



Budapest University of Technology and Economics

REGULATIONS ON STUDENT FEES AND BENEFITS

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In agreement with the university's Students' Union and with regard to the provisions in points eb), paragraph (3), section 12 and point II.3. d) of Annex 2 of Act CCIV of 2011 on National Higher Education, Act LXII of 2001 on Hungarians Living in Neighbouring Countries, Government Decree 248/2012 (31/08) on certain provisions required for the implementation of Act CCIV of 2011 on National Higher Education, Government Decree 87/2015 (09/04) on the implementation of certain provisions of Act CCIV of 2011 on National Higher Education and Government Decree 51/2007 (26/03) on benefits available to and certain fees payable by students in higher education, the Budapest University of Technology and Economics (hereinafter "University") determines the rules concerning the benefits available to and fees payable by students (hereinafter "Regulations") as follows.

CHAPTER I

GENERAL PROVISIONS

1. §

Purpose of the Regulations

- (1) The present Regulations set forth the rules regarding fees and charges payable by students, exemptions and reductions as well as the payment and handling of the fees.
- (2) The present Regulations also stipulate the principles of the determination of student grants, the rules for the conditions, method and procedures of the award of such grants as well as the duration and category of such grants.

2. §

Scope of the Regulations

- (1) The present Regulations are applicable to all persons enrolled as students at the University, in particular to Hungarian nationals and
 - a) non-Hungarian nationals as set forth by paragraphs (1)-(2),
 - b) section 39 of Act CCIV of 2011 on
 - c) National Higher Education(hereinafter "Nftv.") in bachelor's, master's and one-tier programmes; doctoral programmes; and specialist postgraduate programmes.
- (2) Furthermore, the Regulations apply to
 - a) all students
 - b) studying specific modules;
 - c) studying as visiting students; andparticipating in preparatory courses at the University.
- (3) In addition to paragraphs (1) and (2), the Regulations are applicable to all persons not enrolled as students at the University who apply for their final examination after the termination of their student status at the University, with regard to any matters related to the final examination.
- (4) Persons defined in paragraphs (1), (2) and (3) above hereinafter collectively referred to as "student".
- (5) In case of non-Hungarian nationals defined in paragraph (1), section 39 of the Nftv. participating in the University's study programmes, different rules on fees and benefits in accordance with the international agreements and laws and regulations stipulating their legal status shall be laid down in the student's study contract.
- (6) The Regulations are applicable to

- a) all persons employed by the University as civil servants or in other status involved in matters related to student fees and benefits;
- b) all the organisational units and entities of the University and the Students' and Doctoral Students' Unions and the members thereof.

3. §

Basic terms and expressions

- (1) For the purpose of the present Regulations, the terms below shall have the following meaning:
 - a) **state-funded student:** students financed through a full or partial Hungarian state scholarship including students participating in state-funded education and students admitted to study programmes financed through full or partial Hungarian state scholarship after September 2012;
 - b) **state scholarship:** support referred to in point a) above, provided by the Hungarian state;
 - c) **study contract:** a contract entered into by and between the University and students admitted to a self-financed programme, in accordance with paragraph (3), section 39 of the Nftv.
 - d) **corrected credit index:** academic indicator calculated based on the method defined in BME's Code of Studies and Exams (hereinafter "BME TVSZ");
 - e) **close relative:** spouses, lineal relatives, adopted, step or foster children, adoptive, step or foster parents and siblings as set forth in Act V of 2013 on the Civil Code.
 - f) **credit index:** academic indicator calculated based on the method defined in the BME TVSZ;
 - g) **TR:** Neptun Study Administration System;
 - h) **self-financed student:** students admitted to self-financed study programmes including students participating in fee-paying programmes who bear the costs of their education themselves;
 - i) **self-financing:** tuition fees paid by self-financed students for services provided by the University which services are offered free of charge for state-funded students in study programmes financed through full or partial Hungarian state scholarship.
 - j) **additional (parallel) student status:** legal relationship defined as such in the BME TVSZ.

4. §

Laws and regulations

- (1) The present Regulations shall be applied with particular regard to the following laws and regulations and internal regulatory instruments:
 - a) Act CL of 2016 on general public administration procedures (hereinafter "Ákr.");
 - b) Act CCIV of 2011 on national higher education (hereinafter "Nftv.");
 - c) Act CXXV of 2003 on equal treatment and the promotion of equal opportunities;
 - d) Act LXII of 2001 on Hungarians living in neighbouring countries (hereinafter "benefit law");
 - e) Act LXXX of 1997 on the eligibility for social security benefits and private pensions and the funding for these services;
 - f) Government Decree 87/2015 (09/04) on the implementation of certain provisions of Act CCIV of 2011 on national higher education (hereinafter "Vhr");
 - g) Government Decree 285/2013 (26/07) on Stipendium Hungaricum;
 - h) Government Decree 165/2013 (28/05) on Hungarian Sports Stars Scholarship;
 - i) Government Decree 230/2012 (28/08) on vocational training in higher education and specific issues of traineeships in higher education;

- j) Government Decree 280/2011 (20/12) on the implementation of Act CLV of 2011;
- k) Government Decree 50/2008 (14/03) on the financing of higher education institutions based on norms of educational, scientific and maintenance purposes;
- l) Government Decree 51/2007 (26/03) on benefits available to and certain fees payable by students in higher education, (hereinafter “Jtr.”);
- m) Ministerial Decree 7/2012 (14/02) of the Ministry of Human Resources on the specific rules regarding complex qualifications.

5. §

Entities and persons responsible for matters related to student fees and benefits

- (1) Entities and persons acting at the University in the first instance in connection with student fees and benefits make their decisions with regard to the provisions in sections 13 and 13/A of the Nftv., the chancellor’s order on the rules of commitments¹ () as well as other regulatory instruments.
- (2) The powers conferred on the entities and persons defined in paragraph (1) above may, in specific cases or for specific matters, be transferred to other entities or the University’s other senior employee pursuant to the relevant provisions of the Nftv. The persons exercising the powers transferred to them as described above may not assign such powers.

6. §

University Social Committee

- (1) In accordance with paragraph (5), section 12 of the Nftv., the University’s Senate – unless otherwise specified in applicable laws and regulations – mandates the University Social Committee (hereinafter “ESZB”) – set up with the purpose to manage the social (need-based) matters of students – to manage, assess and decide on the social matters of students. The composition of the ESZB shall be determined in the BME TVSZ.
- (2) The appointment of the public servant members of the ESZB shall be terminated by:
 - a) resignation;
 - b) recall;
 - c) termination of the public servant status;
 - d) expiry of the appointment; and
 - e) death.
- (3) The appointment of the student members of the ESZB shall be terminated by:
 - a) resignation;
 - b) recall;
 - c) termination of the student status;
 - d) expiry of the appointment; and
 - e) disciplinary sanctions against the member; and
 - f) death.
- (4) The ESZB shall have the right to make decisions in the first instance on grants/scholarships defined in paragraphs 26–28 and 35 of the present Regulations.
- (5) The ESZB’s work shall be supported by faculty students’ unions – as set forth in the Statutes of the Students’ Union – in particular in recommendations regarding social (need-based) applications.

¹as at the effective date of the present Regulations, in the chancellor’s order 18/2015 (05/11) on the rules of financial endorsement, commitments, confirmation of completion, validation and payment

- (6) In case the ESZB's members notice irregularities during their work, they shall duly report such irregularities to the public servant authorised to make commitments regarding the specific payment – based on the applicable chancellor's order² – and to the HSZI's director.
- (7) Students may seek legal remedy with regard to the decision on their grant/scholarship application pursuant to the provisions of Chapter X of the TVSZ.

7. § Study Contracts

- (1) The University shall conclude study contracts with self-financed students, students studying specific modules and students defined in points a) to h), paragraph (1), section 39, paragraph (2), section 39, point d), paragraph (2), section 80 and paragraph (5), section 80 of the Nftv. Based on the statutory criteria, study contracts shall include the following information as a minimum:
 - a) description of the student including the student's name, mother's name, permanent address, TR-code and other contact information;
 - b) description of the University including the University's name, registered office, institutional code, VAT number, name and title of authorised representative;
 - c) study information including the name of the faculty in charge of the specific academic programme, name, code, language, level, location of the programme, its duration based on training and outcome criteria and the number of required credits;
 - d) form of study;
 - e) form of financing of the student's training;
 - f) description of the level of education and qualifications;
 - g) information on student status including its initial date and the manner of its establishment;
 - h) the rights and obligations of the student including the amount of self-financing applicable for the academic programme, the student's payment obligations regarding applicable fees specifying that the amount of self-financing may not be modified until the student status is terminated;
 - i) the rights and obligations of the University;
 - j) the term of the contract;
 - k) the liability assumed by the parties in the case of breach of the contract and indemnity;
 - l) the provisions included in paragraph (5), section 2 of the present Regulations.
- (2) Study contracts shall be managed by the head of the overall organisational unit in charge of the specific academic programme.

CHAPTER II SERVICES PROVIDED FREE OF CHARGE OR FOR PAYMENT OF FEES

8. § Free services

- (1) Free services are offered
 - a) to students in state-funded study programmes free of charge
 - b) and to students in self-financed study programmes for payment of fees.
- (2) Free services shall include the following:

²As at the effective date of the present Regulations, chancellor's order 13/2017 (04/10) shall be applicable with regard to the rules of commitments.

- a) first registration for lectures, seminars, consultations, practical courses, and field practice courses required to fulfil the educational and academic requirements specified in the academic programme and to obtain the certificate and/or the doctoral leaving certificate (absolutorium) as defined in the Nftv.;
- b) sessions of colleges of advanced studies, in the manner and to the extent defined by the college of advanced studies;
- c) use of the land and equipment of the University's facilities – library and basic library services, laboratories, IT, sports and leisure facilities – in the manner and to the extent defined by the service provider;
- d) academic, mental hygiene and career path consultation in the manner and to the extent defined by the service provider;
- e) first issue of all documents related to the academic programme and/or doctoral degree;
- f) single repetition/retake of any failed reports/essays, examinations, take of the final examination and PhD procedure during the existence of the student status.

9. §

Fees payable by students

- (1) The University may require the students to pay the following fees:
 - a) self-financing fee;
 - b) other fees including:
 - ba) residence hall fees;
 - bb) service fees; and
 - bc) extra administration fees.

10. §

Self-financing fee

- (1) Self-financed students shall pay self-financing fees for the services defined in section 8, provided by the University.
- (2) The amount of the self-financing fee of a study programme shall be determined – with regard to applicable laws – by the faculty council of the faculty in charge of the study programme and published on the faculty's and the KTH's website and in the Higher Education Admissions Prospectus.
- (3) The self-financing fee of students enrolled until the academic year 2019-2020 may include a fixed or base rate and the credit fee based on the registered credits as allowed by applicable laws and regulations.
- (4) The fixed rate defined in paragraph (3) above shall be paid until November 15th in the autumn semester and March 15th in the spring semester.
- (5) The self-financing fees shall be levied by the data controller in the TR,
 - a) in case of the fixed rate defined in paragraph (3) above, prior to the start of the registration period for a semester;
 - b) in case of the credit fee defined in paragraph (3) above, after the start of the semester but no later than October 20th in the autumn semester and March 20th in the spring semester; and
 - c) in case of the fee defined in paragraph (3), at least 30 days prior to the payment due date.
- (6) Requests to modify the due date of the payment, to grant the option to pay in instalments or (partial) exemption from the payment obligation may be submitted through the TR, of which the faculty academic committee (hereinafter "KTB") shall make recommendations for the authorised decision maker.

