

## **CHAPTER I. General provisions**

### **1. §**

(1) The scope of the Regulations shall cover:

- a) individuals (hereinafter referred to as students) pursuing studies at programmes offered by the University (Vocational Higher Education, Bachelor's, integrated, undivided programmes, Master's, specialised further training, PhD), in student status, participating at full time and part-time trainings in any form of financing,
- b) active foreign students subject to the same evaluation as Hungarian students pursuant to legislation or international agreement,
- c) students establishing a visiting student status with the University, for the period of their studies at the University,
- d) decision-making and other administrative employees of the University responsible for benefits and compensation within the scope of the Regulation.

(2) Issues concerning the student hostels and not provided for in these Regulations shall be dealt with in the Student Hostels Regulations.

(3) Titles and rates of benefits and compensations potentially received or payable by students are specified in this set of Regulations.

(5) A student from any member state of the European Economic Area or any other country partaking in the Agreement on the European Economic Area or according to the contract with the European Community and the Member States holds an equivalent status in respect of the free movement of persons shall enjoy equal rights and take on equal obligations with Hungarian university students with regards to payable charges and received benefits.

(6) <sup>1</sup>For students participating in the Stipendium Hungaricum scholarship programme, those arriving in the framework of the Food and Agriculture Organization of the United Nations (FAO), as well as those assuming student status via the Erasmus+, Annex 6 and 8 of vol. III. (Students' obligations) of the Organisational and Operational Regulations referring to international students shall be authoritative.

(7) Any student with foreign citizenship not falling under those laid down in Sections 5 and 6 is entitled to benefits specified in the education contract concluded at the beginning of studies, also, the student is liable to pay the fees described in the same document.

(8) Fees payable in other frameworks than student status are provided for in a special set of regulations.

### **Acting Bodies**

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<sup>1</sup>Módosítva a 27/2016. (V. 26.) számú Szenátusi határozattal, hatályos 2016. július 1-től.

### 3. §

(1) Bodies with the power of decision in cases concerning students' benefits and compensations:

- a) the Rector,
- b) the Head of the Faculty (Dean),
- c) the Faculty Council,
- d) the Faculty Student Welfare Committee (DJB),
- e) the Hostel Committee,
- f) the Directorate of Student Affairs,

(2) In decisions involving financial, economic and legal consequences the approval of the Chancellor is needed.<sup>2</sup>

### **Possibility of Complaint or Appeal**

#### **4. §**

(2) Pursuant to the provisions of the Organisational and Operational Regulations vol. III., Students' Obligations, students have the right to lodge a request for review against any decision, measure or default (hereinafter referred to as decision) made by the head of the faculty with reference to the infringement of provisions related to their student status.

(17) <sup>3</sup>The preparation of the payment of awarded monthly benefits is the responsibility of the Neptun Team. The data for the payment – with the signatures of the payees – shall be delivered to the Team by the decision-maker not later than the last day of the month prior to the transfer. If the data are delivered to the Neptun Team after the deadline laid down in this section, Kaposvár University cannot take responsibility for the transfer of the benefit(s) on 7th of the subject month.

### **Hostel accommodation**

#### **22/A. §**

(1) Entitlement for hostel accommodation shall be established for the active semester (5 months).

(2) The hostels supply accommodation for the students of the University during the semesters and the exam period as well as the periods of fulfilling study requirements laid down in training and output requirements and the curricula. In other periods accommodation is regulated by special provisions.

### **The support order of foreign citizens' studies in Hungary**

#### **32. §**

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<sup>2</sup>Nftv. 13/A. § (2) bekezdés b) pont.

<sup>3</sup> A bekezdés beiktatva az 51/2016. (VI.28.) számú Szenátusi határozattal, hatályos 2016. június 28-tól.

(1) Every citizen of Hungary has the right to be educated in institutes of higher education according to conditions specified in the legislation on national higher education in programmes supported by Hungarian state scholarship, part scholarship (hereinafter together referred to as Hungarian state (part)scholarship) or self-financed. This right also applies to

*a)* persons with the right of freedom of movement and residence according to the special law,

*b)* persons not falling under item *a)* that is homeless, refugee, asylum seeker, admitted, immigrant, established living in Hungary,

*c)* foreign citizen subject to the same evaluation as citizens of Hungary pursuant to an international agreement,

*d)* citizens of countries where Hungarian citizens, based on the principle of reciprocity, are entitled to higher education in the given country,

*e)* persons falling under the power of law on Hungarian ethnics residing in neighbouring countries (hereinafter referred to as Benefit Law), but without Hungarian citizenship or the right of freedom of movement and residence,

*f)* third country citizens declared ethnic Hungarian according to the act on the arrival and residence of third country citizens unless falling under the power of the Benefit Law or holding Hungarian citizenship,

*g)* third country citizens holding a permit for high qualification employment and residence (EU blue card),

*h)* third country citizens holding complex permits.

