute the scholarships determined according to section (2) on the basis of this ranking.
- (7) The scholarships are paid according to the following schedule: in the autumn semester, the scholarship amount due for September and October is paid by 10 October, and then the amounts due for the remaining months are paid by the 10<sup>th</sup> day of each month.
- (8) If the student who has been awarded the scholarship fails to enrol in the study programme or does not establish an active student status after enrolment (or after registration in the second semester), the student shall lose the scholarship, and the scholarship shall be awarded to the next student in the ranking list according to section (5).
- (9) If the student eligible for the scholarship passivates the semester following the semester of enrolment (including the case of a subsequent passivation) or if his/her student status is terminated for any reason, the student is not entitled to the amount for the semester concerned, and will lose the amount of the scholarship, and may not request its payment in the next active semester. Any amount of the scholarship already paid for the semester must be repaid to the University within 30 days of suspension or termination being registered in Neptun.
- (10) If the Scholarship Committee determines at the end of the study period that there is still an amount available from the scholarship budget for the reasons set out in sections (8)-(9), the Scholarship Committee may decide to distribute it equally among the students receiving the scholarship in that semester.

### **C/11 SCHOLARSHIP BONUS<sup>380</sup>**

#### **Article 50/F**

- (1) The Scholarship Bonus has been established to support students of the Károli Gáspár University of the Reformed Church in Hungary who, in spite of their outstanding academic results, do not receive a study scholarship due to the calculation procedures listed in Article 21 of this Regulation.
- (2) The scholarship is awarded to students who meet the following criteria:
  - state-funded, full-time students with active student status
  - students of a study programme with fewer than 10 state-funded students
  - students who do not receive a study scholarship
  - the average of their adjusted credit index is 4,00
- (3) The amount of the scholarship is determined according to the following procedure:
  - The amount of the scholarship may not exceed the amount of the scholarship of the student who is ahead of him/her in the calculation of the scholarship indicated in Article 20-21 of this Regulation.
  - In determining the amount of the scholarship, the adjusted credit index average shall be taken into account as follows:

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<sup>380</sup> Amended by Senate Decision No. 23/2018. (III.07.), effective from 7 March 2018.

- if the student's adjusted credit index is at least 4,00 but less than 4,50, his/her scholarship may be less than HUF 10,000.
  - If the student's adjusted credit index is at least 4,50, but less than 5,00, his/her scholarship may be less than HUF 15,000
  - If the student's adjusted credit index is at least 5,00 or more, the scholarship may be less than HUF 20,000.
- (4) The list of students eligible for the scholarship will be sent for approval by the Faculty Students' Unions after the calculation and approval of the Study Scholarship.

#### C/12<sup>381</sup>

### **SCHOLARSHIP FOR TEACHING PRACTICE OF STUDENTS PARTICIPATING IN A ONE-YEAR CONTINUOUS INDIVIDUAL SCHOOL PRACTICE IN SINGLE-CYCLE TEACHER TRAINING**

#### **Article 50/G**

- (1) The scholarship for teaching practice of students participating in a one-year continuous individual school practice in single-cycle teacher training (hereinafter: Scholarship) is available for teacher candidates who have active student status in a 10, 11 or 12-semester single-cycle teacher training programme and complete their continuous practice in the semester of the awarding of the scholarship. The scholarship is awarded to all eligible students without a separate application.
- (2) <sup>382 383</sup>By the end of the second teaching week of each semester, the Dean of the Faculty involved in the single-cycle teacher training will request from the Teacher Training Institute the list of students (with their personal data) who are eligible for the Scholarship in the semester. The Dean of the Faculty concerned will send the list of students eligible for the scholarship (original, signed and electronic) to the Chancellor's Office Directorate for Economic Affairs by the last but one working day of February in the spring semester, and by the last but one working day of September in the autumn semester. The staff of the Chancellor's Office Directorate for Economic Affairs will check the list received and will enter the scholarship in Neptun by 10 March in the spring semester, and by 10 October in the autumn semester.
- (3) The amount of the scholarship due for the month of January for the autumn semester and for the spring semester will be determined after the official state notification of the minimum amount of support to be granted in the given calendar year has reached the University.<sup>384</sup>

#### C/13<sup>385</sup>

### **SCHOLARSHIP FOR STUDENTS OF BENDA KÁLMÁN COLLEGE OF EXCELLENCE IN HUMANITIES AND SOCIAL SCIENCES**

#### **Article 50/H**

- (1) The Scholarship for Students of Benda Kálmán College of Excellence in Humanities and Social Sciences (for the purposes of this Article: Scholarship and College) is open to students who have active student status in the current semester and have been members of the College of Excellence for at least two semesters, and have successfully passed an advanced (C1) complex language exam within the previous six months.
- (2) In addition to section (1), to be eligible to apply for the scholarship, the student who has successfully passed the advanced (C1) complex language exam should submit to the Director of the College the application form published by the Director, a copy of the language certificate confirming the completion of an advanced (C1) complex language exam and a copy of the document proving the

<sup>381</sup> Amended by Senate Decision No. 165/2018. (IX.26.), effective from 1 October 2018.

<sup>382</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

<sup>383</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>384</sup> Added by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>385</sup> Added by Senate Decision No. 18/2019. (III.06.), effective from 11 March 2019.

payment of the fee for the successful language examination. Students may submit their applications in two application periods as follows:

If their language examination certificate was issued, received and presented by the last day of the deadline

- a) between 1 May and 30 November for the autumn semester,
  - b) between 1 December and 30 April for the spring semester.
- (3) The student may not apply with a successful advanced (C1) complex language examination certificate which was issued earlier than the period specified in section (2) for the semester unless the student can credibly prove that he/she was unable to receive it. Students may apply only once with the same language exam.
- (4) If the student receives his/her advanced (C1) complex language examination certificate after 30 November in the case of autumn semester, and 30 April in the case of spring semester, and his/her student status with the University is expected to be end in that semester, the student may not apply for the Scholarship.
- (5) Applications submitted by students are assessed and the amount of the Scholarship is determined by the Director of the College. The amount of the scholarship is equal to the fee for the successful advanced (C1) complex language examination successfully passed. The applicant student may appeal against the decision of the Director of the College (except in the case of violation of the regulations) within 15 days of the receipt of the decision in accordance with Article 2 of the regulation Part III.3 Procedure for Student Legal Remedy.<sup>386</sup>
- (6) <sup>387 388 389</sup>By 3 December in the autumn semester and by 3 May in the spring semester, the Director of the College sends to the Dean of the Faculty of Humanities and Social Sciences the list of students (with their personal data) who are eligible for the Scholarship in the semester. By 3 December in the autumn semester and by 5 May in the spring semester, the Dean sends the list of students eligible for the Scholarship (in original, signed and electronically) to the Chancellor's Office Directorate for Economic Affairs. The staff of the Chancellor's Office Directorate for Economic Affairs checks the payment list and enters the scholarships in Neptun and transfers them to the eligible students by 10 January in the autumn semester and by 10 June in the spring semester.

#### C/14<sup>390</sup>

### DÓZSA SAROLTA DONATION SCHOLARSHIP

#### Article 50/I

- (1) The Dózsa Sarolta Foundation Scholarship is an optional grant which can be awarded from the University's external donations.
- (2) The Dózsa Sarolta Foundation Scholarship is awarded to students
  - a) at the Faculty of Theology, or
  - b) <sup>391</sup>in single-cycle teacher training programme of Teacher of Religious Education at the Faculty of Humanities and Social Sciences<sup>392</sup>
 who have active student status as state-funded or self-funded students and, beyond the curriculum requirements, are engaged in public life activities and are socially deprived.<sup>393</sup>
- (3) The Dózsa Sarolta Foundation Scholarship is a one-off grant<sup>394</sup>.

<sup>386</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>387</sup> Amended by Senate Decision No. 188/2019. (X.16.), effective from 1 November 2019.

<sup>388</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

<sup>389</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>390</sup> Added by Senate Decision No. 71/2019. (V.15.), effective from 20 May 2019.

<sup>391</sup> Amended by Senate Decision No. 188/2019. (X.16.), effective from 1 November 2019.

<sup>392</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>393</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>394</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

- (4) The semester budget for Dózsa Sarolta Foundation Scholarship is determined by the Dean of the Faculty of Theology occasionally.<sup>395</sup>
- (5) <sup>396</sup>
- (6) <sup>397</sup>
- (7) <sup>398 399</sup>The Faculty sends the request for payment of the scholarship, including the list of the beneficiaries and the scholarship amounts, electronically to the Chancellor's Office Directorate for Economic Affairs for checking.<sup>400</sup>
- (8) <sup>401 402</sup>If the personal and financial proposal, including the student's name, study programme, programme code, Neptun code and the scholarship amount awarded, is satisfactory, the Head of the Dean's Office forwards it to the Chancellor's Office Directorate for Economic Affairs which will arrange for the scholarship to be entered in Neptun and transferred to the students.<sup>403</sup>
- (9) <sup>404 405</sup>In case of deficiencies, irregularities, inadequate allocation of the budget or other errors, the Chancellor's Office Directorate for Economic Affairs will return the proposal to the Dean for correction.<sup>406</sup>

C/15 <sup>407</sup>**SARKADI-NAGY ISTVÁN DONATION SCHOLARSHIP****Article 50/J**

- (1) The Sarkadi-Nagy István Foundation Scholarship is an optional grant, it is a scholarship of the University which can be paid from external donations and is managed separately by the University under the title "remuneration for homiletics practice".
- (2) The Sarkadi-Nagy István Foundation Scholarship is awarded to full-time Theologian-Pastor students with active student status participating in state-funded or self-funded single-cycle long programmes who are in their second to sixth year of their studies and who have achieved outstanding results in the field of preaching (homiletics practice) according to the cooperation agreement.
- (3) The Sarkadi-Nagy István Foundation awards the student with a one-time grant from the scholarship amount once a year, on the occasion of the Faculty's closing ceremony.
- (4) When awarding the Sarkadi-Nagy István Foundation Scholarship, the University takes into account the full year/semester performance of each year's students, based on two semesters of work for second and third year's students, and one semester of work for other classes.
- (5) <sup>408</sup>
- (6) A student may win the offered prize more than once.
- (7) The amount of the Sarkadi-Nagy István Foundation Scholarship is HUF 50,000 per awardee.
- (8) <sup>409</sup>
- (9) <sup>410 411</sup>The Head of the Faculty's Dean's Office sends the payment request referred to in section (10) electronically to the Chancellor's Office Directorate for Economic Affairs for checking.<sup>412</sup>

<sup>395</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.<sup>396</sup> Deleted by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.<sup>397</sup> Deleted by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.<sup>398</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.<sup>399</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.<sup>400</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.<sup>401</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.<sup>402</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.<sup>403</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.<sup>404</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.<sup>405</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.<sup>406</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.<sup>407</sup> Added by Senate Decision No. 71/2019. (V.15.), effective from 20 May 2019.<sup>408</sup> Deleted by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.<sup>409</sup> Deleted by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.<sup>410</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.<sup>411</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.<sup>412</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

- (10) <sup>413</sup> <sup>414</sup>If the personal and financial proposal, including the student's name, study programme, programme code, Neptun code and the scholarship amount awarded, is satisfactory, the Head of the Dean's Office forwards it to the Chancellor's Office Directorate for Economic Affairs which will arrange for the scholarship to be entered in Neptun and transferred to the student.<sup>415</sup>
- (11) <sup>416</sup> <sup>417</sup>In case of deficiencies, irregularities, inadequate allocation of the budget or other errors, the Chancellor's Office Directorate for Economic Affairs will return the proposal to the Dean for correction.

### C/16<sup>418</sup>

## **SCHOLARSHIP FOR STUDENTS PARTICIPATING IN TEACHER OF COMMUNICATION AND MEDIA EDUCATION SINGLE-CYCLE TEACHER TRAINING, COMMUNICATION AND MEDIA SCIENCE BACHELOR AND COMMUNICATION OR MEDIA STUDIES MASTER PROGRAMME<sup>419</sup>**

### **Article 50/K**

- (1) The purpose of the scholarship is to attract talented students with Christian values and spirituality to the University and to support them in completing their studies, who, after their graduation, wish to work in the Reformed media (in an institute performing communication activities) on a long-term basis (for the purposes of this Article: Scholarship).<sup>420</sup>
- (2) <sup>421</sup> <sup>422</sup>The following full-time, state-funded or self-funded students may apply for the Scholarship:
  - a) Teacher of Communication and Media Education (media-, mozgókép- és kommunikációtanár, mozgókép-kultúra és médiaismeret-tanár) single-cycle long programme
  - b) Communication and Media Science bachelor programme
  - c) Communication and Media Studies master programme
- (3) <sup>423</sup>A maximum of 12 students may receive the scholarship at a time (1 person per class in Teacher of Communication and Media Education (media-, mozgókép- és kommunikációtanár, mozgókép-kultúra és médiaismeret-tanár) single-cycle long programme, 1 person in Communication and Media Science bachelor programme, and 1 person in Communication and Media Studies master programme). The scholarship will be announced for three persons each year (1 student from each of the three study programmes). More scholarship places can only be awarded if one of the senior scholarship holders loses his/her eligibility for the scholarship. The available scholarship places will be distributed among the new applicants according to their study programmes, based on the study programme of the student who lost his/her scholarship eligibility.<sup>424</sup>
- (4) The scholarship shall be announced no later than 15 September for students admitted and enrolled for the first year in the programme specified in section (2).<sup>425</sup>
- (5) The student who has won the scholarship will receive the following grants:
  - a) if he/she participates in a self-funding training, he/she will receive a full exemption from paying a tuition fee for the duration of the grant,
  - b) if he/she does not have a permanent address in Budapest, and applies for residence hall accommodation, accommodation will be provided for him/her. The residence hall

<sup>413</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

<sup>414</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>415</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>416</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

<sup>417</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>418</sup> Added by Senate Decision No. 103/2019. (VI. 12.), effective from 17 June 2019.

<sup>419</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

<sup>420</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>421</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

<sup>422</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>423</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

<sup>424</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>425</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

accommodation is not provided free of charge. The scholarship holder must pay the applicable residence hall fees each month, according to the general rules.

c) <sup>426</sup>a monthly allowance (5 months per semester) as follows:

ca) HUF 200,000/person/month for students of single-cycle teacher training programme of Teacher of Communication and Media Education (media-, mozgókép- és kommunikációtanár, mozgóképkultúra és médiaismeret-tanár) and for students in Communication and Media Studies MA

cb) HUF100,000/person/month for students in Communication and Media Science BA

If the student fulfils the conditions required for the payment of the scholarship, he/she will be entitled to the benefits listed in points a)-c) for the entire duration of his/her studies up to the official duration of the study programme specified in the programme and outcome requirements.