- (7) Decisions on requests for any payment assistance options shall be made by the rector or a person appointed by the rector and such decisions shall become effective upon approval from the chancellor or the person appointed by the chancellor. The decision will be based on the applicant's
- a) academic performance indicators (credit index, corrected credit index);
 - b) the changes in the academic performance indicators over time, the degree of such changes;
 - c) the number of completed credits;
 - d) additional (extra) academic performance;
 - e) social situation,
 - ea) and will apply the provisions of section 25 in a practical manner and consider the recommendations
 - eb) of the Student Equal Opportunities Committee.
- If the decision is made by the decision maker considering, based on point eb), the fixed rate may be cancelled in part or in full based on the recommendations of the Student Equal Opportunities Committee and contrary to the relevant provisions of the TVSZ.
- (8) If the payment in instalments option is approved, the due dates of the payments shall be determined to ensure that at least 50% of the self-financing fee payable by the student is paid until the last day before the first day of the exam period and the full amount is paid to the University until the last day of the exam period of the specific semester.
- (9) If a self-financed student registered for an active term in a specific semester but their student status is terminated during the semester or they register for a passive term at their discretion, the University shall handle the self-financing fee for the semester as follows:
- a) If a student submits a request to withdraw their registration for an active term or requests the termination of their student status via the TR until October 14th in the autumn semester and March 14th in the spring semester, they are not required to pay the self-financing fee for the specific semester. If the self-financing fee has been paid before the submission of the request, the full amount shall be repaid to the person paying the amount based on a repayment request submitted via the TR.
 - b) If the student status is terminated after the dates defined in point a) above, not including the case specified in point c), the amount of the paid self-financed fee proportionate in time based on the specific study period shall be repaid to the person paying the amount based on a repayment request submitted via the TR. If a student has failed to pay the self-financing fee until the termination of their student status, they shall continue to be required to pay the amount of the self-financing fee proportionate in time based on the period of the specific semester until the termination of their student status.
 - c) If the withdrawal of the registration for an active term has been performed pursuant to paragraph (6), section 57 of the BME TVSZ, the full amount shall be repaid to the person paying the amount based on a repayment request submitted via the TR.

11. § Residence hall fees

- (1) Residence hall fees are charged for the provision of accommodations and the related basic services facilitating the intended use of such accommodations. The amount of such basic services shall be determined based on the comfort (quality) level of the residence hall. The residence hall may offer additional services which students may use optionally at their discretion.
- (2) The maximum amount of the fees charged for accommodations in a state-funded residence hall and the related compulsory services (hereinafter "basic services"), the classification criteria of

the residence hall based on the comfort (quality) level and the range of the basic services shall be determined by the Jtr.

- (3) The residence hall fee shall be paid by students until the 15th day of each month, however the due date of the payment of the first residence hall fee for a specific semester is October 15th in the autumn semester and March 15th in the spring semester. The residence hall fees shall be levied by the Residence Hall Directorate in a manner to ensure that such fees are levied no later than 10 working days prior to the due date of the payment.
- (4) The classification of each place in residence halls based on the comfort (quality) level shall be determined in an agreement between the chancellor and the Students' and Doctoral Students' Unions signed until May 30th before the first day of the academic year. Residence hall fees are included in Annex 1 of the present Regulations.
- (5) The basic services available in residence halls provided by the University to students living in residence halls shall include the physical conditions and facilities defined in Annex 3 of Government Decree 87/2015 (09/04).
- (6) Besides the basic services, residence halls may offer additional services that students are required to pay service fees for. The fees payable for such services shall be determined in the residence hall rules and published on the website of the Residence Hall Directorate.
- (7) As a minimum, the basic services of residence halls shall include the permanent provision and maintenance of the criteria defined in laws and regulations to permit the operations of a residence hall as well as facilities to operate personal computers, consumer electronics and low energy household appliances.

12. § Service fees

- (1) The selection and the price of services offered in addition to the services defined in section 8 above shall be determined by the organisational unit providing such services based on the net costs. The service fee shall be determined – pursuant to applicable laws and regulations – by the organisational unit providing the service, in agreement with the Students' and Doctoral Students' Unions and shall be approved by the chancellor.
- (2) Prices of student events and services provided for students shall be based on net costs and be subject to the rules on cost-accounting³ in effect at the University.
- (3) Service fees of an organisational unit providing the service and the process of their levying shall be published on the website of the organisational unit.
- (4) Students shall pay per-credit service fees for mandatory study programmes and for study programmes generating credit value exceeding the limit the University is required to provide. The service fee is HUF 4500 per credit.

13. § Extra administration fees

Pursuant to the BME TVSZ, students shall pay extra administration fees in the following cases in particular:

- a) registration for a third or any other additional exam in the same subject;
- b) re-registration of lectures, seminars, consultations, practical courses, laboratory sessions and field practice courses;
- c) unexcused absence at an exam, comprehensive exam;

³As at the effective date of the present Regulations, the applicable internal regulatory instrument is in particular the chancellor's order 4/2018 (21/02) on the system of accounts of the Budapest University of Technology and Economics and the chancellor's order 14/2017 (05/10) on Financial Management Policy.

- d) delayed completion of formative assessments;
- e) second retake, upgrade of summative evaluations;
- f) failure to enter mandatory information into the TR through the student's fault.

The title and the amount of the extra administration fees as well as the rules of the fulfilment of the payment obligation are included in Annex 2 of the present Regulations.

14. §

Payment assistance options related to student fees

- (1) To fulfil their payment obligations defined in sections 11 and 12 above, students may apply for payment in instalments, deferral and exemption (hereinafter collectively referred to as "payment assistance options") by submitting a request via the TR.
- (2) In the decision preparation process,
 - a) requests for payment assistance related to service fees defined in paragraph (1), section 12 – not including fees in points b) and c) – shall be handled by the overall organisational unit providing the service,
 - b) requests related to fees defined in paragraph (4), section 12 shall be handled by the KTB
 - c) and requests related to residence hall fees shall be handled by the director of the Residence Hall Directorate.
- (3) Decisions on requests for any payment assistance options shall be made by the rector or a person appointed by the rector and such decisions shall become effective upon approval from the chancellor or the person appointed by the chancellor.
- (4) The resolution on granting the payment in instalments option shall include the new due date and scheduling of the payment and any consequences of failure to pay the due amounts. The new due date and scheduling shall be documented in the TR within 15 days following the issue of the resolution, which shall be managed by the person authorised to make the resolution in collaboration with the KTH. The rules on the payment of the self-financing fee in instalments are specified in section 10 of the present Regulations.
- (5) On a social (need-based) basis, students may be granted exemption, payment in instalments or deferral with regard to the payment of the residence hall fee.
- (6) Based on their social and academic performance, students may be granted exemption, payment in instalments or deferral with regard to the payment of the service fees.
- (7) The general eligibility and assessment criteria for the payment assistance options shall be made public by the relevant authorised decision maker.
- (8) No exemption, payment in instalments or deferral may be granted with regard to the payment of the extra administration fees.

15. §

Handling of paid fees

- (1) Students shall pay any amounts due related to the study programmes – not including payments made by a third person – exclusively via the TR using the individual collective account in the TR. Payments by students shall exclusively be made using the amount available on the individual collective account. The required amount shall be made available by the student.
- (2) When a student enrolls at the University, they are required to sign a statement allowing the University to initiate automatic payment of any amounts due if they failed to pay any amounts due via the TR by the due date and have the total amount available on their collective account, in the following order: self-financing fee, repayment of any scholarship incorrectly paid, residence hall and other fees.
- (3) Unless otherwise specified in any any applicable laws and regulations, the BME TVSZ or the present Regulations, the termination, cancellation of the student status for any reason may not

grant exemption for students from the fulfilment of their payment obligations related to the student status.

- (4) Payments by third parties shall be made
 - a) by a payment order to the University's main account, or
 - b) by bank transfer from the Student Loan Centrein case of students using the Student Loan programme.
- (5) Technical details on the payment are included in the chancellor's order on the University's financial procedures.
- (6) Due dates relevant for the present Regulations shall be determined excluding the period between December 24th of the specific year and January 1st of the following year.

16. §

Handling of overdue amounts payable by students

- (1) The procedures to follow in handling overdue amounts payable by students shall be included in a chancellor's order.

CHAPTER III

BENEFITS AVAILABLE TO STUDENTS

1. General rules of benefits available to students

17. §

The sources of student benefits

- (1) Student benefits are financed from government subsidies, the University's own revenues, external donations and revenues from contributions.
- (2) The use of the government subsidies financing the following student benefits is managed by the University through its organisational units, entities and Students' and Doctoral Students' Unions – as authorised by the present Regulations:
 - a) normative funding for students;
 - b) per capita funding for doctoral students;
 - c) normative funding for students receiving national higher education scholarships;
 - d) normative funding for residence hall/dormitory places;
 - e) normative funding for housing assistance;
 - f) normative funding for textbook and course book allowances and for sports and cultural activities;
 - g) ministerial scholarships for foreign students; and
 - h) the portion of the Bursa Hungarica Municipal Higher Education Grants paid by the higher education institution.

18. §

The categories of student benefits

- (1) The categories of and conditions for benefits available to students shall be determined for an academic year in advance and published pursuant to section 21 of the present Regulations.
- (2) Funding for student benefits directly provided to students shall be used by the University in the following categories:
 - a) performance-based scholarships;

- aa) academic scholarships;
 - ab) national higher education scholarships;
 - ac) institutional scholarships for professional, scientific and public life purposes;
 - b) grants based on social needs;
 - ba) regular grants based on social needs;
 - bb) extraordinary grants based on social needs;
 - bc) the portion of the Bursa Hungarica Municipal Higher Education Grants paid by the higher education institution;
 - bd) ministerial scholarships for foreign students;
 - be) initial aid;
 - bf) support for participation in a traineeship programme;
 - c) Doctoral scholarships;
 - d) scholarships of the University and (overall) organisational units as defined in section 37 of the present Regulations;
 - e) benefits with international relevance.
- (3) Funding for student benefits indirectly provided to students shall be used by the University to finance the institution's operating costs in the following categories:
- a) supporting the production of course books, the acquisition of digital textbooks, learning materials and electronic devices necessary for the completion of studies as well as learning aids for students with disabilities;
 - b) supporting cultural and sports activities;
 - c) maintaining and operating residence halls;
 - d) renting residence hall places, remodelling of residence halls;
 - e) supporting the operation of students' unions and doctoral students' unions; and
 - f) supporting the operation of student counselling organisations.
- (4) Based on sub-point ac), point a) paragraph (2) of the present section, students may be awarded scholarships in the following categories:
- a) scholarships of the Students' and Doctoral Students' Representations pursuant to section 30 of the present Regulations;
 - b) University BME scholarship pursuant to section 31 of the present Regulations;
 - c) Faculty BME scholarship pursuant to section 32 of the present Regulations;
 - d) University complementary scholarship pursuant to section 33 of the present Regulations; and
 - e) Faculty complementary scholarship pursuant to section 34 of the present Regulations.
- (5) The (overall) organisational units may use their revenues – not including the basic funding part of the student budget – to provide student benefits in the categories defined in point e), paragraph (2) of section 18 if all the other criteria related to a specific category – set out in sections 21 and 37 – are collectively met.

19. §

The total budgets of student benefits

- (1) Recommendations on the total budgets of the payment categories of the amount received as maintainer's funding of the institutional student benefit budget defined in paragraph (1), section 85/A of the Nftv. shall be jointly made by the chairman of the University Student Representation (hereinafter "EHK") or his/her delegate and the head of the Department of Student Benefits to the chancellor every semester.
- (2) Payments for academic scholarships and scholarships for professional, scientific and public life purposes may not exceed 79% of the total budget of the normative funding for students and shall comply with the following criteria:

- a) at least 60% of the normative funding for student shall be used to finance academic scholarships;
 - b) at least 14% and at most 19% of the normative funding for students shall be used to finance scholarships for professional, scientific and public life purposes, out of which at least 4% and at most 6% shall be used to finance the scholarship of the Students' and Doctoral Students' Representations.
- (3) The amount allocated to the University for national higher education scholarships shall be used to finance the national higher education scholarship.
 - (4) At least 20% of the normative funding for students, 30% of the normative funding for housing assistance
 - a) and 56% of the normative funding for textbook and course book allowances and for sports and cultural activities, allocated to the University based on the number of students
 - b) shall be used to finance regular and extraordinary grants based on social needs, the initial aid and
 - c) the traineeship grant.
 - (5) 24% of the amount allocated to the University as normative funding for textbooks and course books, cultural and sports activities shall be used to finance the production of course books, the acquisition of digital textbooks, learning materials and electronic devices necessary for the completion of studies as well as learning aids for students with disabilities.
 - (6) 20% of the amount allocated to the University as normative funding for textbooks and course books, cultural and sports activities shall be used to support cultural and sports activities.
 - (7) The amount allocated to the University as normative funding for residence halls shall be used to finance the maintenance and operation of residence halls.
 - (8) 70% of the amount allocated to the University as normative funding for housing assistance shall be used to finance the rental of residence hall places and the remodelling of residence halls.
 - (9) At least 1% and at most 6% of the amount allocated to the University as normative funding for students shall be used to support the operation of the Students' and Doctoral Students' Unions.

