The Senate – in agreement with the Students’ Union – supported the adoption of the Regulation on Student Fees and Benefits in its resolution No. SZ-122.ab/2014/2015 (13.07.2015) at its meeting held on 13 July 2015.

Concurrently with this, the previous regulation issued on the same subject-matter is superseded.

Amended by the following resolutions of the Senate:
Resolution No. SZ-5.a/2015/2016 (28.09.2015)
Resolution No. SZ-26/2015/2016 (2.11.2015)
Resolution No. SZ-134/2015/2016 (18.04.2016)
Resolution No. SZ-142.a/2015/2016 (18.05.2016)
Resolution No. SZ-142.b/2015/2016 (18.05.2016)
Resolution No. SZ-165/2015/2016. (20.06.2016)
Resolution No. SZ-41/2016/2017. (7.11.2016)
Resolution No. SZ-81/2016/2017. (31.01.2017)
Resolution No. SZ-103/2016/2017. (28.03.2017)
# TABLE OF CONTENTS

**General Provisions** ................................................................................................................. 4  
**Definitions** ............................................................................................................................... 5  
**A) BENEFITS** ............................................................................................................................ 7  
  - The sources of student grants ............................................................................................. 7  
  - Legal titles and allocations ............................................................................................... 8  
  - Student eligibility and the disbursement of grants ............................................................. 10  
  - The distribution of the student appropriation budget ....................................................... 15  
  - Performance-based grants .............................................................................................. 16  
    - Study grants .................................................................................................................. 16  
    - Scholarship of the Republic of Hungary ....................................................................... 18  
  - The institution’s professional, scientific and public life grants ......................................... 19  
    - Special faculty grants ................................................................................................... 19  
    - Grants for professional and scientific activities ............................................................ 19  
    - Other faculty grants ....................................................................................................... 20  
    - Public life and interest representation grants ............................................................... 21  
    - Scholarship of the National Bank of Hungary for self-funded students ......................... 23  
    - Special study grant from the National Bank of Hungary .............................................. 24  
    - Székesfehérvár Excellence Scholarship ......................................................................... 25  
    - The Excellence Scholarship of the National Bank of Hungary ...................................... 25  
    - MNB Economic Analyst Scholarship ........................................................................... 27  
  - Maintenance grants ............................................................................................................. 28  
    - Regular maintenance grant .......................................................................................... 29  
    - Extraordinary maintenance grant ................................................................................ 29  
    - Bursa Hungarica Higher Education Municipal Grant .................................................... 30  
    - Ministerial grants for foreign students ......................................................................... 31  
  - Work experience grant ....................................................................................................... 32  
  - Stipendium Hungaricum grant .......................................................................................... 33  
  - Basic funding ...................................................................................................................... 33  
  - PhD candidates’ grant ....................................................................................................... 33  
    - Socially-driven grant of PhD students involved in fee-paying training ......................... 33  
    - Scholarship of the National Bank of Hungary for self-funded PhD candidates ................. 34  
    - The National Bank of Hungary’s Doctoral Excellence Scholarship ............................... 35  
    - CUB doctoral scholarship for PhD students involved in fee-paying training .................. 36  
    - Call for Doctoral Scholarship of Excellence .................................................................. 37  
    - MNB Performance-based Doctoral Scholarship .............................................................. 38  
  - Other grants financed from the Faculty’s own income ....................................................... 39  
  - Funding for institutional operating costs .......................................................................... 39  
    - Support for textbook production ................................................................................... 39  
    - Support for sports activities ............................................................................................ 40  
    - Hungarian Sports Stars Scholarship .............................................................................. 40  
    - Support for cultural activities .......................................................................................... 41  
    - Maintenance and operation of halls of residence ............................................................ 41  
    - Support for the operation of the students’ union and the PhD candidates’ union .......... 41  
    - Accommodation in halls of residence ............................................................................ 42  
    - Students’ remuneration .................................................................................................. 42  
**B) FEES PAYABLE BY THE STUDENTS** ..................................................................................... 43  
  - Tuition fees (payable by self-funded/fee-paying students) ............................................... 45
Rules for transfer between state-funded and fee-paying places .......................................................... 48
  General provisions ................................................................................................................................ 48
  Rules for transfer in the case of students studying on Bachelor programmes (BA/BSc), Master
  programmes (MA/MSc) or higher educational vocational training programmes ............................ 50
  Rules of the transfer of PhD candidates .......................................................................................... 52
Halls of residence fees ...................................................................................................................... 52
Other fees and charges payable by the students ........................................................................... 53
Special provisions applicable to foreign students ........................................................................... 55
Special provisions for visiting students and for taking courses at the University without a visiting
student status ........................................................................................................................................ 58
Establishment of fee payment obligations ...................................................................................... 58
Use of the fees and charges received ............................................................................................... 59
Transitional provisions ................................................................................................................... 59
Closing provisions ........................................................................................................................... 59

**General Provisions**

§ 1

(1) The scope of this Regulation covers

a) students receiving state scholarship/state-funded students and self-funded/fee-paying students studying in Hungarian or in a foreign language on the University’s full-time or part-time (evening or distance learning) Bachelor programmes (BA, BSc), Master programmes (MA, MSc), higher educational vocational training programmes or specialist postgraduate programmes, students studying a specific module, as well as students studying on college-level Bachelor programmes, university-level Bachelor programmes and top-up Bachelor programmes defined under Act LXXX of 1993 on Higher Education (hereinafter: students);

b) foreign students enjoying the same rights as students defined under sub-paragraph (a) pursuant to legal regulations or an international agreement;

c) students studying on a doctoral programme and PhD candidates, regarding the relevant sections of the Government Decree. 2

(2) The tuition fees payable by students and the amounts of the foreign language contributions are included in Annex 1/a for each Faculty, broken down by the academic year of enrolment. The procedural rules applicable to student support awarded by the University are included in Annex 1/b. The Faculties established the procedural rules for the student support awarded by the Faculties in Annex 1/c. 3

(3) During semesters abroad arranged by the University, the students of the University must pay all the fees prescribed by the University and shall enjoy all the benefits that are available for the University’s students who registered for an active semester.

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1 Amended by: Resolution No. SZ-142.b/2015/2016 (18.05.2016)
2 Amended by: Resolution No. SZ-142.b/2015/2016 (18.05.2016)
3 Amended by: Resolution No. SZ-142.b/2015/2016 (18.05.2016)
(4) If a student organises a semester abroad on his or her (hereinafter: his) own, he must pay all the fees determined by the host institution.

(5) The rules for dealing with and submitting requests can be found in Annex 8 of the Study and Examination Regulations.

Definitions

§ 2

(1) For the purpose of this Regulation, the following terms shall have the meanings as defined below:

a) **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;

b) **Half-orphan** means a student who is younger than 25, one of whose parents is deceased, and who has not been adopted;

c) **Disabled student or student disadvantaged because of his health condition** is a student who
   ca) 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
   cb) 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;

d) **Student with dependent family members** is a student
   da) who has at least one child,
   db) who is entitled to carer’s allowance according to Act III of 1993 on Social Administration and Social Benefits;

e) **Student with a large family** is a student
   ea) who has at least two dependent siblings or three children, or
   eb) in whose case, in addition to the family member(s) supporting him, there are at least two other persons living in the same household whose monthly income does not reach the amount of the minimum wage, or
   ec) who is the guardian of at least two minors;

f) **Permanently ill** refers to a person who is expected to require permanent care for more than three months.

g) **Student eligible for social benefits** is a student studying on a full-time higher educational vocational training programme, Bachelor programme (BA/BSc), Master programme (MA/MSc) or undivided programme or a doctoral programme who
   ga) is state-funded or receives a full or partial scholarship from the Hungarian state; or
   gb) started his studies as a state-funded student or with a full or partial state scholarship, and based on the number of semesters he started on his programme of study or specialist training programme, he would be entitled to participate in state-funded education or receive a full or partial state scholarship. 4

h) **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.

i) **Severely disadvantaged** shall mean

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4 Amended by: Resolution No. SZ-142.b/2015/2016 (18.05.2016)
5 Pursuant to Section 67/A(2) of Act XXXI of 1997 on the Protection of Children and Guardianship Administration:
*A severely disadvantaged person*
ia) in the case of students (applicants) who started their studies before the 2015/2016 academic year – for a period not exceeding the length of the programme of study determined in the applicable educational and outcome requirements – a disadvantaged student provided that the highest level of education completed by his parent exercising parental responsibility over him at the time he reached school age was primary school – according to a voluntary declaration made by the parent in a procedure regulated by Act XXXI of 1997 on the Protection of Children and Guardianship Administration – and a disadvantaged student who has been taken into foster care permanently and who received after-care services following his permanent foster care;

ib) in the case of students (applicants) who started their studies in the 2015/2016 academic year or later, a student who is younger than twenty-five years of age on the date of enrolment (application) and who is considered to be severely disadvantaged according to the provisions of Act XXXI of 1997 on the Protection of Children and Guardianship Administration. Students (applicants) beginning their studies in the 2015/2016 academic year may also be considered severely disadvantaged according to point ia).

j) Disadvantaged shall mean

ja) in the case of students (applicants) who started their studies before the 2015/2016 academic year – for a period not exceeding the length of the programme of study determined in the applicable educational and outcome requirements – a person younger than twenty-five years of age at the time of enrolment (application) who as a result of his family and social circumstances was taken into protection by the town clerk or the guardianship authority during his secondary studies, vocational training provided by the school system, or higher education studies, or regarding whom regular child protection benefit was paid, who is entitled to receive regular child protection benefit, or who was taken into temporary or permanent foster care, or was temporarily placed in an institution, provided that during the eligibility period directly preceding enrolment (the submitting of an application for admission to a higher education institution) – in the last year of his secondary education or vocational training or in his last active semester – he had a valid entitlement; a person will also be regarded as a disadvantaged applicant in a higher education admission procedure if he is in permanent foster care or receives after-care services following his permanent foster care;

jb) in the case of students (applicants) who started their studies in the 2015/2016 academic year or later, a person younger than twenty-five years of age at the time of enrolment (application) who is considered disadvantaged under the provisions of the Act on the Protection of Children and Guardianship Administration. Students (applicants) starting...
their programme in the 2015/2016 academic year may also be considered disadvantaged according to point ja). 7

k) **Internal parallel programmes**: the student studies on several programmes of the University at the same time, resulting in more than one qualifications.

i) **Additional (parallel) student status**: the student is enrolled in more than one higher education institutions at the same time.

j) **Credit index**: means the credit points of the subjects completed in the semester, multiplied by the marks and divided by the thirty credits that must be achieved in one semester with average progress.

k) **Adjusted credit index** means the credit index multiplied by the proportion of credits completed during the semester and the credits undertaken in the individual study schedule.

l) **Aggregate adjusted credit index** is an index used for assessing the performance of the student in terms of quality and quantity during several semesters. The aggregate adjusted credit index is calculated in the same way as the adjusted credit index, the only difference being that the thirty credits by semester and the credits taken and completed during the entire period must be used in the calculation.

m) **Close relative** shall mean spouses, lineal relatives, adopted children, stepchildren, foster children, adoptive parents, step-parents, foster parents and siblings.

n) **Grant grade point average** is an index number used for measuring students’ academic performance. The grade point average is equal to the credit values of the subjects completed in the semester, multiplied by the relevant marks, and divided by the number of credits taken. When calculating the grade point average, the marks achieved in mandatory and alternative subjects and their credit values must be taken into account with a 1.2 weight.

o) **Aggregate grant grade point average** is an index used for assessing the performance of students in terms of quality and quantity, during several semesters. The aggregate grant grade point average is calculated in the same way as the grant grade point average, the only difference being that all credits taken and completed during the entire period must be used in the calculation.

p) **(Credit-)weighted grade point average**: an index number used for transferring students enrolling in the 2016/2017 academic year or later between the different types of financing. During the calculation of the grade average, the credit values of the subjects completed by the student in the semester concerned must be multiplied by the relevant marks, and the amount received must be divided by the number of credits of the subjects completed. 8

A) BENEFITS

The sources of student grants

§ 3

The **institutional appropriation budget** for student grants consists of the following:

1) **Student grant budget**: the budget calculated as the arithmetical mean of the number of students studying on full-time Bachelor programmes (BA, BSc), higher educational vocational training programmes, Master programmes (MA, MSc), college-level first degree Bachelor programmes, university level first degree Bachelor programmes and first degree top-up Bachelor programmes funded by the Hungarian state or a full or partial state scholarship in accordance with the statistical

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7 Amended by: Resolution No. SZ-142.b/2015/2016 (18.05.2016)
8 Incorporated by: Resolution No. SZ-142.b/2015/2016 (18.05.2016)
9 Amended by: Resolution No. SZ-142.b/2015/2016 (18.05.2016)
data disclosed on 15 October and of the number of such students according to the statistical data disclosed on 15 March, multiplied by the per capita contribution for the applicable student benefits specified in Section 114/D of the National Higher Education Act.

(2) **PhD candidates' grant budget**: the budget calculated by multiplying the annual number of eligible students studying on full-time doctoral programmes funded by the Hungarian state or a full or partial state scholarship by the per capita doctoral grants specified in Section 114/D of the National Higher Education Act, plus 56% of the PhD candidates’ textbook grant budget and sports and cultural grant budget.

(3) **Grant budget for textbooks, sports and cultural activities**: the budget calculated by multiplying the total annual average number of the students specified in paragraphs (1) and (2) by the per capita textbook grant and sports and cultural grant specified in Section 114/D of the National Higher Education Act, minus 56% of PhD candidates’ grant appropriation for textbooks and sports and cultural activities.

(4) **Halls of residence grant**: the budget calculated by multiplying the total annual average number of those students mentioned in paragraphs (1) and (2) who were allocated a place in one of the University’s halls of residence, a student home built/renovated within the framework of a Public Private Partnership or in a halls of residence rented by the University by the per capita halls of residence grant specified in Section 114/D of the National Higher Education Act.

(5) **Housing allowance budget**: the budget calculated by multiplying the total annual average number of the students specified in paragraphs (1) and (2) – less the number of students studying on full-time programmes funded by the Hungarian state or a full or partial state scholarship and PhD candidates financed by a scholarship who are accommodated in one of the University’s halls of residence, a student home built/renovated within the framework of a Public Private Partnership or in a halls of residence rented by the University, and less 95% of the annual number of students studying on full-time programmes funded by the Hungarian state or a full or partial state scholarship and PhD candidates financed by a scholarship who have their registered permanent address in the city where their programme is taught – by the per capita housing allowance appropriation specified in Section 114/D of the National Higher Education Act.

(6) **Scholarship of the Republic of Hungary**: the budget calculated by multiplying the number of students actually receiving the scholarship – this cannot exceed 0.8% of the number of students studying on a full-time Bachelor (BA, BSc) or Master (MA, MSc) programme funded by the Hungarian state or a full or partial state scholarship – by the per capita grant determined in Section 114/D of the National Higher Education Act for this purpose.

(7) The University’s appropriation for student grants also includes resources provided by the state budget and other extra-budgetary resources (grants by various institutions, foundations and sponsors).

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**Legal titles and allocations**

§ 4\(^{10}\)

(1) The grants provided from the state budget for student benefits may be used for the following purposes:

a) performance-based grants:

aa) study grant, which is a general study grant established on the basis of academic results related to the fulfillment of the requirements in the curriculum;

ab) scholarship of the Republic of Hungary;

ac) the institution’s professional, scientific and public life grants:

special study grants provided by the faculties;

grants for professional and scientific activities;

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\(^{10}\) Amended by: Resolution No. SZ-142.b/2015/2016 (18.05.2016)
II.III.2 Regulation on Student Fees and Benefits  28 March 2017

public life and interest representation grants;
other faculty grants;
b) maintenance grants:
   ba) regular maintenance grants;
   bb) extraordinary maintenance grants;
   bc) the institutional part of the Bursa Hungarica Higher Education Municipal Grants;
   bd) ministerial grants for foreign students;
   be) basic funding;
   bf) funding for participation in work experience;
c) PhD candidates’ grants;
d) funding for the institution’s operating costs:
   da) support for the production of textbooks, procurement of electronic textbooks, study materials
       and electronic devices for studying, and procurement of devices assisting disabled students
       in their studies;
   db) support for cultural activities and sports activities;
   dc) maintenance and operation of halls of residence;
   dd) renting places in halls of residence, renovation of halls;
   de) support for the operation of students’ unions and Phd candidates’ unions;
   df) support for the operation of student advisory organisations.

(2) 64.3% of the student grant budget defined in § 3(1) may be used for the payment of grants under
      the title specified in § 4(1)(aa) (study grant), and 2% of the student grant budget defined in § 3(1)
      may be used for the payment of grants under the title specified in § 6 I (ab) (public life and interest
      representation grants).

(3) The following amounts may be used for payments under the titles specified in § 4(1)(ba) (regular
      maintenance grants), (bb) (extraordinary maintenance grants), (be) (basic funding) and (bf)
      (funding for participation in work experience):
      a) 30.7% of the amount of the student grant budget specified in § 3(1), and
      b) 35% of the housing allowance budget included in § 3(5).

(4) 24% of the amount (proportional to the number of the students of the faculty) of the budget for
      textbook grants and sports and cultural grants specified in § 3(3) may be used for payments under
      the title included in § 4(1)(da) (support for the production of textbooks, procurement of
      electronic textbooks, study materials and electronic devices for studying, and procurement
      of devices assisting disabled students in their studies).
      The percentage breakdown of the resulting amount:
      a) support for textbook production 47.5%
      b) production and procurement of electronic textbooks and study materials and
         procurement of electronic devices for studying 47.5%
      c) procurement of devices supporting disabled students in their studies 5%
      The Faculty Council makes a decision on the use of the faculty’s budget mentioned in points (a) and
      (b) at the latest by 31 May every year, during the discussion of the faculty’s budget, in agreement
      with the Students’ Union. The use of the budget mentioned in subparagraph (c) shall be decided by
      the Disability Committee, in respect of the entire university.

(5) 20% of the faculty’s allocation from the budget for textbook grants and sports and cultural grants
      specified in § 3(3) may be spent on payments under the title determined in § 4(1)(db) (support for
      cultural and sports activities). At the level of the University, the way of using the grant amounts –
      which are proportionate to the number of students studying at each faculty – is decided by the Senate
      every year by 31 May at the latest, on the basis of the proposals submitted by the Faculty Councils,
      in agreement with the University’s Students’ Union.

(6) The budget of the halls of residence grants mentioned in § 3(4) may only be used for the purpose
      specified in § 4(1)(dc), that is, for maintaining and operating places for the accommodation of
students funded by the Hungarian state or a full or partial state scholarship and of PhD candidates financed by a scholarship, in halls of residence operated by the University or in residential institutions rented by the University and operated by another entity (based on a contract entered into with the University). Places in the halls are allocated to eligible students as in-kind benefits.