- (6) The student who has won the scholarship undertakes to participate in two 80-hour internships at two practice sites, 160 hours in total (not exceeding 6 weeks continuously) in each semester during the scholarship period, at the official media of the Reformed Church under the direction of the Communication Service of the Reformed Church in Hungary (reformatus.hu, Reformátusok Lapja, Reformed Half Hour, Kossuth Radio and religious programmes of MTVA (Media Services and Support Trust Fund). The scholarship holder will carry out his/her duties under the direction of the Head of the Communication Service.
- (7) In the first semester the scholarship can be awarded to a student who has previously successfully applied for the scholarship and has been admitted to and has enrolled in one of the study programmes indicated in points a)-c) of section (2), and has an active student status.
- (8) In the second and subsequent semesters the student is entitled to the scholarship if the following two conditions are met:
  - a) he/she completed the internships referred to in section (6) during the previous semester, and
  - b) his/her academic result (adjusted credit index) of the previous semester reached or exceeded 4,00.
- (9) The student is entitled to the scholarship in the semester in which his/her student status is active. If a first-year student enrolls after a successful admission procedure but does not establish an active student status in the first semester, his/her entitlement to the scholarship will be suspended for a maximum of two semesters. If the student does not start his/her studies after two passive semesters, he/she will lose his/her entitlement to the scholarship, and his/her scholarship shall be awarded to the next applicant on the list detailed in section (11). From the second semester onwards, if the scholarship holder's student status is suspended, the scholarship shall also be suspended for that period.
- (10) The application procedure is carried out by a committee of 4 members appointed by the Heads of the Institute of Social and Communication Science and the Institute of Arts Studies and General Humanities (for the purpose of this article: Application Committee). The heads of the institutes may also delegate themselves to the committee. The chairperson of the Committee is appointed by the Head of the Institute of Social and Communication Science. The Head of the Institute of Social and Communication Science may also decide to chair the Committee himself/herself.
- (11) The call for applications and their evaluation shall be carried out by the Application Committee taking into account the provisions of section (4). The Application Committee shall rank the applications and notify the applicants of their ranking. The Application Committee's decision on the ranking is subject to appeal in accordance with the Procedure for Student Legal Remedy. Applicants in the second and subsequent places of the ranking should also be informed that, in

<sup>426</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

addition to the above, they may only receive the scholarship if none of the persons above them meet the conditions for the scholarship for the first semester (waiting list).<sup>427</sup>

- (12) <sup>428 429 430</sup>The Application Committee shall determine who are eligible for the scholarship in that semester, and shall send it to the staff of the Chancellor's Office Directorate for Economic Affairs by the first day of the second month of the semester study period. Until that day, the Application Committee shall adopt a separate decision stating that
- a) which previously successful applicant is not eligible for the scholarship due to non-fulfilment of the condition referred to in section (4),
  - b) which of the admitted applicants is eligible for the scholarship on the basis of fulfilment of the conditions referred to in section (7) and (11),
  - c) which student has ceased to be eligible for the scholarship due to non-fulfilment of one of the conditions referred to in section (8),
  - d) whose scholarship is suspended because of the passivation of his/her student status (only from the second active semester).
- (13) The student has the right to appeal against the decision of the Application Committee referred to in point c) of section (12) – if he/she has (active or passive) student status – in accordance with the Procedure for Student Legal Remedy.
- (14) <sup>431 432</sup>The staff of the Chancellor's Office Directorate for Economic Affairs will check the received list by the 10<sup>th</sup> day of the second month of the study period and will return it to the Application Committee. The Application Committee shall send the final list, electronically and the signed original document, to the Chancellor's Office Directorate for Economic Affairs. The Chancellor's Office Directorate for Economic Affairs will enter the monthly scholarships in Neptun no later than 10 November and 10 April.
- (15) If the student eligible for the scholarship suspends the semester following the semester of enrolment or if his/her student status is terminated for any reason, he/she is not entitled to receive the amount due for the semester. The student must repay to the University the amount of the scholarship already paid for the semester within 30 days of the suspension or termination being registered in Neptun.

### **C/17 KÁROLI CHRISTIAN SCHOLARSHIP<sup>433</sup>**

#### **Article 50/L**

- (1) In line with the ambition of the Government of Hungary, the University has established the Károli Christian Scholarship to support Christian young people who are persecuted or suffering discrimination in the world.
- (2) <sup>434</sup>The Károli Christian Scholarship is open to foreign nationals who meet the following criteria:<sup>435</sup>
- a) they are citizens of one of the following countries or territories with special legal status: Armenia, Egypt, Eritrea, Ethiopia, Iraq, Iran, Israel, Kenya, Lebanon, Nigeria<sup>436</sup>, Pakistan, Palestinian National Authority, Syria,<sup>437</sup>
  - b) are members of a Christian Church operating in one of the countries or territories with special international legal status listed in point a), and can present a certificate of membership (hereinafter: church recommendation);<sup>438</sup>

<sup>427</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>428</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

<sup>429</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>430</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>431</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

<sup>432</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>433</sup> Added by Senate Decision No. 167/2019. (XI. 18.), effective from 23 September 2019.

<sup>434</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>435</sup> Deleted by Senate Decision No. 150/2020. (VII.8.), effective from 13 July 2020.

<sup>436</sup> Amended by Senate Decision No. 150/2020. (VII.8.), effective from 13 July 2020.

<sup>437</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>438</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.



- c) apply for a full-time, foreign language study programme offered by the University and have been admitted on the basis of the relevant professional requirements for admission,<sup>439</sup>
  - d) are at least 18 years of age, but are under the age of 30 on the day of enrolment when they start their studies at the University,
  - e) undertake to provide creditable proof of the use of the travel contribution they have received.<sup>440</sup>
  - f) In the case of special equity circumstances, even applicants who have already student status in the same study programme at the University or at another higher education institution may be considered on the proposal of the dean.<sup>441</sup>
- (3) When awarding the scholarship, preference is given to those who are members of the partner churches of the Reformed Church in Hungary or a member church of the World Communion of Reformed Churches.
- (4) <sup>442</sup>The Károli Christian Scholarship can be awarded for the entire period of the study programme in case of continuous legal status under the following conditions:
- a) Notwithstanding with Article 67 (3), the student shall be exempted from paying the full tuition fee.<sup>443</sup>
  - b) Payment of a scholarship of up to HUF 100,000 per month for a period of 12 months in the academic year for students with active student status for the entire duration of the study programme (including the summer holiday) until the end of the month of the final examination period of the last active semester.<sup>444</sup>
  - c) For scholarship holders with active student status, the amount of the scholarship may not be less than HUF 100,000 if their credit-weighted average achieved in the previous academic year is at least 3,50. The provisions of this section shall apply to scholarship holders with active status, based on the results achieved in the academic year 2020/2021 and thereafter, starting from the academic year 2021/2022.<sup>445</sup>
  - d) If the scholarship holder's weighted average has been below 3,50 in the previous academic year, his/her monthly scholarship will be reduced to HUF 70,000 until his/her weighted average exceeds 3,50 in a full academic year. The provisions of this section shall first apply to scholarship holders with active status, based on the results achieved in the academic year 2020/2021 and thereafter, starting from the academic year 2021/2022.<sup>446</sup>
  - e) Free dormitory accommodation or a monthly housing assistance of HUF 40,000 for the entire duration of the study programme (including the summer holiday) until the end of the month of the final examination period of the last active semester. The provisions of this section shall first apply to scholarship holders with active status in the fall semester of the academic year 2020/2021.<sup>447</sup>
  - f) Health insurance in Hungary on the basis of an agreement between the University and a private insurance company, for the entire duration of the study programme (including the summer holiday), until the end of the month of the final examination period of the last active semester.<sup>448</sup>
  - g) Travel contribution for the first entry to Hungary and for the semester of the expected graduation for the purpose of return home,<sup>449</sup> up to HUF 200,000 per occasion. The provisions of this section shall first apply to scholarship holders with active status admitted for the fall semester of the academic year 2024/2025.<sup>450</sup>

<sup>439</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>440</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>441</sup> Amended by Senate Decision No. 257/2020. (X.14.), effective from 15 October 2020.

<sup>442</sup> Amended by Senate Decision No. 150/2020. (VII.8.), effective from 13 July 2020.

<sup>443</sup> Amended by Senate Decision No. 257/2020. (X.14.), effective from 15 October 2020.

<sup>444</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>445</sup> Amended by Senate Decision No. 257/2020. (X.14.), effective from 15 October 2020.

<sup>446</sup> Amended by Senate Decision No. 257/2020. (X.14.), effective from 15 October 2020.

<sup>447</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>448</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>449</sup> Amended by Senate Decision No. 257/2020. (X.14.), effective from 15 October 2020.

<sup>450</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

- (5) <sup>451 452 453</sup>The scholarship entitlements set out in section (4) shall cease if the scholarship holder fails to collect at least eighteen credits on average in the last two semesters in which his/her student status was not suspended (i.e. a total of 36 credits during the two semesters). The conditions for scholarship entitlements shall be checked every six months by the Registrar's Office of the faculty responsible for the study programme. The Head of the Registrar's Office of the competent faculty shall inform the International Relations Office of the termination of any of the conditions. The fact of the termination of the scholarship entitlement is stated by the Rector in a decision. The applicant student may appeal against the Rector's decision within 15 days of the receipt of the decision in accordance with Article 2 of the regulation Part III.3 Procedure for Student Legal Remedy. The decision on termination of the scholarship entitlement is prepared by the International Relations Office for issue, and is sent to the Chancellor's Office Directorate for Economic Affairs and to the Head of the Registrar's Office of the relevant faculty. After the termination of the scholarship entitlement, the student may continue his/her studies by paying the tuition and other fees established for the given study programme at the beginning of his/her student status, and by paying the dormitory fee in case of using a dormitory accommodation.<sup>454 455</sup>
- (6) <sup>456 457</sup>The period supported by the scholarship may be up to one semester longer than the duration of the study programme, with an extension of one additional semester only in exceptional circumstances. Scholarship extensions will only be considered positively in the case of medical problems requiring hospital treatment, serious illness or total loss of earnings affecting an immediate family member, supported by appropriate documents. Extensions for study reasons can only be granted in exceptional cases of force major. The student's request for extension must be submitted in writing, justified and signed, to the faculty's Registrar's Office, addressed to the head of the Faculty, in the last active semester of his/her scholarship, by 15 December in the autumn semester, and 15 May in the spring semester. Upon the student's written request, the Rector decides on the extension based on the opinion of the head of the faculty responsible for the study programme or the faculty leader entrusted by him/her. If the scholarship holder has exhausted the period supported by the scholarship, the Rector will issue a decision terminating the scholarship, against which the applicant student may appeal within 15 days of the receipt of the decision in accordance with Article 2 of the regulation Part III.3 Procedure for Student Legal Remedy. After the termination of the scholarship entitlement, the student may continue his/her studies by paying the tuition and other fees established for the given study programme at the beginning of his/her student status, and by paying the dormitory fee in case of using a dormitory accommodation.<sup>458</sup>
- (7) <sup>459</sup>In addition to the disciplinary sanctions listed in Article 3 of the Students' Disciplinary and Compensation Regulation (OOR, III.5), the disciplinary sanctions that can be imposed on the scholarship holder may include the withdrawal of the scholarship.
- (8) <sup>460 461 462</sup>For those without a student status, the University publishes a call for applications once a year, in December of the current year. Detailed conditions and deadlines for the call for applications is determined by the Rector, and are published in the call for applications for the current academic year. The International Relations Office is responsible for the preparation and publication of the call for applications. The call for applications is published on the website of the University and in electronic newsletters and through the contacts of the Reformed Church in Hungary in the target

<sup>451</sup> Added by Senate Decision No. 150/2020. (VII.8.), effective from 13 July 2020.

<sup>452</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

<sup>453</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>454</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>455</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>456</sup> Added by Senate Decision No. 150/2020. (VII.8.), effective from 13 July 2020.

<sup>457</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>458</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>459</sup> Added by Senate Decision No. 150/2020. (VII.8.), effective from 13 July 2020.

<sup>460</sup> Amended by Senate Decision No. 150/2020. (VII.8.), effective from 13 July 2020.

<sup>461</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>462</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

countries.<sup>463</sup> If not all the scholarship places were filled in the fall semester, the scholarship may be announced for the spring semester up to the remaining scholarship place(s), but only for applicants who already have a student status in the same study programme at the University or at another higher education institution.<sup>464</sup>

- (9) <sup>465</sup> <sup>466</sup>Based on the applications received, the International Relations Office will forward the complete applications to the Head of the Faculty, or to the person designated by the Head of the Faculty, responsible for the relevant study programme for the purpose of evaluating the submitted documents and organising and conducting the electronic interviews. The electronic interviews are carried out by a committee of at least 3 members appointed by the Head of the Faculty responsible for the study programme, with the participation of the faculty and institute concerned. The Chairperson of the Committee is appointed by the Head of the Faculty, or by the person designated by the Head of the Faculty, from among the members of the committee. The members elect a secretary from among themselves. The interview may be waived for applicants who already have a student status.<sup>467</sup>
- (10) <sup>468</sup>Minutes are taken of the applicants' oral hearings (electronic interviews) and of the proposals made (order of preference) which are signed by the chairperson and the secretary of the committee. A faculty-level summary of the order of the applicants is made and forwarded to the Directorate of International Relations by 31 May the latest, after being countersigned by the Head of the Faculty, or by the person designated by the Head of the Faculty, responsible for the study programme. The proposals received from the faculties are summarized by the International Relations Office and submitted to the Rector for decision.<sup>469</sup> <sup>470</sup>
- (11) <sup>471</sup> <sup>472</sup>The Rector decides on the award of the Károli Christian Scholarship. The International Relations Office shall notify the applicant, the Head of the competent Faculty, or the person designated by the Head of the Faculty, the Vice-Rector for Education and the Rector's Office Directorate of Education of the decision in writing no later than 30 June. The applicant may appeal against the Rector's decision within 15 days of the receipt of the decision in accordance with Article 2 of the regulation Part III. Procedure for Student Legal Remedy.<sup>473</sup> <sup>474</sup>
- (12) The legal owner of the scholarship is the scholarship holder. Scholarship holders are responsible for their own travel to Hungary, for obtaining visas and residence permits, and, if necessary, for providing additional resources for their participation in the study programme. It is the scholarship holder's responsibility to inform the International Relations Office of the expected date of his/her arrival by email at least 15 days before arrival. Scholarship holders who fail to enrol by 30 September for the autumn semester, and 28 February for the spring semester, are not entitled to the scholarship. Scholarship holders may establish student status and start their studies in the semester and in the study programme for which they were admitted during the admission procedure. If the scholarship holder withdraws the scholarship during the application procedure, or after the award of the scholarship, or cancels the scholarship before the end of the training period, he/she must immediately inform the International Relations Office and the Head of the Faculty in writing.<sup>475</sup> <sup>476</sup>

<sup>463</sup> Deleted by Senate Decision No. 150/2020. (VII.8.), effective from 13 July 2020.

<sup>464</sup> Amended by Senate Decision No. 257/2020. (X.14.), effective from 15 October 2020.

<sup>465</sup> Amended by Senate Decision No. 150/2020. (VII.8.), effective from 13 July 2020.

<sup>466</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>467</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>468</sup> Amended by Senate Decision No. 150/2020. (VII.8.), effective from 13 July 2020.

<sup>469</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>470</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>471</sup> Amended by Senate Decision No. 150/2020. (VII.8.), effective from 13 July 2020.

<sup>472</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

<sup>473</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>474</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>475</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>476</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

- (13) <sup>477 478 479 480</sup>The University will conclude a scholarship agreement with the scholarship holders upon their arrival in Hungary, at the time of their enrolment at the University, in which the conditions for payment of the scholarship are set out in detail. The International Relations Office sends the monthly scholarship transfer form for the current month to the Chancellor's Office Directorate for Economic Affairs, every month, by the 25<sup>th</sup> day of the month preceding the payment – except for the first month of the semester, September in the autumn semester and February in the spring semester. For the month of September, the scholarship transfer form will be sent with the monthly transfer for October, and for the month of February with the monthly transfer for March. Upon receipt of the scholarship agreements signed by both parties and the monthly scholarship transfer forms, the Chancellor's Office Directorate for Economic Affairs will ensure the transfer of the scholarship and housing allowances, as well as the travel contribution, after the first entry and once in the semester of the expected graduation, upon the student's written request to the scholarship holder's Hungarian bank account indicated in Neptun as a default bank account. If the student stays in Hungary with an expired official document (e.g. passport, residence permit, address card) due to his/her own fault, his/her scholarship payments may be withheld until a valid copy of the document is presented to the International Relations Office. Twice a year, in the first month of the semester, the Registrar's Office of the Faculty responsible for the training shall check the status of the scholarship holders and inform the International Relations Office in writing.
- (14) The University shall take out health insurance for the benefit of the scholarship holders starting their studies and their semester as beneficiaries. The International Relations Office is responsible for arranging health insurance.<sup>481 482</sup>
- (15) The Károli Christian Scholarship can be awarded to up to 5 newly admitted students and up to 5 students per class. The scholarship is awarded to students who meet the requirements specified in this Regulation and in the call for applications, and who do not receive any other scholarships to support their studies in higher education in Hungary (e.g. Stipendium Hungaricum, Hungarian Diaspora, Scholarship for Christian Young People).<sup>483</sup>
- (16) The Károli Christian Scholarship will be awarded for the first time in the academic year 2019/2020.
- (17) <sup>484 485</sup>The Károli Christian Scholarship is funded from the budget of the International Relations Office from the University's own income.
- (18) <sup>486</sup>If the student suspends his/her student status any semester after the semester of enrolment, or his/her student status is terminated for any reason – except for the successful completion of the study programme –, the student is entitled to the scholarship benefits until the end of the month following the date of the notification of the passivation or termination. If the student registers again for active status during the given registration period, he/she will become eligible for the scholarship benefits from the month of registration for the semester.<sup>487</sup>
- (19) <sup>488</sup>The Rector may suspend the payment of the scholarship benefits specified in section (4) on the proposal of the head of the competent faculty if the student has exhausted the maximum number of absences for a course as laid down in Article 53 of the Academic and Exam Regulation.
- (20) <sup>489</sup>The condition for receiving the scholarship benefits is the habitual residence in Hungary as follows:

<sup>477</sup> Amended by Senate Decision No. 150/2020. (VII.8.), effective from 13 July 2020.