20. § Eligibility for scholarships

- (1) Students may receive a scholarship based on social needs and a doctoral scholarship simultaneously from one higher education institution only. If a student has a student status with more than one higher education institutions simultaneously, they may be eligible to receive these scholarships, funding in the higher education institution with which they established their student status at an earlier date.
- (2) Students may receive the national higher education scholarship in one higher education institution. If more than one higher education institutions make recommendations to recognise the accomplishments of the same person, the student shall receive the national higher education scholarship in the higher education institution with which they established their student status at an earlier date.
- (3) Academic scholarships and initial aid may only be awarded to state-funded students in full-time bachelor's, master's or one-tier study programmes.
- (4) Regular and extraordinary grants based on social needs shall be awarded to students in full-time bachelor's, master's or one-tier as well as in doctoral study programmes
 - a) whose studies are financed by the state, or
 - b) who started their studies as state-funded students and would be eligible to study in a state-financed programme based on the number of the semesters they started in a specific course.
- (5) Doctoral scholarships may be awarded to state-funded students in a full-time doctoral study programme.

- (6) The national higher education scholarship shall be awarded to state-funded and self-financed students in full-time bachelor's, master's or one-tier study programmes.
- (7) Institutional scholarships for professional, scientific and public life purposes shall be awarded to state-funded and self-financed students in full-time bachelor's, master's or one-tier as well as in doctoral study programmes.
- (8) The Bursa Hungarica Municipal Higher Education Grants shall be awarded to state-funded and self-financed students in full-time bachelor's, master's or one-tier study programmes.
- (9) The grants to support participation in a traineeship programme may only be awarded to state-funded students in full-time bachelor's, master's or one-tier study programmes.

21. § Publication of scholarships/grants

- (1) The calls for applications for scholarships/grants – not including the ones in sections 36-40 and 43-45 of the present Regulations – shall be determined in advance for a full academic year and – based on information supplied by the unit in charge of the application until July 1st – published on the Chancellery's HSZI website no later than July 31st prior to the relevant academic year.
- (2) Calls for applications shall include the following information:
 - a) the purpose of the scholarship/grant;
 - b) potential recipients of the scholarship/grant;
 - c) application criteria for the scholarship/grant;
 - d) award principles;
 - e) the description of the entities, person(s) responsible for awarding the scholarship/grant;
 - f) the point system enabling the individual scoring of activities included in the application, the comparison of the performance of the applicants and ranking based on the scores assigned to the criteria assessed allowing the fair and transparent use of the point system showing how the scores have been assigned to the award criteria assessed;
 - g) entities/person(s) in charge of managing the application process and the decision making;
 - h) the process of the application, formal requirements and the associated evidence/documents;
 - i) the list of due dates (submission, award process, decision announcement, payment) and related locations and dates;
 - j) the opportunity to submit missing documents;
 - k) the announcement form of the decision; and
 - l) information on privacy/data protection and legal remedies.
- (3) Applications financed from the state-funded portion of the student budget shall be published based on the HSZI's professional compliance review pursuant to the provisions of paragraphs (1) and (2).

22. § Payment of the student benefits

- (1) Any financial benefits awarded to students shall be exclusively paid through the TR. Payments of benefits are subject to the availability of an effective, default bank account number, tax identification number and permanent address recorded in the TR.
- (2) Financial benefits shall be paid by bank transfer to the bank account held at a financial institution in Hungary, recorded in the TR by the student. The University shall not be liable for any failed payment of benefits caused by the student's failure to record, to properly record or to update their bank account number. Any consequences arising from recording a wrong bank account number or failure to update a bank account number shall be the sole liability of students.

- (3) In case students fail to record or correct the information in the TR required for the payment until the third payment attempt, the University will not be required to make any additional attempts for the payment until the student provides evidence to the organisational unit recording the payment about the complete supply of the required information.
- (4) The amounts of the benefits shall be determined rounded up to HUF 100.
- (5) In case students receive a payment by accident for any reason, they shall return the full amount without delay when they become aware of the payment or within 15 days following the receipt of the University's notice at the latest.
- (6) In case changes in a semester in the student status, form of study or form of financing of a student cause the termination of their eligibility for a scholarship/grant, they shall repay the amount of the scholarship(s)/grant(s) they are not eligible for in full within 15 days following the termination of their eligibility.
- (7) In case a semester is retroactively classified as a passive semester for a student – not including cases defined in paragraph (6), section 57 of the BME TVSZ –, they shall repay the total amount of the financial assistance and benefits received in the specific semester based on their active legal status in full within 15 days following the decision on the classification of the semester as a passive semester.

23. §

Homogeneous student groups

- (1) For the purposes of the present Regulations, students shall be divided into homogeneous student groups (hereinafter "HHCS") to allow the comparison of their academic performance. The division is for one semester.
- (2) HHCSs should be established in a manner to allow the comparison of academic results achieved based on identical or similar academic requirements. The minimum number of students eligible for academic scholarships in each HHCS is 5. No deviations from that number are allowed unless reasonably required and specially approved by the faculty academic committee (hereinafter "KTB").
- (3) HHCSs may be established for a course, a year, a specialisation, a major, a minor, an educational area, a module, a competence group, a discipline, other autonomous curricular units or for groups having completed a specific amount of credits or any combination thereof.
- (4) The manner of the establishment of the HHCSs shall be determined by the faculty student representations – with regard to the KTB's opinion – and published on their website until the first day of the study period prior to the specific semester at the latest.
- (5) The faculty student union shall inform the HSZI's director on the rules of the establishment of the HHCSs within 5 working days following the determination of the HHCSs.

2. Student benefits directly provided to students

24. §

Academic scholarships

- (1) Academic scholarships may be granted up to a maximum of 50% the University's full-time state-funded students and the monthly amount of the academic scholarship awarded to each student may not be less than 5% of the normative funding for students.
- (2) Academic scholarships may be provided for the duration of an academic semester (5 months).
- (3) For the purposes of the award of the academic scholarships, the students shall be divided into HHCSs pursuant to section 23 above.
- (4) No academic scholarship may be granted to students enrolling at the University for the first time in the first semester of their bachelor studies.

- (5) The determination of the academic scholarship shall be based on the student's results in their latest completed active semester. One or more passive semesters before the specific semester shall not restrict the eligibility of students for academic scholarships. In this case, the results of the last active semester shall be considered.
- (6) Academic scholarships for students in a master's programme in their first semester shall be granted based on the points earned at the admission tests pursuant to the effective Regulations of Admission or the total admission points pursuant to paragraph (1), section 15 of the Regulations of Admission or the combination thereof.
- (7) The amount of academic scholarships shall be determined based on the scholarship index calculated based on the previous active semester, which is the credit index or the corrected credit index pursuant to the Vhr.
- (8) The faculty student representation shall define the additional allocation principles specific to the faculty (including the rules of determining the academic results of students transferred from other higher education institutions, other faculties, other study programmes, other form of study into a full-time programme or studying abroad in the previous semester(s)), the procedures, the due dates until the first day of the study period prior to the award of the scholarship and shall publish such information upon the consent of the KTB.
- (9) The anonymised data required for the award of the academic scholarships shall be provided to the faculty student representation by the Chancellery with the involvement of the KTH.
- (10) The faculty student representation shall coordinate, assess, decide on and provide information on the academic scholarships.
- (11) The decision on the award of the academic scholarships shall be published by the faculty student representation on their website within 5 working days following such decision. The information published shall include the scholarship index and the amount of the related scholarship for each HHCS.
- (12) Academic scholarships may be granted in case of additional (parallel) student status for each student status individually, however the same academic performance may only be awarded with academic scholarship one time.
- (13) Students awarded the national higher education scholarship may not be excluded from the application for an academic scholarship.
- (14) The entity acting in the first instance in connection with the scholarship discussed in this section shall be the Students' and the Doctoral Students' Unions.

25. §

Assessment of social situation

- (1) The social situation of students shall be assessed with regard to the relevant provisions of the Jtr.
- (2) The social situation of students – not including the application for an extraordinary grant based on social needs – shall be assessed by the ESZB on one occasion every semester, based on a general system for the whole University, the results of which shall be used by the ESZB for the award of grants based on social needs and the competent decision maker for the decisions on granting accommodations in a residence hall and any other benefits available in connection with the social situation. The assessment of the social situation of students shall be based on Annex 3.

26. §

Regular grants based on social needs

- (1) The regular grant based on social needs is a benefit paid monthly for one semester based on the social situation of students.

- (2) The publication of the grants, the determination and assessment of the application criteria shall be the responsibility of the ESZB. Application criteria shall be determined until June 30th prior to the specific semester at the latest and published in the Integrated Social System (hereinafter “ESZR”) and on the website of the HSZI.
- (3) The ESZB shall rank the applicants for a regular grant based on social needs – pursuant to the point system in Annex 3 – and classify the applicants into the need-based eligibility category 1 or 2 as defined in the Jtr. if the relevant conditions allow. The classification shall only apply for the specific semester.

27. §

Extraordinary grants based on social needs

- (1) The extraordinary grant based on social needs is a one-off benefit granted to mitigate the consequences of an unexpected decline in the social situation of students.
- (2) The publication of the grants, the determination and assessment of the application criteria shall be the responsibility of the ESZB. Application criteria shall be determined until June 30th prior to the specific semester at the latest and published in the ESZR and on the website of the HSZI.
- (3) The award of an extraordinary grant based on social needs shall be decided on an individual basis and based on an application including detailed reasons for such an application.
- (4) An extraordinary grant based on social needs shall be awarded pursuant to the provisions included in Annex 3 of the present Regulations.
- (5) Applications for this grant shall be allowed at any time in an academic year, however the same event may only be considered one time for the award of the grant.

28. §

Initial aid

- (1) An initial aid may be granted to persons establishing a state-funded student status for the first time on a specific level of study at their enrolment for their first active semester based on an application pursuant to the procedures on regular social funding if they are eligible for a regular grant based on social needs based on their social situation pursuant to section 26 and are included in the need-based eligibility category 1 or 2.
- (2) The publication of the applications, the determination and assessment of the application criteria shall be the responsibility of the ESZB. Application criteria shall be determined until June 30th prior to the specific semester at the latest and published in the ESZR and on the website of the HSZI.
- (3) The initial aid is a one-off benefit awarded every semester based on the student’s social situation, for one academic semester and available through application.
- (4) The amount of the initial aid shall be determined in the Jtr.

29. §

Institutional scholarships for professional, scientific and public life purposes

- (1) Institutional scholarships for professional, scientific and public life purposes defined in sections 30-34 of the present Regulations shall be granted to students in a full-time bachelor’s, master’s, one-tier or doctoral programme who perform activities in addition to the curricular requirements.
- (2) The institutional scholarship for professional, scientific and public life purposes is an optional, monthly or one-off benefit.

- (3) The institutional scholarship for professional, scientific and public life purposes shall be awarded based on application of the students.
- (4) The entity acting in the first instance in connection with matters related to the institutional scholarships for professional, scientific and public life purposes defined in sections 30-34 of the present Regulations shall be the Students' and the Doctoral Students' Unions.

30. §

Scholarship of the Students' and Doctoral Students' Representations

- (1) The scholarship of the Students' and Doctoral Students' Representations is a benefit awarded for the activities carried out in students' and doctoral students' representations, assessed based on objective criteria defined in the call for applications, available for the members and members entitled to contribute in an advisory capacity subject to their application.
- (2) The public life activities of the members and members contributing in an advisory capacity of the students' and doctoral students' representations performed to fulfil their tasks defined in the Statutes of the Students' and Doctoral Students' Unions may not be considered in the award of a student benefit from the student sub-system.
- (3) The publication of the scholarship, the determination and assessment of the application criteria shall be the responsibility of the competent faculty or university student representation pursuant to section 21 of the present Regulations.
- (4) The amount of the scholarship shall be determined to ensure that the average monthly payments for student scholarships/grants in the categories defined in paragraph (1), section 114/D of the Nftv. do not exceed the fourfold of the amount of the annual per capita normative funding for students defined in point a), paragraph (1), section 114/D of the Nftv. The averaging shall be applicable for payments made within a year preceding the affected payment.
- (5) The members of the EHK, the University Doctoral Students' Representation and the faculty student representations shall regularly write reports concurring with the payment dates, which will be the basis of the applications and be published on their own websites.
- (6) The results of the applications received for the scholarship of students' and Doctoral students' representations shall be included in the formal components of the report, naming the exact amounts, by the representation announcing the application and shall be published by the representation announcing the application on their website within 5 working days following the decision.
- (7) The entity acting in the first instance in connection with the scholarship discussed in this section shall be the Students' and the Doctoral Students' Unions.