(7) 65% of the housing allowance budget referred to in § 3(5) may be used for the purpose specified in § 4(1)(dd), that is, for **renting places in halls of residence and the renovation of halls of residence**. The share of the amount so available in the annual budget, which may be used for rent and renewal, will be agreed each year by the Chancellor and the SU before submitting the budget.11

(8) 2% of the student grant budget defined in § 3(1) may be spent on the purpose specified in § 4(1)(de), that is, on **supporting the operation of students’ unions and PhD candidates’ unions**.

(8/A) 1% of the student grant budget defined in § 3(1) may be spent on the purpose specified in § 4(1)(df), that is, on **supporting the operation of student advisory organisations**.

(9) The support provided from the state budget for student benefits must be distributed among the faculties on the basis of the data included in the FIR-OSAP statistical reports.

(10) **The study grant, the special faculty grant, the grant for professional and scientific activities, the regular maintenance grant, the PhD candidates’ grant, the Priority Scholarship of the National Bank of Hungary, the MNB Economics Analyst Scholarship and the MNB scholarship for fee-paying doctoral students** are grants the may be awarded for one semester.12

(11) Grants that can be awarded on the basis of application (§ 4(1)(ab), (ac), (ba), (bb) and (be), and § 4/A and § 4/B) must be announced on the pages of the University website available to students, and in all other usual ways. The results must be announced at the same places where the calls for applications were posted.

(12) The scholarships and grants specified by name in this Regulation are exempt from tax pursuant to Section 4.12 of Annex 1 of Act CXVII of 1995 on Personal Income Tax.

(13) In accordance with the provisions of Section 85/B of the National Higher Education Act, the University introduces other scholarships and grants for fee-paying students, based on academic achievement, to be paid from the University’s own income specified in Section 2(h) of the Government Decree. The detailed rules of grants and scholarships based on academic achievement within the “BCE Student Compensation Programme” are included in Annex 8 of this Regulation.

(14) In addition to providing student benefits, the institution may also supplement the source of the grant for professional and scientific activities mentioned in § 4(1)(ac) for its full-time students pursuant to Section 10(3) of the Government Decree, in accordance with the provisions of Section 85/B of the National Higher Education Act, from its own income defined in Section 2(h) of the Government Decree. The detailed rules for the grant for professional and scientific activities can be found in § 9/B.

(15) In accordance with the provisions of Section 85/B of the National Higher Education Act, the Faculty may introduce other faculty grants and scholarships for its students funded by a full or partial state scholarship/the Hungarian state and for its self-funded/fee-paying students, to be paid from the Faculty’s own income specified in Section 2(h) of the Government Decree.

**Student eligibility and the disbursement of grants**

§ 5

(1) A person shall be considered a student studying on a state-funded programme provided that he was admitted to a state-funded programme

a) and enrolled before 1 January 1997, within the framework of this legal relationship, until the completion of his studies;

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b) and enrolled in the 1997/1998 academic year after 1 January 1997, in the 1998/1999 academic year or in the 1999/2000 academic year, within the framework of this legal relationship, until the completion of his studies if
   ba) he studies for his first degree (first degree programme) or
   bb) after obtaining a college-level degree and qualification, he continues his studies to obtain his first university-level degree and qualification in the same programme of study, or his first teaching qualification that is based on a college or university degree (first top-up programme);

c) and enrolled in the 2000/2001 or the 2001/2002 academic year, within the framework of this legal relationship
   ca) if he had no other student status before the present one and he participates in his first undergraduate programme, and the number of the semesters he started does not exceed the number of the semesters of the education period prescribed in the qualification requirements, or
   cb) if he already had a teacher qualification in one subject at the time of starting his studies, and he studies for obtaining a second teacher qualification in one subject, and the number of the semesters he started does not exceed the number of the semesters of the education period prescribed in the qualification requirements, or
   cc) if he studies on a programme of study, the qualification requirements of which require as a precondition that the student must have a higher education degree, and the number of the semesters he started does not exceed the number of the semesters of the education period prescribed in the qualification requirements, or
   cd) if he studies on his first top-up programme, for four semesters;

d) and enrolled in the 2002/2003, the 2003/2004, the 2004/2005 or the 2005/2006 academic year, within the framework of this legal relationship, if
   da) he had no other student status before this one and he participates in his first undergraduate programme, and the number of the semesters he started does not exceed the number of the semesters of the education period prescribed in the qualification requirements plus three semesters in the case of 8-semester programmes, or the number of semesters prescribed in the qualification requirements plus two semesters in other cases, or
   db) he had another student status before but he terminated that legal relationship and at the same time entered into a new one during an admission procedure, and he participates in his first undergraduate programme, and the total number of the semesters he started does not exceed the number of semesters prescribed in the qualification requirements of the new programme plus three semesters in the case of 8-semester programmes, or the number of semesters prescribed in the qualification requirements of the new programme plus two semesters in other cases, or
   dc) when he started his studies he studied on a state-funded general knowledge teacher training programme in one subject or a religion teacher training programme, and now he is studying for his second general knowledge teaching qualification in one subject, and the number of the semesters he started does not exceed the number of semesters prescribed in the qualification requirements of the new programme plus three semesters in the case of 8-semester programmes, or the number of semesters prescribed in the qualification requirements of the new programme plus two semesters in other cases, or
   dd) he studies on a programme, the qualification requirements of which require as a precondition that the student must have a higher education degree, and the number of the semesters he started does not exceed the number of semesters prescribed in the qualification requirements of the new programme plus three semesters in the case of 8-semester programmes, or the number of semesters prescribed in the qualification requirements of the new programme plus two semesters in other cases, or
de) studies on his first top-up programme in a period that cannot exceed the education period specified in the qualification requirements (four semesters) by more than two semesters,

e) during the period remaining from the funded period of the student if he was transferred from a self-funded/fee-paying place to an already existing place within the Faculty which is funded by the Hungarian state or a state scholarship, on the basis of the decision of the Faculty.

f) From the 2006/2007 academic year a student may study on higher educational vocational programmes, Bachelor programmes and Master programmes fully or partially financed through a state scholarship for a maximum duration of 12 semesters (hereinafter: financing period). The maximum financing period is 14 semesters if the student is enrolled in an undivided programme and the duration of the education period exceeds 10 semesters in accordance with the requirements of the programme.

g) The financing period available for obtaining a given degree (diploma) may be longer than the education period of the programme by a maximum of two semesters. The financing period earlier used in an identical programme of study shall be included in the financing period of the programme. If the student is unable to obtain the degree (diploma) during the financing period defined above, the student may continue his studies in the same programme by paying the full tuition fee, even if he has not run out of the financing period defined in paragraph (f).

h) The financing period of disabled students may be extended by a maximum period of four semesters.

i) The financing period of students who started a doctoral programme before the 2012/2013 academic year may be extended by a maximum of six semesters. The financing period of students who started a doctoral programme in the 2012/2013 academic year or later is six semesters.

j) If a student is unable to finish his studies during the financing period, he may continue his programme as a self-funded/fee-paying student.

(2) All state-funded/state scholarship funded semesters must be counted in the financing period, unless the student was unable to finish the semester due to illness, childbirth or any other reason not attributable to the student. When calculating the financing period, the semesters completed must be ignored if the higher education institution was terminated without the student being able to finish his studies, provided that he was unable to continue his studies in another higher education institution. Those semesters must also be omitted from the calculation, which the Faculty does not recognise as semesters completed in the terminated institution for the continuation of the student's studies.

(3) The provisions of paragraph (1) shall also apply to a student who was transferred from a self-funded/fee-paying place to an existing place which is funded by the Hungarian state or a state scholarship, on the basis of the decision of the Faculty, during the period remaining from the financing period of the student.

(4/A) From September 2010, studying on a state-funded programme is not precluded by the fact that the student already has a higher education degree or qualification, with the proviso that he may only continue his studies in the same education cycle on a state-funded programme if the conditions listed in Section 56(3) of Act CXXXIX of 2005 on Higher Education are fulfilled.

(4/B) In the case of students who started their studies in the 2012/2013 academic year or later, the fact that they already have a higher education degree or qualification does not preclude them from studying on a programme funded by a full or partial state scholarship, with the proviso that if in a given education cycle a student studies on a programme funded by a full or partial state scholarship and also takes up another (parallel) programme in such cycle, the financing period must be reduced by the number of semesters relating to the parallel programme funded by a full or partial state scholarship.

(4) In the case of students who started their studies as first-year students in the 2007/2008 academic year or later, if – not later than in the third semester of the programme he started first – the student

a) creates another (parallel) student status or

b) starts an internal parallel programme,
then active semesters must be recorded as one semester when calculating the financing period or
the period available for fee-paying students, and in all other cases the active semesters started by
the student must be recorded as two semesters.

When studying on several programmes at the same time, the maximum financing period is 12
semesters, regardless of the level of the programmes (in undivided programmes: college level and
university level; in programmes divided into cycles: vocational higher education, Bachelor
programmes, Master programmes, doctoral programmes).

(5) In the case of students who started their studies in the 2006/2007 academic year, when calculating
the financing period or the period available for fee-paying students, active semesters must be
recorded as one semester if the student
a) creates another (parallel) student status or
b) starts an internal parallel programme.

(6) Full-time students studying on a Bachelor programme (BA/BSc), Master programme (MA/MSc) or
higher educational vocational training programme who enrolled on 1 September 2006 or later and
are state-funded or who enrolled on 1 September 2012 or later and are supported by a full or partial
state scholarship, will be entitled to receive benefits from the benefits budget for the education period
specified in the education and outcome requirements and for two additional (active) semesters
started by them.

(7) A student may only receive support from one higher education institution at a time for the purposes
specified in § 4(1)(b) (maintenance grants) and (c) (PhD candidates’ grant). If the student has a
student status with several higher education institutions at the same time, he may receive such
support from the higher education institution in which he first enrolled on a programme of study
funded by a full or partial state scholarship/the state.

(8) A student may receive the support mentioned in § 4(1)(ab) (scholarship of the Republic of Hungary)
in one institution. If several institutions recommend the same person for this scholarship, the student
concerned will receive the scholarship of the Republic of Hungary in the institution with which he
enrolled earlier.

(9) If the student has a second (parallel) student status, he may apply for the study grant defined in §
4(1)(aa) in respect of his academic results achieved both in his first and his second Bachelor
programme, Master programme or higher educational vocational training programme.

(10) If a student is authorised to enrol/register after the enrolment/registration period, such student will
only be entitled to receive student grants from the first day of the month following his
enrolment/registration. Student grants may not be paid retrospectively.

(11) The grants mentioned in § 4(1)(a) to (d) may only be transferred to the eligible student in the form of
financial support.

(12) The grants included in § 4(1)(aa) (study grant) and § 4(1)(be) (basic funding) may be provided to
full-time students studying on Bachelor programmes (BA/BSc), Master programmes (MA/MSc) or
higher educational vocational training programmes funded by the state/a state scholarship.

(13) The grants included in § 4(1)(ab) (scholarship of the Republic of Hungary) and § 4(1)(bf) (funding
for participation in work experience) may be provided to full-time students studying on Bachelor
programmes (BA/BSc) or Master programmes (MA/MSc).

(14) The grants included in § 4(1)(ac) (the institution’s professional, scientific and public life grants) may
be provided to full-time students studying on Bachelor programmes (BA/BSc), Master programmes
(MA/MSc), higher educational vocational training programmes or doctoral programmes.

(15) The grants included in § 4(1)(c) (PhD candidates’ grant) may only be provided to full-time students
studying on doctoral programmes funded by the state/a state scholarship.

(16) The grants included in § 4(1)(bd) (ministerial grants for foreign students) may be provided to full-time
students studying on Bachelor programmes (BA/BSc), Master programmes (MA/MSc) or higher
educational vocational training programmes funded by the state/a state scholarship and students
studying on a programme as visiting students.
(17) The grants included in § 4(1)(ba) to (bb) (regular maintenance grant and extraordinary maintenance grant) may be provided to students who are entitled to receive the maintenance grant specified in § 2(1)(g).

(18) The University shall arrange for the payment of the grants specified in § 4(1)(a), (ba), (bc), (bd), (be), (c) and (d) to the financial institutions managing the students’ accounts on a monthly basis, by the 10th day of the month at the latest (except for the first month of the academic semester).

(19) During the disbursement period of his benefits, a student who receives student benefits must inform the Student Welfare Committee of all changes relating to the disbursement of his benefits in writing, within the shortest possible time, but within a maximum of eight days.

(20) A disciplinary procedure may be initiated against the student in accordance with the Students’ Disciplinary and Compensation Regulations if he provides false information or facts in his application.
The distribution of the student appropriation budget
§ 6\textsuperscript{13}

The rules for distributing the benefits budget provided to students are included in Annex 1:

<table>
<thead>
<tr>
<th>I Total budget for student grants:</th>
<th>100.00%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Of which:</td>
<td></td>
</tr>
<tr>
<td>a) Budget for performance-based grants</td>
<td>64.30%</td>
</tr>
<tr>
<td>Percentage breakdown:</td>
<td></td>
</tr>
<tr>
<td>− study grants</td>
<td>90.00%</td>
</tr>
<tr>
<td>− special faculty grants</td>
<td>1.40%</td>
</tr>
<tr>
<td>− grants for professional and scientific activities</td>
<td>0.40%</td>
</tr>
<tr>
<td>− faculty public life grants</td>
<td>4.00%</td>
</tr>
<tr>
<td>− study abroad grants</td>
<td>2.10%</td>
</tr>
<tr>
<td>− Academic Student Workshops grants</td>
<td>1.50%</td>
</tr>
<tr>
<td>− Pro Universitate, special professional grants, special community grants</td>
<td>0.25%</td>
</tr>
<tr>
<td>− reserves</td>
<td>0.35%</td>
</tr>
<tr>
<td>b) Total budget for maintenance grants</td>
<td>30.70%</td>
</tr>
<tr>
<td>− regular maintenance grants;</td>
<td></td>
</tr>
<tr>
<td>− extraordinary maintenance grants;</td>
<td></td>
</tr>
<tr>
<td>− basic funding;</td>
<td></td>
</tr>
<tr>
<td>− funding for participation in work experience.</td>
<td></td>
</tr>
<tr>
<td>c) Funding for institutional operating costs (total)</td>
<td>3.00%</td>
</tr>
<tr>
<td>Of which:</td>
<td></td>
</tr>
<tr>
<td>− support for the operation of the Students' Union and the PhD Candidates’ Union</td>
<td>2.00%</td>
</tr>
<tr>
<td>− support for the operation of student advisory organisations</td>
<td>1.00%</td>
</tr>
<tr>
<td>d) University public life grants</td>
<td>2.00%</td>
</tr>
<tr>
<td>Of which:</td>
<td></td>
</tr>
<tr>
<td>− Students’ Union – Central budget</td>
<td>1.00%</td>
</tr>
<tr>
<td>− Students’ Union – Corvinus Students’ Media Centre</td>
<td>0.50%</td>
</tr>
<tr>
<td>− Students’ Union – Student welfare and halls of residence affairs</td>
<td>0.50%</td>
</tr>
</tbody>
</table>

II Budget for scholarships of the Republic of Hungary: 100.00%

III PhD candidates’ grants budget: 100.00%
− PhD candidates’ appropriation 100.00%
− The following percentage of textbook grants and sports and cultural grants for PhD candidates 56.00%

IV Institutional budget for the Bursa Hungarica Higher Education Grants: 100.00%

V Budget for housing allowance: 100.00%

\textsuperscript{13} Amended by: Resolution No. SZ-142.b/2015/2016 (18.05.2016)
Of which

a) Total budget for maintenance grants 35.00%
   regular maintenance grants;
   − extraordinary maintenance grants;
   − basic funding;
   − funding for participation in work experience.

b) Funding for institutional operating costs (total) 65.00%
   − Renting places in halls of residence, renovation of halls

VI Institutional budget for halls of residence grants:
   Funding for institutional operating costs (total) 100.00%
   − Maintenance and operation of halls of residence

VII Textbook grants, sports and cultural grants:
   a) Total budget for maintenance grants 56.00%
      (payable regarding the eligible students except for PhD candidates)
      − regular maintenance grants;
      − extraordinary maintenance grants;
      − basic funding;
      − funding for participation in work experience.
   b) Funding for institutional operating costs (total) 44.00%
      Of which:
      − Support for textbook production, electronic textbooks and study materials and the procurement of electronic devices for studying, as well as the procurement of devices supporting disabled students in their studies 24.00%
      − Support for cultural activities 10.00%
      − Support for sports activities 10.00%

Performance-based grants
   §§ 7-9

Study grants
   § 7

(1) Every Faculty shall spend a certain amount of its grants budget on study grants, as determined in Annex 1/b.

(2) No more than 50% of the University’s full-time students studying on programmes funded by the state or a full or partial state scholarship may receive study grants, in such a manner that the monthly amount of the study grant (determined based on the grant grade point average) allocated to a student must reach at least 5% of the per capita student grant appropriation, but may not exceed the amount of the currently effective scholarship of the Republic of Hungary.

(3) Full-time students who start a Bachelor programme (BA/BSc) or a higher educational vocational training programme funded by the state/a full or partial state scholarship may receive a study grant from the second semester of their first year, and full-time students who start a Master programme (MA/MSc) funded by the state/a full or partial state scholarship may receive a study grant from the first semester of their first year, for the duration of one semester. The study grant for the first
II.III.2 Regulation on Student Fees and Benefits  28 March 2017

The semester of students studying on Master programmes will be determined according to the provisions of paragraph (6). 14

(4) The grant grade point average is calculated on the basis of the results of all subjects taken by the student in his last active semester preceding the semester in question, according to the following formula:

\[
\text{Grant grade point average} = \frac{\sum 1.2 \times \text{credit}^k \times \text{grade}^k + \sum \text{credit}^v \times \text{grade}^v}{\sum 1.2 \times \text{credit}^k + \sum \text{credit}^v}
\]

where “K” means all mandatory and alternative subjects according to the recommended curriculum/operative curriculum as well as all subjects that are mandatory for the specialisation concerned.

“V” means optional subjects taken according to the recommended curriculum.

Subjects closed with a fail mark or a “did not take the exam” or “did not appear” record will be included in the numerator of the formula as zero, except for cases where the student did not appear at an exam where he would have wanted to achieve a better mark than the one he achieved at his previous successful exam, and thus received a “did not appear” record, because in such case the last successful mark and credit value of the subject concerned will be included in the numerator. The grant grade point grade average is equal to the number of the subjects completed in the semester multiplied by the relevant marks, divided by the number of credits taken. When calculating the grant grade point average, the marks achieved in mandatory and alternative subjects and their credit values must be taken into account with a 1.2 weight.

Subjects that are prescribed as the conditions of admission for Master students – during the higher education admission procedure within the framework of a preliminary credit recognition procedure, after recognising the credits completed by the students during their previous studies – and those that must be completed in addition to the credits required for obtaining the degree, concurrently with completing the training aimed at obtaining the Master’s degree, will not be taken into account when calculating the credit-weighted academic grade point average, the credit-weighted cumulated academic grade point average, the adjusted credit index, the aggregate adjusted credit index and the grant grade point average.