<sup>478</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

<sup>479</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>480</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>481</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>482</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>483</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>484</sup> Amended by Senate Decision No. 150/2020. (VII.8.), effective from 13 July 2020.

<sup>485</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>486</sup> Amended by Senate Decision No. 150/2020. (VII.8.), effective from 13 July 2020.

<sup>487</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>488</sup> Amended by Senate Decision No. 150/2020. (VII.8.), effective from 13 July 2020.

<sup>489</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

- a) The scholarship holder's continuous stay outside Hungary for private purposes may not exceed 10 working days per semester.
  - b) If the planned stay abroad for private purposes exceeds 10 working days but does not exceed 30 days per semester, the programme supervisor has the authority to authorize it on the basis of a written request submitted at least 2 weeks before the scholarship holder's travel. The programme supervisor shall notify the International Relations Office, the Faculty's Registrar's Office, the Faculty's Dean and Vice-Dean for International Relations.
  - c) If the student fails to comply with the provisions of sections a) and b), his/her scholarship benefits will be suspended. The scholarship benefits may be paid again from the month following his/her return.
  - d) Staying abroad for more than 30 days within a training period is also subject to institutional permission, and, in accordance with Article 45 (2) c of the National Higher Education Act, may only be permitted in case of childbirth, accident, illness or any other unexpected cause, without any fault on the part of the student. In this case, the scholarship holder is obliged to immediately inform the International Relations Office, the programme supervisor, the Faculty's Registrar's Office, the Head of the Faculty or the person designated by the Head of the Faculty. From the date of the decision, no allowance will be paid for the given training period.
  - e) The scholarship holder is allowed to participate in a conference, internship or other research or academic activities abroad of no more than 10 working days per academic year.
- (21) Scholarship holders are required to pursue and successfully complete their higher education studies according to the best of their knowledge and abilities.

### C/18

### REFORMED CHRISTIAN SCHOLARSHIP<sup>490</sup>

#### Article 50/M

- (1) In line with the aims of the Reformed Church in Hungary, the University has established the Reformed Christian Scholarship to support the higher education studies of young Reformed Christian people committed to their faith.
- (2) Applications for the Reformed Christian Scholarship are open to students who are active members of their congregation, and who have just started their studies in a secular study programme of the university,
  - a) <sup>491</sup>in a full-time bachelor (BA, BSc) programme, or
  - b) <sup>492</sup>in a full-time or part-time master (MA) or single-cycle long programme.
- (3) Students who have been awarded the Reformed Christian Scholarship are entitled to a monthly allowance of HUF 50,000 for the first two consecutive active semesters of their studies for a period of 10 months, to be paid from the university's own income.
- (4) For the Reformed Christian Scholarship
  - a) 200 students in bachelor or single-cycle long programmes;
  - b) 50 students in master programmes
 are eligible each year.
- (5) <sup>493</sup> <sup>494</sup>The application criteria are drawn up by the Károli Gáspár Scholarship Committee. The detailed conditions and deadline for applications are determined by the Rector and are published in the call for application for the current academic year. The Rector's Office Directorate of Education is responsible for the preparation and publication of the call for applications. The call for

<sup>490</sup> Added by Senate Decision No. 167/2019. (XI. 18.), effective from 23 September 2019.

<sup>491</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

<sup>492</sup> Amended by Senate Decision No. 188/2019. (X.16.), effective from 1 November 2019.

<sup>493</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

<sup>494</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

applications is published on the website of the University, in electronic newsletters and on the website of the Reformed Church in Hungary. Applications will be assessed by the Károli Gáspár Scholarship Committee by the date specified in the call for applications.<sup>495</sup>

- (6) The Reformed Christian Scholarship will be awarded for the first time in the academic year 2019/2020.
- (7) The source of the Reformed Christian Scholarship is provided by the University from the funds allocated for this purpose in the annual budget from its institutional income, external donations and contributions.
- (8) <sup>496</sup> <sup>497</sup> <sup>498</sup> If the student eligible for the scholarship passivates the semester of enrolment or the following semester, or if his/her student status is terminated for any reason in respect of these semesters, he/she will not be entitled to the amount awarded and paid/to be paid for the relevant academic year. Following the registration of the suspension or termination in Neptun, the student shall repay to the University the amount of the scholarship already paid within the time limit, and in instalments, if any, determined in the decision of the Vice-Rector for Education on the repayment obligation. If the student does not register for the third semester of his/her studies, or registers for a passive semester, or changes his/her work schedule, or his/her student status is terminated for any reason, he/she is obliged to repay the amount of the scholarship paid to him/her during the previous academic year to the University within the time limit, and in instalments, if any, determined in the decision of the Vice-Rector for Education on the repayment obligation after the suspension or registration has been registered in Neptun. The data required for ordering the repayment obligation must be sent by the Chancellor's Office Directorate for Economic Affairs to the Rector's Office Director of Education in order to prepare the decision.<sup>499</sup> <sup>500</sup>
- (9) The applicant student may appeal against the decision of the Vice-Rector for Education under section (8) within 15 days of the receipt of the decision in accordance with Article 2 of the regulation Part III.3, Procedure for Student Legal Remedy.<sup>501</sup><sup>502</sup>

## C/19

### SCHOLARSHIP OF THE HUNGARIAN LAWYERS ASSOCIATION<sup>503</sup>

#### Article 50/N

- (1) Károli Gáspár University of the Reformed Church in Hungary (hereinafter referred to as the University) established the Scholarship of the Hungarian Lawyer Association (Hungarian abbreviation: MJE) to support the students' outstanding scientific activities and their involvement in science management. The financial basis of the Scholarship of the Hungarian Lawyer Association (hereinafter referred to as MJE Scholarship) is the dedicated grant paid by the Hungarian Lawyers Association for the given period. With the Scholarship Programme, the Hungarian Lawyers Association's main objective, in addition to supporting the writing of more traditional studies, is to promote innovative genres among students, and in the framework of creative work in the optional genres, to encourage the development of innovative ideas responding to the problems of areas not covered by legal doctrines and institutions, thus contributing to the renewal and efficiency of the operation and principles of the legal system.
- (2) A call for applications shall be announced for the Scholarship Programme in order to use of the available grant amount, on the basis of the conditions specified in the agreement. Information on the detailed conditions, deadline and procedures of the application is available in the call for

<sup>495</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>496</sup> Amended by Senate Decision No. 188/2019. (X.16.), effective from 1 November 2019.

<sup>497</sup> Amended by Senate Decision No. 4/2020. (I.29.), effective from 3 February 2020.

<sup>498</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

<sup>499</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>500</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>501</sup> Added by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>502</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>503</sup> Added by Senate Decision No. 342/2021 (XII.08.), effective from 8 December 2021.

applications for the current academic year. The Dean of the Faculty of Law is responsible for the preparation and publication of the call for applications, and he/she supervises the application process for the academic year. The Dean of the Faculty of Law may delegate this task to the Vice-Dean responsible for scientific affairs by special authorization.

- (3) The Scholarship is open to students of the Faculty of Law studying law in state-funded or self-funded single-cycle long programme or to state-funded doctoral students of the Doctoral School of the Faculty of Law who have active student status (hereinafter: student). A student may submit his/her application in one category.
- (4) A maximum of 12 students are eligible for the Scholarship in an application period.
- (5) The amount of the Scholarship is determined in the current call for applications.
- (6) Applications submitted by the students are evaluated by a three-member committee (hereinafter: Evaluation Committee). To be eligible for the Scholarship the student should meet the conditions set out in the call for applications for the period in question. The Evaluation Committee will decide on the payment of the Scholarship to the successful students on the basis of the call for applications.
- (7) <sup>504 505</sup>The Scholarship can be awarded once per academic year. The Scholarship will be paid in one lump sum to the winning applicants. The scholarship payment is drawn up by the Dean's Office of the Faculty of Law, and after signature by the Dean of the Faculty or the Vice-Dean entrusted by him/her is sent to the Chancellor's Office Directorate for Economic Affairs which will arrange the payment of the Scholarship.

#### **C/20 TM Mentor Student Scholarship<sup>506</sup>**

#### **Article 50/O**

- (1) In order to support the mentoring activities of students participating in the Let's Teach for Hungary programme (Hungarian abbreviation: TM), the University establishes the TM Mentor Student Scholarship (hereinafter TM Mentor Student Scholarship). The financial basis of the TM Mentor Student Scholarship is the targeted support provided by the organisation coordinating the TM programme (hereinafter referred to as the coordinating organisation) for the given period on the basis of the contribution agreement (hereinafter referred to as the TM Contribution Agreement) concluded between the University and the coordinating organisation.<sup>507 508</sup>
- (2) <sup>509</sup>The TM mentor programme aims
  - a) to provide talented mentors in primary schools and vocational training in the short time to ensure that young people from more difficult backgrounds enter secondary education and obtain a school leaving certificate or a vocational qualification at the end of their studies, and
  - b) to provide opportunity for Hungarian university students to promote teaching in public education for the benefit of their country, to develop the receptivity of children to education, and thereby to foster a sense of community and commitment to caring for one another in Hungarian young people and adults alike.
- (3) <sup>510</sup>At the University, the organisational unit responsible for the implementation of the TM mentoring programme is the University's Pedagogical Training Centre and the Teacher Training Institute of the Faculty of Humanities and Social Sciences, the professional responsibility lies with the Head of the Teacher Training Institute of the Faculty of Humanities and Social Sciences. In order to implement the TM programme in cooperation with the coordinating organisation and the University, the lecturers, researchers and teachers of the University, under the professional coordination and supervision of the Teacher Training Centre,<sup>511</sup>

<sup>504</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

<sup>505</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>506</sup> Added by Senate Decision No. 129/2022. (V.25.), effective from 27 May 2022.

<sup>507</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>508</sup> Amended by Decision No. FT-2/2024 (I.18) of the Maintenance Board, effective from 18 January 2024.

<sup>509</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>510</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>511</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

- a) prepare university students registering for TM1 elective course to act as mentors in the TM university mentoring programme;
  - b) to provide ongoing professional support to active students acting as mentors in the TM mentoring programme (hereinafter referred to as mentor students) in the framework of TM2 elective mentoring course for 2 credits with a term grade. The mentor students of the TM Programme are supported by university lecturers, researchers and teachers (personal supervisors) involved in the TM programme, whose tasks is to provide professional support to the mentor students, involving the necessary resources of the university's ecosystem (e.g. sociological, pedagogical, psychological experts in the case of challenging issues) in a flexible framework (at least 90 minutes per week).
- (4) Within the framework of TM Mentor Student Scholarship Programme, the coordinating organisation shall transfer to the University the amount of the TM Mentor Student Scholarship, as determined by the TM Contribution Agreement,
- a) for the autumn semester from September to December (4 months), and
  - b) for the spring semester from February to June (5 months).<sup>512</sup>
- From the amount provided by the coordinating organisation, the University shall pay a TM mentor student scholarship to the mentor students on the basis of a mentor scholarship agreement concluded with the University.<sup>513 514</sup>
- (5) The TM Mentor Student Scholarship is open to active, state-funded or self-funded, full-time students of the University who have successfully completed the TM preparatory course (TM1) and have taken the TM2 course.
- (6) Mentor students shall register on the website <https://tmo.gov.hu/>, and report on their mentoring activities in a documented, traceable and weekly manner as specified by the Teacher Training Centre of the University's Faculty of Humanities and Social Sciences.
- (7) Mentor students must spend part of their monthly scholarship on the mentored students, as stipulated in the TM Mentor Scholarship Agreement, and must account for it, item by item, in the manner determined by the Teacher Training Centre of the University's Faculty of Humanities and Social Sciences.<sup>515</sup>
- (8) <sup>516</sup>Following the payment by the coordinating organisation, the University shall transfer the amount of the TM Mentor Student Scholarship due from February 2022 retrospectively in one amount, and the amount due for the month in question directly to the student's bank account in NEPTUN by the 15<sup>th</sup> of the month. The payment list of the TM Mentor Student Scholarship is prepared and forwarded by the Teacher Training Centre of the Faculty of Humanities and Social Sciences to the Head of the Pedagogical Training Centre. After checking it, the Pedagogical Training Centre will send the payment list, addressed to the Vice-Rector for Education, to the Rector's Office Directorate of Education.<sup>517</sup>The Rector's Office Directorate of Education shall check the TM Mentor Student Scholarship payment list and, after the signature of the Vice-Rector for Education, send it to the Chancellor's Office Directorate for Economic Affairs which will, after checking, arrange for the payment of the TM Mentor Student Scholarship.<sup>518 519</sup>
- (9) The TM Mentor Student Scholarship granted for a given semester can only be paid in that semester, and may not be rescheduled for any subsequent semesters. If the students' student status is terminated or suspended, the scholarship will no longer be paid.
- (10) If, in respect of the provisions of the TM mentor scholarship agreement, the University determines in a credible way on the basis of the available information that the mentor student

<sup>512</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>513</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>514</sup> Amended by Decision No. FT-2/2024 (I.18) of the Maintenance Board, effective from 18 January 2024.

<sup>515</sup> Amended by Decision No. FT-2/2024 (I.18) of the Maintenance Board, effective from 18 January 2024.

<sup>516</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

<sup>517</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>518</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>519</sup> Amended by Decision No. FT-2/2024 (I.18) of the Maintenance Board, effective from 18 January 2024.



- a) has made an unauthorized use of the TM Mentor Student Scholarship,
  - b) has, for reasons attributable to him/her, seriously breached his/her obligations under the TM Mentor Student Scholarship Agreement and has been excluded from the TM programme,
- the University is entitled to withdraw and reclaim the full amount of the scholarship already paid.
- (11) If any of the conditions specified in section (10) of this Article are met, the mentor student shall be fully liable for the repayment of the amount of the scholarship paid to him/her.
- (12) <sup>520 521</sup>In the event of the conditions specified in sections (10)-(11) of this Article, on the basis of the indication of the Pedagogical Training Centre or the Teacher Training Centre, the Vice-Rector for Education shall make a decision on the mentor student's obligation to repay the TM Mentor Student Scholarship and shall ensure that the decision is sent to the student, to the Teacher Training Centre, to the Registrar's Office of the competent Faculty and to the Chancellor's Office Directorate for Economic Affairs, via the Rector's Office Directorate of Education. The Chancellor's Office Directorate for Economic Affairs shall ensure that the repayment of the TM Mentor Student Scholarship is recorded in Neptun.<sup>522</sup>
- (13) Mentor students receive a free travel card, called a TM card, for a certain period. With their TM cards and student ID cards, mentor students
- a) are entitled to a free ticket on all MÁV and GYSEV domestic lines in Hungary, the free ticket entitles them to travel in 2<sup>nd</sup> class even on trains which are subject to supplementary rapid train tickets. Additional services, e.g. IC place tickets, I. class travel are subject to a fee,
  - b) may travel free of charge on national and regional services of Volánbusz in the county where the mentoring takes place. Mentored students may also travel free of charge on national and regional services of Volánbusz in the county where the mentoring takes place.

