III. Students' requirements system
III/1.5. Diploma supplement issue regulations

The University Council confirmed the diploma supplement issue regulations with the resolution 21/2004/05 passed on the session of 13 December 2004.

Modified by Senate resolution 68.a/2005/06. 3 June 2006

RH/Sz – 16/2006
(T-A7)

Diploma supplement issue regulations

With regard to Section 97 (8) of the earlier Act LXXX/1993 on higher education, and Section 63 (1) of Act CXXXIX/2005 on higher education which is currently in effect, the Corvinus University of Budapest created the following diploma supplement issue regulations.

1. To students who graduated in the credit system before 1 March 2006, Section 97 (8) of the earlier Act LXXX/1993 on higher education applies, according to which

   a) Upon graduation, the student may request a diploma supplement, developed by the European Commission and the Council of Europe, available in Hungarian and English.

   b) At request, the faculty will issue a Hungarian diploma supplement free of charge. Claimants need to pay a fee if they want their diploma supplements on BA/BSc training and on supplementary BA/BSc training issued in English.

   c) The fee of issuing a diploma supplement in English is 15% of the monthly minimum wage for the month in which the request was filed. Current fees are made public by the University. If the sum which is 15% of the monthly minimum wage does not divide with 500 or 1,000, it needs to be rounded down so that it ends with 500 or 1,000. Payment transfer cheques are available at the offices of the respective organisational units.

2. To students who graduated after 1 March 2006, Section 63 (1) of Act CXXXIX/2005 on higher education applies, which is currently in effect, according to which

   a) The degree certificate needs to be issued in Hungarian and in English, or in Hungarian and in Latin. In case the language of the training programme was not Hungarian, degree certificates need to be issued in Hungarian and in the language of the programme. At the student's expense, the degree certificate may be issued in any language.

   b) Degree certificates acquired in BA/BSc trainings and MA/MSc trainings need to come with a diploma supplement in Hungarian and in English as set by the European Commission and the Council of Europe. The diploma supplement is an authorised document.
3. Eligible for filing a claim include students who graduated at the end of the academic year of 2002/2003 or later, whose names are specified in their degree certificates (hereinafter referred to as: claimants). For students who graduated before the academic year of 2002/2003, organisational units listed in 4. will issue diploma supplements and university report book copies in Hungarian and in English.

4. Claims for diploma supplement issues - i.e. request sheets - need to be submitted at the respective organisational unit of the University.

   – Rector's Office (1093 Budapest, Fővám tér 8.)
   – Faculty of Food Science, Dean's Office (1118 Budapest, Villányi út 29-43.)
   – Faculty of Business Administration, Dean's Office (1093 Budapest, Fővám tér 8.)
   – Faculty of Horticulture, Dean's Office (1118 Budapest, Villányi út 29-43.)
   – Faculty of Economics, Dean's Office (1093 Budapest, Fővám tér 8.)
   – Faculty of Public Administration, Dean's Office (1118 Budapest, Villányi út 295.)
   – Faculty of Landscape Architecture, Dean's Office (1118 Budapest, Villányi út 29-43.)
   – Faculty of Social Sciences, Dean's Office (1093 Budapest, Fővám tér 8.)

5. Claimants whose student status expired need to attach a copy of their degree certificates to their request sheets.

6. General representation rules listed in University regulations apply to the signing (authorisation) of the degree certificate annex.

7. In case the faculty issues a diploma supplement at request, it will be done within 30 days from filing the claim.

8. The new order of procedure came into effect on 1 September 2006.

Budapest, 03 July 2006.

Mészáros Tamás
Rector