A student may only be awarded a study grant if in his last active semester preceding the semester in question he completed subjects corresponding to at least 24 credits, from among the subjects that must be taken into account when calculating the grant grade point average. The faculties may deviate from this rule in certain cases, because of the credits that can be given for dissertations, but even in such cases the minimum number of completed credits cannot be fewer than 90% of the credit amount envisaged in the recommended curriculum/operative curriculum.

A study grant may only be paid from a grant grade point average of at least 3.0. The marks obtained in a second (parallel) programme at another higher education institution or in an internal parallel programme and marks obtained through the recognition of previous studies may not be taken into account when calculating the grant grade point average.

Subjects completed as a visiting student – regardless of whether the student completed them under a visiting student contract entered into with a Hungarian or a foreign higher education institution – must be regarded as if the student had completed them at the University and their results must be counted into the grant grade point average, with the credits and marks accepted by the Faculty’s Credit Transfer Committee. 15

(5) Before calculating the study grants, the amount that can be spent on study grants is divided among the Faculties proportionately to the number of their students. The budget available for study grants

14 Amended by: Resolution No. SZ-142.b/2015/2016 (18.05.2016)
15 Amended by: Resolution No. SZ-142.b/2015/2016 (18.05.2016)
within the Faculties will be further divided between homogeneous groups of students, proportionately to the number of students. The homogeneous groups of students consist of groups for each programme or groups of similar programmes within each training level. The further principles of creating groups can be found in Annex 1/b.

(6) A student starting a Master programme (MA/MSc) funded by a state scholarship will be entitled to a fixed amount as a monthly study grant in the first semester of his studies. The amount of the study grant will be 64% of the monthly amount of the monthly per capita student grant appropriation, rounded to HUF 100.

(7) A student who has been transferred from another higher education institution on a programme funded by the state/a state scholarship, will be entitled to receive HUF 8,000 per month during the first semester of his studies, provided that his grant grade point average determined according to the university’s grant calculation method on the basis of the results he achieved in his previous institution during his last closed active semester reaches or exceeds the previous closed semester’s grant grade point average of the year into which he has been transferred.

Scholarship of the Republic of Hungary

§ 8

(1) The scholarship of the Republic of Hungary can be awarded for a full academic year (10 months). The monthly amount of the scholarship of the Republic of Hungary corresponds to one tenth of the amount specified by Section 114/D of the National Higher Education Act for this purpose.

(2) A student may submit an application for the scholarship of the Republic of Hungary based on the call for applications by the Minister of Education, provided that

a) he studies on a full-time Bachelor programme (BA/BSc) or Master programme (MA/MSc);

b) he has registered for two semesters during his studies;

c) he has obtained at least 55 credits during his studies;

d) He achieved outstanding academic results during the last two semesters of his studies at the University, and

e) he performed outstanding professional and community work.

(3) The number of students who can receive the scholarship of the Republic of Hungary is 0.8% of the number of the University’s full-time students studying on Bachelor programmes (BA, BSc) and Master programmes (MA, MSc) funded by the state/a full or partial state scholarship according to the statistical data of the University on 15 October of the previous year, but at least one person must receive this scholarship. Within the University, the number of students who may receive this scholarship must be determined proportionately to the number of students studying on the above programmes, within each Faculty.  

(4) The application criteria of the scholarship can be found in Annex 1/b of this Regulation.

(5) The scholarship of the Republic of Hungary can be won through an open call for applications. The call for applications – along with the assessment criteria – must be published on the student pages of the University website and on the notice boards of the Faculties at least 30 days before the application deadline. Students shall submit their applications to the organisational unit specified in § 2. The Faculties rank the applications and send them to the Central Academic Directorate by 25 July every year. After collecting the applications the Vice-Rector in charge of educational affairs approves the ranking in its decision – within the powers delegated by the Senate – and then he forwards the same to the Minister of Education by 1 August every year.

(6) If any of the Corvinus Business School, the Faculty of Economics and the Faculty of Social Sciences and International Relations is unable to fill all of the places available to it, the Central Academic

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16 Amended by: Resolution No. SZ-142.b/2015/2016 (18.05.2016)
17 Amended by: Resolution No. SZ-142.b/2015/2016 (18.05.2016)
18 Amended by: Resolution No. SZ-142.b/2015/2016 (18.05.2016)
Directorate will prepare a joint list consisting of the candidates over the quotas of the other Faculties – on the basis of a score system of maximum 200 points – and it will fill in the remaining places and inform the Faculties of the results.  

(7) The scholarship of the Republic of Hungary for a specific academic year may only be disbursed in the academic year concerned.

(8) If the student’s student status is terminated or suspended for any reason, he may no longer be paid the scholarship of the Republic of Hungary. If a student finishes his studies in an odd-numbered semester in accordance with the relevant education period, his eligibility for the scholarship of the Republic of Hungary will not be terminated if the student continues his studies in the second semester of the same academic year.

(9) If a student has applied for the scholarship of the Republic of Hungary and he is rejected, and it is established in a review procedure that the student is worthy of the scholarship and he would be eligible for it based on the conditions specified in the call for applications and based on the University’s quota but he has not received the scholarship due to a procedural error committed by the University, the Minister of Education may award the student the scholarship. In such case, however, the student cannot be taken into account when determining the quota for the scholarship of the Republic of Hungary, and the University shall pay the scholarship to such student from the University’s reserve allocated for unforeseeable expenses within the student budget appropriation, or if this does not cover the scholarship, from the own income of the Faculty concerned.

(10) Students receiving the scholarship of the Republic of Hungary may not be excluded from study grants.

**The institution’s professional, scientific and public life grants**  
§ 9

**Special faculty grants**  
§ 9/A

(1) The special faculty grant may be awarded to students studying on full-time Bachelor programmes (BA, BSc), Master programmes (MA, MSc) and higher educational vocational training programmes who engage in activities in addition to the requirements specified in the curriculum. This grant is a lump-sum payment and it can be awarded according to the procedural rules and principles included in Annex 1/b, on the basis of a call for applications, to students who have fulfilled the requirements of the curriculum.

(2) Students must submit an application for the special faculty grant. The criteria of awarding the grant and the disbursement period are included in Annex 1/b.

(3) A student who receives the scholarship of the Republic of Hungary in a given academic year may not apply for a special faculty grant in the same academic year.

(4) The special faculty grant must be established in such a manner that it is consistent with the amount of the scholarship of the Republic of Hungary.

**Grants for professional and scientific activities**  
§ 9/B

(1) The grant for professional and scientific activities is an optional benefit paid once a semester, based on a call for applications, and it can be awarded to students who engage in activities in addition to the requirements specified in the curriculum.

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19 Amended by: Resolution No. SZ-142.b/2015/2016 (18.05.2016)
20 Amended by: Resolution No. SZ-142.b/2015/2016 (18.05.2016)
21 Amended by: Resolution No. SZ-142.b/2015/2016 (18.05.2016)
(2) Students eligible for the activities grant are those studying on full-time Bachelor programmes, Master programmes and higher educational vocational training programmes, who are funded by a full or partial state scholarship/the Hungarian state or are self-funded/fee-paying students.

(3) No application can be submitted regarding professional and scientific activities that are performed for reimbursement.

(4) The grant can be awarded through an open call for applications, announced by the Faculties in accordance with the laws and the internal regulations of BCE, especially this Regulation.

(5) The detailed rules (the deadline for submitting the applications, procedural and assessment rules, the amount of the grant, its duration (maximum 1 semester)) are included in the calls for applications of the Faculties.  

(6) If a student applies for the first time, all of his results up to the date of the submission of the application must be taken into account, but later on only the student’s activities performed in the period that elapsed since his previous assessed application can be taken into account during the assessment of his application. An application will not be assessed if it contains accomplishments that were submitted and assessed in previous semesters.

(7) Applications must be submitted to the Dean’s Office of the Faculty announcing the call for applications, complying with the deadline specified in the call, as applications submitted after the deadline will not be considered.

(8) The following supporting documents must be attached to the application to demonstrate the student's professional activities:
- recommendation by the Faculty;
- if the student is a teaching assistant, a short summary of his activities and an evaluation sheet;
- in the case of publications, a copy of the published articles;
- proof of participation in Academic Student Workshops and documentation of the results;
- other documents proving professional activities.

(9) If the student
   a) wins the grant because of his activities as a teaching assistant, the maximum amount of the grant is HUF 50,000.
   b) receives the scholarship because of his performance in any other professional and scientific field, the maximum amount of the grant is HUF 50,000.

(10) The decision on the awarding of the grant is made by the Dean of the Faculty concerned, based on the proposal of the assessment committee.

(11) The student will be notified of the grants awarded to him in writing, concurrently with the notification sent to the Students' Union's Student Welfare Committee.

Other faculty grants
§ 9/C

(1) The conditions of other faculty grants and the manner of awarding such grants are included in Annex 1/c.

(2) In addition to providing student benefits, a Faculty may also supplement the source of other faculty grants for its full-time students pursuant to Section 10(3) of the Government Decree, in accordance with the provisions of Section 85/B of the National Higher Education Act, from its own income defined in Section 2(h) of the Government Decree.

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22 Amended by: Resolution No. SZ-142.b/2015/2016 (18.05.2016)
24 Amended by: Resolution No. SZ-142.b/2015/2016 (18.05.2016)
Public life and interest representation grants
§ 9/D

(1) A public life grant is an optional benefit awarded on the basis of a call for applications, for students who perform activities promoting the interest representation, welfare, health and the cultural and community life of the University’s students or activities supporting the reputation of the University.

(2) Students eligible for public life grants are
   a) students who study on a full-time study base
      i) Bachelor programme, Master programme or higher educational vocational training programme,
      ii) an undivided programme,
   and are funded by a full or partial state scholarship/the Hungarian state or are self-funded/fee-paying students.

(3) Applications may be submitted for activities related to the values mentioned in paragraph (1):
   a) Interest representation
      i) Students’ Union
      ii) Student Welfare Committee
      iii) Active participation in student organisations of the halls of residence or other student organisations of the University;
   b) Welfare, cultural, health-related and community affairs
      i) voluntary work (social, health care, e.g. organisation of blood donation events, etc.)
      ii) event organisation and conducting of events,
   c) Enhancing the University’s reputation
      i) by sporting activities:
         1) outstanding national or international results achieved as a member of a sports club
         2) representation of the institution in the field of sports
      ii) by performing outstanding artistic or cultural activities (e.g. University choir, folk dance, etc.)
      iii) participation in international or national academic competitions

(4) No application may be submitted regarding the performance of tasks that involve the holding of a position in a University organisation and tasks that are work-related if such tasks are paid.

(5) Applications for public life grants may be submitted in two ways, as follows:
   a) University public life grant for recognising community activities concerning the entire University,
   b) Faculty public life grant for community activities concerning the Faculty.

(6) An applicant may only submit one University application and one Faculty application in the same application period, provided that he performed University-level and Faculty-level activities at the same time and such activities can be clearly separated. One activity may only be included in one application. The public life grant may be one of the two types below in the case of each applicant:
   a) Basic grant: a grant typically allocated on the basis of the criteria of awarding the grant
   b) Special grant: a grant of a higher amount than the basic grant, allocated in connection with a special achievement. The maximum number of this grant that can be distributed monthly is limited according to the following:
      i) In the case of University public life grants, up to 5% of the applicants and up to 4 persons may be awarded a special grant in any given period.
      ii) In the case of Faculty public life grants, no more than 1 person per 1000 students studying at the Faculty concerned may be awarded a special grant.

(7) The monthly amounts of the public life grant are as follows:

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Amended by: Resolution No. SZ-142.b/2015/2016 (18.05.2016)
Table 1: Grant Amounts

<table>
<thead>
<tr>
<th>Grant Type</th>
<th>University public life grant</th>
<th>Faculty public life grant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic grant</td>
<td>1,000 – 50,000</td>
<td>1,000 – 35,000</td>
</tr>
<tr>
<td>Special grant</td>
<td>55,000 – 90,000 (up to two per application cycle)</td>
<td>40,000 – 60,000 (one person per 1000 students)</td>
</tr>
</tbody>
</table>

(8) The grant can be won through an open call for applications announced by

a) the Vice-Rector in charge of educational affairs in the case of University grants

b) the Dean’s Office of the Faculty in the case of Faculty grants

every month in accordance with the laws and the internal regulations of BCE, especially the present Regulation.

(9) Publicity must be ensured by publishing the call for applications in the Corvinus News at least five (5) working days before the submission deadline. On the day of publication in the Corvinus News the call for applications must also be published on the website of the organisational unit announcing the call and of the Students’ Union participating in the announcement and conducting of the competition. It is not permitted to distribute or disseminate the call for applications widely before its official publication in the Corvinus News, or to make it public in any other manner, which is to ensure that all students eligible for a public life grant are informed of the call at the same time.

(10) The detailed rules (the deadline for submitting the applications, procedural and assessment rules, the budget for the grants in a specific period, the application form) will be included in the call for applications.

(11) The application submitted may contain activities performed in the period that passed since the previous assessed application. Applications will not be assessed they it contain results that were submitted and assessed previously.

(12) Applications must be submitted using the form attached to the call for applications as an annex, complying with the deadline specified in the call, according to the following:

a) In the case of University grants, the application must be submitted to the Students’ Union’s office

b) In the case of Faculty grants, the application must be submitted to the Students’ Union’s office of the Faculty concerned.

(13) The following supporting documents must be attached to the application to demonstrate the student’s public life activities:

a) proofs

b) description of the activity, reports on the activity.

(14) The Students’ Union will initiate the meeting of the Public Life Committee and submit all complete applications that meet the formal requirements for decision-making.

(15) Applications prepared for decision will be assessed by the Public Life Committee and it will present its proposal regarding the grant in writing.

a) Members of the BCE Public Life Committee:
   (i) 1 civil servant delegated by the Vice-Rector in charge of educational affairs
   (ii) at least 2 students delegated by the Students’ Union

b) Members of the Faculty Public Life Committee:

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28 Amended by: Resolution No. SZ-142.b/2015/2016 (18.05.2016)
29 Amended by: Resolution No. SZ-142.b/2015/2016 (18.05.2016)
30 Amended by: Resolution No. SZ-142.a/2015/2016 (18.05.2016)
31 Amended by: Resolution No. SZ-142.b/2015/2016 (18.05.2016)
32 Amended by: Resolution No. SZ-142.b/2015/2016 (18.05.2016)
33 Amended by: Resolution No. SZ-142.b/2015/2016 (18.05.2016)
34 Amended by: Resolution No. SZ-142.b/2015/2016 (18.05.2016)
II.III.2 Regulation on Student Fees and Benefits  
28 March 2017

(i) 1 civil servant delegated by the Vice-Rector in charge of educational affairs in agreement with the Dean of the Faculty
(ii) at least 2 students delegated by the Faculty’s Students’ Union

C) The executive officer of the BCE Students’ Union cannot be a voting member of the BCE Public Life Committee, but he may attend the meetings in an advisory capacity.
d) The executive officer of the Faculty Students’ Union cannot be a voting member of the Faculty Public Life Committee, but he may attend the meetings in an advisory capacity.
e) In order to prevent conflicts of interests, members of the BCE Public Life Committee or the Faculty Public Life Committee present at the meeting cannot participate in the assessment of their own applications in any way, and they cannot be present where and when the decision is made on their own applications, and they must abstain from influencing the decision-makers in any manner.

(16) The decision on the awarding of the grant is made as follows:
a) in the case of University grants, the decision is made by the Vice-Rector in charge of educational affairs, based on the submission of the University Public Life Committee, containing a detailed statement of reasons,
b) in the case of Faculty grants, the decision is made by the Dean of the Faculty concerned, based on the submission of the Faculty Public Life Committee, containing a detailed statement of reasons.

(17) The student will be notified of the grant awarded to him in writing, concurrently with the notification sent to the Students’ Union. After that the Students’ Union will register and keep a record of the grant, and submit it to the Chancellery for making the payment.

Scholarship of the National Bank of Hungary for self-funded students

§ 9/E

(1) Within the framework of its cooperation with the National Bank of Hungary, the University may award a scholarship to self-funded active, full-time education students starting their studies on Bachelor programmes, Master programmes or undivided programmes taught with the participation of the National Bank of Hungary (hereinafter referred to in this section as self-funded students), based on their admissions results, under the terms and conditions specified in this section. Notwithstanding this paragraph, the provisions of paragraph (8) shall apply for the first time of awarding this scholarship.
(2) The amount of the scholarship per semester may not exceed 100% of the tuition fee paid by the student.
(3) Up to 80 self-funded students of the University (from the programmes concerned) may receive the scholarship at any time, in accordance with the content of the call for applications.
(4) The scholarship will only be valid for the education period of the effective educational and outcome requirements of the programme of study concerned. The scholarship may only be disbursed in active semesters.
(5) A self-funded student will lose his entitlement to the scholarship and the scholarship can no longer be paid if
   a) in the last two active semesters in which the student did not participate in study abroad programmes, the student failed to complete at least 45 credits in total, his aggregate adjusted credit index does not reach the 3.5 grade point average, or in the case of students admitted

36 Amended by: Resolution No. SZ-142.b/2015/2016 (18.05.2016)
39 § 34 of the Study and Examination Regulations
based on their admissions score, the aggregate adjusted credit index does not reach the 3.5 grade point average in the first semester; 

b) the student is re-classified as a student funded by a state scholarship;

c) the student’s student status with the University is terminated;

d) one and a half times the education period has passed since the self-funded student enrolled;

e) the National Bank of Hungary fails to pay the own income that provides funding for the scholarship.

(6) The further conditions of application and the awarding of the scholarship will be decided by a Steering Committee consisting of members delegated by the National Bank of Hungary and the University (hereinafter: Steering Committee). The Steering Committee may allocate any places that become available, up to the number of students specified in paragraph (3), in accordance with paragraph (5).

(7) The call for applications containing the detailed formal and content requirements must be published on the University’s website, in the NEPTUN academic and records system and in the Corvinus News.

(8) When the scholarship is awarded for the first time, all self-funded students of the programmes concerned may apply for a place within the number of places set in paragraph (3), notwithstanding the provisions of this section:

− self-funded students starting their studies in the academic year in question may apply on the basis of their admissions score,

− and self-funded students who started their studies before the academic year in question, may apply on the basis of the aggregate adjusted credit index of their last two active semesters.

The allocation of places among the different classes and all further application criteria will be specified by the Steering Committee in its call for applications.

(9) In the given semester, students may apply for the scholarship, who have been transferred from the state scholarship form to fee-paying form in the supported study programme because he has exhausted the state-funded semesters.

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**Special study grant from the National Bank of Hungary**

§ 9/F

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(1) Within the framework of its cooperation with the National Bank of Hungary, the University may award a grant for one semester to active, full-time education students studying on Bachelor programmes, Master programmes or undivided programmes taught with the participation of the National Bank of Hungary as well as for visiting, full-time education students who are the active students of ELTE University and study on the MSc in Actuarial and Financial Mathematics programme under a visiting student contract (hereinafter referred to in this section as student), under the conditions specified in this section.