The TM card does not provide for local transport.

(14) <sup>523</sup>Differentiated Scholarship Rules

According to points 4.5 and 4.6 of the TM Contribution Agreement, as set out in the TM Mentor Scholarship agreement concluded with the mentor student, under the Differentiated Scholarship Rules of the TM Contribution Agreement, the University may provide the scholarship holder with appropriate mentoring activities with a so-called extra scholarship (Premium Scholarship, Senior Mentor Scholarship, Mentor Ambassador Scholarship) at the end of the semester, the payment and differentiation of which are subject to the rules set out in the relevant Differentiated Scholarship Rules of the TM Contribution Agreement.<sup>524</sup>

### **C/21 College Excellence Scholarships<sup>525</sup>**

#### **Article 50/P**

- (1) <sup>526</sup>In recognition of and as an incentive for the activities of students in colleges of excellence, the University establishes the following college excellence scholarships:
- a) KIDA excellence scholarships for students of the Károli Interdisciplinary Academy
    1. KIDA Excellence Scholarship I – the scholarship is awarded to full-time, active students of the Károli Interdisciplinary Academy who have been placed in a Category I or II residence hall of the University or who have not been placed in a residence hall. The amount of the scholarship is HUF 100,000 per month.
    2. KIDA Excellence Scholarship II – the scholarship is awarded to full time, active students of the Károli Interdisciplinary Academy who have been placed in a Category IV residence hall of the University. The amount of the scholarship is HUF 60,000 per month.

<sup>520</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

<sup>521</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>522</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>523</sup> Added by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>524</sup> Amended by Decision No. FT-2/2024 (I.18) of the Maintenance Board, effective from 18 January 2024.

<sup>525</sup> Added by Decision No. FT-21/2022 (X.27) of the Maintenance Board, effective from 27 October 2022.

<sup>526</sup> Amended by Decision No. FT-7/2023 (III.16) of the Maintenance Board, effective from 16 March 2023.

College students are entitled to the scholarship for 10 months during the given academic year, from September to June, but for no longer than the duration of their membership period.

b) Excellence scholarships for students of the Benda Kálmán College of Excellence in Humanities and Social Sciences and the Bocskai István College of Excellence in Legal and Social Sciences

1. Excellence Scholarships of Benda Kálmán College of Excellence in Humanities and Social Sciences

a) Benda Excellence Scholarship I – the scholarship is awarded to full-time, active students of the Benda Kálmán College of Excellence in Humanities and Social Sciences who have been placed in a Category I or II residence hall of the University or who have not been placed in a residence hall. The amount of the scholarship is HUF 100,000.

b) Benda Excellence Scholarship II – the scholarship is awarded to full-time, active students of the Benda Kálmán College of Excellence in Humanities and Social Sciences who have been placed in a Category IV residence hall of the University. The amount of the scholarship is HUF 60,000.

College students are entitled to the scholarship for 10 months during the given academic year, from September to June, but for no longer than the duration of their membership period.

2. Bocskai István College of Excellence in Legal and Social Sciences Excellence Scholarships

a) Bocskai Excellence Scholarship I – the scholarship is awarded to full-time, active students of the Bocskai István College of Excellence in Legal and Social Sciences who have been placed in a Category I or II residence hall of the University or who have not been placed in a residence hall. The amount of the scholarship is HUF 100,000.

b) Bocskai Excellence Scholarship II – the scholarship is awarded to full-time, active students of the Bocskai István College of Excellence in Legal and Social Sciences who have been placed in a Category IV residence hall of the University. The amount of the scholarship is HUF 60,000.

College students are entitled to the scholarship for 10 months during the given academic year, from September to June, but for no longer than the duration of their membership period.

- (2) <sup>527</sup>College excellence scholarships are awarded through an application submitted to the Neptun Student Administration System. The Rector's Office Directorate of Education, in consultation with the head of the relevant college, will organise the call for applications and the application process, after the Rector's approval. The applications for excellence scholarships are assessed by the head of the college concerned. Students who are members of more than one college of excellence may only be awarded a college excellence scholarship in one college.<sup>528</sup>
- (3) The head of the college concerned shall ensure that the payment list of the students who have been awarded the college excellence scholarship for the given semester is sent to the Chancellor's Office Directorate for Economic Affairs and the Rector's Office Directorate of Education. After checking the payment list, the Chancellor's Office Directorate for Economic Affairs will register the scholarships in Neptun and arrange for the transfer to the students' bank account number entered as default in Neptun, according to the general procedure for scholarship payments.<sup>529 530</sup>
- (4) Entitlement to the scholarship will cease if the conditions of eligibility change, in particular
  - a) by termination of the college membership; the scholarship may no longer be paid to the student from the month following the termination of the college membership. The head of the college shall send the decision on the termination of the student's college membership to the

<sup>527</sup> Amended by Decision No. FT-7/2023 (III.16) of the Maintenance Board, effective from 16 March 2023.

<sup>528</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>529</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>530</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

Chancellor's Office Directorate for Economic Affairs and the Rector's Office Directorate of Education within 8 days at the latest.<sup>531 532</sup>

- b) by suspension of the student status or, in the case of several study programmes, by the suspension of the training status for the programme concerned in respect of the student's college membership; the scholarship may not be paid to the student from the month following the suspension of the student or training status.<sup>533</sup>
  - c) by termination of the student status; the scholarship may not be paid to the student from the month following the termination of the student status.<sup>534</sup>
  - d) when the decision on the student's transfer from full-time to part-time (evening or correspondent) work schedule becomes final; the scholarship may not be paid to the student from the month following the termination of the full-time status.<sup>535</sup>
- (5) <sup>536</sup>In case of session (4), if an unauthorized scholarship payment is made to the student, the student is entitled to repay the unauthorized scholarship(s) in one sum or in instalments, if applicable, by the prescribed deadline via the joint account, after the amount has been credited in Neptun, as specified in the repayment decision. The repayment obligation is recorded in Neptun by the Chancellor's Office Directorate for Economic Affairs on the basis of the decision on repayment issued by the Vice-Rector for Education.

## **D) FINANCING THE OPERATING COSTS OF THE HIGHER EDUCATION INSTITUTION**

### **D/1) SUPPORTING THE PRODUCTION OF COURSE BOOKS, THE ACQUISITION OF DIGITAL TEXTBOOKS, TEACHING MATERIALS AND ELECTRONIC DEVICES NECESSARY FOR THE COMPLETION OF STUDIES, AS WELL AS LEARNING AIDS FOR STUDENTS WITH DISABILITIES**

#### **Article 51**

- (1) 30% of the available funds for student allowances as defined in section (2) may be used for the acquisition of digital textbooks, learning materials and electronic devices, provided that it is used for the production or acquisition of digital teaching materials or learning aids for students with disabilities with the agreement of the Students' and Doctoral Students' Union of the University.
- (2) 24% of the institutional amount of the normative funding for textbook and course book allowances and supporting sports and cultural activities must be used for the grants defined in this Article.

### **D/2) SUPPORTING CULTURAL AND SPORTS ACTIVITIES**

#### **Article 52**

- (1) In the case of the amount that may be spent on sports and cultural activities, the number of eligible persons shall be the sum of the number of eligible persons according to Article 33 (1) and (4) of the Government Decree.
- (2) 20% of the institutional amount of the normative funding for textbook and coursebook allowances and supporting sports and cultural activities provided for students under the Government Decree must be used to support sports and cultural activities.

#### **Article 53**

- (1) Cultural activities include, in particular, cultural activities, event organisation, carrier counselling, lifestyle and study counselling organised and provided for students within the University. The use

<sup>531</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>532</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>533</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>534</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>535</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>536</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

of the budget is decided by the University with the agreement of the Students' and Doctoral Students' Union.

- (2) Sports activities include, in particular, activities providing physical activities, sports, competitions, education for a healthy lifestyle, lifestyle counselling organised and provided for students within the University. The University decides on the use of the budget with the agreement of the Students' and Doctoral Students' Union.

### **D/3) DORMITORY ACCOMODATATION**

#### **(ACCOMODATION IN STUDENT RESIDENCE HALLS)**

##### **Article 54**

- (1) Dormitory accommodation available for the University during the study and examination periods, and to a limited extent, beyond that period, is used primarily to accommodate students participating in full-time state-funded study programmes or state-funded PhD programmes during the period of fulfilment of their academic requirements set out in the programme and outcome requirements and curricula, and students studying in the framework of international cooperation whose permanent residence is outside the administrative boundaries of the place of the training (municipality).
- (2) <sup>537</sup>Exceptions to this rule are the full-time students of the Faculty of Theology and the Faculty of Pedagogy in Nagykőrös who are all entitled to dormitory accommodation.
- (3) Non-Hungarian students studying in state-funded bachelor, master or doctoral programmes in Hungary, for whom a bilateral or multilateral international agreement so provides, are entitled to 12 months of dormitory accommodation per year. Non-Hungarian students pursuing self-funded studies on the basis of a bilateral or multilateral international agreement in Hungary are entitled to 12 months of dormitory accommodation per year, the fees for which are paid from the Ministerial Scholarship.
- (4) Non-Hungarian students participating in state-funded or self-funded study programmes who are accommodated in dormitories for a period exceeding four months due to their study obligations must pay the dormitory fee for the entire semester (6 months) to the University.<sup>538</sup>
- (5) Support for housing conditions is provided under the social assistance scheme.
- (6) The Residence Hall Regulation shall apply to the distribution of dormitory places, the rules and scoring system for the admission procedure.<sup>539</sup>

### **D/4) SUPPORTING THE OPERATION OF THE STUDENTS' UNION AND**

#### **RULES FOR ITS MANAGEMENT**

##### **Article 55<sup>540 541</sup>**

- (1) Students' interest at the University shall be represented by the Students' Union (at university, faculty and doctoral level) working as part of the institution. The University shall ensure the conditions for the operation and functioning of the Students' Union and it shall be obliged to control the lawfulness of the use thereof and the legality of the operation of the Students' Union.
- (2) The activities of the Students' Union are supported by the state budget as part of the normative funding for students provided to the University. The support is at least 1% of the institutional amount of the normative funding for students set out in the government decree.

<sup>537</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

<sup>538</sup> Amended by Senate Decision No. 75/2016. (VI.22.), effective from 27 June 2016.

<sup>539</sup> Amended by Senate Decision No. 42/2016. (V.25.), effective from 30 May 2016.

<sup>540</sup> Amended by Senate Decision No. 23/2018. (III.07.), effective from 7 March 2018.

<sup>541</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

- (3) <sup>542</sup>By 30 September in the autumn semester, and by the last day of February in the spring Semester, the Chancellor's Office Directorate for Economic Affairs shall publish the total amount that can be used for the operating costs of the students' unions which shall be distributed by the students' unions according to their regulations.
- (4) <sup>543</sup>Each semester, the students' unions manage their budgets within the approved budget and submit monthly accounts to the Chancellor's Office Directorate for Economic Affairs. If the budget for the current semester is exceeded during their operation, and the reserve referred to in section (3) is used, the expenses not covered in the current semester shall be charged to the next semester and the budget for the next semester must be reduced.
- (5) <sup>544</sup>According to the approved budget, the students' unions prepare a draft plan for the use of the budget allocation in advance, and agree it with the Chancellor's Office Directorate for Economic Affairs.

When using the budget, the students' unions are obliged to consult the Dean of the Faculty prior to the event to ensure that no offensive or dangerous incidents for the participants take place. The Dean will also check whether the programme complies with the Reformed Christian spirit and values.

- (6) <sup>545</sup>If, in addition to the reserve referred to in section (3), the students' unions have set up an additional reserve or wish to transfer a sum from the semester amount to the next semester, they have to request the Chancellor's Office Directorate for Economic Affairs by 20 December or 30 June, respectively, to transfer the amount by specifying the given budget line. Failure to do so will result in the amount not being available in the following semester.
- (7) <sup>546</sup>Students' unions have no independent legal personality, so the Rector, and by delegation the Dean, shall be entitled to make commitments at the expense of the amount referred to in section (2) and to make declarations on behalf of the University.
- (8) <sup>547 548</sup>The students' unions may use, free of charge, the premises and equipment of the University and the student residence hall for the performance of their tasks as long as it does not impede the operation of the University or the residence hall. By the end of the study period of each semester, the students' unions shall make a proposal for the use of the premises and equipment which can be approved by the Chancellor and the Vice-Rector for Education. There is no appeal against the decision.

## E) INTERNATIONAL ALLOWANCES

### E/1) SCHOLARSHIP TO ASSIST A HUNGARIAN CITIZEN TO STUDY AT A STATE-RECOGNISED HIGHER EDUCATION INSTITUTION ABROAD

#### Article 56<sup>549</sup>

- (1) Scholarship to help Hungarian citizens to study at a state-recognised higher education institution abroad can be awarded through a public call for applications.
- (2) The application supports studies
  - a) of Hungarian citizens belonging to a nationality in their mother tongue, as defined in the bilateral international agreement concluded with the given country
  - b) in the framework of a full or partial study abroad programme
 at a state-recognised higher education institution.

<sup>542</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>543</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>544</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>545</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>546</sup> Amended by Senate Decision No. 188/2019. (X.16.), effective from 1 November 2019.

<sup>547</sup> Amended by Senate Decision No. 188/2019. (X.16.), effective from 1 November 2019.

<sup>548</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>549</sup> Amended by Senate Decision No. 23/2018. (III.07.), effective from 7 March 2018.

- (3) The call for applications is announced by the Minister responsible for education within the framework specified in the Budget Act.
- (4) Applications will be assessed on the basis of the relevant bilateral or multilateral international agreements and the academic results of the applicants.
- (5) The Minister responsible for education will decide on the applications on the basis of the principles set out in section (4), where necessary with the assistance of experts, and shall notify the applicant, and in the case of a student, the University.
- (6) <sup>550 551</sup>The Rector's Office shall ensure that the call for applications published on the website of the Ministry responsible for education and sent to the University pursuant to Article 25 (6) of the Government Decree is published at the University.<sup>552</sup>
- (7) The deadline for submission of the applications can be no earlier than 30 days from the date of publication.

## **E/2) SCHOLARSHIP FOR STUDENTS PARTICIPATING IN STUDY ABROAD PROGRAMMES IN THE COUNTRIES OF THE EUROPEAN ECONOMIC AREA**

### **Article 57**

- (1) If a student of a degree programme funded through full or partial Hungarian state scholarship participates in a study abroad programme in one of the EEA states and his/her studies can be recognised at the University, the student may receive a scholarship for the period of his/her study abroad programme.
- (2) The student is entitled to the scholarship specified in this Article if he/she has started his/her study abroad programme with the written consent of the University.
- (3) The scholarship specified in this Article can be awarded from the training grant. The amount of the scholarship may not be less than three times the student scholarship allowance. Each year the University shall plan the scholarship fund in its budget which shall be allocated to the faculties in the proportion to the number of students.
- (4) The awarding of the scholarship shall be decided by a public call for applications announced by the Dean or the Vice-Dean responsible for the field, with the consent of the Students' Union and published on the university and faculty websites. Students shall have at least 30 days from the date of publication to submit their applications. The Study Committee shall decide on the award of the scholarship on the basis of the ranking established.
- (5) The University shall arrange for the transfer of the scholarship preferably before the student's departure but no later than 15 days after the departure.
- (6) The University shall conclude an agreement with the successful applicant specifying the subjects to be taken abroad and the recognition of the subjects. According to the agreement, if the student fails to complete the study abroad programme, he/she is obliged to repay the half of the grant received.