31. §

University BME scholarship

- (1) The University BME scholarship is a benefit awarded to students demonstrating outstanding academic and language achievements as well as performing superior professional and scientific activities in university comparison, awarded through applications.
- (2) The publication of the scholarship, the determination and assessment of the application criteria shall be the responsibility of the EHK pursuant to section 21 of the present Regulations.
- (3) The amount of the scholarship shall be determined to ensure do not exceed the fourfold in the categories defined in paragraph (1), section 114/D of the Nftv. do not exceed the fourfold of the amount of the annual per capita normative funding for students defined in point a), paragraph (1), section 114/D of the Nftv. The averaging shall be applicable for payments made within a year preceding the affected payment.

32. § Faculty BME scholarship

- (1) The Faculty BME scholarship is a benefit awarded to students performing superior professional and scientific activities including the demonstration of outstanding academic or language achievements in faculty comparison, awarded through applications.
- (2) The publication of the scholarship, the determination and assessment of the application criteria shall be the responsibility of the competent faculty student representation pursuant to section 21 of the present Regulations.
- (3) The amount of the scholarship shall be determined to ensure do not exceed the fourfold in the categories defined in paragraph (1), section 114/D of the Nftv. do not exceed the fourfold of the amount of the annual per capita normative funding for students defined in point a), paragraph (1), section 114/D of the Nftv. The averaging shall be applicable for payments made within a year preceding the affected payment.

33. § University complementary scholarship

- (1) The university complementary scholarships are scholarships awarded to students demonstrating active engagement in the University's community activities, awarded through applications.
- (2) The publication of the scholarships, the determination and assessment of the application criteria shall be the responsibility of the EHK pursuant to section 21 of the present Regulations.
- (3) The amount of the scholarship shall be determined to ensure do not exceed the fourfold in the categories defined in paragraph (1), section 114/D of the Nftv. do not exceed the fourfold of the amount of the annual per capita normative funding for students defined in point a), paragraph (1), section 114/D of the Nftv. The averaging shall be applicable for payments made within a year preceding the affected payment.
- (4) The scholarships shall be awarded considering exclusively the activities that may be assessed based on the objective criteria defined in the call for applications.

34. § Faculty complementary scholarship

- (1) The faculty complementary scholarship is a scholarship awarded to students demonstrating active engagement in the faculty's community activities, awarded through applications.
- (2) The publication of the scholarship, the determination and assessment of the application criteria shall be the responsibility of the competent faculty student representation pursuant to section 21 of the present Regulations.
- (3) The amount of the scholarship shall be determined to ensure do not exceed the fourfold in the categories defined in paragraph (1), section 114/D of the Nftv. do not exceed the fourfold of the amount of the annual per capita normative funding for students defined in point a), paragraph (1), section 114/D of the Nftv. The averaging shall be applicable for payments made within a year preceding the affected payment.
- (4) The scholarships shall be awarded considering exclusively the activities that may be assessed based on the objective criteria defined in the call for applications.

35. § Traineeship grant

- (1) The grants to support participation in a traineeship programme may only be awarded to state-funded students in full-time bachelor's, master's or one-tier study programmes.
- (2) The traineeship grant is a benefit awarded to students to participate in a maximum six-month-long uninterrupted traineeship programme defined in the study and outcome requirements, awarded through applications for maximum one semester.
- (3) The publication of the grants, the determination and assessment of the application criteria shall be the responsibility of the EHK pursuant to section 21 of the present Regulations.
- (4) The grant may be awarded to students defined in paragraph (1)
 - a) who perform their traineeship in a location different from the University's registered office or premises where they are not provided with accommodations in a residence hall and
 - b) the distance between the location of the traineeship and their place of residence is at least 10 km.
- (5) The monthly amount of the traineeship grant may not exceed 10% of the amount of the annual normative funding for students.

36. § Doctoral scholarships

- (1) The annual amount of the doctoral scholarship of state-funded, full-time doctoral students is the annual sum of the normative funding allocated for this purpose in the budgetary act increased by 56% of the normative funding available for state-funded, full-time doctoral students for course books, textbooks, sports and cultural activities.
- (2) The registered doctoral students shall be paid one-twelfth of the annual amount defined in paragraph (1) above each month.

37. § Grants awarded pursuant to point d), section 85/C of the Nftv.

- (1) The (overall) organisational units may use their revenues – not financed from the funding portion of the student budget – to award grants to students subject to the criteria defined in paragraph (2), section 21 of the present Regulations. The grant may be awarded in connection with the activities – subject to the criteria defined in the order of the head of the (overall) organisational unit – that are specified in the regulatory instrument determining the responsibilities of the (overall) organisational unit:
 - a) for motivational purposes encouraging students engaged in activities related to the responsibilities of the (overall) organisational unit or socially disadvantaged students in order to help them successfully advance in their studies;
 - b) for the recognition of their accomplishments in order to award them for the excellent performance in completing the programmes, curricula, subjects managed by the (overall) organisational unit and for their engagement in the associated but additional professional, scientific and public life activities.
- (2) To award the applications for the grant, the (overall) organisational unit announcing the grant shall establish a committee comprising at least three members and record the assessment of the applications received in writing.
- (3) The (overall) organisational unit announcing the grant may select a name for the grant at its discretion.
- (4) In case of grants awarded based on social needs, the social situation of the student shall be assessed based on the procedures defined in section 25 and the grant shall be awarded subject to the consent of the ESZB.

- (5) The call for applications may not be a fictitious application, i.e. it may not contain criteria allowing the conclusion – based on the consideration of all relevant circumstances – that the application has a pre-selected winner.
- (6) The call for applications shall be provided to the director of the HSZI 10 working days prior to the publication of the application by the entity announcing the application. If the director of the HSZI does not initiate a review of the legal compliance during this period, the entity announcing the application shall publish the call for applications.
- (7) In case of applications including future activities, commitments, the head of the (overall) organisational unit shall conclude a grant contract with the winners of the application.
- (8) To perform the obligations included in paragraph (6), the head of the (overall) organisational unit shall provide:
 - a) the name of the applications announced by them and the address of the website containing the call for applications; and
 - b) the name and contact information of the staff member providing information about the grant.
- (9) The entity acting in the first instance in connection with the grants defined in the present section shall be the committee of the (overall) organisational unit announcing the grant, defined in paragraph (2).

38. §
Bursa Hungarica Municipal Higher Education Grant

- (1) The Bursa Hungarica Municipal Higher Education Grant (hereinafter “Bursa Hungarica Grant”) is a financial social benefit including a social grant provided to students by the local and county governments that joined the Bursa Hungarica Higher Education Municipal Grant Programme (hereinafter “Grant Programme”) for the year concerned (municipal part of the grant) and a social grant established for the students subject to applicable laws and regulations at the student’s University on the basis of the municipal grant (institutional part of the grant).
- (2) Students are eligible for the institutional part of the grant if they receive support under the Grant Programme from the local government of the town/village where their permanent address is located and they study in a full-time bachelor’s, master’s or one-tier programme.
- (3) The institutional part of the grant shall be financed from dedicated funds within the University’s budget.
- (4) The institutional part of the grant shall be awarded by the minister of education.
- (5) The grant awarded under the Grant Programme shall be assessed exclusively based on the social situation of the applicants; their academic performance may not be considered.
- (6) The institutional part of the grant is independent from any other grants paid by the University.
- (7) The grant awarded shall be paid to the student by the University. Prior to initiating the payment, the HSZI reviews the eligibility and if the grant holder fails to meet the applicable disbursement criteria, the University shall terminate the disbursement of the grant.
- (8) In case of students who began their studies in a higher education institution prior to the disbursement of the grant, the payment of the institutional part of the grant shall begin in October or March concurring with the beginning of the academic year subject to the payment rules applicable to student benefits. The municipal part of the grant shall be paid by the University following the receipt of the funds from the relevant local government to finance the grant. If this date is later than the date defined in the payment rules of grants, the University shall pay all the grants due until the date of the receipt of the funds.
- (9) No grant shall be paid to students during the months when their student status is suspended, without the modification of the final date of the disbursement.
- (10) The University shall perform the account settlement with regard to any unpaid grants with the grant management organisation following the end of the academic semester, until June 30th or January 31st at the latest. The grant management organisation shall notify the local and county governments of the termination of the payment of the grant following the account settlement.
- (11) Throughout the payment period, students receiving the grant shall notify the University and the grant management organisation in writing of any changes affecting the payment of the grant within the shortest possible time but no later than within 15 days. Students shall fulfil their notification obligation within 5 working days if the following data change:
 - a) student’s name, birth name, mother’s name, place and date of birth, nationality, address of permanent and habitual residence.
 - b) the name, form of the student’s study programme;
 - c) postponement of studies.
- (12) Grant holders who fail to meet their notification obligation may be excluded from the payment of the grant and the following annual period of the Grant Programme. Grant holders shall repay any grants unduly received to the disbursing University within 30 days. Grant holders excluded from the payment of the grant due to their failure to meet their notification obligation, may not claim the payment of any unpaid grant following the end of the academic semester (June 30th and January 31st).

39. §
National higher education scholarship

- (1) The national higher education scholarship is awarded by the minister of education for one academic year subject to an application process.
- (2) The national higher education scholarship shall be awarded to students in full-time bachelor's, master's or one-tier programmes who registered for two semesters during their present or former studies and collected at least 55 credits.
- (3) The national higher education scholarship shall be awarded for one full academic year (10 months). The monthly amount of the national higher education scholarship equals one-tenth of the amount allocated for this purpose in the budget act.
- (4) The national higher education scholarship awarded for a specific academic year may only be paid in that specific academic year.
- (5) The number of students who may receive the national higher education scholarship is 0.8% of the number of state-funded students in full-time bachelor's, master's or one-tier programmes reported in the statistical records of October 15th of the previous year.
- (6) In case a student's student status is terminated or suspended for any reason, the payment of the national higher education scholarship shall be discontinued. In case of students finishing their studies in an odd-numbered semester in accordance with the relevant training period, their eligibility for the national higher education scholarship shall not be terminated if they continue their studies in the second semester of the same academic year.
- (7) The provisions related to the application process at the University shall be defined in the relevant joint rector and chancellor's order, based on the point system determined by the EHK.

40. §
Ministerial scholarships for foreign students

- (1) Based on bilateral international agreements, the minister of education awards a scholarship for students in all study programmes, not including state-funded doctoral students. The scholarship shall be paid for ten or twelve months annually.
- (2) The monthly amount of the ministerial scholarship equals:
 - a) 34% of the annual amount of the normative funding for students defined in the budget act, in case of students in other bachelor's and master's programmes; and
 - b) one-twelfth of the annual amount of the normative funding allocated for this purpose in the budget act, in case of doctoral students.
- (3) The ministerial scholarship shall be paid to the eligible students by the University.
- (4) If required by applicable bilateral or multilateral international agreements, non-Hungarian nationals studying in state-funded bachelor's, master's or doctoral programmes in Hungary shall be entitled to accommodation in a residence hall for 12 months. Non-Hungarian nationals studying in Hungary in self-financed programmes based on bilateral or multilateral international agreements shall be entitled to accommodation in a residence hall for 12 months, the cost of which shall be funded from their ministerial scholarship.
- (5) Information on persons studying in Hungary based on international agreements shall be provided to the University by the Balassi Institute.
- (6) In case of non-Hungarian nationals spending part of their studies in Hungary based on international agreements, paragraphs (1)-(5) shall be applicable with the exception that the scholarship is awarded only for the duration of their studies spent in Hungary.
- (7) In case of non-Hungarian nationals spending part of their studies in Hungary based on international agreements or the benefit act, the provisions of the scholarship awarded based on the bilateral international agreement shall be applicable with the exception that the scholarship is awarded only for the duration of their studies spent in Hungary.