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40 § 34 of the Study and Examination Regulations

41 Amended by: Resolution No. SZ-142.b/2015/2016 (18.05.2016)

42 Amended by: Resolution No. SZ-142.b/2015/2016 (18.05.2016)

43 Self-funded students regardless of whether they started their studies in the 2015/2016 academic year or before

44 Amended by: Resolution No. SZ-142.b/2015/2016 (18.05.2016)


47 Amended by: Resolution No. SZ-142.b/2015/2016 (18.05.2016)


49 Amended by: Resolution No. SZ-142.b/2015/2016 (18.05.2016)

(2) Students may be awarded this grant if they have at least one closed semester and their grant grade point average meets the requirements included in the call for applications. No student may apply for the grant whose study period exceeds one and a half times the education period of the programme of study concerned.

(3) The maximum amount of the grant is HUF 30,000 per month. The Steering Committee may use a differentiated grant calculation method, depending on the academic results.

(4) Up to 50 students may receive the grant during an academic semester, in accordance with the content of the call for applications. The grant will only be available and disbursed in active semesters.

(5) The decisions on the conditions of application and the awarding of the grant will be made by the Steering Committee.

(6) The call for applications containing the detailed formal and content requirements must be published on the University’s website, in the NEPTUN academic and records system and in the Corvinus News.

(7) The grant discussed in this section and the scholarship included in § 9/H may not be won and disbursed at the same time.

**Székesfehérvár Excellence Scholarship**

§ 9/G

(1) The University may award a scholarship for one semester to active students of the programmes taught at the Székesfehérvár campus of the University (hereinafter: Székesfehérvár programmes), based on the students’ admissions results or academic performance (hereinafter referred to in this section as student), under the conditions specified in this section.

(2) Students may be awarded this scholarship if their admissions results or academic performance meets the requirements included in the call for applications. No student may apply for the scholarship whose study period exceeds one and a half times the education period of the programme concerned.

(3) The maximum amount of the scholarship payable to one student is HUF 100,000 per semester.

(4) Up to 10% of students per programme studying on the Székesfehérvár programmes may receive the scholarship during an academic semester, in accordance with the content of the call for applications. This scholarship will only be available and disbursed in active semesters.

(5) The decisions on the conditions of application, the awarding of the scholarship and the amounts paid to a student will be made by a committee whose chairman is the Vice-Rector in charge of educational affairs and whose members are the persons responsible for the Székesfehérvár programmes.

(6) The call for applications containing the detailed formal and content requirements must be published on the University’s website, in the NEPTUN academic and records system and in the Corvinus News.

**The Excellence Scholarship of the National Bank of Hungary**

§ 9/H

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52 See § 9/E(6)
53 One academic semester shall mean five months.
Based on a funding contract entered into with the National Bank of Hungary, the University will award scholarships for full-time, active students studying on the funded programmes specified in the funding contract (hereinafter referred to in this section as funded programmes), who are funded by the state or who are self-funded students, according to the conditions set out in this section.

The number of students eligible for this scholarship will be determined proportionately to the number of active students studying on the funded programmes at the time of the call for applications, in accordance with the provisions of the funding contract applicable to the academic year concerned.

This scholarship is available to full-time students with an active status who are Hungarian citizens and study on programmes funded by state scholarships or are self-funded provided that:

1. they study on one of the funded programmes;
2. they registered for at least two semesters on the programme of study mentioned in paragraph (a), and they earned at least 55 credits in their last two active semesters;
3. they completed at least 90% of the total number of credits (proportionately to the number of semesters completed by them) required by the recommended curriculum of the programme concerned;
4. the credit-weighted arithmetical mean of the marks they obtained during their last two closed, consecutive active semesters is at least 4.00;
5. they carried out scientific or public life activities during their last two closed, consecutive active semesters (especially activities mentioned in § 4 of Annex 1/b entitled Special faculty grants).

The amount of the scholarship is HUF 30,000 per month, which can be disbursed for 10 months of the academic year concerned (from September to June) if the student meets the conditions for eligibility for the scholarship throughout this period. The scholarship for September and October is paid by 31 October.

If the student finishes his studies in the autumn semester (in accordance with the education period), he will continue to be entitled to the scholarship if in the next semester he continues his studies on one of the Master programmes of the University mentioned in paragraph (1), following a successful admission procedure.

The scholarship may no longer be paid

1. if the student's student status is terminated or suspended;
2. if the funding contract on which the scholarship is based is terminated between the University and the National Bank of Hungary for any reason;
3. in the spring semester if the student has failed to complete at least 90% of the subjects he took in the autumn semester.

A student who has been awarded this scholarship may not be excluded from the grants and scholarships that are based on academic achievements, except for the case mentioned in paragraph (8) of this section.

The scholarship discussed in this section and the grant included in § 9/F may not be won and disbursed at the same time. If the funded student accepts a scholarship he has been awarded earlier in the same semester, he will be excluded from participation in a the call for applications announced later. If two calls for applications are announced at the same time, and a student applies for both, then after the decisions are made, the student may choose between the two scholarships if he is selected for both.

The application criteria must be announced taking into consideration the provisions of the funding contract applicable to the academic year in question, and a committee consisting of 4 members will make a decision of the scholarship award, where during the assessment of the applications received the academic results will have a 70% weight, scientific activities (publications, essays written for Academic Student Workshops, participation in national and international competitions, activities performed in a college for advanced studies) will have a 20% weight, and public life and community activities will have a weight of 10%. The chairman of the committee is the Vice-Rector in charge of
educational affairs and its other three members are the representatives of the three Faculties delegated by the deans.

(10) The call for applications containing the detailed formal and content requirements must be published on the University's website, in the NEPTUN academic and records system and in the Corvinus News.

**MNB Economic Analyst Scholarship**

Section 9

(1) Based on the sponsorship agreement made with the MNB, the University grants a one-semester scholarship, subject to the conditions set out in this Section, to its students with an active student status who are studying in the state scholarship or fee-paying scheme in the Hungarian-language full-time education of the economic analyst master’s training (in this Section hereinafter referred to as “supported study programme”).

(2) The number of students eligible for the scholarship is defined in the call for applications as specified in the grant contract for the given academic year.

(3) Students with an active student status are eligible to apply, who are studying in the state scholarship or fee-paying scheme in full-time education and:

a) are studying in the sponsored study programme;

b) have registered for at least one semester for the faculty in point a) and obtained not less than 24 credits in the last active semester;

c) obtained, pro rata temporis, at least 80% of all the credits of the model curriculum applied in the study programme in point a);

d) the arithmetic mean of their grades obtained in the previous completed active semester, weighted with the credits, is at least 4.00.

The conditions in points b) and c) may be ignored if the student commenced his studies in the study programme in point a) in the given semester. In this case, the mean under point d) should be achieved with respect to the last completed active semester of the studies in the previous higher education training that was taken into account as a condition of admission to the supported study programme.

(4) The following are considered as an advantage when evaluating and awarding the scholarship:

a) scientific activity in the previous completed active semester and direct support to the MNB Department’s work;

b) taking up and completing the optional subjects announced by the MNB Department;

c) studies in the Central Bank analyst specialisation.

(5) The amount of the scholarship is up to HUF 50,000 per month, which may be paid over the 5 months of the given semester (for the autumn semester: from September to January, for the spring semester: from February to June), if the student meets the scholarship eligibility criteria throughout the period.

In the case of the autumn semester, the scholarship for September and October is paid by 31 October, and in the case of the spring semester, the scholarship for February and March is paid by 31 March.

(6) Paying the scholarship shall be stopped if:

a) The student’s student status ceases or is suspended;

b) If the grant contract between the University and the MNB, underlying the scholarship, is terminated for any reason.

(7) Students who were awarded the scholarship may not be excluded from the course scholarship grants.

(8) The application criteria shall be announced as defined in the grant contract for the given academic year. The scholarship is awarded by a 5-member committee, provided, that upon the receipt of the applications,

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a) 50% weight is allocated to the academic performance in accordance with Subsection (3) d),
b) 50% weight is allocated to
   ba) the scientific activities pursuant to point a) of Subsection (4) (in particular, publications, papers in students’ scholarly circles, participation in international and domestic competitions and special college activity), as well as direct support to the MNB Department’s work;
   bb) the taking up and completion of the optional subjects announced by the MNB Department under point b) of Subsection (4);
   bc) studies on the central bank analyst specialisation under point c) of Subsection (4).

The chairman of the committee is the deputy rector responsible for educational affairs, and its other members are the dean of the Faculty of Economics, the head of the MNB Department, the person responsible for the economic analyst master’s training programme and one person delegated by the MNB.

(9) The call for applications, setting out the detailed form and content requirements, will be posted on the University's website, in the NEPTUN study and registration system and the Corvinus News.

### Maintenance grants

§§ 10-15

§ 10

(1) The purpose of maintenance grants is to support disadvantaged students in order to ensure that they can study on higher education programmes.

(2) The benefits specified in § 4(1)(b) (regular maintenance grant, extraordinary maintenance grant, the institutional part of the Bursa Hungarica Higher Education Municipal Grants, ministerial grants for foreign students, basic funding, funding for participation in work experience) are available on the basis of students’ applications.

(3) When assessing the social circumstances of a student, the following must be considered:
   a) the number of people living habitually, registered or having their place of residence in the property at the address of the student, and the financial situation of such people;
   b) the distance between the place of education and the student’s place of residence, and the duration and costs of travelling between those places;
   c) if the student does not share a household with anyone under the Social Security Benefits Act during his studies, his living costs;
   d) the amount a disabled student has to spend on obtaining and maintaining his special equipment, on his special travel needs and on using a personal assistant or sign language interpreter;
   e) the medical expenses of the student or his close relative living in the same household as the student, which arise regularly because of the health condition of the student or his relative;
   f) the number of dependants living in the same household as the student, especially the number of other dependent children;
   g) costs relating to the care provided to a relative who is in need of care.

(4) When calculating the income, in the case of income that can be measured on a monthly basis, the average income of the months of April, May and June must be taken into account for autumn semesters, and the average income of the months of September, October and November must be taken into account for spring semesters, while in the case of other types of income, one twelfth of the amount in the last tax return must be taken into consideration.

(5) The further application criteria are included in Annex 1/b; the award criteria must be published in advance and they must be clearly verifiable, and in the case of maintenance grants it must be
ensured that the applications are treated in confidence, in accordance with the provisions of the Data Protection Act.  

(6) The social circumstances of students will be assessed by a committee appointed for this purpose, once a semester, in the case of all applicants mentioned in § 10(2) – except for the applications for extraordinary maintenance grant – applying uniform rules, and the results of such assessment will be used for making a decision on maintenance grants, admission to halls of residence and all other means-tested benefits. The appointed committee will take into account the student’s situation in July in the case of autumn semesters and his situation in January in the case of spring semesters, when assessing applications.

Regular maintenance grant
§ 11

(1) The regular maintenance grant is a benefit that is provided for an education period (semester) and is payable monthly, on the basis of the student’s social circumstances, in accordance with the rules of procedure set out in Annex 1/b.  

(2) The monthly amount of the regular maintenance grant cannot be lower than 20% of the annual per capita student grant if the student is entitled to receive a regular maintenance grant based on his social circumstances considering the provisions of § 10(3)-(5) of the Regulation, and
a) the student is disabled or disadvantaged because of his health condition or
b) the student is severely disadvantaged or
c) the student has dependent family members or
d) the student has a large family or
e) the student is an orphan.  

(3) The monthly amount of the regular maintenance grant cannot be lower than 10% of the annual per capita student grant if the student is entitled to receive a regular maintenance grant based on his social circumstances considering the provisions of § 10(3)-(5) of the Regulation, and
a) the student is disadvantaged – but he is not an orphan – or
b) the student is a half-orphan.  

(4) The monthly amount of the regular maintenance grant cannot be lower than 10% of the annual per capita student grant if the student receives a grant mentioned in § 14 and § 14/A (which is not granted for the duration of the study abroad programme).  

(5) If a non-Hungarian citizen student studying at the University based on a bilateral international agreement or a law, who receives a grant awarded by the Minister of Education, is eligible for a regular maintenance grant considering his social circumstances – according to the rules of procedure and principles included in Annex 1/b – the monthly amount of the grant cannot be lower than 10% of the annual per capita student grant. Students studying on state-funded doctoral programmes based on the above-mentioned legal sources may not receive any ministerial grant or any regular maintenance grant.  

(6) Housing allowance is also provided within the framework of the maintenance grants.

Extraordinary maintenance grant
§ 12

(1) Students may request (apply for) extraordinary maintenance grants in writing, at any time of the year if an extraordinary event has occurred in their own or their family’s social circumstances (the student

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62 Amended by: Resolution No. SZ-142.b/2015/2016 (18.05.2016)
63 Amended by: Resolution No. SZ-142.b/2015/2016 (18.05.2016)
64 Amended by: Resolution No. SZ-142.b/2015/2016 (18.05.2016)
65 Amended by: Resolution No. SZ-142.b/2015/2016 (18.05.2016)
must submit relevant proofs). The following can be considered extraordinary events, for example: long-term, serious illness, death, other significant changes in one’s social circumstances.

(2) The extraordinary maintenance grant is a one-off benefit. An extraordinary event may only be referred to in one application.

(3) The decisions on the applications submitted by students must be made within five days. Payment must be arranged within eight working days after the decision is made.

(4) The rules for the assessment of extraordinary maintenance grants can be found in Annex 1/b.

(5) No more than 1.1% of the total maintenance grant budget may be spent on extraordinary maintenance grants.

**Bursa Hungarica Higher Education Municipal Grant**

§ 13

(1) The Bursa Hungarica Higher Education Municipal Grant is a monetary social benefit which consists of a maintenance grant provided to students by the local and county governments that joined the Bursa Hungarica Higher Education Municipal Grant Programme for the year concerned (municipal part of the grant) and of a maintenance grant established for the students at the University on the basis of the municipal grant (institutional part of the grant).

(2) Students are eligible for an institutional grant if they receive support under the Grant Programme from the local government of the town where their permanent address is located, provided that they study on a full-time Bachelor programme, Master programme, undivided programme or a tertiary or higher educational vocational training programme.

(3) The source of the institutional part of the grant is a source separated within the University’s budget.

(4) The highest monthly amount per person of the institutional grant (hereinafter: maximum amount) is published by the Minister of Education annually, in the official journal of the Ministry. The monthly amount of the institutional grant must be equal to the amount of the municipal grant, but the latter may not be higher than the maximum amount.

(5) The grants established under the grant programme may only be awarded on the basis of the social circumstances of the applicant, and the academic achievement of the applicant cannot be taken into account when awarding the grant.

(6) The institutional grant is independent of all other funding paid by the University.

(7) The University will pay the grant to the student after checking his eligibility for the grant, along with other benefits and in the same manner as such other benefits.

(8) For students who have started their higher education studies before the disbursement of the grant, the payment of the institutional part of the grant will start in March and the grant must be paid according to the same rules as student benefits. The payment of the municipal part of the grant will start in March, but at the latest at the time of the first grant payment after the municipal grant has been transferred to the University, at which time the grants payable until then are all paid, and from then on the municipal grant will be paid together with the institutional grant, according to the rules of grant payment.

(9) If the student starts his higher education studies in the semester when the grant is disbursed, then the grant will be paid according to the same rules as the institutional student benefits from October, but at the latest from the date of the first grant payment following the transfer of the municipal grant to the University.

(10) During the months in which the student’s student status is suspended the payment of the grant will also be fully suspended, without amending the final deadline for disbursement.

(11) If the grant holder fails to meet the conditions of grant disbursement, the University must terminate the payment of the grant. After the closing of the academic semester but at the latest by 30 June or 31 January, the University will settle its accounts regarding any unpaid grants with the grant management organisation appointed by the Minister of Education.
(12) If a student is not eligible for the grant, the University must return the municipal grant relating to such student, which has already been transferred to the University but has not been paid to the student, to the grant management organisation within 30 days.

(13) During the disbursement period of his grant, a student who receives a grant must inform the University’s Central Academic Directorate and the grant management organisation of all changes relating to the disbursement of the grant, in writing, within the shortest possible time, but within a maximum of 15 days. In particular, the student must give information of the changes of the following data under this notification requirement, within five working days:
   a) the student’s address and e-mail address;
   b) the student’s programme of study, mode of attendance and type of funding.

(14) A grant holder who fails to meet his notification obligation may be excluded from the grant payment and the next year’s round of the grant programme. The grant holder must repay the University all unduly accepted grants within 30 days. A grant holder who loses his right to the grant payment because of his failure to fulfil his notification obligation may not lay any claim after the closing of the academic semester to any grants that have not been paid until 30 June or 31 January.

(15) The University shall pay the grant free of charge every month, along with and in the same manner as other benefits it provides. The University must only pay the municipal grant if the grant management organisation has transferred the relevant funds to the University’s bank account and if such funds have arrived.

(16) The institutional grant must be paid even in cases where the funds for the municipal grant are not available on the University’s bank account.

(17) The budgetary support appearing in the University’s budget as institutional grants are recognised in the annual report, taking into consideration the entitlement.

**Ministerial grants for foreign students**

§14

(1) Based on the application submitted by the student, the Minister of Education provides a ministerial grant for a student who, on the basis of a bilateral international agreement, studies on a programme of a higher education institution recognised by the state (on a full-time Bachelor programme, Master programme or undivided programme or as a visiting student), except for students studying on a doctoral programme funded by a Hungarian state scholarship. The grant ensured in this manner is given for ten or twelve months per year.

(2) The monthly amount of the ministerial grant corresponds to
   a) 34% of the annual amount of the per capita student grant specified in Section 114/D of the National Higher Education Act in the case of students studying on other Bachelor programmes (BA/BSc), Master programmes (MA/MSc) or undivided programmes,
   b) one twelfth of the annual amount of the per capita grant determined for this purpose in Section 114/D of the National Higher Education Act in the case of students studying on doctoral programmes.

(3) The ministerial grant will be paid to the student by the University.

(4) *A non-Hungarian citizen student who studies in Hungary on a Bachelor programme (BA/BSc), Master programme (MA/MSc), undivided programme or doctoral programme funded by the state/a state scholarship in whose case it is provided for in a bilateral or multilateral international agreement, will be entitled to accommodation in halls of residence for 12 months. A non-Hungarian citizen student who studies in Hungary on a self-funded programme based on a bilateral or multilateral international agreement will be entitled to accommodation in halls of residence for 12 months per year, the costs of which will be paid from his ministerial grant.*

66 Amended by Resolution No. SZ-15.c/2014/2015 (03.11.2014) of the Senate.
(5) The University is informed of persons studying in Hungary on the basis of an international agreement by the Balassi Institute.

(6) To non-Hungarian citizens who are visiting students on the basis of an international agreement the provisions of paragraphs (1) to (5) shall be applicable, except that the grant provided will be valid for the duration of the student’s visit.

(7) A student who is the citizen or the family member of a citizen of a state party to the Agreement on the European Economic Area or the citizen or the family member of a citizen of a state whose citizens have a right to free movement and a right of residence based on a special agreement entered into with the European Community and its member states, or who is a third-country national issued with an EU Blue Card authorising residence and employment in areas in which high-level qualifications are required, will be entitled to the same rights and have the same obligations in terms of the fees payable and the available grants as Hungarian higher education students.