(2) Individuals not mentioned in Section (1) may pursue education only in self-financed form.<sup>4</sup>

(3) For students participating in trainings based on a bilateral international agreement at government accredited institutes of higher education – except students in PhD programmes with Hungarian state scholarship – the Minister for Education donates a scholarship. The scholarship is paid for ten or twelve month annually.<sup>5</sup>

(4) The monthly amount of the ministerial scholarship equals

*a)* 34% of the annual amount of students' grant specified in the budget law in the case of students participating in other Bachelor's and Master's programmes,

*b)* one twelfth of the annual amount of the grant established for this purpose in the budget law in the case of students in PhD programmes.<sup>6</sup>

(5) The ministerial scholarship is paid by the University.<sup>7</sup>

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<sup>4</sup>Nftv. 39. § (2)

<sup>5</sup>R. 26. § (1)

<sup>6</sup>R. 26. § (2)

(6) Non-Hungarian citizen students participating in state-financed Bachelor's and Master's programmes and in PhD programmes in Hungary, whose entitlement is provided in a bi- or multilateral agreement shall receive 12 months' hostel accommodation. Non-Hungarian citizen students participating in self-financed education in Hungary based on a bi- or multilateral international agreement are entitled to twelve months' hostel accommodation financed from the ministerial scholarship.<sup>8</sup>

(7) Institutes of higher education are informed about individuals pursuing education in Hungary in the framework of an international agreement by the Balassi Institute.<sup>9</sup>

(8) Students under the Benefit Law participating in state-financed programmes at state-accredited institutes of higher education – except students in state –financed PhD programmes – may receive a 10 months' grant from the Minister for Education.<sup>10</sup>

(9) The monthly amount of the ministerial scholarship equals 15% of the student grant specified in the budget law.<sup>11</sup>

(10) The scholarship is awarded by ways of applications. The procedure is the responsibility of the Balassi Institute.<sup>12</sup>

(11) Non-Hungarian citizen students participating in self/state financed programmes – except students dealt with in Section (3) – may apply for a scholarship donated by the Minister for Education in every academic year. The individuals with third country citizenship supported with ministerial scholarship based on an international agreement are not under the obligations related to the Hungarian state scholarship specified in Nftv during the period supported with the ministerial scholarship.<sup>13</sup>

(12) The grant - within the frameworks established in the budget law – is put up for applications by the Minister for Education and applications are processed by the Balassi Institute.<sup>14</sup>

(13) Proposals are evaluated on the basis of the available budget allocation and the applicants' academic achievements.

(14) Applications shall be submitted to the Directorate of Student Affairs. Proposals are ranked by the Directorate on the basis of recommendations from the Dean and the Student Union of the Faculty concerned and forwarded to the Balassi Institute. The Minister for Education decides on the proposals taking the ranking and the principles described in Section (13) into consideration – consulting with experts if necessary.

(15) The call for proposals is published by the Ministry of Human Resources on its homepage and transmits it to every institute of higher education.

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<sup>7</sup>R. 26. § (3)

<sup>8</sup>R. 26. § (4)

<sup>9</sup>R. 26. § (5)

<sup>10</sup>R. 26/A. § (1)

<sup>11</sup>R. 26/A. § (2)

<sup>12</sup>R. 26/A. § (3)

<sup>13</sup>R. 27. § (1)

<sup>14</sup>R. 27. § (2)

## Students' wages

### 34. §

(1) Students are allowed to work based on a student's labour contract:

*a)* on a practice session or practical training organised within the frameworks of the training programme and as part of the training in the institute, a commercial entity established by the institute or an external training place,

*b)* not directly related to the training programme, in the institute of higher education or a commercial entity established by the institute of higher education.<sup>15</sup>

(2) Students are allowed to perform work for student wages if they have concluded a work contract described in Annex (4) of this set of regulations. The employment of students performing work based on a student work contract shall be subject to the provisions of the Labour Code. On establishing the rules of student work contracts, the government may set easier conditions for students than those in the Labour Code.<sup>16</sup>

(3) Students may be entitled to wages and in case of a continuous training programme reaching the length of six weeks or practical training part of a dual programme they definitely are entitled to wages the amount of which shall be minimum 15% of the obligatory lowest labour wages per week. The wages – unless otherwise provided in a special agreement – shall be paid by the training site.<sup>17</sup> The Faculty and the commercial entity may conclude an agreement for the organisation of the practical training, based on which the University may pay the wages to the student.