- (8) The minister of education may award a scholarship to non-Hungarian nationals studying in Hungary in self-financed programmes every academic year. Nationals of third countries receiving a ministerial scholarship based on intergovernmental agreements shall not be subject to the obligations defined in the Nftv. related to Hungarian state-funding during the period of the ministerial scholarship. In compliance with the criteria defined in the budget act, the application shall be published by the minister of education. The minister of education shall decide on the applications based on the ranking and the relevant principles, with the involvement of experts, if required. The call for applications shall be published on the website of the Ministry of Human Capacities. The submission date of the applications may not be earlier than the 30th day following the publication of the call for applications.
- (9) No student scholarship contract shall be concluded with nationals of third countries (non-EU nationals) admitted with a ministerial scholarship based on intergovernmental agreements.
- (10) The administration related to the scholarship at the University shall be the responsibility of the KTH.

41. §

Stipendium Hungaricum Scholarship Programme

- (1) The Stipendium Hungaricum Scholarship Programme (hereinafter “scholarship programme”) aims to provide dedicated support the studies of foreign students in Hungarian higher education institutions.
- (2) The management of the scholarship programme shall be the responsibility of the organisation specified in the applicable government decree.
- (3) The funding for the scholarship programme shall be included in the budget of the competent ministry.
- (4) For the period of their scholarship contract, scholarship holders shall be entitled to the following benefits:
 - a) exemption from the payment of the self-financing costs of their training;
 - b) scholarship provided pursuant to effective laws and regulations at the date of the contract;
 - c) provision of accommodation in residence halls or housing allowance;
 - d) use of free library services; and
 - e) health care services pursuant to point i), paragraph (1), section 16 of Act LXXX of 1997 on the eligibility for social security benefits and private pensions and the funding for these or in case of health care services provided in a foreign language, reimbursement of the evidenced costs occurred or health insurance for additional health care provided in a foreign language.
- (5) Scholarship holders shall conclude a scholarship contract with the University which defines their rights and obligations in connection with the scholarship. The entity acting on behalf of the University during the conclusion of the scholarship contracts shall be the Rector’s Cabinet.
- (6) Scholarship contracts shall include the following information:
 - a) the training period defined in the training and outcome requirements of the specific course and the duration of the preparatory training pursuant to point d), paragraph (2), section 80 of the Nftv.
 - b) the monthly amount of the scholarship defined in applicable laws and regulations and the date and method of the payment thereof;
 - c) the rules of transfer to another higher education institution;
 - d) consent to the processing of data;
 - e) the condition that the scholarship contract become effective when scholarship holders establish their student status; and
 - f) the rules of the suspension of higher education studies.

- (7) No amendment of the scholarship contract shall be allowed unless mutually approved by the contracting parties.
- (8) With the exception defined in point a), paragraph (1), section 59 of the Nftv., the scholarship contract shall be terminated if the student status of the scholarship holder is terminated.
- (9) Scholarship holders shall establish a student status with the University and maintain such status for the duration of the payment of the scholarship pursuant to the provisions of the scholarship contract.
- (10) If the student status of a scholarship holder is terminated, the payment of the scholarship shall be discontinued. If the student status of a scholarship holder is suspended, the payment of the scholarship shall be discontinued for the duration of such suspension.

42. § Scholarship for Christian Young People

- (1) The Scholarship for Christian Young People (hereinafter “scholarship programme”) aims to provide dedicated support to young people coming from countries where Christian communities are exposed to religious persecution and threat and whose freedom of religion is restricted.
- (2) The management of the scholarship programme shall be the responsibility of the organisation specified in the applicable government decree.
- (3) The funding for the scholarship programme shall be included in the budget of the competent ministry.
- (4) The University’s responsibilities related to the scholarship shall be performed by the HSZI.

43. § New National Excellence Programme scholarship

- (1) The Programme aims to empower the next generations of scientists, to attract more people to choose a career in science, to encourage excellent teachers, researchers to pursue their career and remain in Hungary and to promote the scientific performance of universities. The Programme offers a scholarship for 5 or 10 months for students in higher education [bachelor’s, master’s (one-tier), doctoral programmes] demonstrating excellent accomplishments in research and research/operating funding for higher education institutions equal to 40% of the scholarship received by their students.
- (2) The call for applications including detailed rules of the Programme shall be published in a joint rector and chancellor’s order at least 30 days prior to the submission date of the applications.
- (3) Winners of the “Tehetséggel fel” application of the New National Excellence Program with a permanent address outside of Budapest who achieved applicable results in a related National Secondary School Academic Competition (hereinafter “OKTV”) or Student Olympiad shall be entitled to accommodation in a residence hall for the duration of their scholarship, provided by the University and funded by the Rector’s Cabinet.
- (4) Accommodation in a residence hall shall be provided free of charge to scholarship holders who have the following previous results (from 2017, 2018 or 2019):
 - a) a top ten place in a Biology, Physics, Information Technology (both categories), Chemistry, Mathematics OKTV;
 - b) individual gold, silver, bronze medal or special award or honour in an International Biology Olympiad, International Physics Olympiad, International Informatics Olympiad, International Chemistry Olympiad, International Mathematical Olympiad.
- (5) Requests for free accommodation in a residence hall defined in paragraph (4) above shall be submitted by scholarship holders to the entity in charge of the Programme’s management at the University. Data of the students selected to receive free accommodation in a residence hall shall

be forwarded by the management entity to the Residence Hall Directorate and the EHK, pursuant to the applicable chancellor's order.

44. § Hungarian Sports Stars Scholarship

- (1) The Hungarian Sports Stars Scholarship aims to support students having student status in higher education institutions, doing an Olympic sport who have the potential to win a medal in a European or world championship or in the Olympic Games during their studies.
- (2) The minister for sports policy shall be responsible for the operation of the scholarship programme, supported by an advisory board, the members of which shall be appointed by the minister.
- (3) Recommendations on persons to receive the scholarship shall be requested by the minister from the Hungarian Olympic Committee and the various sports associations.
- (4) Entities defined in paragraph (3) above shall recommend persons who
 - a) are students of or have been admitted to a higher education institution;
 - b) agree to
 - ba) obtain a higher education degree and qualifications; and
 - bb) demonstrate outstanding sports performance with the potential to win international sports medals, during their student status.
- (5) The scholarship shall be awarded by the minister. The minister shall divide the scholarship candidates into three categories: European championship, world championship and Olympic championship. The amount of the scholarship shall be subject to the above categories and previous competition results.
- (6) The scholarship shall be paid until scholarship holders finish their studies to obtain their first higher education degree – bachelor's degree or master's degree in a one-tier programme – at the latest, however no later than the first day of the month following the scholarship holder's 35th birthday.
- (7) The University's responsibilities related to the scholarship shall be performed by the KTH.

45. § MNB Scholarship of Excellence

- (1) Based on its Social Responsibility Strategy, the MNB is committed to creating economic value including funding a scholarship programme called "MNB Scholarship of Excellence" (hereinafter "scholarship programme").
- (2) To use the funds available for the University as a beneficiary, the University publishes a call for applications for the scholarship pursuant to the criteria defined in the scholarship programme agreement.
- (3) The scholarship awarded for a specific academic year may only be paid in that specific academic year. The payment of the scholarship may not be rescheduled for after the academic year following the application.
- (4) In case a student's student status is terminated or suspended, the payment of the scholarship shall be discontinued.
- (5) No students receiving this scholarship shall be excluded from receiving the national higher education scholarship and academic scholarship.
- (6) The University's responsibilities related to the scholarship shall be performed by the student's host faculty.

3. Student benefits indirectly provided to students

46. §

Funding for the production of course books, the acquisition of digital textbooks, learning materials and electronic devices necessary for the completion of studies as well as learning aids for students with disabilities

- (1) The funding available for student benefits is the amount defined in paragraph (2) of the present section, which shall be used to purchase digital textbooks, learning materials and electronic devices required for the completion of studies if they are used by the University for the production or acquisition of digital learning materials or learning aids or services for students with disabilities, including one-on-one mentoring, consultation, note-taking.
- (2) 24% of the amount of the University's normative funding for textbooks and course books, cultural and sports activities shall be used to finance the benefits defined in the present section.
- (3) The total amount in paragraph (2) above shall be allocated to the recipient organisational units in the annual budget.
- (4) The recipient organisational unit(s) shall present the use of the funding defined in the present section in the written statement included in the budget report.

47. §

Funding cultural and sports activities

- (1) 20% of the amount allocated to the University as normative funding for textbooks and course books, cultural and sports activities based on the eligibility number defined in the Jtr. shall be used to support cultural and sports activities.
- (2) The allocation of the funding available for cultural and sports activities among the organisational units shall be defined in the annual budget. 50% of the funding shall be used to support cultural activities and 50% of the funding shall be used to support sport activities.
- (3) The funding shall be spent with regard to the fact that cultural activities pursuant to the applicable laws and regulations include in particular cultural activities, event organisation, career consultation, life coaching and learning consultation organised and provided for students at the University.
- (4) Sports activities include in particular physical exercise, sports, competitions, activities to promote a healthy lifestyle and lifestyle consultation organised and provided for students at the University.
- (5) To ensure the rights of the Students' and Doctoral Students' Unions for consent are enforced, the head of the organisational unit making the commitment shall act pursuant to the Code of Collective Rights associated with the Student and Doctoral Student Status with regard to the use of the funding.
- (6) The recipient organisational unit(s) shall present the use of the funding defined in paragraph (1) in the written statement included in the budget report.

48. §

Residence hall places, accommodation in a residence hall

- (1) Accommodation in a residence hall shall be provided to students based on their application. All persons who have been admitted to or who have a student or doctoral student status with the University may apply for accommodation in a residence hall.
- (2) Disadvantaged students who would be unable to start or continue their studies in a higher education institution without accommodation in a residence hall shall be given priority at the decision on the residence hall applications.

- (3) Accommodation in a residence hall shall be based on applications. The decision on such applications shall be based on the point system defined in Annex 4.
- (4) Free accommodation in a residence hall shall be provided to students who meet the criteria defined in paragraphs (3) and (4), section 43; and obtain eligibility pursuant to paragraph (5), section 43 of the present Regulations.
- (5) Different aspects in the point system to consider shall include the student's social situation as defined in section 25, academic performance, work performed for the student community, form of study and registered home address.
- (6) Categories of use of residence hall places owned or rented by the University and of the PPP residence hall places:
 - a) residence hall places available to students;
 - b) central university residence hall places;
 - c) places for residence hall mentors and senior residence hall mentors (hereinafter collectively referred to as "mentor places");
 - d) places available for students with special health needs (hereinafter collectively referred to as "equal opportunities based places").
- (7) For the purposes of accommodation in a residence hall
 - a) the academic year consists of an autumn semester starting on the first day of the registration period for the autumn semester and ending on the day directly preceding the registration week for the spring semester;
 - b) a spring semester which
 - ba) in case of students in the last semester of their studies (hereinafter "graduating students"), starts on the first day of the registration period for the spring semester and ends on the second working day following the last day of the final examination period as defined in the joint rector and chancellor's order on the time schedule of the ongoing academic year;
 - bb) in case of students not in the last semester of their studies, starts on the first day of the registration period for the spring semester and ends on the second working day following the last day of the examination period of the spring semester; and
 - c) a summer period starting on the first day following the examination period of the spring semester and ending on the working day directly preceding the registration period for the autumn semester.
- (8) Decisions on the accommodation in a residence hall shall be made every six months. The accommodation in a residence hall and the obligations related to such accommodation shall apply to the entire autumn and spring semester.
- (9) In case of residence hall places available to students, decisions on admission matters shall be made by the competent director of the Residence Hall Directorate based on recommendations from the EHK.
- (10) Admission to a residence hall shall establish a residence hall membership status.
- (11) Student rights and obligations related to the residence hall membership status, the operating rules of the residence hall, the conditions of the use of additional services provided by the residence hall, the rules of living in a residence hall and the rules and procedures of the decisions on admission applications shall be defined in a chancellor's order in agreement with the Students' and Doctoral Students' Unions.
- (12) Accommodation in a residence hall is subject to the payment of residence hall fees pursuant to sections 11 and 14 of the present Regulations.
- (13) The University's students shall be placed in one of the following facilities:
 - a) Baross Gábor Residence Hall;
 - b) Bercsényi 28-30. Residence Hall;
 - c) Martos Residence Hall;
 - d) Vásárhelyi Pál Residence Hall;

- e) Wigner Jenő Residence Hall;
- f) Kármán Tódor Residence Hall; and
- g) Schönherz Residence Hall.