(8) A student who participates in a study abroad programme at the University organised individually (that is, he does not participate in his programme within the framework of an intergovernmental treaty, an international exchange programme or a bilateral university agreement) and who is not the citizen or the family member of a citizen of a state party to the Agreement on the European Economic Area, shall pay tuition fees as specified in Annex 1/a.

§ 14/A

(9) The Minister of Education may provide a grant for ten months to students to whom Act LXII of 2001 on Ethnic Hungarians Living in Neighbouring Countries applies and who study on a programme funded by the state/a state scholarship in a higher education institution recognised by the state, with the exception of students studying on doctoral programmes funded by the state/a state scholarship.

(10) The monthly amount of the ministerial grant corresponds to 15% of the per capita student grant specified by Section 114/D of the National Higher Education Act.

(11) Students may win this grant by submitting an application. The call for applications will be conducted by the Balassi Institute.

(12) The call for applications must contain the following:

a) the purpose of the grant;

b) information on who is eligible for the grant;

c) the grant holder’s rights and obligations in relation to the grant;

d) decision-makers;

e) the entity conducting the call for applications and the entity entitled to conclude the contract;

f) the grant holder’s reporting and accounting obligations;

g) the deadlines relating to application (submission, assessment, notification) and the relevant places and dates; and

h) opportunities to submit any missing information.

(13) The payment of the grant shall be subject to the provisions of § 14.

(14) To non-Hungarian citizens who are visiting students on the basis of Act LXII of 2001 on Ethnic Hungarians Living in Neighbouring Countries the provisions of paragraphs (1) to (5) of § 14 shall be applicable, except that the grant provided will be valid for the duration of the student’s visit.

Work experience grant

§ 14/B

(1) A work experience grant is a benefit that may be provided to a student participating in work experience lasting at least six weeks but not exceeding six months, as specified in the educational and outcome requirements, for a maximum period of one academic semester, based on the student’s social circumstances and the application submitted by the student.

Amended by: Resolution No. SZ-142.b/2015/2016 (18.05.2016)

Amended by: Resolution No. SZ-142.b/2015/2016 (18.05.2016)
II. III. 2 Regulation on Student Fees and Benefits  28 March 2017

(2) The conditions of awarding a work experience grant can be found in Annex 1, which provides that a student may receive this grant if he performs his work experience at a location other than the town of the registered office or the relevant campus of the University, and he has no right to accommodation in any halls of residence at such place, and also provided that the distance between the place of the work experience and the student’s home is in line with the provisions of the institution’s regulations.

(3) The monthly amount of the work experience grant may not exceed 10% of the annual amount of the per capita student grant.

Stipendium Hungaricum grant
§ 14/C

(1) The Stipendium Hungaricum grant has been introduced by the Hungarian government and its purpose is to provide special support to foreign students studying in Hungarian higher education institutions, in order to implement the intergovernmental educational agreements and agreements entered into with foreign ministries of education.

(2) The detailed rules for the grant can be found in § 31/A.

Basic funding
§ 15

(1) A student who enrols – for the first time – on a full-time Bachelor programme (BA/BSc), a higher educational vocational training programme or an undivided programme funded by the state/a state scholarship will be entitled to one-time basic funding corresponding to 50% of the per capita student grant appropriation – on the student’s request, when the student registers for the first time – provided that the student meets the requirements included in § 11(2)-(3).

(2) A student who enrols – for the first time – on a full-time Master programme (MA/MSc) funded by the state/a state scholarship will be entitled to a one-time basic funding corresponding to 75% of the per capita student grant appropriation – on the student’s request, when the student registers for the first time – provided that the student meets the requirements included in § 11(2)-(3).

PhD candidates’ grant
§ 16

(1) Every student studying on a doctoral programme funded by the state/a state scholarship will be allocated an amount from the budget specified in § 3(2).

(2) The amount of the PhD candidates’ scholarship is one twelfth of of the PhD candidates’ per capita grant appropriation established for this purpose in Section 114/D of the National Higher Education Act, increased by 56% of the annual budget for textbook grants and sports and cultural grants payable with respect to every PhD student who studies on a full-time programme funded by the state/a state scholarship.

Socially-driven grant of PhD students involved in fee-paying training
§ 16/A

69 Amended by: Resolution No. SZ-142.b/2015/2016 (18.05.2016)
(1) Doctoral schools may award a grant from their own revenues to self-funded, full-time education PhD students who are socially disadvantaged (hereinafter referred to in this section as self-funded students) for a semester, under the terms and conditions specified in this section.\(^{71}\)

(2) \(^{72}\)The scholarship may be awarded only to fee-paying students, that is, those who commenced their studies in the doctoral training
   a) in the 2016/2017 academic year or thereafter in the eight-semester training, only during the eight-semester training period,
   b) in the 2015/2016 academic year or earlier in the six-semester training, only during the six-semester training period,

   after the completion of one semester in accordance with point b) of Subsection (6).

(3) The amount of the grant may not exceed 50% of the tuition payable by the student.

(4) A maximum of 20% – but at least one person – of the self-funded students of the doctoral school concerned may receive the grant.

(5) \(^{73}\)The decision on awarding the grant is made by the head of the Doctoral School concerned (hereinafter: DS) and the programme director of the DS, after seeking the opinion of the student representative of the DS concerned. The head of the DS and the programme director must agree on awarding the grant.

(6) The conditions of submitting an application are as follows:
   a) the student must submit a detailed statement of reasons in writing;
   b) the student must have completed at least 80% of the credit value of the previous semester (pro rata); and
   c) the student’s supervisor must give a written opinion in support of the student.

(7) The calls for applications containing the detailed formal and content requirements are published by the Doctoral Schools in their admissions prospectuses and in the NEPTUN academic and records system. The DS may specify further professional requirements in addition to those included in this section.

(8) \(^{74}\)Fee-paying students transferred from another higher education institution may be eligible for the scholarship for the duration of the training period remaining from the training period specified in the resolution of transfer.

Scholarship of the National Bank of Hungary for self-funded PhD candidates\(^{75}\)

§ 16/B

(1) Within the framework of its cooperation with the National Bank of Hungary, the University may award a scholarship for full-time education PhD students studying on a self-funded programme of the Doctoral School of General and Quantitative Economics (hereinafter referred to in this section as self-funded PhD students), under the conditions specified in this section.\(^{76}\)

(2) The amount of the scholarship per semester may not exceed 100% of the tuition fee paid by the student.

(3) Up to 2 self-funded PhD students may receive the scholarship at any time, in accordance with the content of the call for applications.

(4) The scholarship will not be valid any longer than the six-semester educational period. The scholarship may only be disbursed in active semesters.

(5) A self-funded PhD student will lose his entitlement to the scholarship and the scholarship can no longer be paid if
(a) in the last two active semesters in which the student did not participate in study abroad programmes, the student failed to complete at least 45 credits in total;\(^{77}\)
(b) the student is transferred to a programme funded by a state scholarship;
(c) the student’s student status with the University is terminated;
(d) one and a half times the education period has passed since the self-funded PhD student enrolled;
(e) the National Bank of Hungary fails to pay the own income that provides funding for the scholarship.

(6) The decisions on the further conditions of application and the awarding of the scholarship will be made by the Steering Committee\(^ {78}\). The Steering Committee may allocate any places that become available, up to the number of students specified in paragraph (3), in accordance with paragraph (5).

(7) The call for applications containing the detailed formal and content requirements must be published on the University’s website, in the NEPTUN academic and records system and in the Corvinus News.

The National Bank of Hungary’s Doctoral Excellence Scholarship\(^ {80} \) \(^ {81}\)
§ 16/C

(1) Within the framework of its cooperation with the National Bank of Hungary, the University may award a scholarship for full-time education students who study on a programme of the Doctoral School of General and Quantitative Economics and who register at least for their second semester (hereinafter referred to in this section as PhD students), for a semester, under the conditions specified in this section.\(^ {82}\)

(2) PhD students may be awarded this scholarship if they have at least one closed semester and their academic results meet the requirements included in the call for applications. No PhD candidate may apply for the scholarship whose study period exceeds one and a half times the education period of the programme concerned.

(3) The maximum amount of the scholarship is HUF 30,000 per month. The Steering Committee\(^ {83}\) may use a differentiated scholarship calculation method, depending on the academic results.\(^ {84}\)

(4) Up to 2 PhD students may receive the scholarship during an academic semester\(^ {85}\), in accordance with the content of the call for applications. This scholarship will only be available and disbursed in active semesters.

\(^{77}\) Amended by: Resolution No. SZ-142.b/2015/2016 (18.05.2016)
\(^{78}\) See § 9/E(6)
\(^{79}\) Amended by: Resolution No. SZ-142.b/2015/2016 (18.05.2016)
\(^{83}\) See § 9/E(6)
\(^{84}\) Amended by: Resolution No. SZ-142.b/2015/2016 (18.05.2016)
\(^{85}\) One academic semester shall mean five months.
(5) The decisions on the conditions of application and the awarding of the scholarship will be made by the Steering Committee.\(^{86}\)

(6) The call for applications containing the detailed formal and content requirements must be published on the University’s website, in the NEPTUN academic and records system and in the Corvinus News.

**CUB doctoral scholarship for PhD students involved in fee-paying training**\(^ {87}\)

**Section 16/D**

(1) The doctoral schools may, at the expense of their own revenues, grant CUB doctoral scholarships to the fee-paying, full-time education doctoral students (for the purposes of this Section, the “fee-paying student”) for the full duration of the training period (up to eight semesters) (for the purposes of this Section, the “scholarship”) under the conditions laid down in this Section.\(^{88}\)

(2) The scholarship may be awarded to fee-paying students who start their eight-semester doctoral training in the 2016/2017 academic year or thereafter. The scholarship is granted for the eight-semester training period. The scholarship may only be paid in the active semesters.

(3) The scholarship amount is made up of two parts:

a) scholarship amounting to the fee payable per semester by the given student in the given semester, and

b) monthly academic scholarship, the maximum amount of which shall not exceed the amount of the monthly doctoral scholarship of a student supported by a Hungarian state scholarship.

(4) The scholarship may be granted to max. 2 persons from the fee-paying students of the given doctoral school per academic year under the conditions of the call for applications.\(^ {89}\)

(5) The scholarship is awarded by the Evaluation Committee, seeking the opinion of the representative of the given doctoral school (hereinafter referred to as “DS”). Members of the Evaluation Committee: the scientific deputy rector, president of the University Doctoral Council, head of the given DS, programme director of the given DS and the representative of the students of the given DS. The Evaluation Committee elects the winning applicant by a majority decision from the students admitted to fee-paying doctoral training who apply for the scholarship.

(6) The source of the scholarship is provided by the own revenue of the DS. If more than one DS is operated in the given faculty, the DS’s may agree on the joint funding of the scholarship at the expense of their own revenues.

(7) The detailed form and content requirements of the call for applications will be published by the given DS,

a) with respect to the 2016/2017 academic year, on its website,

b) with respect to the subsequent years, in the admission brochure and the NEPTUN academic and registration system.

The DS may specify professional requirements in addition to what is set out in this Section.

(8) Each year, an application may be filed by a person, who

a) has been admitted to the fee-paying doctoral training in the given academic year, and

b) is supported by his consultant’s written opinion.

(9) A fee-paying PhD student forfeits his eligibility for the scholarship and the scholarship may not be paid further, if

a) he has not obtained at least 45 credits in total in the last two active semesters when he was not involved in foreign partial training;

b) he is transferred to state scholarship training;

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\(^{86}\) Amended by: Decision No. SZ-142.b/2015/2016 (18.05.2016)


c) his student status terminates;
d) 1.5 times the training period has passed after the registration of the fee-paying PhD student.

(10) If the fee-paying PhD student who has been awarded the scholarship fails to obtain a degree, the student shall be obliged to refund the CUB doctoral scholarship paid up to that time. The detailed rules of refund are set forth in the scholarship agreement signed by the student.

Call for Doctoral Scholarship of Excellence
Section 16/E

(1) The University may, to the expense of certain of its applications won (hereinafter referred to as “application”), grant a scholarship to outstanding PhD students in conformity with the objectives of the application concerned (in this Section, hereinafter referred to as “PhD student”) under the conditions set out in this Section.

(2) The purpose of the scholarship is to support the research of PhD students in line with the achievement of the objectives of the application. All scholarship holders must join the research team created in the application and his research activities should be aligned with the objectives of the application in terms of the content in order to ensure that the experience that can be obtained in the application can support the performance of the doctoral training and hence, as the ultimate aim, obtaining a degree by the PhD student.

(3) The scholarship may only be awarded to PhD students with an active student status engaged in full-time education, who start(ed) their studies in the doctoral training
a) in the 2016/2017 academic year or thereafter in the eight-semester training, only during the eight-semester training period,
b) in the 2015/2016 academic year or thereafter in the six-semester training, only during the six-semester training period, or
\[c) \] PhD students transferred from another higher education institution may be eligible for the scholarship for the duration of the training period remaining from the training period specified in the resolution of transfer if the academic requirement in compliance with point a) of Subsection (11) is fulfilled.

(4) PhD students applying for the scholarship are required to submit the following documents to the application:
a) detailed professional CV (ePass),
b) motivation letter,
c) a recommendation from the research consultant and another instructor of the University employed as a university professor or associate professor in the relevant research area.

(5) The monthly amount of the scholarship that may be awarded is included in the call for application specifying the specific application source. A differentiated calculation method depending on the academic achievement can be used with respect to the amount of the scholarship.

(6) A specific applicant may receive the scholarship for not less than six months. The maximum period for payment and the possibility of multiple application are contained in the specific call for applications, provided, that the scholarship may only be applied for and paid within the framework of the period specified in Subsection (3).

(7) Observing the budget available for the purpose in the given application, the number of PhD students who may be awarded a scholarship in the context of the given call for applications is up to 50, as defined in the call for applications. The Evaluation Committee awards scholarships only up to the budget specified in the application.

The Evaluation Committee decides on the application conditions and awarding the scholarships. The application conditions and potential conflict of interest with any other scholarships are detailed in the call for applications. The call for applications may specify professional requirements in addition to what is set out in this Section.

The president of the Evaluation Committee is the professional head of the given application. The number and the composition of the Evaluation Committee must be specified in the call for applications, provided, that, the head of the doctoral school of the student submitting the application or the person designated by him must be a member thereof in all cases. The Evaluation Committee decides on awarding certain scholarships observing the feasibility of the project.

Based on the decision of the Evaluation Committee, the given call for applications will be published by the professional head of the project twice a year at most. Successful applicants are required to enter into a scholarship agreement with effect from 1 April and 1 October, respectively. The professional head of the project is responsible for making the scholarship agreements with the successful applicants. The Evaluation Committee should decide on the application submitted 15 days before the effective date defined above. An agreement taking effect on a date other than the two dates above may be concluded only in exceptional cases with PhD students who have submitted an application but are on the waiting list due to lack of space and in the cases defined in advance in the call for applications. Such a decision falls within the exclusive competence of the Evaluation Committee.

A PhD student forfeits his eligibility for the scholarship and the scholarship may not be paid further, if
a) he has not obtained at least 80% of the credit value required in the previous semester of the model curriculum of the doctoral training,
b) his student status terminates,
c) he fails to participate in the implementation of the application or supporting the research activity,
d) he changes his research activity and, as a result, it is no longer in line with the objectives of the application.

The terms of refunding the scholarship awarded are set out in the relevant call for applications.

The given scholarship ceases once the application source is depleted of the application project is closed.

The call for applications, setting out the detailed form and content requirements, will be posted on the University’s website, the website of the given application project, in the NEPTUN study and registration system and the Corvinus News.

MNB Performance-based Doctoral Scholarship
Section 16/F

In the framework of the cooperation with the MNB, the University may award a performance-based scholarship to the fee-paying PhD students involved in the full-time of the doctoral schools of the University (in this Section hereinafter referred to as “fee-paying PhD student”) under the conditions specified in this Section.

The scholarship may be paid for a period of 5 months in a semester in an amount not less than HUF 150,000 a month and not more than HUF 250,000 a month. The rules on determining the amount of the scholarship and the payment thereof are laid down in the call for applications.

The scholarship may be awarded only to fee-paying PhD students with an active student status involved in full-time education who, following the successful admission procedure, start their studies in the eight-semester doctoral training in the 2017/2018 academic year or thereafter, provided, that they may receive the scholarship for not more than during

(4) Observing the budget available for the purpose, the number of PhD students who may be awarded a scholarship in the context of the given call for applications is up to 50, as defined in the call for applications.

(5) The Board of Trustees decides on the application conditions and awarding the scholarships. The application conditions, the research topics given priority in the evaluation (e.g. geopolitics), the headcount and scholarship budget available to the University’s doctoral schools, as well as any conflict of interest with another scholarship are set out in detail in the call for applications. The call for applications may specify professional requirements in addition to what is set out in this Section.

(6) The president of the Board of Trustees is the deputy rector of the University responsible for scientific affairs, and the other members of the Board of Trustees are delegated by the MNB and the University, provided, that, the Board of Trustees must involve among its members the president of the University Doctoral Council and the head of the doctoral school of the fee-paying PhD student submitting the application or the person designated by him. The Board of Trustees adopts its bylaws at its inaugural meeting.

(7) On the basis of the decision of the Board of Trustees, the deputy rector of the University responsible for scientific matters publishes a call for applications once every academic year by 1 August, at the latest. Successful applicants are required to enter into a scholarship agreement with effect from 1 October. The deputy rector of the University responsible for scientific matters is responsible for concluding the scholarship agreements with the successful applicants. The Board of Trustees should decide on the application submitted 15 days before the effective date defined above. An agreement taking effect on a date other than the date above may be concluded only in exceptional cases with fee-paying PhD students who have submitted an application but are on the waiting list due to lack of space and in the cases defined in advance in the call for applications. Such a decision falls within the exclusive competence of the Board of Trustees.

(8) A fee-paying PhD student forfeits his eligibility for the scholarship and the scholarship may not be paid further, if

a) he has not obtained at least 80% of the credit value required in the previous semester of the model curriculum of the doctoral training;
b) he has not obtained at least 45 credits in total in the last two active semesters when he was not involved in foreign partial training;
c) he is transferred to state scholarship training;
d) his student status terminates;
e) 1.5 times the training period has passed after the registration of the fee-paying PhD student;
f) the MNB does not disburse the own income being the coverage for the scholarship.

(9) The terms of refunding the scholarship awarded are set out in the relevant call for applications. The call for applications, setting out the detailed form and content requirements, will be posted on the University’s website, in the NEPTUN study and registration system and the Corvinus News.

Other grants financed from the Faculty’s own income
§ 17
Faculties may award other grants from their own income, available based on application, in accordance with the provisions of Annex 1 and of the Regulations of the relevant Faculty.

Funding for institutional operating costs
§§ 18-23

Support for textbook production
§ 18
39
Pursuant to § 4(4), 47.5% of 24% of the textbook production and sports and cultural grant appropriation may be used for creating and procuring digital study materials, 5% may be used for procuring devices to support disabled students in their studies, and the remaining 47.5% must be used for textbook production.