(3a) <sup>18</sup>Practical training organised in the frameworks of the training programme or part of the training – pursuant to Section (1) item a) – may take place at budgetary authorities without a labour contract or wages.<sup>19</sup>

(4) The entity organising the practical training shall take out liability insurance for the benefit of the student participating in vocational higher education.<sup>20</sup>

(5) Doctoral students' participation in the teaching and research activities of the University is also related to obligations derived from the student status. The work is done based on a PhD student work contract. The time of the work performed this way – in the average of a semester – must not exceed 50% of the total weekly worktime. Students' schedules shall be set in a way that students can meet their exam requirements and prepare for them. Based on the PhD work contract, student wages are paid, the minimum monthly amount of which shall reach the lowest obligatory work pay (minimum wage).<sup>21</sup> For disputes arising from the PhD work contract, regulations for settling labour disputes shall apply.

(1) According to provisions laid down in this set of Regulations, the University may establish fees on the basis of the following items:

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<sup>15</sup>Nftv. 44. § (1)

<sup>16</sup>Nftv. 44. § (2)

<sup>17</sup>Nftv. 44. § (3)

<sup>18</sup> A bekezdés beillesztve a 27/2016. (V.26.) számú Szenátusi határozattal, hatályos 2016. július 1-től.

<sup>19</sup>Nftv. 44. § (3a)

<sup>20</sup>Nftv. 44. § (4)

<sup>21</sup>Nftv. 44. § (5)

- a) self-finance/tuition fee
- b) compensation
- c) service fee
- d) hostel accommodation fee

a) student's option non-Hungarian language teaching of knowledge in the Bachelor's and Master's curriculum established and taught in Hungarian,

b) objects produced with University equipment for students' supply, becoming the students' property (e.g. copied teaching aid),

c) use of University facilities and equipment (library, labs, IT, sport and recreation) outside the free services scope,

d) Training available over credits compulsory or legally mandated by institutions of higher education.<sup>22</sup>

(2) Pursuant to Sections (4)-(9), the Students' Obligations may levy charges for the third or further exams taken in the same subject, repeated registration for lectures, seminars, consultations, practices, field trips or failure or delay in performance of obligations specified in the Regulations. Charges per case shall not exceed 5% of the lowest possible wages (minimum wages) for full-time work.<sup>23</sup>

(3) The order of establishment of compensation fee charged on the basis of Sections (1)-(2) shall be defined in this set of regulations with the proviso that its aggregate amount – (without regard to the service described in Section (1) item a) – shall not exceed half of the self-finance cost.<sup>24</sup>

(4) Repeat and re-taken examinations fees: Third and further exams taken in the same subject students shall be charged HUF 3.000.- which students shall register for themselves in the SIS.

(5) Unjustified absenteeism from exam: students shall pay a fee unless presenting an official written certificate for the Team of Studies of the reason of absence from any exam within five days from the termination of the hindering cause. The fee is HUF 5.000.-.

(6) Fee of failure or delay in performance: For the failure of any official deadline, disclosure, until performance for a new deadline fee shall be charged. Fees are paid per item (e.g. per subject). See rates in Annex 1.

(7) Repeated issue of documents of training: Fee is due for the repeated issue of any document connected to training. See rates in Annex 1..

(8) Credit exceedance fee: Pursuant to the provisions in Nftv 49. § (2a) students are allowed, without paying self-finance costs or compensation fee, to register for courses 10% over all prescribed credits in their individual schedule, furthermore, courses taught in other languages than Hungarian for up to

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<sup>22</sup>Nftv. 82. § (1)

<sup>23</sup>Nftv. 82. § (2)

<sup>24</sup>Nftv. 82. § (3)

10% of all prescribed credits. For registering for more courses than allowed by the provisions, a compensation fee specified in Annex 1 of this set of regulations is due.

a) Over the 10% free-of-charge credit allowance a compensation fee per credit is due after the issue of the final certificate. See the rate in Annex 1.

b) <sup>25</sup>Exceedance of the credit budget and the compensation fee due shall be established by the Team of Studies after the issue of the final certificate. Levying is done by the Neptun Team within a deadline of 15 days. Payment is due until the deadline prescribed in the SIS the latest. In the case of graduating students, payment is a condition of issue of the pre-degree certificate.