49. §

Student mentoring in residence halls

- (1) In the residence halls defined in paragraph (13), section 48, mentors and senior mentors shall work who shall be selected and employed based on a public application process. The call for applications shall be announced by the Residence Hall Directorate every six months.
- (2) Mentoring as a voluntary activity serving the public interest shall be performed in a voluntary legal status established by concluding a volunteer contract. The volunteer contract shall include the following information:
 - a) the content of the mentoring;
 - b) the location of the performance of mentoring;
 - c) the time to be dedicated to mentoring and rest time; and
 - d) the benefits available under the act on voluntary activities of public interest to be provided to the volunteer and measures with regard to such benefits in case of the termination of the volunteer contract;
 - e) the term of the legal status; and
 - f) any other relevant rights and obligations of the parties.
- (3) The activities of senior mentors shall be performed in a service provision legal engagement established by concluding a service provision contract: The service provision contract shall include the following information:
 - a) the content of the activities of senior mentors;
 - b) the location of the performance of the activities of senior mentors;
 - c) the service provision fee;
 - d) the term of service provision; and
 - e) any other relevant rights and obligations of the parties.

50. §

Funding to support the operation of students' and doctoral students' unions

- (1) The exact amount of the funding to support the activities of the Students' and Doctoral Students' Unions shall be defined in the annual budget with regard to funding provided from other sources to support the activities of the Students' and Doctoral Students' Unions.
- (2) Funding provided from the normative funding for students, to the Students' and Doctoral Students' Unions shall be included separately in the institutional budget.
- (3) The use of funding for student representations financed from the normative funding for students shall be presented by the persons making the relevant commitments in the written statement included in the budget report.

CHAPTER IV

MISCELLANEOUS PROVISIONS

51. §

Miscellaneous provisions regarding the representatives of the Students' and Doctoral Students' Unions

- (1) Members of the Students' and Doctoral Students' Unions required to file a declaration of property may not be involved in decision making regarding resolutions of the Students' and Doctoral Students' Union in connection with their responsibilities if the resolution:
 - a) exempts their close relatives from an obligation or liability;
 - b) grants any other advantages to such close relatives or such close relatives are otherwise interested in the legal agreement to be concluded. Non-financial services available to anyone without signing an agreement shall not be considered as an advantage.
- (2) The Chancellery shall check if the rules on the benefits provided to the members of Students' and Doctoral Students' Unions are complied or caused to comply with and in case of failure to respect such rules, may initiate disciplinary action with the dean. With regard to this title, members of the Students' and Doctoral Students' Union may collect income exclusively from the student sub-system. In case of members of students' and doctoral students' unions required to file a declaration of property,
 - a) any legal relationship regarding other work engagement that would cause a relationship related to control (oversight), monitoring or financial settlement between such members and their close relatives shall be considered as conflict of interest;
 - b) engagement as a senior officer, member of a supervisory board or auditor in any university companies which were established by a higher education institution or in which a higher education institution has a share shall be considered as conflict of interest; and
 - c) engagement as member of the board of directors or in the supervisory board in an economic organisation not included in point b) above shall not be considered as conflict of interest if it does not threaten the University's lawful economic and organisational interests and the protection of its business secrets for any other reason.
- (3) Members of the students' and doctoral students' unions shall notify the Human Resources Directorate in writing within 8 days if a circumstance of conflict of interest defined in laws and/or in the present Regulations occurs in connection with them or they are involved in a situation of conflict of interest.
- (4) If the Chancellery becomes aware of the fact of conflict of interest, it shall instruct the affected person in writing within 5 working days after becoming aware of such fact to terminate the circumstance of the conflict of interest within 8 days. If members of the Students' and Doctoral Students' Unions required to file a declaration of property terminate the circumstance of the conflict of interest within the required time frame, they shall inform the Chancellery in writing.
- (5) If the Chancellery is informed about the conflict of interest not from the notice of the member of the Students' and Doctoral Students' Unions, it shall take the actions defined above within 5 working days after becoming aware of the conflict of interest.
- (6) The Chancellery shall prohibit the establishment of any other legal relationship deemed as conflict of interest in a written notice forwarded to the members of the Students' and Doctoral Students' Unions required to file a declaration of property. In case of any other existing legal relationship deemed as conflict of interest, the Chancellery may require the affected persons in writing to modify the other legal relationship to comply with the applicable laws and regulations or to terminate such relationship determining a due date.
- (7) If members of the Students' and Doctoral Students' Unions required to file a declaration of property fail to terminate the conflict of interest within 10 days following the receipt of the prohibition in paragraph (6) or the notice in paragraph (4), the Chancellery shall initiate disciplinary action with the competent dean.

CHAPTER V

CLOSING PROVISIONS

52. §

- (1) The present Regulations shall enter into force on August 15th 2019 and simultaneously invalidate the Regulations on Student Fees and Benefits adopted at the Senate meeting on November 27th 2017.
- (2) The present Regulations shall invalidate the provisions of the previous applicable regulatory instruments that contradict the present Regulations.
- (3) In order to ensure the coherence of the internal regulatory instruments, the Students' and Doctoral Students' Unions are required to submit their Statutes modified to comply with the present Regulations for approval, to the Senate meeting in November 2019 at the latest.
- (4) In order to ensure the coherence of the internal regulatory instruments, the Students' and Doctoral Students' Unions are required to modify the internal regulatory instrument of the Students' and Doctoral Students' Unions pursuant to the present Regulations until November 30th 2019 at the latest.
- (5) In order to ensure the coherence of the internal regulatory instruments, the rector and the chancellor are required to perform the harmonisation of the internal regulatory instruments in their scope of authority including in particular the rector's order 9/2007 (26/04) on the financial management of students until November 30th 2019 at the latest.
- (6) In order to ensure the coherence of the internal regulatory instruments, the rector is required to perform the harmonisation of the internal regulatory instruments in his scope of authority including in particular the rector's order 18/2015 (05/11) on the rules of financial endorsement, commitments, confirmation of completion, validation and payment until November 30th 2019 at the latest.
- (7) In order to ensure the coherence of the internal regulatory instruments, the chancellor is required to adopt the chancellor's order defined in paragraph (11), section 49 and publish such order until August 15th 2019 at the latest.
- (8) In order to ensure the coherence of the internal regulatory instruments, the rector and the chancellor are required to perform the harmonisation of the internal regulatory instruments in their scope of authority including in particular the Code of Collective Rights associated with the Student Status until November 30th 2019 at the latest.
- (9) The rector and the chancellor are required to make recommendations, in agreement with the chairman of the EHK, for the Senate – in due time prior to the publication of the Higher Education Admissions Prospectus for academic year 2020-2021 – with regard to the rules on the determination and levying of the self-financing fee defined in section 10 to be applied from academic year 2020-2021.
- (10) If the rector and the chancellor wish to exercise their delegation powers defined in paragraph (8), section 10 and paragraph (3), section 14 simultaneously with the effective date of the present Regulations, they are required to publish their relevant decision until the effective date of the present Regulations.
- (11) The present Regulations shall be managed by the Student Service Directorate.
- (12) To access and/or to download the present Regulations, please visit the website of the Rector's Cabinet:
https://rektori.bme.hu/content/szabalyzatok_0
- (13) To access and/or to download the present Regulations, please visit the website of the Chancellery: <https://hszi.bme.hu/juttatasok/szabalyzatok/>

53. §

Temporary provisions

- (1) In case scholarships/grants defined in chapter III or applications for accommodation in a residence hall are published prior to the effective date of the present Regulations, they shall be

handled pursuant to the provisions of the Regulations on Student Fees and Benefits in effect at the time of the publication of such applications.

Budapest, June ...th 2019

Budapest, June ...th 2019

Dr. János Józsa
rector

Attila Bertalan Kotán
chancellor

Consented by

Budapest, June ...th 2019

Tibor Endre R. Nagy
BME EHK

ANNEXES:

- 1. Annex 1 – Residence hall fees**
- 2. Annex 2 – Extra administration fees payable by students**
- 3. Annex 3 – Point systems and procedures regarding grants based on social needs**
- 4. Annex 4 – Point system for the admission to residence halls**

ANNEX 1 – RESIDENCE HALL FEES

1. Table 1 – Residence hall fees

	Monthly fee for state-funded students	Monthly fee for self- financed students	Monthly fee for senior residence hall mentors
Category I	HUF 9320	HUF 20970	HUF 9320
Category II	HUF 11650	HUF 23300	HUF 11650

ANNEX 2 – EXTRA ADMINISTRATION FEES PAYABLE BY STUDENTS

1. §

Extra administration fees payable by students

- (1) Students are required to pay extra administration fees in the following cases:
- a) Pursuant to paragraph (6), section 123 of the Senate Resolution X/10/2015-2016 (11/07) on the Code of Studies and Exams of BME (hereinafter “TVSZ”), in case of a third or any additional (partial) exam, comprehensive exam taken in the same subject, HUF 4500 as extra administration fee shall be payable,
 - b) pursuant to paragraph (4), section 99 of the TVSZ, students who established their student status after September 1st 2012 shall pay HUF 4500 as extra administration fee per course for each subject for which they do not register for the first time, except for the courses which do not require any educational resources (traineeships, comprehensive exams, exam course according to point c), paragraph (8), section 34 of the TVSZ),
 - c) students who established their student status before September 1st 2012 shall pay HUF 4500 as extra administration fee per course for each subject they registered for but did not complete,
 - d) pursuant to paragraph (7), section 120 of the TVSZ, students shall pay HUF 5500 as extra administration fee in case of any unexcused absence for a (partial) exam, comprehensive exam,
 - e) pursuant to paragraph (2), section 177 of the TVSZ and paragraph (3), section 239 of the TVSZ, students shall pay HUF 5500 as extra administration fee in case of the overdue submission of their work plan,
 - f) pursuant to paragraph (8), section 122 of the TVSZ, students shall pay HUF 4500 as extra administration fee in case of the second retake, upgrade of summative evaluations,
 - g) student shall pay HUF 500 for each type of data in case of the overdue provision of any required data,
 - h) pursuant to paragraph (2), section 122 of the TVSZ, students shall pay HUF 2500 as extra administration fee in case of the submission of any home assignment, drawing, work of art or other student work after the date defined in the subject or course requirements,
 - i) pursuant to paragraph (7), section 56 of the TVSZ, students shall pay HUF 5500 as extra administration fee in case of late enrolment,
 - j) pursuant to paragraph (4), section 57 of the TVSZ, students shall pay HUF 5500 as extra administration fee in case of ex post activation of their semester,
 - k) pursuant to paragraph (3), section 103 of the TVSZ, students shall pay HUF 5500 per course as extra administration fee if a subject or course is registered for or signed off in ex post manner at the student’s request, due to the student’s fault.
- (1) Students shall pay late payment extra administration fees if they fail to pay the residence hall fee or the fees defined in points a)-h) in paragraph (1) by their due date. Such late payment fee shall be HUF 1400.

2. §

Procedures regarding the extra administration fees

- (1) These fees shall be levied by
- a) the student’s data controller in case of points a)-g), paragraph (1), section 1,

- b) the relevant educational organisational unit in case of point h), paragraph (1), section 1,
 - c) the student in case of points i)-k), paragraph (1), section 1,
 - d) the student's data controller in case of the late payment extra administration fees, not including the late payment of the residence hall fee where the fee shall be levied by the Residence Hall Directorate of BME's Chancellery.
- (2) The extra administration fees shall be levied as follows:
- a) in case of point a), paragraph (1), section 1, within one working day,
 - b) in case of points b)-d), paragraph (1), section 1, until March 15th for the autumn semester and until October 15th for the spring semester,
 - c) in case of points e)-h), paragraph (1), section 1, within 8 days following the retake, delayed completion period,
 - d) in case of points i)-k), paragraph (1), section 1, at the submission of the request,
 - e) in case of paragraph (2), section 1, within 15 days following the due date but no later than the issue of the leaving certificate.
- (3) The due date of the payment of the fees shall be as follows:
- a) in case of point a), paragraph (1), section 1, 3 days following the date when they are levied,
 - b) in case of points b)-h), paragraph (1), section 1, 15 days following the date when they are levied,
 - c) in case of points i)-k), paragraph (1), section 1, at the submission of the request,
 - d) in case of paragraph (2), section 1, 15 days following the date when they are levied.
- (4) The assessment of the requests shall be subject to the preliminary payment of the fees defined in points i)-k), paragraph (1), section 1.
- (5) Students shall have the right to seek legal remedy regarding the fees not determined and levied by the students pursuant to the provisions of Chapter X of the TVSZ.