Support for sports activities

§ 19

(1) 10% of the appropriation for textbook grants and sports and cultural grants payable with respect to students studying on full-time Bachelor programmes (BA, BSc), Master programmes (MA, MSc), higher educational vocational training programmes or undivided programmes funded by the state/a full or partial state scholarship as well as students studying on full-time doctoral programmes funded by the state/a state scholarship may be spent on supporting sporting activities.

(2) Sporting activities include without limitation all exercising, sporting or competitive activities, activities relating to health education, lifestyle counselling and activities relating to membership in sports clubs, organised or provided at the University for students.

(3) At the level of the University, the way of using the sporting activities grant amounts – which are proportionate to the number of students studying at each faculty – is decided by the Senate every year by 31 May at the latest, on the basis of the proposals submitted by the Faculty Councils, in agreement with the University’s Students’ Union, after seeking the opinion of the departments participating in the teaching of physical education classes.

Hungarian Sports Stars Scholarship

§ 19/A

(1) The purpose of the Hungarian Sports Stars Scholarship is to support students who do Olympic sports and have a student status in a higher education institution, provided that they have a chance to earn a medal at the European championship, the world championship or the Olympic Games during their studies.

(2) The operation of the scholarship programme is ensured by the minister responsible for sports policy, whose work is supported by an advisory committee, the members of which are invited by the minister.

(3) The minister requests proposals for the persons who are worthy of the scholarship from the Hungarian Olympic Committee and various sports associations.

(4) The organisations mentioned in paragraph (3) may recommend a person who
   a) is the student of a higher education institution or has been admitted to a higher education institution; and
   b) agrees
      ba) to obtain a higher education degree and qualification; and
      bb) to perform outstanding sporting activities that may result in winning a medal at an international event during the existence of his student status.

(5) The scholarship is awarded based on the minister’s decision. The minister classifies the students recommended for the scholarship into three categories: European championship, world championship and Olympic Games. The amount of the scholarship is determined by the student’s classification and his results achieved at previous competitions.

(6) The scholarship may only be paid until the scholarship holder finishes his studies in his first higher education degree programme (a Bachelor’s degree or a Master’s degree obtained at the end of an undivided programme), but at the latest until the first day of the month after the scholarship holder turns 35.
Support for cultural activities
§ 20

(1) 10% of the appropriation for textbook grants and sports and cultural grants payable with respect to students studying on full-time Bachelor programmes (BA, BSc), Master programmes (MA, MSc), higher educational vocational training programmes or undivided programmes funded by the state/a full or partial state scholarship as well as students studying on full-time doctoral programmes funded by the state/a state scholarship may be spent on supporting cultural activities.

(2) Cultural activities include without limitation the following activities provided or organised for students at the University: cultural activities, event organisation, career advice, lifestyle, academic and mental health counselling.

(3) At the level of the University, the way of using the cultural activities grant amounts – which are proportionate to the number of students studying at each faculty – is decided by the Senate every year by 31 May at the latest, on the basis of the proposals submitted by the Faculty Councils, in agreement with the University's Students' Union.

(4) Based on the organisational and operational rules of the University's halls of residence and the colleges for advanced studies operating within the halls, halls of residence may collect fees as cultural contribution from the inhabitants once or twice a year, in accordance with the decision of the University’s Committee for Halls of Residence. Such fees will be paid through the electronic student records system, to a collective account of students. The cultural contribution fees will be recorded in the electronic records system by the person responsible for publishing the fees of the halls of residence.

Maintenance and operation of halls of residence
§ 21

The rules of the maintenance and operation of the University’s halls of residence are included in the regulations of the halls of residence.

§ 22

(1) 65.00% of the housing allowance budget may be used for the following purposes:
   a) renting places in halls of residence;
   b) increasing the number of places in halls of residence, renovation of halls of residence, and buying buildings for the purpose of establishing halls of residence. 93

(2) The Senate makes a decision on the distribution of funds between subparagraphs (a) and (b) of paragraph (1) by 31 May every year on the basis of the proposal of the University's Committee for Halls of Residence, after seeking the opinion of the Chancellor, in agreement with the University's Students' Union.

Support for the operation of the students' union and the PhD candidates' union
§ 23

(1) The University supports the activities of the University’s Students' Union and the PhD Candidates’ Union by per capita funding, which is part of the per capita student benefits provided for in Section 114/D of the National Higher Education Act.

93 Amended by: Resolution No. SZ-142.b/2015/2016 (18.05.2016)
II.III.2 Regulation on Student Fees and Benefits

28 March 2017

(2) The amount of this per capita contribution is 2% of the per capita student appropriation. The use of such contribution is determined in the statutes of the University’s Students’ Union and the statutes of the PhD Candidates’ Union. 94

Accommodation in halls of residence

§ 24

(1) Accommodation in halls of residence is an in-kind benefit, which is available on the basis of application. Applications must be assessed according to the scoring system included in Annex 5/e.

(2) Applications for a place in halls of residence may be submitted by Hungarian students – and those foreign students who enjoy the same rights as Hungarian students – studying on a first degree programme (BA, BSc), a Master programme (MA, MSc), a higher educational vocational training programme or an undivided programme funded by the state/a full or partial state scholarship as well as by students studying on a doctoral programme funded by the state/a state scholarship, provided that the student’s address can be found outside the administrative boundaries of the town of the relevant campus.

(3) At the initiative of the University’s Students’ Union, 5% of the available places may be used for accommodating students who are self-funded/fee-paying according to § 28(1)-(2) and students who live in the city where the campus is located.

(4) The conditions of submitting applications and the rules of assessment are included in Annex 5/e of the Regulation.

Students’ remuneration

§ 25

(1) Pursuant to Section 44(1) of the National Higher Education Act, a student may perform work based on a student employment contract

a) within the framework of a dual educational programme, at an external training site during the educational period, as well as during practical training or practical courses offered as a part of the programme at the University, a business association founded by the University or at an external training site; 95

b) at the University or at a business association founded by the University, in a field that is not directly related to the educational programme.

(2) The provisions of the Labour Code shall apply to the employment of students working on the basis of a student employment contract, as appropriate.

(3) The student

a) may be entitled to receive remuneration in the cases set out under subparagraph (a) of paragraph (1) and during a continuous practical training programme of a duration of at least six weeks as well as during the educational period of a dual programme, the weekly rate of which remuneration shall at least amount to the equivalent of 15% of the minimum compulsory wage (minimum wage); this remuneration shall, unless otherwise specified, be paid by the work experience provider; 96

b) shall be entitled to remuneration according to the agreement of the parties in the case mentioned in subparagraph (b) of paragraph (1), in exchange for which the ownership rights of things created by the student within the scope of this legal relationship, or intellectual property rights shall, unless otherwise agreed, be transferred to the University or the business association founded by it.

94 Amended by: Resolution No. SZ-142.b/2015/2016 (18.05.2016)
95 Amended by: Resolution No. SZ-142.b/2015/2016 (18.05.2016)
96 Amended by: Resolution No. SZ-142.b/2015/2016 (18.05.2016)
(4) Work experience organised within the framework of the educational programme or as part of the programme – in accordance with subparagraph (a) of paragraph (1) – may also take place at a budgetary organisation, without a student employment contract or remuneration. In such case the student will also be entitled to all rights ensured to employees in the Labour Code. An agreement containing the terms and conditions specified by the Government must be entered into with students with regard to their activities performed during their practical training.

(5) Organisations offering practical training shall be obliged to conclude a liability insurance contract in favour of the student taking part in higher educational vocational training.

(6) The following deviations shall be applied in relation to the provisions of paragraph (3)(a) in respect of the educational and research activities of PhD candidates:
   a) within the framework of their academic obligations, PhD candidates may be obliged to participate in the educational and research activities of the University for a period equivalent to 20% of the full-time working week;
   b) the duration of the work performed by PhD candidates – together with the work mentioned in subparagraph (a) – may not exceed 50% of the full-time working week on average in any semester;
   c) the work schedule of PhD candidates shall be devised in a way that the student must be capable of satisfying his obligations related to taking and preparing for exams;
   d) in the event of employment corresponding to 50% of full-time work, the monthly remuneration may not be less than the lowest minimum compulsory wage (minimum wage), or its proportional amount in the case of work performed in another percentage of full-time work.

(7) The templates of the student employment contract, the agreement on the work experience between the University and a business association and the agreement between the University and a budgetary organisation, as well as the PhD candidates’ contract can be found in the Contract Repository available on the Chancellery’s page within the University’s website.  

B) FEES PAYABLE BY THE STUDENTS

§ 26

(1) Students studying on programmes funded by the state/a state scholarship may be obliged to pay fees and other charges.

(2) Self-funded/fee-paying students and students studying on a programme funded by a partial scholarship of the Hungarian state shall pay their own tuition fees and they may be ordered to pay other fees in addition to that.

(3/A) Students studying on programmes funded by a partial scholarship of the Hungarian state must pay 50% of the home fee imposed on self-funded/fee-paying students for accommodation in halls of residence, and they must pay 50% of the charges payable by students funded by the state/a state scholarship for any unearned credits and for exceeding the credit quantity specified in the educational and outcome requirements by 10%.

(3) Students may be granted an exemption, a deferral or a possibility of payment by instalments from their payment obligations (tuition fee, halls of residence fees/home fees) based on an application submitted to the appropriate organisational unit specified in §§ 26 and 27 of the Regulation.

(4) If a student fails to meet any of his payment obligations by the relevant deadline, he cannot be granted any payment relief during the remaining time of his studies. In addition, if a student has been granted a deferral or an opportunity to pay by instalments in the case of a specific payment obligation, he will not be entitled to any other relief regarding the same fee.

97 Amended by: Resolution No. SZ-142.b/2015/2016 (18.05.2016)
Based on his social circumstances, a student may be granted an opportunity of payment by instalment or deferral regarding the payment of the tuition fee and the halls of residence fees/home fees.

Based on his academic results, a student may be exempted from the payment of the service fees mentioned in Section 82 of the National Higher Education Act.

The competent organisational unit must make a decision on the fulfilment of the payment obligation. The following must be recorded in the decision granting an opportunity to pay by instalments:

a) the deadline and timing of fulfilment, with the restriction that the first instalment must be paid by the deadline for enrolment/registration at the latest, the second instalment must be paid by 15 October in the case of autumn semesters and by 15 March in the case of spring semesters, and the last instalment must be paid by 1 December in the case of autumn semesters and by 1 May in the case of spring semesters;

b) the consequences of a failure to pay.

In the event of rejection the decision must contain a statement of reasons and information on the available remedies.

The competent organisational unit must make a decision on approving a deferral, in which it must inform the student of the final deadline for payment, which cannot be later than 1 December in an autumn semester and 1 May in a spring semester.

No exemption, payment by instalments or deferral can be granted regarding the payment of the fees for defaults and delays defined in Annex 2 of the Regulation, or on the basis of participation in community activities.

The detailed conditions and rules of students’ exemption from the fulfilment of their payment obligations (tuition fees, other charges, halls of residence fees/home fees), their payment relief and their opportunities for payment by instalments are regulated under the provisions on the relevant fees.

If a student fails to keep the deadline of his payment obligation, the Registrar’s Office of the Faculty concerned will immediately order the student – in a letter with a return receipt – to pay the unpaid amount or prove his social circumstances at the Registrar’s Office of the Faculty within eight days from the receipt of the letter. Such reminder may also be given to the student by sending an electronic letter to the student’s e-mail address provided at the time of registration or in a request for the amendment of data. In the event of sending an electronic letter, delivery will be presumed to have taken place on the day following the day on which the letter was sent. During this procedure, it is possible to send both a letter with a return receipt and an electronic letter, in which case the day of delivery will be the day on which the letter with a return receipt is delivered. If delivery by post fails because the addressee or his representative declares that he will not accept the letter, the document must be deemed to have been delivered on the day on which delivery was attempted. If the document containing the payment reminder is returned to the University marked “not collected”, the document must be deemed to have been delivered on the fifth working day following the second attempt of delivery by post, unless proved otherwise. The student may submit an objection against the presumption of delivery according to Section 79(4)-(8) of the Administrative Proceedings Act.

If a student fails to meet his payment obligation and does not demonstrate his disadvantaged social circumstances by the above deadline, then on the ninth day the dean of the Faculty concerned will terminate the student’s student status. If it is justified based on the documents submitted by the student in support of his social circumstances, the organisational unit dealing with the issue may grant the opportunity of payment by instalments or a deferral to the student, of which it will immediately inform the student. The document templates for this procedure are included in the Chancellor’s directive in force, and they can be printed from the NEPTUN academic and records system.

Amended by: Resolution No. SZ-142.b/2015/2016 (18.05.2016)

Amended by: Resolution No. SZ-142.b/2015/2016 (18.05.2016)
(13) The student may submit a request for review against the decision terminating his student status to the Review Committee within 15 days of the communication of the decision, or failing that, 15 days of the date when he becomes aware of the decision. The request for review must be submitted to the Registrar’s Office of the Faculty concerned.

(14) If as a result of the procedure discussed in paragraphs (12) to (14) of § 26 of the Regulation the student’s student status is terminated, the student’s outstanding debts owed to the University (e.g. any tuition fees for active semesters that have not been paid) must be collected in court.\(^{100}\)

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**Tuition fees (payable by self-funded/fee-paying students)**

§ 27\(^{101}\)

(1) Students studying on programmes as self-funded or fee-paying students must pay their own tuition fees.

(2) A student admitted to a state-funded place may continue his studies as a fee-paying student in the event of paying the tuition fee determined for his programme if

a) he enrolled in the 2000/2001 or the 2001/2002 academic year, and

aa) he had no other student status before this one and he participates in his first undergraduate programme, and the number of the semesters completed by him exceed the number of semesters prescribed in the qualification requirements by three semesters in the case of 8-semester programmes, or by two semesters in other cases, or

ab) he studies on his first top-up programme in a period that exceeds the education period specified in the qualification requirements by two semesters,

b) he enrolled in the 2002/2003, the 2003/2004, the 2004/2005 or the 2005/2006 academic year before 1 March 2006, and

ba) he had no other student status before this one and he participates in his first undergraduate programme, and the number of the semesters completed by him exceed the number of semesters prescribed in the qualification requirements by three semesters in the case of 8-semester programmes, or by two semesters in other cases, or

bb) he had another student status before this one but in an admission procedure he terminated the previous student status and entered into a new one at the same time, and he participates in his first undergraduate programme, and the total number of the semesters he started exceeds the number of semesters prescribed in the qualification requirements of the new programme by three semesters in the case of 8-semester programmes, or by two semesters in other cases, or

bc) he studies on his first top-up programme in a period that exceeds the education period specified in the qualification requirements (four semesters) by two semesters.

c) he enrolled on or after 1 March 2006, in a number of semesters exceeding the financing period specified in § 5(1).

(3) The amount of the tuition fee per semester are determined by the Faculty Council – considering all expenses relating to the programme – with the restriction that its amount cannot be lower than 50% of the current expenses calculated per student regarding the professional tasks.

(4) The Faculties publish the amount of the tuition fee announced for the first year of a programme in the Higher Education Admissions Prospectus published annually as well as in the institution’s Academic Prospectus.

(5) In the case of students who started their studies before the 2015/2016 academic year, during the remaining years of their studies, the amount of their tuition fees valid in the previous year may not

\(^{100}\) Amended by: Resolution No. SZ-142.b/2015/2016 (18.05.2016)

\(^{101}\) Amended by: Resolution No. SZ-142.b/2015/2016 (18.05.2016)
be increased by more than the consumer price index established by the Central Statistical Office for the previous year. In the case of students who started their studies in the 2015/2016 academic year or later, the amount of the tuition fee will remain the same during the existence of their student status. The amounts of the tuition fees must be published by 31 May of the previous academic year, in the manner generally used at the Faculties.

(6) If the number of active semesters of a self-funded/fee-paying student or a student studying on a programme partially funded by the Hungarian state exceeds the education period specified in the educational and outcome requirements/qualification requirements of the programme concerned (hereinafter referred to as a student exceeding the education period), then the student shall pay a tuition fee in the remaining active semesters of his studies based on the credit value of the subjects taken by him but at least for 2 credits. The amount established in this manner, however, may not be higher than the tuition fee paid by the student in his last active semester during the required education period. 102

(7) If a student is transferred from a programme funded by a full or partial state scholarship to a self-funded programme or from a state-funded programme to a fee-paying programme, the student – within his education period – will have to pay the tuition fee specified for students admitted to the same programme in the academic year when the student’s student status was created103, determined for a semester and increased by an amount not exceeding the consumer price index valid from time to time. In the case of students who have exceeded their education period, the tuition fee per semester must be determined in accordance with paragraph (6). 104

(8) Self-funded/fee-paying students must pay the tuition fee determined for the semester in one sum, by the date set by the Faculty responsible for the programme concerned, by transferring the amount to the collective account through the NEPTUN academic and records system.

(9) Upon the request of the student, considering the equitable circumstances cited by the student, the dean may allow a deferral or payment by instalments regarding the tuition fee until the deadline specified in § 26(6)-(7). Such requests must be submitted to the Registrar’s Office of the appropriate Faculty, by the last working day of the enrolment/registration period. The requests of full-time students who started their studies in September 2012 or later must be dealt with pursuant to the provisions of Annex 7 of this Regulation. The requests of distance learning students who started their studies in September 2012 or later must be dealt with pursuant to the provisions of this paragraph. 105

(10) Exemptions from the payment of tuition fees may be requested from the dean of the Faculty concerned. The dean may grant an exemption to a student with an excellent academic performance provided that the institution is able to obtain the income lost because of this from another source.

17 Incorporated by Resolution No. SZ-5a/2015/2016 (02.11.2015) of the Senate. Effective date: 3 November 2015

(11) If a student does not fulfil his obligation to pay the tuition fee until the end of the enrolment/registration period, and he has not been granted a deferral, payment by instalments or exemption from payment, then the provisions included in § 26(10)-(11) must be applied against the student. If the student’s semester is active but he has not paid his tuition fee, and a procedure described in § 26(10)-(11) of this Regulation is in progress against him, the student may not register for any exam. 106

(12) The University may agree with a business association that it will create a student status for the persons designated by the business association. A student status may be created for a person based on such agreement who otherwise meets the requirements specified in the National Higher
Education Act. It must be stipulated in the agreement that all costs relating to the education of the student will be paid by the business association.