## **E/3. KÁROLI GO SUPPLEMENTARY GRANT FOR ERASMUS<sup>553</sup>**

### **Article 57/A**

- (1) The Károli Go supplementary grant for Erasmus (hereinafter referred to as Károli Go grant) aims to provide additional financial support to students of the University who participate in the KA131 Erasmus+ study mobility programme.
- (2) <sup>554</sup>The call for applications for Károli Go grant is published by the International Relations Office as part of the call for applications for Erasmus+ study mobility programme. The way, place and time of submission of the application is the same as for the Erasmus+ application.

<sup>550</sup> Amended by Senate Decision No. 188/2019. (X.16.), effective from 1 November 2019.

<sup>551</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

<sup>552</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>553</sup> Added by Decision No. FT-22/2022 (XII.14) of the Maintenance Board, effective from 14 December 2022.

<sup>554</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

- (3) The student may receive the Károli Go grant if the following conditions are met:
  - a) meets the rules of the Erasmus+ programme and the current Erasmus+ application criteria,
  - b) indicates in his/her Erasmus+ application that he/she wishes to apply for Károli Go grant,
  - c) has been awarded a study mobility scholarship in the Erasmus+ application published by the University,
  - d) is among the top 100 successful applicants in the university ranking in the academic year,
  - e) has not yet been awarded a Károli Go grant during his/her training cycle.
- (4) <sup>555</sup>The International Relations Office shall be entitled to determine the number of students eligible for the Károli Go grant, subject to the resources available to the University, in a manner different from the provisions of section (3) in the call for applications.
- (5) Students extending their study mobility are eligible for the Károli Go grant only for the first semester of their stay. In the Erasmus+ second call for applications, the Károli Go grant will only be announced if there are still available places after the announcement of the results of the main application.
- (6) The results of the Károli Go grant will be communicated to the applicants by the International Relations Office electronically, at the same time as or after the Erasmus+ results.<sup>556 557</sup>
- (7) The Erasmus+ grant agreement concluded with the students who have been awarded the Károli Go grant also includes the terms and conditions of the Károli Go grant, in particular the amount of the grant, and the conditions for its disbursement and repayment.
- (8) The amount of the Károli Go grant is a one-time lump sum in euros equivalent to the current Erasmus+ grant in the host country of the Erasmus+ study mobility, equivalent to one month's basic grant.
- (9) The University will transfer the Károli Go grant to the students at the same time as the pre-financed part of the Erasmus+ grant, within 30 calendar days of the signing of the Erasmus+ grant agreement by both parties, but no later than the starting date of the mobility period.
- (10) The student who has been awarded a Károli Go grant is obliged to repay the full amount of the grant if he/she fails to fulfil his/her reporting obligations in the Erasmus+ grant agreement within the deadline or if the host institution has not certified the mobility period or has certified less than 2 months.

#### Article 57/B

- (1) <sup>558</sup>The Erasmus+ grant agreement and the Károli Go grant agreement, which is part of it, are prepared by the International Relations Office. The International Relations Office shall send the Chancellor's Office Directorate for Economic Affairs twice a month, by the 15th and the last day of the month, a payment list of the agreements signed in the current month for students receiving Erasmus+ and Károli Go grants, and shall send an original copy of the grant agreement of the students on the list.
- (2) <sup>559</sup>Within 5 days of receipt of the payment list, the Chancellor's Office Directorate for Economic Affairs will arrange for the transfer of the grant to the students who have been awarded the Károli Go grant in one lump sum to the bank account indicated by the student in the grant agreement.
- (3) <sup>560</sup>If the deadline referred to in Article 57/A (9) it justifies, the data will be forwarded out of turn, on a case-by-case basis. The Chancellor's Office Directorate for Economic Affairs will arrange payment on the basis of the payment list, within 5 days of receipt.

#### Article 57/C<sup>561</sup>

<sup>555</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>556</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>557</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>558</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>559</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>560</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>561</sup> Deleted by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

**E/4) SUPPORT FOR STUDIES OF FOREIGN CITIZENS IN HUNGARY<sup>562</sup>****Article 58<sup>563</sup>**

- (1) <sup>564</sup> <sup>565</sup>Based on bilateral international agreements, the Minister awards scholarships to foreign students participating in state-supported programmes at the University – except for state-supported doctoral students. The Ministerial Scholarship shall be awarded for a period of ten or twelve months per year. The Ministerial Scholarship for foreign students is awarded to students studying in state-supported bachelor, master or single-cycle long programmes, in doctoral programmes not funded by the state, and to students pursuing partial studies.
- (2) The monthly amount of the Ministerial Scholarship equals to 34% of the annual amount of the normative funding for students set out in the Budget Act for bachelor or master students, and one twelfth of the annual amount of the normative funding set out in the Budget Act for this purpose for doctoral students.
- (3) The Ministerial Scholarship is paid by the University.
- (4) Non-Hungarian students participating in a state-funded bachelor or master programme, or doctoral programme in Hungary who are not Hungarian citizens, and for whom this is stipulated by a bilateral or multilateral international agreement, are entitled to 12 months of dormitory accommodation per year. Non-Hungarian students pursuing self-funded studies in Hungary under a bilateral or multilateral international agreement are entitled to 12 months of dormitory accommodation per year, the fees for which shall be paid from their Ministerial Scholarship.<sup>566</sup>
- (5) <sup>567</sup>The provisions of section (1)-(4) shall apply to non-Hungarian citizens participating in partial studies under an international agreement, except that the scholarship awarded shall be for the duration of the partial studies.

**Article 59<sup>568</sup>**

- (1) The Minister responsible for education may award a ten-month Hunyadi János Scholarship to Hungarian nationals living beyond the borders of Hungary who participate in a state-funded study programme, except for state-funded doctoral students.
- (2) The monthly amount of the scholarship is set out in Article 26/A (2) of the Government Decree.
- (3) <sup>569</sup>Students may win the scholarship through an application process. The Minister will designate the organiser of the application by separate decision, and will publish the decision on the website of the Ministry.
- (4) Article 58 (3) of this Regulation shall apply to the payment of the scholarship.
- (5) The provisions of Article 58 (1)-(4) shall apply in the case of Hungarian students from abroad participating in partial studies within the framework of Hunyadi János Scholarship except that the awarded scholarship shall be for the duration of the partial studies.

**Article 60**

- (1) The Minister responsible for education may award a scholarship per academic year for non-Hungarian students participating in self-funded trainings in Hungary – except for students under Article 26 (1) of the Government Decree. Third-country nationals supported by Ministerial Scholarships on the basis of international agreements shall not be subject to the obligations of the Hungarian state-scholarship under the National Higher Education Act for the period of the Ministerial Scholarship.

<sup>562</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>563</sup> Amended by Senate Decision No. 23/2018. (III.07.), effective from 7 March 2018.

<sup>564</sup> Amended by Senate Decision No. 95/2020. (VI. 24.), effective from 25 June 2020.

<sup>565</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>566</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>567</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>568</sup> Amended by Senate Decision No. 4/2020. (I.29.), effective from 3 February 2020.

<sup>569</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.



- (2) The call for applications is announced by the Minister responsible for education within the framework specified in the Budget Act.
- (3) Applications will be assessed on the basis of the available budget and the applicants' academic performance.
- (4) <sup>570 571</sup> Applications shall be submitted to the Registrar's Office. The applications are ranked by the Head of the Registrar's Office. The ranked applications are forwarded to the Director of Education who, together with the applications received from other faculties, will forward the ranked applications to the organisation referred to in section (2). The Minister responsible for education shall decide on the applications on the basis of the ranking and the principles set out in section (3), with the assistance of experts as necessary.
- (5) <sup>572 573</sup> The Rector's Office shall ensure that the call for applications published on the website of the Ministry responsible for education and sent to the University is published in the usual manner at the University/Faculty.<sup>574</sup>
- (6) The deadline for submission of applications may not be earlier than 30 days from the date of publication.

#### **Article 60/A<sup>575</sup>**

- (1) The Minister responsible for education shall award a scholarship to foreign students participating in self-funding trainings at a state-recognised higher education institution in accordance with the conditions set out in Government Decree 120/2017. (VI.1.) on the amendment to the Government Decree 51/2007 (III.26.) on the "Scholarship Programme for Christian Young People" and for the grants available for higher education students and fees paid by them (hereinafter Scholarship Decree).
- (2) <sup>576</sup> The benefits provided under the scholarship and the detailed provisions for their payment are set out in the Regulation OOR, III.11, as defined in the Scholarship Decree.

### **E/5 STUDIUM IURIS RESEARCH SCHOLARSHIP OF THE KRE POSTGRADUATE DOCTORAL SCHOOL OF LAW AND POLITICAL SCIENCES<sup>577</sup>**

#### **Article 60/B**

- (1) The Postgraduate Doctoral School of Law and Political Sciences of Károli Gáspár University of the Reformed Church in Hungary establishes the Studium Iuris Research Scholarship (hereinafter referred to as Studium Iuris Research Scholarship). The financial basis of the Studium Iuris Research Scholarship is a fixed part of the initial aid provided by the Ministry of Culture and Innovation (Hungarian abbreviation: KIM) for the purpose of raising the quality of training of doctoral students funded through a state scholarship. The annual budget for the scholarship is decided by the Discipline Doctoral and Habilitation Council, on the recommendation of the Head of the Postgraduate Doctoral School of Law and Political Sciences and the Doctoral School Council when planning the budget of the Doctoral School.
- (2) The Studium Iuris Research Scholarship is available to full-time doctoral students funded through a state scholarship (hereinafter referred to as Students) participating in the doctoral programme at the Postgraduate Doctoral School of Law and Political Sciences.
- (3) The Studium Iuris Research Scholarship can be awarded to a student if he/she

<sup>570</sup> Amended by Senate Decision No. 188/2019. (X.16.), effective from 1 November 2019.

<sup>571</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

<sup>572</sup> Amended by Senate Decision No. 188/2019. (X.16.), effective from 1 November 2019.

<sup>573</sup> Amended by Senate Decision No. 4/2020. (I.29.), effective from 3 February 2020.

<sup>574</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>575</sup> Added by Senate Decision No. 4/2020. (I.29.), effective from 3 February 2020.

<sup>576</sup> Amended by Senate Decision No. 95/2020. (VI. 24.), effective from 25 June 2020.

<sup>577</sup> Amended by Decision No. FT-7/2025 (II.20) of the Maintenance Board, effective from 20 February 2025.

- a) has an active student status in the study programme of the Postgraduate Doctoral School of Law and Political Sciences,
- b) has completed at least two semesters,
- c) has fully completed the required number of credits,
- d) his/her scientific and publication activities are above average and
- e) his/her application is supported by the recommendation of the thesis supervisor.

(4) The aim of the Studium Iuris Research Scholarship is to enable the student to participate in the work of renowned scientific workshops abroad, to hold presentations in a foreign language at professional, scientific events abroad or to carry out research work in libraries and archives in order to achieve a high-quality implementation of his/her research topic.

(5) The amount of the Studium Iuris Research Scholarship is adjusted to the current budget plan submitted by the Student, but may not exceed 1,000, i.e. one thousand Euro converted into forints per occasion. The scholarship may only be used for material expenses (travel expenses, accommodation); these expenses shall be certified by invoices or supporting documents issued to the address of the University. A student may apply for the Studium Iuris Research Scholarship several times, but may receive the Studium Iuris Research Scholarship no more than once per year.

(6) The detailed application requirements are set out in the call for applications for the Studium Iuris Research Scholarship, which is prepared and published by the Head of the Postgraduate Doctoral School of Law and Political Sciences. The Student shall submit his/her complete application to the Postgraduate Doctoral School of Law and Political Sciences through the Neptun Education Administration System at least 5 weeks before the planned departure. If a student submits an incomplete application, the Secretary of the Postgraduate Doctoral School of Law and Political Sciences shall request the student once to correct deficiencies in Neptun with a 5-day deadline.

(7) The award of the Studium Iuris Research Scholarship is decided by the Discipline Doctoral and Habilitation Council, based on the available scholarship resources according to the annual budget, on the recommendation of the Head of the Postgraduate Doctoral School of Law and Political Sciences and the Doctoral School Council, after examining the justification of the application and the usefulness of the study abroad programme. The Secretary of the Postgraduate Doctoral School of Law and Political Sciences shall send the payment list of doctoral students who have been awarded the Studium Iuris Research Scholarship to the Chancellor's Office Directorate of Economic Affairs, electronically and on paper.

(8) The Chancellor's Office Directorate for Economic Affairs shall carry out a formal and numerical check of the received scholarship payment list and, if appropriate, will arrange for the transfer of the scholarship to the student's default account in Neptun in a single payment, according to the scholarship payment deadlines.

(9) The student who has been awarded the Studium Iuris Research Scholarship shall prepare a detailed report on the study abroad programme and submit it to the Secretary of the Postgraduate Doctoral School of Law and Political Sciences, along with the invoices and supporting documents within 8 days after the end of the study abroad programme.

(10) If, for any reason, the student is unable to use the Studium Iuris Research Scholarship for the purposes for which it was awarded, he/she shall inform the Secretariat of the Postgraduate Doctoral School of Law and Political Sciences without delay and, based on the decision of the Head of the Postgraduate Doctoral School of Law and Political Sciences, transfer the amount of the scholarship back to the University indicating the subject account of the Doctoral School of Law and Political Sciences by the deadline set in the decision.

(11) If the Student fails to fulfil his/her reporting obligation under section (9), or fails to submit the invoices or other supporting documents issued to the University in connection with the travel, he/she shall be obliged to repay the Studium Iuris Research Scholarship until the 30<sup>th</sup> day following the end of the travel at the latest, based on the decision taken under section 10.

## **STUDENT EMPLOYMENT REMUNERATION**

### **Article 61**

- (1) Students may work for remuneration under a student employment contract in the form specified by the person exercising the rights of the employer. The provisions of Act I of 2012 on the Labour Code (hereinafter: Labour Code) shall apply accordingly to the employment of students working under student employment contracts. When defining the rules applicable to student employment contracts, the Government may lay down conditions that are more favourable to students than those laid down in the Labour Code.
- (2) Students may work under a student employment contract:
  - a) at the University or a business organisation established by the University or a workplace outside the University during an internship or practical training organised in the framework of or as part of the study programme,
  - b) at the University or a business organisation established by the University, in an arrangement that is not related directly to the study programme.
- (3) Students
  - a) may receive remuneration in the cases referred to in point a) of section (2) a) and shall receive remuneration during the completion of a continuous practice period of at least six weeks, the weekly amount of which shall not be less than fifteen percent of the mandatory lowest remuneration for work (minimum wage) and, unless otherwise agreed, shall be paid by the workplace,
  - b) shall be entitled to remuneration as agreed by the parties, in the cases referred to in point b) of section (2), in return for which the ownership of the work created by the student and the intellectual property rights shall, unless otherwise agreed, be transferred to the University or to the business organisation established by the University.
- (4) Internship organised within the framework of or as part of the study programme, as referred to in point a) of section (1), may be carried out at a budgetary unit without a student employment contract and without remuneration. In this case, students still have the same rights as employees under the Labour Code. An agreement shall be concluded with the student participating in practical training in respect of this activity under the conditions defined by the Government.
- (5) The organiser of the practical training must take out liability insurance for the benefit of students in higher education vocational trainings.
- (6) Point a) of section (3) of this Article shall apply to the teaching and research activities of doctoral students, subject to the following derogations:
  - a) as part of their academic obligations, doctoral students may be obliged to allocate 20% of their total weekly working time to performing work related to the educational and academic research activities of the higher education institution,
  - b) the time worked by the doctoral student, including the work referred to in point a), shall not exceed 50% of the total weekly working time of the doctoral student on average over a semester,
  - c) the working hours of doctoral students must be arranged in such a way as to enable them to fulfil their obligations to prepare for and take their examinations,
  - d) the monthly amount of the remuneration may not be less than the minimum statutory wage (minimum wage) in the case of employment for 50% of the full working time, or, in case of employment for other periods, the *pro rata temporis* part of it.
- (7) If the University, as the employer, concludes a student employment contract, the head of the organisational unit with the right of representation shall sign the contract and shall exercise the

employer's power in the organisational unit where the student performs his/her duties according to the job description.