(9) The use of University facilities (library and basic librarian services, laboratories, IT, sport and leisure facilities) and their equipment qualify as free within a specified scope according to the rules of the facilities in question. For use over the free services, fees established by the facilities are due.

(10) For other services not connected to the performance of academic requirements laid down in training and output obligations or in the curricula – with the approval of the University Student Union – according to those described in the table in Annex 1 – other fees may be established. Students may be required to pay these fees only if they use these services.

## Self-Finance/Compensation

### 37.§

(1) If a student participates in a self-financed/compensation programme, they are charged self-finance for those laid down in 81. § (1)-(2)<sup>26</sup>, and compensation for those laid down in 39. § (1)-(2).<sup>27</sup>

(2) <sup>28</sup>The amount of self-finance/compensation shall be established by the Chancellor on the basis of the proposal by the Faculty concerned for a semester, within the frameworks specified by the Government.

(3) In the framework of the self-financed programme, the entire costs of the training shall be born by the students,

(4) The student and the representative of the University shall conclude a contract of education on registration. The contract sheet containing the amount of self-finance/compensation fee is available on this link: <https://neptun.ke.hu/hallgato/login.aspx>. The contract shall be stored among the personnel files for ten years after the termination of the student status.

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<sup>25</sup>Módosítva a 9/2016. (III. 24.) számú Szenátusi határozattal, hatályos 2016. március 24-től. A „Hallgatói Gazdasági Ügyek Osztálya” szövegrész helyébe a „Neptun Csoport” szöveg lép.

<sup>26</sup> Például: oktatási, tanulmányi követelmények teljesítéséhez szükséges előadások, konzultációk, foglalkozások felvétele, vizsgák, beszámolók, illetve azok ismétlése, záróvizsga letétele, szakkollégiumi foglalkozások, egyetem létesítményeinek, eszközeinek használata, hallgatói tanácsadás, képzéssel kapcsolatos valamennyi okirat kiadása.

<sup>27</sup>Nftv. 83. § (1)

<sup>28</sup> Módosítva a 27/2016. (V.26.) számú Szenátusi határozattal, hatályos 2016. július 1-től. A „- a Szenátus” szövegrész helyébe „a Kancellár” szöveg lép.

(6) The entire amount of self-finance/compensation fee shall be paid until the deadline specified in the information letter sent before the beginning of the semester.

(8) <sup>29</sup>In case of any failure in performance of expired payment obligations, students will be called by the Department of Finances to settle their backlog within 15 (calendar) days. Students failing to perform their payment obligations shall, as a legal consequence, regardless of the payment deadline – unless moratorium granted – in case of any overdue debt, outstanding payment obligations, must not register for end-of-term exams or begin exams must not register for the following semester and cannot take final exam.

(9) <sup>30</sup>Active students whose student status is terminated/deactivated after the expiry of one month from the beginning of the training period either on their own request or by the University's unilateral declaration shall pay the prorated portion of the tuition fee due for the semester. When setting the amount to be paid, the date specified in the decision terminating/deactivating the student status shall be considered. Every month started shall be taken as a full month.

(10) <sup>31</sup>Active students who have paid the full amount of tuition fee due for the semester and whose student status is terminated/deactivated after the expiry of one month from the beginning of the training period either on their own request or by the University's unilateral declaration may reclaim the prorated portion of the paid fee for the rest of the semester (calculating full months). When setting the amount to be paid, the date specified in the decision terminating/deactivating the student status shall be considered.<sup>32</sup>

(11) <sup>33</sup>Active students who apply for termination /deactivation of their student status referring to childbirth, accident, illness or other unforeseeable event, disregarding which period of the semester it is done – but the last day of the semester the latest – shall recover the full amount of the paid tuition or instalment, administration fees deducted. In the event of the student's death the entire amount of tuition fee paid shall be reimbursed.

(12) <sup>34</sup>The events of accident, illness or childbirth shall be justified with specialist's or hospital final reports.

(13) <sup>35</sup>The circumstance described in Section (11), hindering the completion of the semester shall exist for a length of time that really does not allow the completion of the semester. Furthermore, if the event referred to existed during the registration period already, students shall certify the force majeure that stopped them from withdrawing their registration. If the available documents do not justify the students' non-performance, for the reimbursement of the tuition fee or instalment those laid down in Sections (9)-(10) shall apply.