(13) The pro rata tuition fee for a semester must be repaid to the student if
   a) he notifies the University until the deadline for the statistical data disclosure of the semester in question (15 October in autumn semesters and 15 March in spring semesters) that he terminates or suspends his student status; or
   b) his student status is suspended or terminated after the deadline for the statistical data disclosure due to childbirth, an accident, illness or another unexpected reason occurring beyond the control of the student.\(^\text{107}\)

(14) In the case of a student whose student status is created by transferring from another institution or by changing his programme of study within the University – within his branch of study – after his enrolment or registration it must be established how many semesters the student has completed of his new programme and how many semesters remain of the education period, and based on this his tuition fee
   a) is equal to the total amount of the tuition fee published in the higher education admission prospectus for students who enrolled on the same programme as the student, as a result of an admissions procedure, in the same academic year (semester) in which the student’s student status was established or in which the student started the relevant programme, if he is within the education period,
   b) is equal to the tuition fee of a semester specified according to paragraph (6), after exceeding the education period.\(^\text{108}\)

(15) In the case of students starting the same or another programme of study as a result of a new admissions procedure, the education period shall be calculated from the start of the new programme, and therefore
   a) the tuition fee will be equal to the total amount of the tuition fee published in the higher education admissions prospectus within the education period,
   b) the tuition fee will be equal to the tuition fee of a semester specified according to paragraph (6), after exceeding the education period.\(^\text{109}\)

(16) In the case of programmes requiring practical training – with the exception of the BSc in Business Information System – if the practical training is completed in the summer between two semesters, the practical training completed in the summer must be recognised for self-funded/fee-paying students for the autumn semester, and the items containing the tuition fees for the semester must be included in the NEPTUN academic and records system separately for the practical training and the following autumn semester.
   a) If a student completes his practical training that is part of his 7-semester Bachelor programme in the summer after 6 closed active semesters – regardless of whether the practical training overlaps the next semester or not – then the student’s practical training must be documented in the NEPTUN academic and records system for the autumn semester. The tuition fee determined for a semester in relation to the service must be published and it must be paid by self-funded students for this seventh semester as an assignment which is part of the programme (practical training).
      If the practical training overlaps a semester, the self-funded student may take up to two subjects in the autumn semester without imposing any additional tuition fee on him. The student may only take more than two subjects if the practical training and the semester do not overlap. In such case the self-funded student may take the two subjects of the highest credit value without paying any additional tuition fee, and he will be required to pay a tuition fee for all additional subjects taken by him, in proportion to the relevant credit values. The

\(^{107}\) Amended by: Resolution No. SZ-142.b/2015/2016 (18.05.2016)
\(^{108}\) Incorporated by Resolution No. SZ-26/2015/2016 (02.11.2015) of the Senate. Effective from 3 November 2015.
\(^{109}\) Incorporated by Resolution No. SZ-26/2015/2016 (02.11.2015) of the Senate. Effective from 3 November 2015.
tuition fee for one credit is an amount corresponding to a thirtieth of the tuition fee determined for an academic semester.

b) If based on his own decision the student completes the practical training which forms part of the 7-semester Bachelor programme in the summer after 4 closed active semesters, then the practical training may not overlap the next semester (Study and Examination Regulations, Annex 1.2, § 10(6)(A)(c) and (d)). In such case the student’s practical training must be technically documented for the autumn semester in the NEPTUN academic and records system, and the one-semester tuition fee for the practical training, which is a separate semester in the programme, must be imposed on and paid by the self-funded student. The tuition fee for the practical training must be imposed by 5 October at the latest. The payment deadline is 31 October, regarding which the student may be granted a deferral or payment by instalments, upon the request of the student, in a procedure according to the Regulations on the Student Compensation Programme.

In the next autumn semester – the tuition fee of which must be imposed on and paid by self-funded students according to the general rules – the student may take up to 50 credits in accordance with the Study and Exam Regulations. In that autumn semester the academic advisor takes the practical training for the student after the subject registration period is closed, thus the NEPTUN academic and records system will not prevent the student from taking subjects of up to 50 credits.110

Rules for transfer between state-funded and fee-paying places

§ 28

General provisions

(1) Students’ classification as students funded by the state/a state scholarship or self-funded/fee-paying students is valid for one academic year.

(2) Every academic year, the University shall reclassify as a self-funded student every student funded by a full or partial scholarship of the Hungarian state who enrolled before the 2016/2017 academic year if during the last two semesters in which the student’s student status was not suspended, the student failed to complete at least fifty per cent of the credits or the grade point average prescribed in the recommended curriculum, or if the student has withdrawn his statement mentioned in Section 48/D(2) of the National Higher Education Act.

(2a) Every academic year, the University shall reclassify as a self-funded student every student funded by a full or partial scholarship of the Hungarian state who enrolled in the 2016/2017 academic year or later if on average during the last two semesters in which the student’s student status was not suspended or in which the student did not participate in a study abroad programme, the student failed to complete at least 18 credits or achieve a weighted grade point average of 3.00, or if the student has withdrawn his statement mentioned in Section 48/D(2) of the National Higher Education Act.112 113

(3) If the student status of a student admitted to a programme funded by a full or partial scholarship of the Hungarian state or a state-funded programme is terminated before the completion of the student’s studies, or the student continues his studies as a self-funded or fee-paying student for any reason, upon request a self-funded or fee-paying student of the same programme of the University may receive the place of the former student.


111 Amended by: Resolution No. SZ-142.b/2015/2016 (18.05.2016)

112 Amended by: Resolution No. SZ-142.b/2015/2016 (18.05.2016)

(4) The University makes a decision on transfer based on the academic achievements of the self-funded students who request their transfer to a place funded by a full or partial scholarship of the Hungarian state or the academic achievements of fee-paying students who request their reclassification to a state-funded place.

(5) In order to determine the number of students who may be transferred in the next education period, the University must establish the following based on the students’ academic achievements, regarding the academic year and the programme concerned:
   a) the number of students funded by a full or partial scholarship of the Hungarian state and of state-funded students whose student status was terminated before they could have obtained their pre-degree certificate (“abszolútórium”);
   b) the number of students funded by a full or partial scholarship of the Hungarian state and of state-funded students who have been reclassified as self-funded or fee-paying students;
   c) the number of students who – taking into account the closed semester – have exhausted the financing period available to them according to Section 47(3) of the National Higher Education Act on the programme concerned.

(6) When making the reclassification decision for a specific academic year, students who only studied at the University for a maximum of one education period and students who were unable to finish the semester because of the provisions of Section 47(6) of the National Higher Education Act, must be ignored.

(7) Self-funded students may only request to be transferred to a place funded by a Hungarian state scholarship, and fee-paying students may only request to be transferred to a state-funded place.

(8) For the transfer between places funded by the state/a state scholarship and self-funded/fee-paying places, at the end of every academic year, by 15 July at the latest, the Central Academic Directorate prepares the academic ranking of the students based on their aggregate adjusted credit indexes – using the results of the previous academic year of students whose semester was closed by no later than 5 July – for each Faculty, and within that for each programme, and within that for each year, and within each year for each financing category. All students must be included in the academic ranking, irrespective of how many credits they have completed or of the fact that their student status was terminated during the year. After a student’s first enrolment to the University, the first two semesters of the student must be taken into account when calculating the aggregate adjusted credit index, even if the student has had a passive semester within one year after enrolment. In such case the credits completed in the only active semester will serve as the basis for the aggregate adjusted credit index. An exception to this rule is if the student’s student status is suspended for a reason specified in the Higher Education Act (childbirth, accident, long-term hospital treatment, illness). After that, during the studies of the student, the student’s performance in his last two active semesters must be taken into account when calculating the aggregate adjusted credit index. Third-year students studying on a Bachelor programme (BA/BSc) who do not obtain their pre-degree certificate during the sixth semester of their studies and second-year students studying on a higher educational vocational training programme or a Master programme (MA/MSc) who do not obtain their pre-degree certificate during the fourth semester of their programme shall be treated as a separate year from all other years when preparing the ranking.

(9) The decision on the transfer between places funded by the state/a state scholarship and self-funded/fee-paying places must be made once an academic year, by 31 July every year. Students affected by the transfer will be notified in writing by the Registrar’s Office of the Faculty concerned, within five working days after the decision is made, in a letter sent with a return receipt as well as in an electronic message sent through the NEPTUN academic and records system. The Registrar’s Office of the relevant Faculty must establish in its transfer decision on the changing of financing – concurrently with examining the financing time available to the student pursuant to Section 47(3)-(7) of the National Higher Education Act – the maximum number of funded semesters available to the student following his transfer.
(9a) When a student registers for the first semester after his transfer as a student funded by a Hungarian state scholarship, the student must make a written statement that he accepts the terms and conditions of the state scholarship. This statement must be attached to his registry sheet.\(^{114}\)

(10) A self-funded/fee-paying student may not be transferred to a place funded by the state/a state scholarship if the student’s number of previous semesters funded by the state/a state scholarship exceeds the education period of the programme in question by two – or by no more than four semesters, in the case of disabled students.

(11) The student may submit a request for review against the transfer decision to the Review Committee within 15 days of the communication of the decision, or failing that 15 days of the date when he becomes aware of the decision. The request must be submitted to the Registrar's Office of the Faculty concerned, and it must be forwarded to the Review Committee within 8 days. If the Committee deems it necessary, it may also request the submission of personal information available regarding the student.

(12) Students who have not been transferred will continue their studies under the same financing terms in the next academic year as in the previous one.

(13) All data relating to the transfer of a student must be reported to the FIR (Higher Education Information System) within fifteen days of the day on which the transfer decision becomes final.

(14) The University makes a decision on the transfer of PhD candidates between places funded by a full or partial state scholarships and self-funded places on the basis of the provisions included in the doctoral regulations.

\[\text{§ 28/A}\]^\(^{115}\)

**Rules for transfer in the case of students studying on Bachelor programmes (BA/BSc), Master programmes (MA/MSc) or higher educational vocational training programmes**

(1) A student who has a student status and who started his studies before the 2016/2017 academic year on a Bachelor programme (BA/BSc), Master programme (MA/MSc) or higher educational vocational training programme funded by the state/a state scholarship and of whom the University establishes at the end of the academic year that in the last two semesters in which his student status was not suspended he failed to complete at least fifty per cent of the credits prescribed in the recommended curriculum of the programme, may only continue his studies as a fee-paying/self-funded student in the next academic year. Based on the conditions included in this paragraph, in the case of students who started their studies in the 2011/2012 academic year or earlier, the number of state-funded students affected by the transfer may not be more than 15% of the state-funded students studying in the given year of the given programme in the academic year in question, in accordance with the provisions of paragraph (3).\(^{116}\)\(^{117}\)

(1a) A student who has a student status and who started his studies in the 2016/2017 academic year or later on a Bachelor programme (BA/BSc), Master programme (MA/MSc), undivided programme or higher educational vocational training programme funded by a state scholarship and of whom the University establishes at the end of the academic year that on average in the last two semesters in which his student status was not suspended or in which he did not participate in a study abroad programme he failed to complete at least 18 credits or achieve a weighted grade average of 3.00, may only continue his studies as a self-funded student in the next academic year.\(^{118}\)\(^{119}\)

\(^{114}\)Incorporated by: Resolution No. SZ-142.b/2015/2016 (18.05.2016)

\(^{115}\)Amended by: Resolution No. SZ-142.b/2015/2016 (18.05.2016)

\(^{116}\)Amended by: Resolution No. SZ-142.b/2015/2016 (18.05.2016)


\(^{118}\)Incorporated by: Resolution No. SZ-142.b/2015/2016 (18.05.2016)

(2) A student with an outstanding academic performance whose student status was created on 1 September 2007 or later and who started his studies as a self-funded/fee-paying student on a Bachelor programme (BA/BSc), Master programme (MA/MSc) or higher educational vocational training programme, may submit a request for his transfer to a place funded by the state/a state scholarship at the end of the academic year, from the last day of the exam period until 5th July. The request must be submitted through the Neptun academic and records system, using the form created for this purpose. The decision – in an official format – will be made by the Academic Committee of the Faculty by 31 July.\(^{120}\)

(3) It must be established in the academic ranking (of a descending order based on the aggregate adjusted credit index) prepared of the students funded by the state/a state scholarship, in respect of every programme and every year within such programmes, how many students failed to complete at least fifty per cent of the credits prescribed in the recommended curriculum for the relevant year of their programme. No more than the last 15% of students who started their studies in the 2011/2012 academic year or earlier may be transferred to a fee-paying place in the academic ranking. In the case of students whose aggregate adjusted credit indexes are the same, the decision must also be the same. Students who only studied at the University for a maximum of one education period and students who were unable to finish the semester for a reason specified in the Higher Education Act (childbirth, accident, long-term hospital treatment, illness) or for any other reason not attributable to the student, must be ignored when making the transfer decision.\(^{121}\)

(4) If any of the following occurs in the case of a student admitted to a place funded by the state/a state scholarship:
   a) his student status is terminated without his obtaining his pre-degree certificate; or
   b) he continues his studies as a self-funded/fee-paying student as a result of the fulfilment of the conditions mentioned in paragraph (1) or (1a); or\(^{122}\)
   c) he continues his studies as a self-funded/fee-paying student for any other reason, then his place may be taken by a self-funded/fee-paying student with an outstanding academic performance. The transfer must be requested before the deadline specified in paragraph (2).

(5) A student may be transferred to a place funded by the state/a state scholarship that has become available at the Faculty concerned, provided that
   a) he enrolled before the 2016/2017 academic year and he completed at least fifty per cent of the credits prescribed by the recommended curriculum during the last two semesters for which he registered, and he is at the top of the student ranking prepared in accordance with § 28/A regarding self-funded/fee-paying students within the programme and year concerned, and his aggregate adjusted credit index is higher than the aggregate adjusted credit index of the best student from the lower fifth of the ranking prepared in accordance with § 28/A before the transfer of students funded by the state/a state scholarship to self-funded/fee-paying places regarding students funded by the state/a state scholarship within the programme and year concerned;\(^{123}\)
   b) he enrolled in the 2016/2017 academic year or later and on average in the last two semesters in which his student status was not suspended, he completed at least 18 credits and achieved a weighted grade point average of at least 3.00; in such case he may be transferred on the basis of the ranking of the grade point averages of students submitting a request in accordance with § 28(8).\(^{124}\)

\(^{120}\) Amended by: Resolution No. SZ-142.b/2015/2016 (18.05.2016)
\(^{122}\) Amended by: Resolution No. SZ-142.b/2015/2016 (18.05.2016)
\(^{123}\) Amended by: Resolution No. SZ-142.b/2015/2016 (18.05.2016)
\(^{125}\) Incorporated by: Resolution No. SZ-142.b/2015/2016 (18.05.2016)
(6) If the number of places funded by the state/a state scholarship that have become available within a certain programme and year is higher than the number of self-funded/fee-paying students who fulfil the conditions mentioned in paragraph (5) within such programme and year, and as a result of this there are places funded by the state/a state scholarship that remain available within the given programme and year, then the remaining places funded by the state/a state scholarship must be filled in accordance with the provisions of § 28/A(4).  

§ 28/B
Rules of the transfer of PhD candidates

In doctoral programmes, the competent organisation makes a decision on the transfer of students between places funded by the state/a state scholarship and self-funded/fee-paying places according to the provisions of the doctoral regulations, subject to the provisions of the National Higher Education Act and the Implementing Decree of the National Higher Education Act.

Halls of residence fees

§ 29

(1) Students mentioned in § 24(2)-(3) shall pay a fee for a place in halls of residence.
(2) Such fees are payable for the basic services provided by the halls of residence and for accommodation, as well as for other services provided by the halls of residence, by the 15th day of each month.
(3) Basic halls of residence services shall mean at least the following: the continuous provision of the conditions required by law for the authorisation of the operation of halls of residence and student hostels, and the opportunity of operating personal computers, consumer electronic devices and low-consumption household appliances. The basic services provided by the halls of residence for which students are required to pay a fee must comply with the requirements included in Annex 5/a of this Regulation.
(4) The halls of residence fees are determined by the degree of comfort of the halls of residence in the case of halls maintained by the state. The principles of classification of halls of residence based on the amenities available in them (categories 1-4) can be found in Annex 5/b of these Regulations.
(5) The classification of the places into the various categories and the halls of residence fees per academic year must be determined by 31 May of the previous academic year in an agreement between the Senate and the University’s Students’ Union, on the basis of the proposal of the Council of the halls of residence in question. The specific amounts per academic year of the halls of residence fees are included in Annex 5/c. The agreement can be found in Annex 5/d of this Regulation.
(6) Pursuant to § 26(4) of the Regulation, upon the written request of the student submitted on the form attached hereto as Annex 5/f, on the proposal of the University’s Committee for Halls of Residence, the director of the halls of residence concerned may grant the student an exemption, a deferral or an opportunity of payment by instalments regarding the halls of residence fees. Based on his written request, a student may be exempted from the payment of the halls of residence fees if he fulfils any of the following conditions:
   a) he is disadvantaged;
   b) he is an orphan;
   c) he has dependent family members;
   d) he was under guardianship which terminated because he came of age;
   e) he is a teacher in the halls of residence or

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127 Amended by: Resolution No. SZ-142.b/2015/2016 (18.05.2016)
f) he is a system administrator in the halls of residence.

(7) The University distributes the institutional budget for the funding for halls of residence in proportion to the places available in its different halls of residence. The number of places in the University’s halls of residence can be found in Annex 5/e of this Regulation.

(8) For accommodation in halls of residence, self-funded/fee-paying students must pay to the halls of residence, based on the type of accommodation, the halls of residence fees payable by students funded by the state/a state scholarship plus the monthly amount of the halls of residence grant specified in Section 114/D of the National Higher Education Act, on a monthly basis (halls of residence fees of self-funded students). The specific amounts of the halls of residence fees per academic year are included in Annex 5/c.129

(9) The fees relating to the use of student hostels built/renovated within the framework of Public Private Partnerships and the services to be provided for such fees are agreed in a contract concluded by and between the University and the operators of the student hostels, approved by the Senate every year, by 31 May before the start of the academic year.

Other fees and charges payable by the students § 30

(1) This Regulation establishes an obligation for students to pay a fee if they fail to fulfil an obligation included in the Study and Examination Regulations or in any other University regulations, or if they fulfil such obligations late.

(2) The amount of the payment obligation specified in paragraph (1) may not be higher than 5% of the lowest compulsory wage for full-time work applicable to the year in question.

(3) In addition to the fees named in paragraph (1), the students may avail themselves of the following for the payment of a fee:
   a) studying a subject in a foreign language – based on the student’s choice – if the subject is included in the curriculum in its Hungarian version;
   b) things which are provided to and acquired by the student, produced using the equipment of the University (for example copied materials);
   c) using the equipment of the University’s facilities (halls of residence, college for advanced studies, library, laboratory, IT facilities, sports and recreational facilities) (other than within the scope of services that are free of charge);
   d) taking language classes in addition to the free language learning opportunities specified in the Study and Examination Regulations, in order to improve the student’s knowledge of a given foreign language or to learn further languages, from the semester as specified below, depending on the number of language exams prescribed in the educational and outcome requirements/qualification requirements of the programme in question:
      da) if one language exam is required, from the third semester;
      db) if two language exams are required, from the fifth semester;
      dc) if three language exams are required, from the sixth semester.
   e) for the Közgáz Campus (at Fővám tér), using the equipment of the sports and recreational facilities, other than within the scope of services that are free of charge. Physical Education (PE) is a subject with 0 (zero) credits. Students must complete two semesters of PE to obtain a signature during the first four semesters of the education period. Students who already completed the compulsory PE classes but want to do sports may only take PE against the payment of a fee.130

(4) The cumulated amount of the fees – without taking into account the service mentioned in subparagraph (a) of paragraph (3) – may never be higher than half of the tuition fee.