### **PART III**

#### **CHARGES AND FEES PAYABLE BY STUDENTS**

##### **Article 62**

- (1) Students participating in trainings funded through a state scholarship shall pay fees for certain services, and students taking part in self-funded trainings shall pay tuition fees and other fees.
- (2) The following services are available free of charge in the framework of trainings funded through a full or partial state scholarship:
  - a) admission of lectures, seminars, consultations, practices, field practices for the first time required for the fulfilment of the academic and study requirements of the study programmes to obtain the diploma or the doctoral pre-degree certificate, one repetition of reports, exams and failed reports and examinations, the final examination and the procedure for obtaining a doctoral degree during the period of the student status,<sup>578</sup>
  - b) classes in colleges of excellence,
  - c) use of university facilities – library and basic library services, laboratory, IT, sports and leisure facilities – and equipment in connection with free services,
  - d) workwear and personal protective equipment (protective clothing) and toiletries for practices in higher education vocational training, and personal protective equipment (protective clothing) and toiletries in other trainings,
  - e) student counselling,
  - f) the first issue of documents relating to the student's study programme or procedure for obtaining a doctoral degree, unless a government decree lays down more favourable conditions for the students,
  - g) participation in the compulsory graduation ceremony, other ceremonies or commemorations organised by the University.
- (3) In trainings funded through full or partial Hungarian state scholarship the University may not charge any administrative service fees (e.g. enrolment fee) – unless otherwise provided by law.
- (4) In trainings funded through full or partial Hungarian state scholarship, the student may use the following services upon payment of a service fee:
  - a) teaching the knowledge specified in Hungarian in the curriculum of a bachelor or master programme in a language other than Hungarian, at the student's choice,
  - b) items produced using University resources and provided by the University to the student that become the student's property (e.g. reproduced study-aids),
  - c) use of university facilities – library and basic library services, laboratory, IT, sports and leisure facilities – and equipment in addition to free services,
  - d) accommodation in student residence halls and colleges of excellence, including the use of their equipment and facilities – in particular library, laboratory, IT, sports and leisure facilities,
  - e) trainings resulting in excess credits in addition to the compulsory credit value required or provided by the University,
  - f) a third or further examination in the same subject,
  - g) repeated registration for lectures, seminars, consultations, practices, field practices,
  - h) failure to fulfil or late fulfilment of an obligation specified in certain University regulations,
  - i) the issue, other than for the first time, of documents related to the student's study programme or procedure for obtaining a doctoral degree,
  - j) failure to upload the mandatory data required by the Higher Education Information System (Hungarian abbreviation: FIR) in Neptun after two Neptun messages,

<sup>578</sup> Amended by Senate Decision No. 42/2016. (V.25.), effective from 30 May 2016.

- k) procedure for obtaining a doctoral degree after termination of the student status.
- (5) The rate of the payment obligation in the case of points f)-h) of section (4) may not exceed 5% of the mandatory lowest remuneration for full-time work (minimum wage).
- (6) <sup>579 580 581</sup>The amount of the fees and procedural charges that may be requested under section (4) shall be approved by the Senate until 31 July of each year preceding the next academic year. Thereafter, as soon as possible, the Rector's Office shall ensure that the fees are published on the University's website, and in the usual manner at each faculty.<sup>582</sup>
- (7) The cumulative amount of the fees and charges imposed on a student for the same purpose at the same time – without taking into account the service referred to in point a) of section (4) – may not exceed half of the tuition fee for a semester (except for courses taken in addition to the free credits).
- (8) Pursuant to point a) of section (4), the student may take subject(s) in a credit value exceeding the credits prescribed in the programme and outcome requirements by 10%, without paying a separate tuition fee. The student has to pay a fee per credit for the excess credits, unless these credits were gained by the recognition of subjects completed during an ERASMUS programme.
- (9) The possibility of taking subjects in a credit value exceeding the total number of prescribed credits by 10% as provided for in section (8) shall apply to students who started their studies in 1 September 2012, and thereafter, in a phasing-in system. For students who started their studies before the academic year 2012/2013, the possibility referred to in section (8) shall only apply to state-supported students. Students paying tuition fees under Act CXXXIX of 2005 on higher education pay a fee per credit in addition to the credits required by the programme and outcome requirements.
- (10) <sup>583</sup>If the application submitted by the student is subject to the payment of a fee, the condition for the examination of the application on its merits and for the provision of a service is the payment of the fee. If the student has not paid the related fee at the same time as submitting the application or requesting the service, the University will not proceed with the application. The legal consequences of late payment of the fee shall be borne by the student. The student is obliged to prove the payment of the fee at the same time as submitting the application, in the form of a document printed from the Neptun showing that the amount corresponding to the application fee has been paid from the student's joint account.
- (11) <sup>584</sup>Items written off by the students but not paid by the payment deadline (8 days) are considered to have been written off incorrectly, as the service was not used in accordance with Article 62 (10). Active student entries without invoices are checked and collected by the Chancellor's Office Directorate for Economic Affairs at regular intervals and are sent to the Registrar's Office of the relevant Faculty and the Rector's Office Directorate of Education. Incorrect student entries are cancelled by the Registrar's Office of the relevant Faculty on the basis of the indication of the Chancellor's Office Directorate for Economic Affairs.<sup>585 586</sup>

## TUITION FEE

### Article 63

- (1) If the student participates in a self-funded training, he/she shall pay a tuition fee for the services specified in Article 62 (2) and a fee for those listed in Article 62 (4).

### Article 64

<sup>579</sup> Amended by Senate Decision No. 188/2019. (X.16.), effective from 1 November 2019.

<sup>580</sup> Amended by Senate Decision No. 106/2021. (V.31.), effective from 31 May 2021.

<sup>581</sup> Amended by Senate Decision No. 210/2022 (VII. 13), effective from 14 July 2022.

<sup>582</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>583</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

<sup>584</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

<sup>585</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>586</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

- (1) <sup>587</sup>The amount of the tuition fee may differ depending on the field of studies, the study programme, work schedule and the number of completed semesters.
- (2) <sup>588 589</sup>The amounts of the tuition fees shall be determined by the Senate, and shall be published in the institutional study guide by 31 July preceding the beginning of the academic year. In the case of study programmes to be compulsorily announced in the central higher education admission procedure, the amounts of the initial tuition fees shall be approved by the Senate by 31 October preceding the beginning of the academic year, and shall be published in the Higher Education Admission Guide. In the case of study programmes that are not compulsorily announced in the central higher education admission procedure, the amount of the tuition fee shall be approved by the Senate no later than 31 July preceding the beginning of the academic year.
- (3) <sup>590 591</sup>The student is obliged to pay the tuition fee for the semester to the University by the last day of the registration period at the latest – except for payment in instalments –, before enrolment or registration, by paying the amount of the tuition fee from his/her Neptun joint account. The information on student payments is checked and updated as necessary by the Chancellor's Office Directorate for Economic Affairs before each semester, after consultation with the Rector's Office Directorate of Education, and is published by the Rector's Office Directorate of Education on the Neptun portal. In case of assumption of the obligation to pay the tuition fee, the payment of the invoice requested in advance is not paid via Neptun joint account, but by transfer to the bank account number shown on the invoice issued, indicating the invoice number in the communication. The settlement of the invoice is processed centrally, after which the status of the item related to the invoice is automatically changed to completed in Neptun. The condition for enrolment/registration is that the student has paid all previous debts and the current semester's tuition fee (at least half of the tuition fee in case of instalment payment) from his/her joint account.<sup>592</sup>
- (4) The student is obliged to pay the full amount of the tuition fee in each active semester in the manner laid down in section (3), regardless of the number of subjects taken, the number of subjects for which he/she has been exempted from attending the classes and examinations, and the number of recognised subjects.
- (5) <sup>593</sup>If the student declares in writing at the time of enrolment or registration for the semester that he/she wishes to suspend his/her student status in the given semester, he/she does not have to pay the tuition fee, notwithstanding section (3).
- (6) The fee to be paid by a guest student: the amount of the tuition fee established for the last year of the study programme / 30 credits x the number of credits of the subject taken.
- (7) <sup>594 595</sup>If the admission/transfer of the student takes place within ten days before the beginning of the registration period or after the beginning of the registration week, the Dean shall set a separate payment deadline for the payment of the tuition fee according to section (3) in the admission decision. The payment deadline must be set in such a way that the admitted/transferred student has at least 8 days from the date of knowledge of the admission decision to pay the tuition fee or part thereof. If the student indicates within the payment deadline, but no later than two working days before the payment deadline, that the tuition fee or a part thereof will be paid by a third legal person other than the student against an invoice, the deadline for payment of the tuition fee (or instalment) according to section (3) shall be 30 days from the date of knowledge of the admission decision. In the cases referred to in this section, the deadlines for payment of the tuition fee shall be set in Neptun by the payment deadlines specified here.

<sup>587</sup> Amended by Senate Decision No. 188/2019. (X.16.), effective from 1 November 2019.

<sup>588</sup> Amended by Senate Decision No. 188/2019. (X.16.), effective from 1 November 2019.

<sup>589</sup> Amended by Senate Decision No. 4/2020. (I.29.), effective from 3 February 2020.

<sup>590</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

<sup>591</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>592</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>593</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

<sup>594</sup> Added by Senate Decision No. 188/2019. (X.16.), effective from 1 November 2019.

<sup>595</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

- (8) <sup>596</sup> <sup>597</sup> <sup>598</sup> By the end of the first month of each semester, the Registrar's Office shall send to the Chancellor's Office Directorate for Economic Affairs and the Rector's Office Directorate of Education the list of students to whom the payment deadlines set out in section (7) apply.

### **DORMITORY FEE**

#### **Article 65**

- (1) When using the dormitory (student residence hall), students pay a dormitory fee in the same way as they pay the tuition fee through the Neptun joint account.
- (2) The dormitory fee shall be paid for the provision of accommodation and related basic services ensuring proper use. In addition to the basic services, the dormitories (residence halls) may also provide additional services, the use of which is decided by the student. The conditions for the use of the additional services and the fees payable for them shall be set by the operator and shall be paid as referred to in section (1).
- (3) The basic dormitory services shall be understood as at least the continuous provision and operation of the conditions required by law for the authorization of operation of a dormitory or student residence hall as well as the possibility of operating personal computers, consumer electronics and low-consumption household appliances.
- (4) <sup>599</sup> The amount of the dormitory fees shall be determined annually by the Senate within the deadline specified in Article 3 (3). The monthly amount of the dormitory fee for students and doctoral students participating in state-funded training may not exceed
  - a) 8% of the annual amount of the dormitory normative funding per student for category I places;
  - b) 10% of the annual amount of the dormitory normative funding per student for category II places;
  - c) 12% of the annual amount of the dormitory normative funding per student for category III places;
  - d) 15% of the annual amount of the dormitory normative funding per student for category IV places.
- (5) <sup>600</sup> The dormitory fee for the current month shall be transferred by the student from the Neptun joint account via the Neptun system by the 15<sup>th</sup> of the current month. Other provisions are laid down in the Residence Hall Regulation (OOR, III.4).<sup>601</sup>

### **EXEMPTIONS FROM PAYMENT OF THE TUITION FEE, DISCOUNTS**

#### **Article 66**

- (1) <sup>602</sup> The student, upon his/her request, may be allowed to pay in instalments or may be granted a deferment of payment to meet his/her payment obligation. The request is considered by the Dean of the Faculty with the authority delegated by the Rector. The decision granting the possibility of payment by instalments or deferred payment shall state the modified deadline and the payment schedule as well as the consequences of non-payment. The number of the decision and the modified deadline must be documented in Neptun within 5 working days after the decision being issued.<sup>603</sup>
- (2) Students may pay in instalments or may be allowed to defer payment on a social basis for the following payment obligations:
  - a) tuition fee
  - b) dormitory fee.

<sup>596</sup> Added by Senate Decision No. 188/2019. (X.16.), effective from 1 November 2019.

<sup>597</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

<sup>598</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>599</sup> Amended by Senate Decision No. 4/2020. (I.29.), effective from 3 February 2020.

<sup>600</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

<sup>601</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>602</sup> Amended by Senate Decision No. 21/2016. (III.30.), effective from 4 April 2016.

<sup>603</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

- (3) On the basis of his/her academic performance, the student may be exempted from the payment obligation in the case of the fees for services used in accordance with Article 82 of NHEA.

### Article 67

- (1) <sup>604</sup> <sup>605</sup>In justified cases, the tuition fee can be paid in two instalments: at least 50% of the semester tuition fee must be paid until enrolment or registration, and the remaining amount must be paid from the Neptun joint account by 15 November for the autumn semester, and by 15 April for the spring semester. The application must be submitted via the Neptun Request Management System. Applications for an instalment payment shall be submitted no later than eight days after enrolment in the semester of enrolment, and by the last working day of the second week preceding the registration week in the subsequent semesters. The Dean decides on the authority delegated to him/her by the Rector. The Dean shall decide on the request for instalment payment within eight days. In the event of approval, he/she shall notify the Registrar's Office.
- (2) In the case of special equity circumstances, upon the student's request, the Dean may authorize the payment of the tuition fee in other instalments. The deadline for payment of the last instalment may not be later than the starting date of the exam registration in the given semester.
- (3) <sup>606</sup>Upon written request submitted by the last working day of the week preceding the registration week or, in the case of a subsequent payment obligation, until the payment deadline in the event of circumstances beyond the student's control, the Dean, acting under the authority delegated to him/her by the Rector, may grant a reduction of the student's tuition or dormitory fee for the given semester up to 85% of the semester tuition and dormitory fees, mainly on the grounds of the student's extraordinary social situation and academic results of the previous semester. The student may appeal against the Dean's decision within 15 days of the receipt of the decision in accordance with Article 2 of the regulation Part III.3 Procedure for Student Legal Remedy.<sup>607</sup>
- (4) <sup>608</sup> <sup>609</sup>Students graduated from Károli Gáspár University of the Reformed Church in Hungary, upon their written requests submitted by the deadline for submission of instalment payment applications, and upon prior registration on the Alumni portal, may receive the following discounts on their tuition fees. The requests are judged by the Dean (on the authority delegated to him/her by the Rector):
  - 5% discount on the first semester tuition fee of bachelor and master programmes at the Faculty of Humanities and Social Sciences and the Faculty of Law, and
  - 10% discount on the first semester tuition fee of postgraduate specialisation and doctoral programmes at the Faculty of Humanities and Social Sciences and the Faculty of Law.
 The Dean of the Faculty shall issue a decision on granting a reduction in the tuition fee.
- (5) <sup>610</sup>Students who are disadvantaged, orphans, breadwinners or whose guardianship has ceased due to their age of majority may receive a discount on the dormitory fee because of their social situation. The Social Committee shall decide on the existence of the social situation under this section. If the Social Committee has already decided on the student's social situation on the basis of another previous application, it is sufficient to refer to this fact. If the student's circumstances have changed significantly after the start of the semester, the request for a reduction of the dormitory fee can be submitted at any time without any deadline.
- (6) The student may not justify the non-payment of the tuition fee or the non-registration by the fact that he/she has submitted an application to the head of the faculty pursuant to section (1) and is awaiting the decision.
- (7) A student who

<sup>604</sup> Amended by Senate Decision No. 156/2017. (VII.28.), effective from 31 July 2017.

<sup>605</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

<sup>606</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

<sup>607</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>608</sup> Amended by Senate Decision No. 188/2019. (X.16.), effective from 1 November 2019.