ANNEX 3 – POINT SYSTEMS AND PROCEDURES REGARDING GRANTS BASED ON SOCIAL NEEDS

1. § Definitions:

- (1) For the purpose of the present Regulations, the terms below shall have the following meaning:
- a) Orphan: an orphan as defined in the Jtr.
 - b) Income: valuable considerations acquired in any manner and form – in cash including cash equivalents and/or in non-cash assets – by a private individual from others. Non-cash assets shall, in particular, include the following:
 - ba) credit tokens (including, in particular, gift certificates, notes, bills, coupons and other instruments, which can be used as a payment instrument in exchange for the goods and/or services of one or more persons, or as an instrument that is accepted by one or more persons in exchange for any part of an existing liability);
 - bb) goods, services, securities, participation, any transferable or otherwise marketable right of value;
 - bc) debts cancelled or assumed; expenses or sums paid on behalf of a private individual;
 - bd) interest rate discount; goods or services supplied to a private individual for personal (private) use, free of charge or at a discount rate.
 - c) Income producer: income producer as defined in the Jtr.
 - d) Supporter: Supporter means self-sustained persons, the income producers and every person who lives in the household but is not a dependent person;
 - e) Dependent:
 - ea) Dependent including student dependent means a person who has not turned 25 until the beginning of the period reviewed in the application and
 - aa) is not yet a school-age child;
 - ab) is a person participating in full-time public education;
 - ac) is a person studying in higher education with a full-time active status (not including doctoral student status) or
 - ad) is a person participating in a full-time government-funded training programme (OKJ).
 - eb) Dependent including non-student dependent means a person
 - eba) living with a severe disability or a chronic illness;
 - ebb) receiving care allowance or
 - ebc) in legal custody or under the control of a caregiver.
 - f) Half-orphan: half-orphan as defined in the Jtr.
 - g) Self-sustained person: a person maintaining an economically independent household whose subsistence is not supported by their family in any form, including living, travel and food costs;
 - h) Disabled person: a person classified in category B1, B2, C1, C2, D or E based on their health status defined in decree 7/2012 (14/02) of the Ministry of Human Capacities on the detailed rules of the complex classification.
 - i) Person living with severe disabilities or chronic illnesses: a person defined as a person with a severe disability or chronic illness in Act LXXXIV of 1998 on family support.

1. POINT SYSTEM RELATED TO THE REGULAR GRANTS BASED ON SOCIAL NEEDS AND THE INITIAL AID

2. §

Point system related to the regular grants based on social needs and the initial aid

- (1) The assessment of the social status of students applying for a regular grant based on social needs, initial aid (hereinafter “applicant”) shall be based on the following:
 - a) the per capita income of the applicant and other persons living in the same household as defined in paragraphs (2)-(5);
 - b) the distance between the place of training and the applicant’s home address, travel time and costs as defined in paragraph (5); and
 - c) the applicant’s personal circumstances as defined in paragraphs (9) and (10);
 - d) the personal circumstances of persons living in the same household as the applicant as defined in paragraph (11).
- (2) For the purpose of the application, the per capita net household income shall include all the amounts collected by the household with the exception of the following:
 - a) in case of self-sustained applicants, the Student Loan, the Bursa Hungarica Grant, the doctoral scholarship, the academic scholarship, regular and extraordinary grants based on social needs, the initial aid, the family allowance, aid received on the basis of disadvantaged status, disability aid;
 - b) in case of dependent applicants, the Student Loan, the Bursa Hungarica Grant, all grants/scholarships received from higher education institutions, the family allowance, aid received on the basis of disadvantaged status, the disability aid paid to the members of the household and the income of student dependents.
- (3) The per capita monthly net income based on the income of the members of the household shall be based on the average income of the last six months in case of regular monthly income and on one-twelfth of the total income collected in the last six months in case of irregular income.
- (4) The applicant shall be assigned the following points based on the per capita monthly net income of the applicant’s household:

from	to (HUF)	poin
0	40000	50
40001	40800	49
40801	41600	48
41601	42400	47
42401	43200	46
43201	44000	45
44001	44800	44
44801	45600	43
45601	46400	42
46401	47200	41
47201	48000	40
48001	48800	39
48801	49600	38
49601	50400	37

from	to (HUF)	points
60001	60800	24
60801	61600	23
61601	62400	22
62401	63200	21
63201	64000	20
64001	64800	19
64801	65600	18
65601	66400	17
66401	67200	16
67201	68000	15
68001	68800	14
68801	69600	13
69601	70400	12
70401	71200	11

50401	51200	36
51201	52000	35
52001	52800	34
52801	53600	33
53601	54400	32
54401	55200	31
55201	56000	30
56001	56800	29
56801	57600	28
57601	58400	27
58401	59200	26
59201	60000	25

71201	72000	10
72001	72800	9
72801	73600	8
73601	74400	7
74401	75200	6
75201	76000	5
76001	76800	4
76801	77600	3
77601	78400	2
78401	79200	1
79201	80000	0
80001	$80001+n \times 800$	$n \times (-1)$

- (5) If the applicant's income may not be authentically determined, the ESZB – based on the supporting documents submitted to provide for missing information – shall assign the points in paragraph (4) to all the income of the applicant and persons living in the same household (including the income defined in points a) and b) of paragraph (2)).
- (6) Applicants shall be assigned the following points based on the distance between the place of training and their home address:

from	to	points
Budapest		0
0 km	50 km	2
50 km	100 km	3
100 km	150 km	4
150 km	200 km	5
200 km	250 km	6
250 km	300 km	7
above 300 km		8

- (7) Based on their place of residence, applicants shall be assigned the following points:
- a) applicant lives at permanent home address **0** point;
 - b) applicant lives in a residence hall **3** points;
 - c) applicant lives at another place as a result of a rejected application for accommodation in a residence hall **7** points;
 - d) applicant lives at another place of residence **0** point
- (8) Points in paragraph (6) may only be assigned to applicants if they have at least one closed active semester with the University. If such applicants were provided with accommodation in a residence hall, they shall be assigned the points defined for placement in a residence hall. If their application for accommodation in a residence hall was rejected in the semester preceding the assessment and they live in another residence hall, dormitory or in rented lodgings, they shall be assigned the points in point c) of paragraph (7). If the situations in points b) and c) of paragraph (6) apply simultaneously, the points in point c) of paragraph (6) shall be assigned.
- (9) Based on their own status, applicants shall be assigned the following points:
- a) in case of orphan applicants **17** points;
 - b) in case of half-orphan applicants or if one of the parents is unknown **11** points;
 - c) in case of applicants living with severe disabilities or chronic illnesses, for each illness **13** points;

- d) in case of the applicant's own chronic illness, based on the severity of the illness and the regular health expenses related to such illness, **0-10** points (the exact value shall be determined by the ESZB based on the expenses incurred);
 - e) in case of the applicant's own disability, based on the degree of the disability and the regular health expenses related to such disability, **0-13** points (the exact value shall be determined by the ESZB based on the expenses incurred);
 - f) in case applicants have children of their own who live in the same household **10** points per each child;
 - g) in case of self-sustained applicants **8** points.
- (10) Points defined in paragraph (4), point g) of paragraph (9), points a) and g) of paragraph (10) and points b) and g) of paragraph (8) may not be assigned in combination.
- (11) Based on the status of persons living in the same household, applicants shall be assigned the following points:
- a) in case of orphans **5** points;
 - b) in case of half-orphans or if one of the parents is unknown **3** points;
 - c) in case of persons living with severe disabilities or chronic illnesses, for each illness **9** points;
 - d) in case of the chronic illness of a person living in the same household, based on the severity of the illness and the regular health expenses related to such illness, **0-7** points (the exact value shall be determined by the ESZB based on the expenses incurred);
 - e) in case of a disabled person, based on the degree of the disability and the regular health expenses related to such disability, **0-9** points (the exact value shall be determined by the ESZB based on the expenses incurred);
 - f) in case of divorced parents or one-parent families **7** points (even if the applicant is the parent);
 - g) in case of children under school age, persons studying in a public and higher education and full-time OKJ training programme, points based on the following table shall be assigned (in case of participation in more than one training programme, the student status with the highest points shall be considered and passive student status may not be considered):

Form of education	points
Under school age	7
Elementary school	7
Full-time secondary school, secondary level vocational	7
Higher education, full-time (excluding doctoral	7
Part-time secondary school, secondary level vocational	3
Correspondence secondary school, secondary level	3
Higher education, part-time training	3
Higher education, correspondence training (excluding	3
Full-time OKJ training	7
Part-time OKJ training	3
Doctoral student status	0

If the number of persons living in the same household as the applicant who

- ga) are under school age,
- gb) attend elementary school,
- gc) attend secondary school full-time
- gd) participate in full-time secondary level vocational training and

- ge) participate in higher education, full-time (excluding doctoral programmes) or
 - gf) participate in a full-time OKJ training,
- is more than two in a household, **2 points** shall be assigned for each additional (i.e. above two) persons studying in any of the above listed forms of education per each person (i.e. in total **5 points** per person in addition to the points received).
- (12) If the parent living in the same household as the applicant remarried or has a live-in partner, the applicant is not entitled to be assigned the points in point f) of paragraph (11). Points in point b) of paragraph (9) and point f) of paragraph (11) may not be assigned in combination.
 - (13) The maximum number of points received based on points c)-e) of paragraph (9) and points c)-e) of paragraph (11) shall be **20**. In case of the same illness, points may only be assigned based on point e) of paragraph (9) and point e) of paragraph (11) out of points d) and e) of paragraph (9) and points d) and e) of paragraph (11) and no additional points may be granted based on point d) of paragraph (8) and point d) of paragraph (11). In case of the same illness, points may only be assigned based on point c) of paragraph (9) and point c) of paragraph (11) out of points c) and d) of paragraph (9) and points c) and d) of paragraph (11) and no additional points may be granted based on point d) of paragraph (9) and point d) of paragraph (11).
 - (14) The applicant's total need-based eligibility score shall be the combined number of points based on paragraphs (1)-(13).

3. §

Procedures related to the regular grants based on social needs and the initial aid

- (1) Until June 30th prior to the specific semester, the ESZB shall publish the call for applications for regular grants based on social needs and the initial aid as well as the list of documents required to be attached (hereinafter "list of supporting documents").
- (1) Following the publication of the call for applications and the list of supporting documents, the ESZB shall allow at least 21 days prior to the registration week for the submission of electronic applications, via the Integrated Social System (hereinafter "ESZR").
- (2) The hard copies of the supporting documents attached to the electronic applications must be presented in person during the procedure. The presentation of the hard copies of the required supporting documents shall be allowed by the ESZB for a minimum of 10 days, until the second day of the second week of the study period (hereinafter "presentation period"). Presentation dates and locations shall be announced by the ESZB in cooperation with the faculty student representations. The number of the presentation dates announced shall be at least the number of applications submitted to a specific faculty multiplied by one and a half.
- (3) The pre-evaluation of the applications submitted online including the procedure to require the submission of missing documents and the assessment of the social situation during the presentation of hard copy documents shall be performed the reviewers pursuant to the ESZB's regulations.
- (4) Following the presentation period and the determination of the social points of the complete and accurate applications by the reviewers, the ESZB shall define the following until the end of the second study week, based on the amount of the normative funding available:
 - a) the maximum score above which applicants may not receive any additional points;
 - b) the minimum score below which applicants may not receive any grants or the initial aid; and

- c) the amount of grants allocated to scores between the maximum and minimum score defined in points a) and b).
- (5) With regard to point b) of paragraph (5), the amount of the regular grant and the initial aid may not be lower than the amount defined in the Jtr.
- (6) Following the determination of the maximum and minimum scores and the per-point-amount, the ESZB shall define, based on the social points of the applicants, the grants assigned to the specific social points, rounded up to HUF 100.
- (7) The ESZB shall publish the preliminary results in the ESZR until the end of the second study week. Objections to these preliminary results may be made with the ESZB via the ESZR within the time frame defined in the call for applications. These objections shall be evaluated by the ESZB.
- (8) Following the evaluation of the objections, the ESZB shall publish the final results via the ESZR until the end of the third study week at the latest. Objections to the final results may be submitted to the ESZB in the first instance within the time frame defined in the call for applications. The entity acting in the second instance in connection with the objections – based exclusively on requests submitted via the TR – shall be the Student Appeal Panel pursuant to Chapter X of the BME TVSZ.