129 Amended by: Resolution No. SZ-142.b/2015/2016 (18.05.2016)
130 Amended by: Resolution No. SZ-142.b/2015/2016 (18.05.2016)
Students studying on a programme funded by the state/a state scholarship and students who started their studies as self-funded students in the 2014/2015 academic year or after that, may complete subjects in excess of the credits prescribed by the educational and outcome requirements/qualification requirements as mandatory credits for obtaining the degree without an obligation to pay any tuition fees for such subjects, provided that the credit value of such additional subjects does not exceed 10% of the mandatory subjects. Students – except for those participating in programmes abroad – must pay a fee specified in Annex 2 for any subjects completed in excess of 10% of the mandatory credits at the end of the education period (excess credit fee).\(^{131}\)

(5) Students studying on programmes funded by the state/a state scholarship – except for those participating in programmes abroad – must pay a fee specified in Annex 2 for any subjects taken but not completed by them, after the closing of the semester. The amount of such fee cannot exceed HUF 40,000/student/semester (uncompleted credit fee).\(^{132}\)

(6) The Faculties may use the fees collected in accordance with paragraphs (5) and (6) for the development of study materials, for textbook supplies and for providing support to students in relation to their studies, as well as for covering the costs of services used by the students, in agreement with the Faculties’ students’ unions.

(7/A) If a student has registered for an exam but has failed to appear at such exam, he shall pay a fee of an amount specified in Annex 2 of this Regulation. This obligation to pay a fee shall not apply to foreign visiting students participating in a study abroad programme. A student may only be exempted from this payment obligation if he offers a credible excuse for his absence at the secretariat of the Department concerned within five days after the exam, in a similar manner as the justification of absence from mandatory classes.

(7) If a student repeatedly takes a subject in which he got a fail mark or in the cases specified in the Study and Examination Regulations he repeatedly takes a subject which was not closed with a fail mark, then the credits of the subject taken again will be added to the total number of credits he took.

(8) The student may retake an exam at which he failed (including a “did not appear” note), without the payment of a retake exam fee if he retakes such exam for the first time. He must, however, pay a fee for the third exam and all subsequent exams he takes in the same subject.

(9) The student may retake one successful exam per semester without the payment of a fee (or in the case specified in § 31 of the Study and Exam Regulations he may retake two successful exams).

(10) The exam retake fee must be paid before retaking the exam or the final exam.

(11) A student may be ordered to pay a fee if he delays in performing his design task during the semester.

(12) A student (former student) may be ordered to pay a fee if he fails to fulfil his payment obligation, if he fails to fulfil any obligation of his which is related to his academic affairs and is subject to a deadline by the prescribed deadline, or if he does not perform such obligation at all.

(13) All fees relating to the issue, validation and replacement of the student card shall be borne by the student.

(14) The student may request the authentication of the copies of his documents issued of his studies conducted at the University as well as the certified translation of such documents against the payment of a procedural fee. Students who have already graduated may also use such services against the payment of a fee. In urgent cases a student/former student may use such services (within 1 day) for the payment of a surcharge provided that the competent organisational unit of the Faculty concerned is able to perform the service within 1 day.

(15) Students receive the first copy of their diploma supplement issued in Hungarian and English free of charge. They have to pay a fee for all additional copies.

(16) The amount payable for the recognition of foreign degrees is specified in the Regulations on the Recognition of Foreign Certificates and Degrees.

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\(^{131}\) Amended by: Resolution No. SZ-142.b/2015/2016 (18.05.2016)

\(^{132}\) Amended by: Resolution No. SZ-142.b/2015/2016 (18.05.2016)
(17) The amounts of the fees payable by students and the legal grounds for imposing such fees can be found in Annex 2 of this Regulation, which must be published in the manner generally used at the University.

Special provisions applicable to foreign students

§ 31

(1) The Minister of Education provides a ministerial grant to a student who, on the basis of a bilateral international agreement, studies on a programme of a higher education institution recognised by the state, except for students studying on a doctoral programme funded by a Hungarian state scholarship. The grant ensured in this manner is given for ten or twelve months per year.

(2) The monthly amount of the ministerial grant corresponds to

a) in the case of students studying on other Bachelor and Master programmes, 34% of the annual amount of the per capita student grant appropriation specified in the Budget Act;

b) one twelfth of the annual amount of the per capita grant appropriation determined for this purpose in the Budget Act in the case of students studying on doctoral programmes.

(3) The ministerial grant will be paid by the University at which the student has a student status.

(4) A non-Hungarian citizen student who studies in Hungary on a Bachelor programme, Master programme or doctoral programme funded by the state/a state scholarship in whose case it is provided for in a bilateral or multilateral international agreement, will be entitled to accommodation in halls of residence for 12 months per year. A non-Hungarian citizen student who studies in Hungary on a self-funded programme based on a bilateral or multilateral international agreement will be entitled to accommodation in halls of residence for 12 months per year, the costs of which will be paid from his ministerial grant.

(5) The University is informed of persons studying in Hungary on the basis of an international agreement by the Balassi Institute.

(6) To non-Hungarian citizens who are visiting students on the basis of an international agreement the provisions of paragraphs (1) to (5) shall be applicable, except that the grant provided will be valid for the duration of the student’s visit.

(7) The Minister of Education may provide a grant for ten months to students to whom Act LXII of 2001 on Ethnic Hungarians Living in Neighbouring Countries applies and who study on a programme funded by the state in a higher education institution recognised by the state, with the exception of students studying on doctoral programmes funded by the state.

(8) The monthly amount of the ministerial grant corresponds to 15% of the per capita student grant appropriation specified in the Budget Act.

(9) Students may win this grant by submitting an application. The call for applications will be conducted by the Balassi Institute.

(10) The call for applications must contain the following:

a) the purpose of the grant;

b) information on who is eligible for the grant;

c) the grant holder’s rights and obligations in relation to the grant;

d) decision-makers;

e) the entity conducting the call for applications and the entity entitled to conclude the contract;

f) the grant holder’s reporting and accounting obligations;

g) the deadlines relating to application (submission, assessment, notification) and the relevant places and dates; and

h) opportunities to submit any missing information.

(11) The payment of the grant shall be subject to the provisions of paragraph (3).

(12) To non-Hungarian citizens who are visiting students on the basis of Act LXII of 2001 on Ethnic Hungarians Living in Neighbouring Countries the provisions of paragraphs (1) to (5) shall be applicable, except that the grant provided will be valid for the duration of the student’s visit.
The Minister of Education may provide a grant to fee-paying or self-funded non-Hungarian citizen students studying in Hungary – except for students mentioned in paragraph (1) – in each academic year. Third-country nationals supported by a ministerial grant on the basis of an intergovernmental agreement shall not be subject to the obligations specified in the National Higher Education Act in connection with the Hungarian state scholarship in respect of the period in which they receive the ministerial grant.

The call for applications is announced by the Minister of Education – within the framework specified in the Budget Act – and it is conducted by the Balassi Institute.

The applications are assessed on the basis of the available budget appropriation and the applicants’ academic achievement.

Applications must be submitted to the higher education institutions. The higher education institutions rank the applications and they forward the ranked applications to the organisation mentioned in paragraph (2). The Minister of Education makes a decision on the applications based on the ranking and the principles mentioned in paragraph (3), involving experts if necessary.

The call for applications must be published on the website of the Ministry of Human Resources and it must be sent to every higher education institution.

The deadline for the submission of the applications cannot be longer than 30 days from the publication of the call for applications.

A student who, according to a special law, has a right to free movement and a right of residence or who is a third-country national issued with an EU Blue Card authorising residence and employment in areas in which high-level qualifications are required, will be entitled to the same rights and have the same obligations as Hungarian higher education students in terms of the fees payable and the available grants.

A foreign student may study as a visiting student if he has a student status in his own country.

Foreign students studying on a programme funded by the state/a state scholarship must pay for all additional costs of subjects taken beyond their academic and exam obligations or their approved academic programmes.

Foreign students who do not fall within the scope of paragraphs (1), (7) or (13) may study as fee-paying students.

§ 31/A
Stipendium Hungaricum grant

The Stipendium Hungaricum grant (hereinafter referred to as the grant programme) has been introduced by the Hungarian government and its purpose is to provide special support to foreign students studying in Hungarian higher education institutions, in order to implement the intergovernmental educational agreements and agreements entered into with foreign ministries of education (hereinafter referred to as intergovernmental agreements).

The grant is awarded through a competition, published by the Minister of Education for self-funded studies to be completed in Hungarian higher education institutions, on the basis of intergovernmental agreements. An applicant may submit a valid application if he has been appointed for the grant by the party sending students on the basis of intergovernmental educational agreements, and if he agrees to enter into a grant contract after winning the grant, and provided that he has not participated in the grant programme before.

The operation of the grant programme falls within the scope of responsibility of the Minister of Education (hereinafter: the Minister). The grant programme is managed by the Tempus Public Foundation (hereinafter: the Public Foundation).

133 Amended by: Resolution No. SZ-142.b/2015/2016 (18.05.2016)
134 Incorporated by: Resolution No. SZ-142.b/2015/2016 (18.05.2016)
(4) The grant holder will be entitled to the following benefits during the term of the grant contract:
   a) exemption from the payment of the tuition fee;
   b) a grant in accordance with the laws in force at the time of the conclusion of the contract, which laws provide for the rules for establishing the amounts of grants available to Hungarian students;
   c) accommodation in halls of residence or housing allowance;
   d) use of the library services free of charge;
   e) health services specified in Section 16(1)(i) of Act LXXX of 1997 on the Eligibility for Social Security Benefits and Private Pensions and the Funding for These Services, and the payment of all justified costs arising in connection with using health services in a foreign language or a supplementary health insurance which entitles its holder to use health services in a foreign language.

(5) The Public Foundation announces a call for applications for the grant on the basis of intergovernmental educational agreements, for self-funded places regarding studies to be completed in a Hungarian higher education institution.

(6) An applicant’s application is considered to be valid if
   a) the applicant has been appointed for the grant by the party sending students based on intergovernmental educational agreements;
   b) the applicant agrees to enter into a grant contract after winning the grant;
   c) the applicant has not participated in the grant programme before.
   d) When submitting his application, the applicant must attach his statement according to Annex 1 that he consents to the management of his personal data during and in connection with his application and his participation in the grant programme.

(7) The grant holder must fulfil the admission criteria specified by the host higher education institution. The grant is donated by the Public Foundation on behalf of the Minister, under the condition that the grant holder must create a student status at the University.

(8) The host institution enters into a contract with the grant holder according to the provisions of Government Decree 285/2013 (Vii. 26), which contract sets out the rights and obligations related to the grant.

(9) The grant must be paid to the grant holder during his studies if he has a student status and provided that his student status is active in the academic period concerned. When scheduling his studies, the grant holder has the rights and obligations included in the regulations of the University and in the grant contract. A grant holder student may only be hosted by a higher education institution which submitted an application for participation in the programme.

(10) The grant contract must contain the following:
   a) the education period specified in the educational and outcome requirements of the programme in question and the duration of the preparatory studies specified in Section 80(2)(d) of the National Higher Education Act; 135
   b) the monthly amount of the grant as specified by law, and the date and manner of its payment;
   c) the rules for transferring to another higher education institution;
   d) consent to data management;
   e) the condition that the grant contract will become effective when the grant holder enters into a student contract;
   f) the rules for suspending higher education studies.

(11) The grant contract will be terminated if the student status of the grant holder is terminated, except for the cases mentioned in Section 59(1)(a) of the National Higher Education Act.

(12) If the grant holder’s student status is terminated, he may no longer receive the grant. If the grant holder suspends his student status, the grant cannot be paid for the duration of the suspension.

135 Amended by: Resolution No. SZ-142.b/2015/2016 (18.05.2016)
(13) The grant contract may be amended by the mutual agreement of the parties.

(14) The grant holder must enter into a student contract with the University according to the provisions of the grant contract, based on the admission or transfer decision, and he must maintain his student status during a period of time corresponding to the period of the disbursement of the grant.

Special provisions for visiting students and for taking courses at the University without a visiting student status

§ 32

(1) If a student of another Hungarian higher education institution who studies at his own institution on a programme funded by the state/a state scholarship becomes a visiting student at the University, he will have the same rights and obligations as the University’s own students funded by the state/a state scholarship.

(2) If a student arrives from a foreign higher education institution with which the University has entered into a contract and the student is included in the quota agreed in the contract, he will have the same rights and obligations as the University’s own students funded by the state/a state scholarship.

(3) The student of a foreign higher education institution who enters into a visiting student contract with the University for a study abroad programme organised individually,

   a) may take subjects at the University against the payment of a subject registration fee if he is the citizen of a state party to the Agreement on the European Economic Area or the family member of the citizen of such state and if he is a self-funded student at his own university;

   b) may only study as a self-funded student if he is not the citizen of a state party to the Agreement on the European Economic Area or the family member of the citizen of such state. The tuition fee corresponds to the subject registration fee defined in Annex 2.

(4) The student of another Hungarian higher education institution must pay a subject registration fee if he is a self-funded/fee-paying student at his original institution.

(5) A student who studies a specific module under a student contract must pay a tuition fee, the amount of which is included in Annex 1/a. ¹³⁶

Establishment of fee payment obligations

§ 33

(1) The obligation to pay the fees determined in the National Higher Education Act, the Government Decree and this Regulation is established by the organisation acting in the first instance in the case.

(2) If a fee has been imposed incorrectly, the student may file an appeal to the dean of the relevant Faculty within 15 days of the day when the obligation to pay a fee was established, and he may request the repayment of the amount he paid, by giving his bank account number and his tax identification code. The dean of the Faculty will make a decision on the appeal within 8 working days, and if he finds that the student’s request is well-founded, then he will immediately arrange for the repayment of the amount that has been paid incorrectly.

(3) Fees that have already been paid cannot be reclaimed except in cases of incorrect establishment or payment of fees.

(4) If any fees are imposed incorrectly, appeals will be adjudged at the second instance by the Review Committee appointed by the Rector.

(5) The student shall pay the tuition fees, the halls of residence fees and the service fees and other charges specified in Annex 1/a of this Regulation in the manner required by the University.

¹³⁶ Incorporated by: Resolution No. SZ-142.b/2015/2016 (18.05.2016)
Use of the fees and charges received

§ 34

(1) The amounts received from the payment of tuition fees and other fees – except for the fees received from student card fees – will be used in accordance with the financial plan integrated into the University’s budget.

(2) In accordance with the institutional agreements, the University primarily spends the income received from the halls of residence fees paid in by students and from the sales of accommodation available in halls of residence – after deducting any costs arising in connection with this – on the development of halls of residence.

(3) The other fees paid in may be used for the operating expenses of the University. The dean of the Faculty concerned will dispose of this amount annually, in accordance with the proportions approved in the Faculty's budget plan.

Transitional provisions

§ 35

Closing provisions

§ 36

(1) The Senate adopted this Regulation at its meeting held on 13 July 2015 and the Regulation enters into force on the day after its adoption. Concurrently with this, the previous regulation issued on the same subject-matter is superseded.

(2) The Senate amended this Regulation at its meeting held on 28 September 2015 and the amendments enter into force on the day after their adoption.\[137\]

(3) The Senate amended this Regulation at its meeting held on 2 November 2015 and the amendments enter into force on the day after their adoption.\[138\]

(4) The Senate amended this Regulation at its meeting held on 18 April 2016 and the amendments enter into force on the day after their adoption.\[139\]

(5) The Senate amended this Regulation at its meeting held on 18 May 2016 and the amendments enter into force on the day after their adoption.\[140\]

(6) The Senate amended this Regulation at its meeting held on 20 June 2016 and the amendments enter into force on the day after their adoption.\[141\]

(7) The Senate amended this Regulation at its meeting held on 26 September 2016 and the amendments enter into force on the day after their adoption.\[142\]

(8) The Senate amended this Regulation at its meeting held on 7 November 2016 and the amendments enter into force on the day after their adoption.\[143\]

(9) The Senate amended this Regulation at its meeting held on 31 January 2017 and the amendments enter into force on the day after their adoption.\[144\]


\[138\] Incorporated by Resolution No. SZ-26/2015/2016 (02.11.2015) of the Senate.

\[139\] Incorporated by Resolution No. SZ-134/2015/2016 (18.04.2016) of the Senate.

\[140\] Incorporated by Resolution No. SZ-142.b/2015/2016 (18.05.2016) of the Senate.

\[141\] Incorporated by Resolution No. SZ-165/2015/2016 (20.06.2016) of the Senate.


\[143\] Incorporated by Resolution No. SZ-41/2016/2017 (07.11.2016).

(10) The Senate amended this Regulation at its meeting held on 28 February 2017 and the amendments enter into force on the day after their adoption.\textsuperscript{145}

(11) The Senate amended this Regulation at its meeting held on 28 March 2017 and the amendments enter into force on the day after their adoption.\textsuperscript{146}

\begin{center}
Dr. András Lánczi  
Rector

Dr. Lívia Pavlik  
Chancellor

In witness whereof:

Dr. Marica Sárközi-Kerezsi  
Secretary of the Senate
\end{center}


\textsuperscript{146} Amended by: Resolution No. SZ-104/2016/2017 (28.03.2017). Effective from 29 March 2017.
Annexes: 147

Annex III.2.1

III.2.1/a The tuition fees and the foreign language contributions payable by students who enrolled in the 2006/2007 academic year or later, in a breakdown by Faculty148

III.2.1/b The procedural rules for student grants awarded by the University149

III.2.1/c Special rules for the Faculties150

III.2.2 Fees

Annex III.2.3 – Repealed by Resolution No. SZ-142.b/2015/2016 (18.05.2016)

III.2.3/a Student employment contract

III.2.3/b PhD candidates’ contract

Annex III.2.4 – Repealed by Resolution No. SZ-142.b/2015/2016 (18.05.2016)

III/2.4/a payment notice

III/2.4/b termination of student status

III.2.5 Organisational and operational rules of the halls of residence of Corvinus University of Budapest and the colleges for advanced studies operating in the halls of residence

III.2.5/a Basic services available in halls of residence

III.2.5/b Principles of classification of halls of residence based on their degree of comfort

III.2.5/c Halls of residence fees


III.2.5/e Halls of residence admissions policy

III.2.5/f Request for deferral/payment by instalments/exemptions regarding the halls of residence fees

III.2.6 Teaching Assistants’ Regulations

III.2.7 Regulations on the Corvinus Student Compensation Programme

III.2.8 Regulations on grants based on students’ academic results, within the Corvinus Student Compensation Programme

III.2.9 Rules for assessment of extraordinary maintenance grants – These rules have been incorporated in Annex III.2.1/b, and therefore they have been repealed by Resolution No. SZ-142.b/2015/2016. (18.05.2016).

III.2.10 Rules for assessment of scholarship of the Republic of Hungary – These rules have been incorporated in Annex III.2.1/b, and therefore they have been repealed by Decision No. SZ-142.b/2015/2016. (18.05.2016).