<sup>609</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

<sup>610</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.



- a) established a student status before 31 December 2006, and
    - aa) participated in a self-financed training and received pregnancy and post-natal aid, maternity leave payment, child care allowance, child care benefit or child care fee on the first day of the semester (period of study), or
    - ab) as a student of Hungarian citizenship who already holds a first degree obtained in a one-major teacher training of general or religious studies, is studying for a second teacher qualification for the period specified in the qualification requirements of the given teacher training, and
  - b) on the first day of the semester (period of study) fulfils the conditions referred to in points aa) and ab), is not obliged to pay a tuition fee in the semester (period of study) under point b) in the study programme or vocational training in which he/she was previously exempted from paying a tuition fee according to points aa) and ab) before 1 August 2007.
- (8) Students entitled to a benefit pursuant to section (7) shall indicate this fact at the time of enrolment/registration and shall submit the necessary documents by 30 September in the first semester and by 28 February in the second semester of the given academic year at the latest. After these dates, the Faculty will not accept any certificate.
- (9) Students who established student status in the academic year 2000/2001 and 2001/2002 and started their studies in a state-financed training, but are not considered state-financed any longer, shall not pay a tuition fee for additional two semesters if the study programme commenced was not more than eight semesters, or for three semesters in any other cases. These students if they were not obliged to pay a tuition fee for the training until 1 September 2007, are required to pay a tuition fee in the further semesters. The amount of the tuition fee is the same as the amount of the tuition fee for the same class in the given study programme. The method of payment is governed by the provisions of Article 64 (4).
- (10) No exemption, instalments or deferment can be granted for the payment of default or late-payment fees listed in points h) and j) of Article 62 (4), and on the basis of participation in community activities.
- (11) The Dean shall put his/her decision under this Article in a resolution, and shall deliver it to the student via Neptun. The provisions of Article 8 shall apply to the delivery. If necessary, the Registrar's Office shall post the resolution via registered mail with return receipt. The provisions of Article 41/C of the National Higher Education Act shall apply to postal delivery.

## **RULES OF PROCEDURE AND LEGAL CONSEQUENCES ARISING FROM THE FAILURE TO MEET THE OBLIGATIONS LAID DOWN IN THE REGULATION**

### **Article 68**

- (1) If the student announces the suspension of his/her student status during or before the registration week, or if he/she is reclassified from self-funded to state-funded form of funding, the full amount of the tuition fee or the part of the tuition fee already paid for the semester shall be reimbursed.
- (2) At the time of the notification under section (1) but no later than the last working day of the registration week, the reimbursement of the tuition fee or part of the tuition fee already paid must be initiated. In the absence of such a notification, the full amount of the tuition fee or part of the tuition fee already paid shall be credited by the Registrar's Office to the amount of the next active semester.
- (3) If the application for reimbursement is submitted after the deadline specified in section (2) but by the last working day of the third week of the given study period, the tuition fee or its part already paid may be reimbursed after deduction of 10% of the tuition fee of the semester, instead of being credited in the tuition fee of the next active semester. In justified cases, the student may submit his/her application for reimbursement after the last working day of the third week of the study

period, and may be allowed to receive a refund of the tuition fee or its part already paid, after deduction of 10% of the tuition fee of the given semester, instead of crediting it in the tuition fee of the next active semester.<sup>611</sup>

### Article 69

- (1) If the student announces the termination of his/her student status during or before the registration week, and he/she has already paid the semester tuition fee or a part thereof, but has not initiated its reimbursement at the same time or by the last working day of the registration week at the latest, the University shall initiate the repayment of the amount – following the set-off according to Article 82 of this Regulation – to the student's bank account indicated in Neptun at the same time as the termination decision is sent.
- (2) <sup>612</sup>If the student announces the termination of his/her student status after the last working day of the third week of the study period, the student may not claim the reimbursement of the already paid fee. In the case of payment in instalments the student shall pay the additional instalment(s) even if it was (were) not due at the time of submitting the request for termination of the student status. The provisions referred to in this section shall not apply if the student requests the subsequent suspension of the semester due to childbirth, accident, disease or any unexpected reason. In such a case, the procedure laid down in Article 81 (1) of this Regulation shall apply.
- (3) If there is no bank account number indicated in Neptun, the University is entitled to withhold 10% of the semester tuition fee. In this case, the student's attention should be drawn in the decision terminating the student status to provide the bank account number to which the University may transfer the remaining amount.
- (4) If the student fails to provide the bank account number required for the transfer within three months of the notice of the termination decision, the repeated sending of an e-mail message and the decision to terminate the student status becoming final, the University will unilaterally terminate the student's Neptun joint account balance.
- (5) The procedure laid down in this Article shall also be followed in the case where the University terminates ex officio the student status of a student who has already paid the tuition fee or a part of the tuition fee due for the semester of termination.

### Article 70

- (1) If the student has already enrolled or registered for the semester, but withdraws his/her enrolment or registration after the registration week, but no later than the last working day of the third week of the study period, and has already paid the tuition fee or a part of the tuition fee established for the semester, after deducting 10%, the tuition fee should be paid back.
- (2) The student should declare at the same time as the announcement of the suspension of the student status, but no later than the last working day of the third week of the study period whether he/she wants the repayment of the part of the paid tuition fee as referred to in section (1) or asks for crediting it in the next active semester.
- (3) In the absence of a request referred to in section (2) or in the event of its late submission, the remaining amount of the tuition fee or part of the tuition fee already paid – after deduction of 10% of the semester tuition fee – shall be credited in the amount of the next active semester.

### Article 71

- (1) If the student announces the termination of his/her student status after the registration week, but no later than the last working day of the third week of the study period, and has already paid the semester tuition fee or an instalment thereof, but fails to ask for its reimbursement at the same time or by the last working day of the third week of the study period at the latest, the University, in its

<sup>611</sup> Amended by Decision No. FT-2/2024 (I.18) of the Maintenance Board, effective from 18 January 2024.

<sup>612</sup> Added by Senate Decision No. 23/2018. (III.07.), effective from 7 March 2018.

decision to terminate the student status, shall initiate the repayment of the amount to the bank account number indicated in Neptun, after deducting 10% of the semester tuition fee.

- (2) If there is no bank account number indicated in Neptun, the University is entitled to withhold an additional 10% of the semester tuition fee. The former student should be asked in the decision on termination of the student status to provide the bank account number to which the remaining amount can be transferred.
- (3) If the student fails to provide the bank account number required for the transfer within three months of the request in the termination decision, the repeated sending of an e-mail message and the decision to terminate the student status becoming final, the University will unilaterally terminate the student's Neptun joint account balance. The person at the University designated to manage student debts is authorized to implement the provisions of this section.
- (4) In the event of termination of the student status according to this Article, the passivation fee ex officio shall be cancelled for the semester of termination.

#### **Article 72**

- (1) If the student has been allowed to pay in instalments, and asks for the suspension of his/her student status after the payment of the first instalment, in the cases referred to in Articles 68-71, the 10% is deducted from the amount of the tuition fee established for the whole semester and not from the instalment already paid.
- (2) The enrolment in the University is conditional on the payment of the tuition fee, or, in the case of a request for payment in instalments, at least half of the tuition to the Neptun joint account, even if the student asks for the suspension of his/her student status at the time of the enrolment. In this case, the provisions of Articles 68 and 70 shall apply.

#### **Article 73**

- (1) If the student applies for a suspension of his/her student status after the last working day of the third week of the study period, in the event of a subsequent passivation of the active semester, the student may not claim back the tuition fee already paid and may not request to carry it over to the next active semester. In the case of payment in instalments, the student must pay the additional instalment(s) of the tuition fee even if the instalment was not due at the time of the subsequent passivation.
- (2) The provisions referred to in this section shall not apply if the student requests the subsequent suspension of the semester due to childbirth, accident, disease or any unexpected reason. In such a case, the procedure laid down in Article 81 (1) of this Regulation shall apply.

#### **Article 74**

- (1) During the next active semester, the amount of the tuition fee should be prescribed in Neptun in such a way that the amount of the semester tuition fee should be reduced by the amount carried over from the previous semester and credited pursuant to Articles 68-71 of this Regulation. Registration for a given semester is subject to payment of the difference.
- (2) If, after registration for the semester referred to in section (1), the student applies for a suspension of his/her semester until the last working day of the third week of the study period, the procedure shall be as set out in Article 70 of this Regulation, and the amount carried over and credited according to this section shall be deemed to have been paid in this semester.

#### **Article 75**

- (1) If the student announces the suspension of his/her student status after a passive semester after which his/her tuition fee or a part thereof was carried over according to Articles 68-71 of this Regulation, the amount shall automatically be credited in the tuition fee of the next active semester, unless otherwise declared by the student.

#### **Article 76**

- (1) If the student announces the suspension of his/her student status after a passive semester after which his/her tuition fee or a part thereof was carried over according to Articles 68-71 of this Regulation, and if he/she announces this suspension within the deadline specified in Articles 68-71 of this Regulation, the tuition fee or the part of the tuition fee carried over from the previous semester shall be paid back.
- (2) If the student submits the notification according to section (1) after the registration week but by the last working day of the third week of the study period, and has announced the suspension of his/her student status during the registration week, the tuition fee or the part of the tuition fee carried over may be refunded to the student after deduction of 10% of the semester tuition fee.
- (3) The procedure shall be as set out in Article 70 of this Regulation if the student has already enrolled or registered for the semester, but withdraws his/her enrolment or registration after the registration period, but no later than the last working day of the third week of the study period, and his/her tuition fee is carried over after the previous passive semester as set out in Articles 68-71 of this Regulation.
- (4) If the student has not made a statement regarding his/her student status in the semester, and announces the suspension of his/her student status and his/her claim for the refund of his/her tuition or part of the tuition fee – which has been carried over from the previous semester – by the end of the last working day of the study period, in addition to the 10% deduction of the tuition fee established in the previous semester, the fee of passivation ex officio shall also be deducted.
- (5) According to this Article, the deduction of 10% of the tuition fee may be enforced even if 10% has already been deducted for the previous semester under one of the provisions of Articles 68-71 of this Regulation.

#### **Article 77**

- (1) If the student's student status has been suspended for two consecutive semesters, and the previously paid tuition fee or a part of the tuition fee paid can be carried over and credited, and after the suspension of these two semesters the student does not register during the registration week of the next semester, and does not apply for a late registration or the termination of his/her student status by the last working day of the third week of the study period at the latest, and does not initiate the repayment of the unused tuition fee or part of the tuition fee, he/she may not claim back the paid but unused tuition fee.
- (2) The Head of the Registrar's Office shall adopt a decision on the fact that the amount referred to in section (1) may not be claimed back, and shall record it in Neptun. This decision must be sent to the former student by e-mail, not by post.
- (3) The provisions referred to in this Article shall not apply if the student requests the repeated suspension of the semester due to childbirth, accident, disease or any unexpected reason. In such a case, the procedure laid down in Article 81 (1) of this Regulation shall be followed, and in the following semester the procedure under section (1) shall be applied so that the semester(s) suspended due to childbirth, accident, disease or any unexpected reason should not be taken into account.

#### **Article 78**

- (1) If the student does not register during the registration week or does not announce that he/she wishes to suspend his/her student status for the semester, i.e. does not make any statement regarding his/her status for the semester, the Registrar's Office shall ex officio set the student's semester status to passive on the first working day of the third week of the study period, and shall charge the passivation fee ex officio retroactively when the student registers for the next active semester.
- (2) If the student has already paid the tuition fee for the semester or, if payment in instalments is allowed, the first instalment of the tuition fee, but has failed to register for the semester and has not announced the suspension of his/her student status according to Article 68 of this Regulation, i.e. has not made any statement regarding his/her student status, the Registrar's Office shall ex officio set the student's semester status to passive on the first working day of the third week of the study

period, and shall charge the passivation fee ex officio retroactively when the student registers for the next active semester.

- (3) If the student has already paid the tuition fee for the semester, or, if payment in instalments is allowed, the first instalment of the tuition fee, but has failed to register for the semester and has not announced the suspension of his/her student status according Article 68 of this Regulation, and has not made any statement regarding his/her semester status until the last working day of the third week of the study period, the Registrar's Office shall deduct the passivation fee ex officio and 10% of the semester tuition fee from the amount of the paid tuition fee or instalment, and marks the remaining amount as available for use in the next active semester.
- (4) The provisions of this Article shall also be followed if the student has a carry-over of the tuition fee or an instalment of the tuition fee for any reason, and has not made any statement regarding his/her student status for the current semester.

#### **Article 79**

- (1) If the student has already paid the tuition fee for the semester or, if payment in instalments is allowed, the first instalment, but has not registered for the semester and has not announced the suspension of his/her student status according to Article 68 of this Regulation, i.e. has not made any statement regarding his/her student status, but applies for the repayment of the already paid tuition fee or instalment by the last working day of the third week of the study period, the tuition fee, after deduction of 10% of the tuition fee and the fee for passivation ex officio, can be paid back to the student.
- (2) The provisions of this Article shall also be followed if the student has a carry-over of the tuition fee or an instalment of the tuition fee for any reason, and has not made any statement regarding his/her student status for the current semester, but applies for its repayment by the last working day of the third week of the study period.

#### **Article 80**

- (1) If the student does not register during the registration week, but submits a request for subsequent registration by the deadline specified in the Academic and Exam Regulation, at the same time as authorizing the subsequent registration, the Registrar's Office – even in the absence of a separate decision – shall cancel the fee for passivation ex officio and shall charge the fee for subsequent registration.
- (2) If the student does not declare his/her intention, but announces the termination of his/her student status by the last working day of the third week of the study period, at the same time as the decision on termination of the student status is made, the fee for passivation ex officio charged earlier for the given semester(s) can be cancelled. If the student announces the termination of his/her student status after the deadline referred to in this Section, the fee for passivation ex officio charged earlier for that semester shall be maintained. In the case referred to in this section, the reimbursement of the tuition fee shall be made according to Article 71 of this Regulation.
- (3) As in section (2), the fee for passivation ex officio should not be maintained for the semester in which the University terminates the student's student status by a unilateral declaration. In this case, the fee for passivation ex officio – without a special provision – shall be deleted in Neptun at the same time as the decision is recorded.

#### **Article 81**

- (1) If the student applies for the suspension of the semester due to childbirth, accident, disease or any unexpected reason, regardless of the period of the semester, the tuition fee or part of the tuition fee already paid shall be paid back in full – without deduction – upon request of the student. In the absence of such a request, the full amount can be credited to the next active semester. In all cases, the request for a refund should be submitted together with the application for suspension.

- (2) The procedure referred to in section (1) in connection with the (subsequent) suspension of the semester due to childbirth, accident, disease or any unexpected reason can only be followed if its existence is confirmed by a specialist's or a hospital's final report. Furthermore, the accident, disease or other circumstance preventing the completion of the semester must exist for a period of time that does not actually allow the completion of the semester.
- (3) If the referred circumstance has already existed during the registration, in addition to attaching the certificates, the student should provide evidence that he/she was unable to cancel his/her registration through no fault of his/her own during the registration week and could not proceed in accordance with the provisions of Article 68 of this Regulation. If the student's unjustified failure to notify the disease can be proved on the basis of the available documents, the provisions referred to in Articles 68-71 shall apply during the reimbursement of the tuition fee or part of the tuition fee already paid or its crediting to the next semester.