2. POINT SYSTEM AND PROCEDURES RELATED TO THE EXTRAORDINARY GRANT BASED ON SOCIAL NEEDS

4. §

The point system related to extraordinary scholarships based on social needs

- (1) Points assigned for the birth of the applicant's own child: **50 points.**
- (2) Additionally, depending on the per capita application-specific monthly net income, points based on the following table may be assigned with regard to the higher number of persons in the household:

	percentage rate of decrease compared to the previous per capita net income per capita net income based on the increased number of persons in the household	20-39 %	40-59 %	60-79 %	above 80%
		a)	b)	c)	d)
1)	HUF 0 – HUF 39 999	50	50	50	50
2)	HUF 40 000 –HUF 59 999	45	50	50	50
3)	HUF 60 000 – HUF 79 999	30	40	45	50
4)	HUF 80 000 – HUF 99 999	15	25	30	35
5)	HUF 100 000 – HUF 119 999	0	10	15	20
6)	above HUF 120 000	0	0	0	0

- (3) At the birth of a child living in the same household as the applicant, depending on the per capita application-specific monthly net income, points based on the following table may be assigned with regard to the higher number of persons in the household:

	percentage rate of decrease compared to the previous per capita net income per capita net income based on the increased number of persons in the household	20-39 %	40-59 %	60-79 %	over 80%
		a)	b)	c)	d)
1)	HUF 0 –HUF 39 999	50	50	50	50
2)	HUF 40 000 –HUF 59 999	45	50	50	50
3)	HUF 60 000 – HUF 79 999	30	40	45	50
4)	HUF 80 000 – HUF 99 999	15	25	30	35
5)	HUF 100 000 –HUF 119 999	0	10	15	20
6)	above HUF 120 000	0	0	0	0

- (4) Points assigned in case of the death of a parent or supporter living in the same household: **100 points**
- (5) Points assigned in case of the death of a person living in the same household but not supporting the applicant: **75 points**
- (6) Points assigned in case of the death of a parent, sibling or own child not living in the same household: **50 points**
- (7) Points based on the following table may be assigned in case of an unexpected loss in the applicant's household, in the per capita application-specific monthly net income:

	percentage rate of decrease compared to the previous per capita net income per capita net income based on the different income status	20-39 %	40-59 %	60-79 %	above 80%
		a)	b)	c)	d)

1)	HUF 0 –HUF 39 999	60	70	75	80
2)	HUF 40 000 –HUF 59 999	45	55	60	65
3)	HUF 60 000 – HUF 79 999	30	40	45	50
4)	HUF 80 000 – HUF 99 999	15	25	30	35
5)	HUF 100 000 – HUF 119 999	0	10	15	20
6)	above HUF 120 000	0	0	0	0

- (8) Points based on the following table may be assigned in case of an unexpected decline in the health status, depending on the expenses related to the illness or the decline in the health status and the per capita income:

	percentage rate of decrease compared to the previous application-specific per capita net income based on the different income status and expenses	20-39 %	40-59 %	60-79 %	above 80%
		a)	b)	c)	d)
1)	HUF 0 –HUF 39 999	60	70	75	80
2)	HUF 40 000 –HUF 59 999	45	55	60	65
3)	HUF 60 000 – HUF 79 999	30	40	45	50
4)	HUF 80 000 – HUF 99 999	15	25	30	35
5)	HUF 100 000 – HUF 119 999	0	10	15	20
6)	above HUF 120 000	0	0	0	0

- (9) If the situations in points 7 and 8 apply simultaneously, only the points in paragraph 7 may be assigned.
- (10) The following points may be assigned in case of an unexpected decline in the health status based on the severity of the illness:

	Health condition	applicant	person living in the household
		a)	b)
1)	chronic illness	0-10 points	0-7 points
2)	severe disability or chronic illness	13 points	9 points
3)	disability	0-13 points	0-9 points

- (11) The ESZB shall determine the points for each specific illness.
- (12) The following points may be assigned in case of an unexpected event affecting the social status and the household expenses: **0-100 points.**

- (13) Wedding: **0 point.**
(14) In case of the termination of funding from another institution/organisation, the conditions and terms of which are predetermined: **0 point.**

5. §

Procedures related to the extraordinary grants based on social needs

- (1) The call for applications for the extraordinary grants based on social needs for the specific semester and the related list of supporting documents shall be published by the ESZB until June 30th prior to the specific semester.
- (2) Applications for an extraordinary grant based on social needs may be submitted until the due date defined in paragraph (11), section 15 of the TJSZ. Applicants may submit more than one valid application within one semester if several unexpected events affect their social status but only one application is allowed for each of these events. In case of events in a cause and effect relationship, applicants may submit only one application.
- (3) The maximum score in one application for an extraordinary grant based on social needs is 100.
- (4) The ESZB shall evaluate the applications complying with all formal criteria within 30 days and determine the amount of the grant to be paid, rounded up to HUF 1000. In case of an application not complying with all formal criteria, the applicant shall be informed about the missing information and documents via the registered communication channel and shall be allowed 15 working days following the notification to provide for such missing information and documents.
- (5) Following the evaluation of the applications, the ESZB shall inform applicants about the results via the registered communication channels within 5 working days.
- (6) The entity acting in connection with complaints about the results – based exclusively on legal remedy requests submitted via the TR – shall be the Student Appeal Panel pursuant to Chapter X of the BME TVSZ.
- (7) The points collected at the application for an extraordinary grant based on social needs may also be used in the admission procedure to a residence hall in order to get a better position on the waiting list, with regard to the following criteria:
 - a) in order to get a better position on the waiting list, an application for an extraordinary grant based on social needs shall be submitted within two months following the event causing an unexpected decline in the student's social status;
 - b) a better position on the waiting list shall be granted based on an unexpected decline in the social status confirmed in the application for an extraordinary grant based on social needs to be evaluated by the ESZB pursuant to the point system in the present document.
 - c) Following the evaluation of the applications, the ESZB shall make recommendations to the EHK on the number of positions the applicant should be moved up on the waiting list.
 - d) In case several applicants are put in the same position on the waiting list, the ESZB shall propose to position the students in the following order with regard to the criteria below.
- (8) Based on their score in the application for an extraordinary grant based on social needs, applicants shall be positioned in decreasing order on the waiting list.
- (9) Applicants shall be repositioned based on their original position on the waiting list.

6. §
The application process

- (1) Applications shall be submitted in hard copy format in the EHK's office (Building K, I/61) during their opening hours.
- (2) For a valid application, the supporting documents confirming the circumstances defined in section 4 shall be submitted in addition to the data sheet, preferably completed electronically.

ANNEX 4 – POINT SYSTEM FOR ADMISSION TO RESIDENCE HALLS

1. §

Residence hall admission categories

- (1) Applications for admission to a residence hall shall be classified into the following categories:
 - a) students in bachelor's or one-tier programmes starting their first active semester (hereinafter "First semester students");
 - b) students in master's programmes starting their first active semester in Hungary (hereinafter "First semester master students");
 - c) students in bachelor's, master's or one-tier programmes starting at least their second active semester (hereinafter "Non first semester students");
 - d) doctoral students; and
 - e) (senior) residence hall mentors.
- (2) During the application procedure, faculty student representations (hereinafter "KHK") may divide the categories listed above into sub-categories in their regulations including the principles of the allocation of the residence hall places of the faculty or in the call for applications, based on the following criteria:
 - a) type of training;
 - b) year;
 - c) number of credits collected; and
 - d) autonomous curricular unit.

2. §

Evaluation criteria

- (1) Applications for admission to a residence hall shall be evaluated by the decision maker independently for each category included in section 1 above, based on the scoring system defined in this section.
- (1) The scores indicated are the maximum amount of points to be assigned and the final score shall be determined based on the individual assessment of each application.
- (2) In order to compare the applications, points may only be assigned based on the results on the application data sheet, not including the academic results.
- (3) In the scoring system, rounding shall be performed pursuant to the rules of rounding, for each category independently.
- (4) In the scoring of the applications, points shall be assigned to the following categories:
 - a) academic performance;
 - b) social situation;
 - c) professional, community activities;
 - d) form of study;
 - e) sanctions imposed by disciplinary action.
- (5) With regard to the categories in points a)-c) of paragraph (4),
 - a) in case of First semester students, the admission score shall be considered but it may not exceed 500 points.
 - b) in case of applicants not included in point a), a maximum of 100 points may be assigned per category.
- (6) The form of study shall be considered as a multiplier.
- (7) The academic performance of the students,
 - a) in case of First semester and First semester master students, shall be the sub-score determined based on their standardised admission scores;
 - b) in case of Non first semester students, the academic sub-score shall be based on the (corrected) credit index calculated based on the results of the previous two active

semesters completed in Hungary. The academic sub-score of students who are completing their first active semester shall be based on the (corrected) credit index calculated based on the results of the closed semester.

- (8) The residence hall admission sub-score related to the social situation of the students shall be based on the application for a regular grant based on social needs, submitted for the specific semester in the Integrated Social System, which will be zero in case of a negative score.
- (9) The social situation of applicants may only be considered if
 - a) they specifically requested it at the submission of the admission application and the application for a regular grant based on social needs; and
 - b) they submitted a valid social application until the date defined in the residence hall admission application; and
 - c) in case of students and First semester master students, their social score defined in the Integrated Social System is higher than the minimum score in the application for a regular grant based on social needs, determined for the previous semester; and
 - d) they personally deliver their complete and accurate social applications until the date defined by the ESZB, otherwise they may lose their place in the residence hall.
- (10) The community sub-score of applicants shall be based on the score assigned at the evaluation of the scholarship for institutional professional and community activities that may be completed by a maximum of 100 points proposed by the Student Group accommodated by the EHK with regard to applicants actively engaged in the activities of Student Groups accommodated by the EHK.
- (11) If First semester master, First semester and Non first semester students have any effective (not older than 365 days) disciplinary penalty points, the percentage rate equal to the disciplinary penalty points of the residence hall admission points available in the specific category shall be deducted.
 - a) In case of a warning, 10% of the residence hall admission points available in the specific category shall be deducted.
 - b) In case of a strong warning, 25% of the residence hall admission points available in the specific category shall be deducted.
 - c) In case of exclusion, no accommodation in a residence hall shall be granted until the end of the period defined in the disciplinary resolution.
- (12) The percentage of the academic, social and community criteria to be applied in the evaluation procedure – with regard to paragraphs (8)-(11) – shall be defined by the KHK for each residence hall admission category, in the call for applications including the principles of the allocation of faculty residence hall places.

3. §

Allocation of the residence hall places available to students

- (1) Doctoral students shall be placed in a residence hall if they submit a valid application and they are not excluded from accommodation in a residence hall by a disciplinary resolution.
- (2) Foreign students holding a ministerial scholarship shall be placed in a residence hall if they submit a valid application and they are not excluded from accommodation in a residence hall by a disciplinary resolution.
- (3) Places in residence halls shall be allocated as follows: at least 20% of the available places shall be granted to Non first semester students
 - a) achieving the highest score in the sub-category defined in point a), paragraph (5), section 2;
 - b) at least 5% of the available places shall be granted to Non first semester students achieving the highest score in the sub-category defined in point b), paragraph (5), section 2; and

- c) maximum 10% of the available places shall be granted to Non first semester students achieving the highest score in the sub-category defined in point c), paragraph (5), section 2.

4. §

Students completing a semester in a foreign country or at another university in Hungary

- (1) Following a period of study in an EEA member state,
 - a) the academic sub-score of students shall be defined based on the academic performance of the active semesters preceding the semester completed in a foreign country or at another university;
 - b) the (sub)-score related to the social situation shall be defined based on the period in the call for applications for a regular grant based on social needs for a specific semester;
 - c) community activities shall be evaluated based on the performance in the semester preceding the semester completed in a foreign country or at another university in Hungary.
- (2) If applicants do not have an active semester preceding their studies in a foreign country, they shall be regarded for the purpose of the application as First semester or First semester master students depending on the level of their training.