#### **Payment of fees and compensation established in this set of Regulations**

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<sup>29</sup> M3dositva a 9/2016. (III. 24.) sz3m3 Szen3tusi hat3rozattal, hat3lyos 2016. m3rcius 24-t3l. A „Hallgat3i Gazdas3gi 3gyek Oszt3lya” sz3vegr3sz hely3be a „P3nz3gyi Oszt3ly” sz3veg l3p.

<sup>30</sup> M3dositva a 27/2016. (V.26.) sz3m3 Szen3tusi hat3rozattal, hat3lyos 2016. j3lius 1-t3l.

<sup>31</sup> M3dositva a 27/2016. (V.26.) sz3m3 Szen3tusi hat3rozattal, hat3lyos 2016. j3lius 1-t3l.

<sup>32</sup> Nftv. 83. § (3)

<sup>33</sup> A bekezd3s beillesztve a 27/2016. (V.26.) sz3m3 Szen3tusi hat3rozattal, hat3lyos 2016. j3lius 1-t3l.

<sup>34</sup> A bekezd3s beillesztve a 27/2016. (V.26.) sz3m3 Szen3tusi hat3rozattal, hat3lyos 2016. j3lius 1-t3l.

<sup>35</sup> A bekezd3s beillesztve a 27/2016. (V.26.) sz3m3 Szen3tusi hat3rozattal, hat3lyos 2016. j3lius 1-t3l.

(1) Fees and compensation shall be performed by bank transfer initiated from bank accounts and online bank card payment via VPOS. Kaposvár University may allow exception from this in ad hoc cases, with special reasons and the Chancellor's written permission.

(2) For payment via VPOS any bankcard suitable for electronic payment may be used disregarding the bank. The bank card needs to be authorised for online payment.

The transaction can be initiated from Neptun SIS Finances/Payment option.

To make sure the crediting is done until the given deadline the transaction must be initiated until 12:00 the day prior to the deadline.

(3) The fee/compensation shall be transferred to account No. 10039007-00282888-00000000 of Kaposvár University held at the Hungarian Treasury. The Neptun account number indicated in the notice on Neptun SIS (e.g. 2015/N/000), due to lack of this, the student's Neptun code must in all cases be written in the description box.

## **Chapter XI.**

### **Special Rules Referring to Students participating in foreign language programmes**

#### **44. §**

(1) The Faculties may offer self-financed education in foreign language if personal and material conditions are available.

(2) Students participating in the foreign language programme are entitled to benefits described in Chapter II of this set of Regulations according to the rules referring to self-financed students.

(3) The self-financing of the students participating in the foreign language programme is set by the Faculty. For the amount of tuition and service fees payable by the students the provisions and indicated exceptions in Annex 1 shall apply. The amounts referring to the oncoming semester shall be published on the Faculty homepage in the Faculty's usual manner by 31 May of the previous academic year the latest.

(4) The amount of the fee may be calculated either in HUF or in EUR. Fees set in EUR are converted into HUF calculating with the average central rate of the previous six months on 10 December and 10 June every year. Amounts established on the basis of this shall be payable as fees to the University's account in the oncoming semester.

## **Chapter VIII.**

### **Final provisions**

#### **45. §**

(1) The Compensations and Benefits Regulations forming Annex 1 of Chapter III. of the Organisational and Operational Regulations of Kaposvár University was tabled by the Vice Rector of Studies at the 18 December 2015. session of the Senate of Kaposvár University where it was discussed and accepted in decision No. 90/2015 (XII.18.). This Regulation entered into force on 18 January 2016.

(2) By this Regulation entering into force, Annex 1. of vol. III. of the Organisational and Operational Regulations of Kaposvár University accepted by the Senate of Kaposvár University on 26 June 2014. terminated.

(4) The Regulation is available on the homepage of the institution.

(5) The amendments of this Regulation were discussed by the Senate of Kaposvár University at its session held on 24 March 2016. and were adopted in its decision No. 9/2016. (III. 24.). The amendments entered into force on the date indicated in the footnote.

(6) The amendments of this Regulation were discussed by the Senate of Kaposvár University at its session held on 26 May 2016. and were adopted in its decision No. 27/2016. (V. 26.). The amendments shall enter into force on 1 July 2016.

(7) The amendments of this Regulation were discussed by the Senate of Kaposvár University at its session held on 28 June 2016. and were adopted in its decision No. 51/2016. (VI. 28.). The amendments shall enter into force on the day of their adoption.