## **Article 82**

- (1) If the student's student status is terminated for any reason, and the student has outstanding or overdue debts towards the University at the time of the termination, the University is entitled to set off the amount of the debt. If there is still a balance of the paid but unused tuition fee or part of the tuition fee, the University shall take measures to refund it in accordance with Article 69 and 71 of this Regulation. If there is an unused amount left on the student's Neptun joint account, the student should be called via Neptun and e-mail to arrange for the amount in his/her joint account to be returned to him/her.
- (2) If the student does not arrange for the repayment of the amount in his/her joint account within 6 months after termination of his/her student status, an email reminder and the decision to terminate the student status becoming final, the University is entitled to debit the Neptun joint account with HUF 500 per month for the maintenance of the Neptun joint account from the 6<sup>th</sup> month onwards. In case the balance on the Neptun joint account does not reach HUF 500, the maintenance fee will be equal to the amount of the balance. The debit is made on the first day of each month until the amount in the Neptun joint account is transferred back by the former student or until there is no money left in the Neptun joint account.
- (3) If the student has suspended his/her student status for two semesters, and his/her tuition fee or part of the tuition fee already paid can be carried over and credited, and after the two-semester interruption the student does not register during the registration week of the next semester, and does not apply for a subsequent registration until the last working day of the third week of the study period at the latest, or does not terminate his/her student status by the same date and does not initiate the repayment of the unused tuition fee or part of the tuition fee, he/she may not claim back the previously paid but unused tuition fee.
- (4) Before the University refunds any money for any reason upon the student's request or allows any amount to be credited to the next active semester, the Registrar's Office shall always check in advance whether the student has any outstanding debts. If so, the University may set off the amount of debt, and only allow the remaining amount to be refunded or credited to the next active semester.
- (5) In the event of an overdue student debt, the University is entitled to debit the student's Neptun joint account unilaterally – without prior notice to the student – up to the amount of the overdue debt.

## **Article 83**

- (1) If the University unilaterally terminates the student's student status, and the student has already paid the tuition fee or part of the tuition fee for the semester of termination, or if he/she has a tuition fee or part of the tuition fee carried over from the previous semester which can be used, the provisions of Article 69 of this Regulation shall apply to the repayment of the tuition fee or part of the tuition fee.

- (2) <sup>613</sup>Notwithstanding the provisions of section (1), if the University terminates the student's legal status ex officio on the basis of points a) ab), b) of Article 38 (2) of the Academic and Exam Regulation, and if, in the absence of the student's statement, the procedure laid down in Articles 71 and 79 of this Regulation cannot be applied, i.e. the student has failed to make a statement regarding the tuition fee or part of the tuition fee paid earlier and carried over from the previous semester until the last working day of the third week of the study period at the latest, the student may not claim back the tuition fee or part of the tuition fee paid earlier and carried over from the previous semester(s).
- (3) <sup>614</sup>When reclaiming the paid or carried over tuition fee or part of the tuition fee beyond the deadline, the student may not refer to the fact that the decision on termination of his/her student status according to points a) ab), b) of Article 38 (2) was adopted, or received after the last day of the third week of the study period.

#### Article 84

- (1) Fees and charges determined in this Regulation shall be paid by bank transfer from the student's own bank account to the student's Neptun joint account and the amount indicated in Neptun shall be credited on the Neptun students' web.
- (2) <sup>615 616</sup>If the student has not fulfilled his/her payment obligation, in the case of payment in instalments, the payment of the first instalment of the tuition fee by the deadline, and has not received a deferment of payment, he/she should pay a late payment fee specified by the Senate in addition to the unpaid amount. If he/she fails to pay these amounts, he/she may not sign for the exams in the given semester, may not register for the next semester and may not be allowed to take the final examination. No default interest may be charged to a student who has paid the tuition fee (or its first instalment if payment in instalments is allowed) from his/her Neptun joint account by the end of the registration period. The detailed rules for the imposition of tuition late payment fees are set out in Annex 3.<sup>617</sup>
- (3) If the student has paid more than the fee due for the given semester, the University is obliged to repay the extra amount within 30 days after the written notification, unless the student has other outstanding debts. In this case, the University may set-off the debt.
- (4) If the student fails to pay the dormitory/residence hall fee in time, he/she will be obliged to pay the default interest specified by the Senate, and will not be entitled to dormitory accommodation in the semester following the default.
- (5) The student may be subject to disciplinary action if he/she provides false information in order to obtain the grants indicated in this Regulation. Disciplinary proceedings and sanctions shall be governed by the University's disciplinary regulation. In the event of providing false data, the student may not receive any support during his/her studies.
- (6) If the student has not recorded his/her email address in Neptun, or the message could not be delivered to the address indicated there (incorrect, non-existent address, or the mailbox is full), the email message shall be deemed to have been sent at the same time as the Neptun message was sent according to the provisions of this Regulation. During the proceedings of this Regulation the student may not claim that he/she was not notified of the procedure because his/her email address was not recorded or an incorrect email address was set in Neptun.

#### Article 85

In the proceedings indicated in Articles 68-82 the Study Committee shall act in the first instance.

<sup>613</sup> Amended by Senate Decision No. 95/2020. (VI. 24.), effective from 25 June 2020.

<sup>614</sup> Amended by Senate Decision No. 95/2020. (VI. 24.), effective from 25 June 2020.

<sup>615</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

<sup>616</sup> Amended by Senate Decision No. 169/2017. (X.25.), effective from 26 October 2017.

<sup>617</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

## CLOSING PROVISIONS

### Article 86

The consolidated and amended Regulation, discussed by the Senate on 30 January 2025 and submitted to the Reformed Church in Hungary, as the Maintainer, shall enter into force on the day of its adoption by the Maintainer, pursuant to III. 3 of the Founding Charter of Károli Gáspár University of the Reformed Church in Hungary.

Budapest, 30 January 2025.

Prof. Dr. László Trócsányi  
Rector

### Clause:

Pursuant to III.3 of the Founding Charter of Károli Gáspár University of the Reformed Church in Hungary, the Hungarian Reformed Church in Hungary, as the Maintainer, **approved the Regulation on Student Fees and Benefits**, Volume III.2 of the Organizational and Operational Rules, Student Requirement System of Károli Gáspár University of the Reformed Church in Hungary **by Resolution No. FT-7/2025 (II.20) on 20 February 2025.**



**Annex 1****RULES ON THE PROCEDURE FOR THE ISSUE AND USE OF TEXTBOOKS PROVIDED FREE OF CHARGE FOR ONE ACADEMIC YEAR UNDER THE SCHOLARSHIP REGULATED IN POINTS A), B) AND C) OF ARTICLE 48 (2) OF THE REGULATION ON STUDENT FEES AND BENEFITS****Article 1**

- (1) The Szilassy Aladár Library of the Faculty of Law (hereinafter: Faculty Library) manages the textbook collection lent to successful applicants within the framework of the Eötvös Károly Scholarship Programme as a special collection.<sup>618</sup>
- (2) The inventory of the collection, removal of books from the register is carried out in the manner regulated by KM-PM Decree 3/1975 (17 August).

**Article 2**

- (1) The successful applicant (hereinafter: Student) may personally receive (borrow) the textbooks from the Faculty Library, presenting the decision on the evaluation of his/her application. The textbook borrowed under the scholarship is the University's property and is given to the Student for use for one academic year.
- (2) The lending period lasts from the day of receipt until the 15<sup>th</sup> day following the last day of the examination period of the second semester of the academic year concerned by the application (end of the lending period). At the end of the lending period, the student is obliged to return the textbooks in person.
- (3) If the student is unable to return the textbooks, an authorized person with written authorization may act on his/her behalf.
- (4) In the case of unilateral termination of the student status (student, institution), the certificates to be issued upon termination of the student status may be issued only after the textbooks have been returned or the countervalue or other charges calculated according to this Regulation have been paid.

**Article 3**

- (1) The student is required to keep the condition of the borrowed books. The student may not write in the textbook or make any permanent markings in it with highlighters or in any other way.
- (2) The student is obliged to compensate the Faculty for any damage caused by the loss, negligent handling (wear and tear beyond normal use) or intentional damage to the textbooks.
- (3) If the received textbook is destroyed or otherwise not returned to the Faculty at the end of the lending period, the current purchase price of the textbook must be paid to the Faculty.
- (4) If the textbook received is damaged due to negligent handling, the student must pay the Faculty the purchase value of the textbook at the time of receipt.
- (5) The fees set out in sections (3) and (4) shall be recorded in Neptun and, in the event of non-payment, collected in the same way as other student fees and charges. If the textbook is no longer available on the market, the Faculty will determine the reimbursement of the acquisition price.

**Article 4**

- (1) After the end of the lending period the University will send a reminder to the student first in a Neptun message, and then on paper to the address indicated in Neptun to return the textbook. If the textbook will not be returned to the Faculty within 15 days after sending the second reminder, the textbook will be considered as lost and the Faculty will act according to the provisions of Article 3.

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<sup>618</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

- (2) If the student fails to meet the deadlines set out in this Annex, he/she may apply within 3 days of the end of the circumstances giving rise to the failure. If the student does not make such a request, the deadline is deemed to have expired.

**Annex 1**

**DECLARATION**

***for the issue of textbooks free of charge for an academic year within the framework of the Scholarship regulated in points a), b) and c) of Article 48 (2) of the Regulation on Student Fees and Benefits (OOR, III.2)***

I, the undersigned, ..... (name) ..... (Neptun code) have received the following textbooks for the academic year 20../20...

I will return the textbooks to the Faculty by the 15<sup>th</sup> day following the last day of the examination period of the second semester of the academic year.

Title of the textbooks:

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I have read the Library's textbook lending policy for permanent use and accept its terms and conditions.

Date,

.....

Signature of the Recipient

### Rules for Applying for a Regular Grant on Social Needs

1. <sup>621 622 623</sup>Pursuant to Article 30 (2) and 32 (2) of this Regulation of the University, the Social Committee shall comment on the call for applications for regular social grants on social needs and the application form before each semester and shall make a proposal for its amendment. The Director-General of Education shall approve the call for applications and the application form, and shall ensure that the call for applications and the application form are published on the University's website and in the usual manner at each faculty before the start of the registration week.

**Deadline: third day of the registration week of the current semester<sup>624</sup>**

2. <sup>625 626 627</sup>In the application, the student is obliged to submit all the documents proving his/her social status (according to the call for applications and the application form) to the Neptun Request Management System. The possibility to correct deficiencies is included in the call for applications.

**Deadline: the deadline for submission of the applications and the deadline for correction of deficiencies is specified in the call for applications for the current semester, with a minimum of 8 days from the date of publication, and the deadline for correction of deficiencies is 5 days after the deadline of submission of the application.**

- 2a. <sup>628</sup>Based on the number of students enrolled or registered for the semester in question and the data in the FIR-OSAP statistics, the Rector's Office Directorate of Education shall send the student headcounts to the Chancellor's Office Directorate for Economic Affairs to determine the budget for the grant.

**Deadline: 25 September for the autumn semester and 25 February for the spring semester**

3. <sup>629</sup>The competent committees of the Faculty Students' Unions score the submitted applications and tabulate them as follows:
  - a. sheet 1: Summary
  - b. sheet 2: Applications received for category "A"
  - c. sheet 3: Applications received for category "B"
  - d. sheet 4: Applications received for "Other" categories
  - e. sheet 5: "Self-sustaining"
  - f. sheet 6: All applications
  - g. The application data in each chart should be arranged in decreasing order of the number of points awarded to the applications.

**Deadline: 30 September for the autumn semester and last day of February for the spring semester**

<sup>619</sup> Added by Senate Decision No. 9/2019. (II.06.), effective from 11 February 2019.

<sup>620</sup> Amended by Senate Decision No. 268/2022. (VII. 29.), effective from 10 August 2022.

<sup>621</sup> Amended by Senate Decision No. 188/2019. (X.16.), effective from 1 November 2019.

<sup>622</sup> Amended by Senate Decision No. 95/2020. (VI. 24.), effective from 25 June 2020.

<sup>623</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>624</sup> Amended by Decision No. FT-2/2024 (I.18) of the Maintenance Board, effective from 18 January 2024.

<sup>625</sup> Amended by Senate Decision No. 95/2020. (VI. 24.), effective from 25 June 2020.

<sup>626</sup> Amended by Decision No. FT-7/2023 (III.16) of the Maintenance Board, effective from 16 March 2023.

<sup>627</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>628</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>629</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

4. <sup>630</sup> <sup>631</sup> The presidents of the Faculty Students' Unions / faculty SC members shall send the tables to the Social Committee.

**Deadline: 30 September for the autumn semester and last day of February for the spring semester**

5. <sup>632</sup> <sup>633</sup> <sup>634</sup> <sup>635</sup> Based on the provided by the Rector's Office Directorate of Education, the Chancellor's Office Directorate for Economic Affairs calculates the semester social grant budget, and sends it to the President of the University Students' Union, the Chairperson of the Social Committee, the Vice-Rector for Education and the Rector's Office Directorate of Education.

**Deadline: 30 September for the autumn semester, last day of February for the spring semester**

6. <sup>636</sup> <sup>637</sup> The Social Committee summarizes the received applications in a table and determines the relevant amounts. The amount of the grant shall be determined in such a way that students with the same scores are treated in the same way, regardless of their faculty, so that the amount of the grant determined is the same.

**Deadline: 4 October for the autumn semester, 4 March for the spring semester**

7. <sup>638</sup> <sup>639</sup> The Rector's Office Directorate of Education sends the table approved by the Social Committee to the Chancellor's Office Directorate for Economic Affairs for implementation.

**Deadline: 5 October for the autumn semester and 5 March for the spring semester.**

8. <sup>640</sup> <sup>641</sup> Based on the submitted applications, students may apply for a re-scoring in the Neptun Request Management System for 15 days after the announcement. The Faculty Students' Union re-evaluates the student's application and sends it to the Social Committee.
9. <sup>642</sup> Appeals may be lodged within 15 days from the date of notification of the result of the re-scoring.
10. <sup>643</sup> If the deadline falls on a day other than a working day, the deadline is the first working day after the deadline.

<sup>630</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>631</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>632</sup> Amended by Senate Decision No. 188/2019. (X.16.), effective from 1 November 2019.

<sup>633</sup> Amended by Senate Decision No. 95/2020. (VI. 24.), effective from 25 June 2020.

<sup>634</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>635</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>636</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>637</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

<sup>638</sup> Amended by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

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<sup>642</sup> Added by Senate Decision No. 95/2020. (VI. 24.), effective from 25 June 2020.

<sup>643</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.

**Detailed rules on the imposition of tuition late payment fees**

- (1) Delay is defined as failure to pay within the payment deadline; the Chancellor's Office Directorate for Economic Affairs is responsible for determining the delay.
- (2) In the case of tuition fee payments, the delay is determined on the basis of the payment date of the tuition fee from the Neptun joint account. The date of the bank transfer to the joint account cannot be taken into account as a payment, as it does not constitute payment from the joint account. The student must also ensure that the tuition fee is paid from his/her joint account by the payment deadline, or by the deadline for the payment in instalments.
- (3) Late payment fee will be charged for late payment of the second and subsequent instalments, the amount of which is set out in the Table of Service Fees for the current academic year. Late payment fee may not be charged for the late payment of the semester tuition fee, or the first instalment in the case of payment in instalments.
- (4) Late payment fees are charged by the Chancellor's Office Directorate for Economic Affairs in Neptun. Only the organisational unit that charged the late payment fee is entitled to modify or cancel it.
- (5) The deadline for the payment of the late fee may not be later than the working day preceding the start of the exam registration.
- (6) If the payment obligation on which the late payment is based ceases, the late payment fee shall not apply. If the late payment fee has already been charged, the Chancellor's Office Directorate for Economic Affairs will automatically cancel the late payment fee of the tuition fee on the basis of the decision to cancel/refund the tuition fee. If the late payment fee has already been paid through the Neptun joint account, it will be refunded to the student.
- (7) If the student can prove that he/she was unable to meet the payment obligation on time due to accident, disease or any unexpected reason beyond the student's control, he/she may request the cancellation of the late payment fee, or, if the late payment fee has already been paid, its refund from the Study Committee.

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<sup>644</sup> Added by Decision No. FT-46/2023 (X.19) of the Maintenance Board, effective from 19 October 2023.

<sup>645</sup> Amended by Decision No. FT- 50/2024 (XI.21) of the Maintenance Board, effective from 21 November 2024.