

Appendix of the resolution of the Senate of John von Neumann University



JOHN VON NEUMANN UNIVERSITY
The Organisational and Operational Regulations

PART THREE

STUDENTS' REQUIREMENTS

CHAPTER IV

***THE RULES FOR DETERMINING AND FULFILLING THE PAYMENT OBLIGATIONS OF STUDENTS, THE
RULES FOR THE DISTRIBUTION OF STUDENT ALLOWANCES (HEREINAFTER: FEES AND
ALLOWANCES RULES)***

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(codified as amended)

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The Senate of John von Neumann University adopts the following Fees and Allowances Regulations based on the 21. § (4) d) of the Higher Education Act of 2005, the 12. § (3) eb) of the Act CCIV of 2011 on National Higher Education, Part III Chapter IV (Students requirements system) of The Organisational and Operational Regulations in agreement with the Students' Union, and the Government Decree No. 51/2007 (III. 26) on the allowances and certain fees payable by students participating in higher education (hereinafter Fees Decree), and the Government Decree No. 87/2015 (IV.9) on the implementation of certain provisions of Act CCIV of 2011.

CHAPTER I

GENERAL PROVISIONS

1. §

- (1) The personal scope of the regulations applies to persons who are students of the University and, where expressly provided for in the regulations, to persons who have previously been students of the University's predecessors.
- (2) This Code does not apply to accommodation services provided as part of the University's ancillary activities.
- (3) The Regulations do not apply to the fees for procedures related to the student card, for which the provisions of Government Decree 362/2011 (XII.30.) on educational cards apply.

2. §

- (1) For the purposes of these rules
 - a) normal publication: publication on the University's website, including the website of the faculty,
 - b) electronic forum means the internal electronic communication system enabling direct contact between the University and the student, including the intranet and NEPTUN,
 - c) FCSC: Faculty Student Affairs Committee,
 - d) FCTSC: Faculty Credit Transfer and Studies Committee,
 - e) FSC: Faculty Students' Conference,
 - f) SEC: the Study and Examination Code, which form Chapter III of the Students' Requirements System, Part Three of The Organisational and Operational Regulations ,
 - g) NEPTUN: electronic Student Registration System
 - h) the distance of a settlement from the city of Kecskemét: the distance determined by the committee evaluating the student's application using Google's road route planner, where only the settlement of the student's place of residence and the name of the settlement of Kecskemét are used in the program.
 - i) SSC: Scientific Student Conference.
- (2) Unless otherwise provided for in these Regulations, students may exercise their right of appeal against decisions of the University under these Regulations in accordance with the general provisions of the Regulations on the Exercise of Student Rights and the Performance of Student Duties, Chapter II of the Students' requirements System, Part Three of The Organisational and Operational Regulations.

CHAPTER II
PAYMENT OBLIGATIONS RELATED TO TRAINING

3. §

General rules on fees and expenses

- (1) The students referred to in § 1 (1)-(3) of these Regulations shall pay, within the limits of the NHEA and the Fees Act, fees for expenses, services, and charges in accordance with these Regulations. No fees shall be charged to students in state financed courses.
- (2) The entitlements, conditions and rates of fees and expenses to be paid by students, the conditions for discounts and exemptions from the fees to be paid shall be established for an academic year (ten-month teaching period) by 15 June preceding the academic year at the latest and shall be published in the usual manner at the University.
- (3) The student shall pay the fees and charges specified in paragraph (1) of this Article within the prescribed time limit.
- (4) If the student fails to meet the payment obligation specified in paragraph (1) of this Article, he/she shall not be allowed to start the semester registration and the semester examinations.
- (5) Students who have not fulfilled their payment obligations to the University may not be admitted to the final examination.
- (6) Incorrect fee assessment: within 15 calendar days of the fee being assessed, the student can submit an individual application via NEPTUN application management system using the "Application for incorrect fee assessment" form, which will be assessed by the Appeals Committee within 21 calendar days.
- (7) The administrative tasks related to the fees and expenses specified in paragraph (1) of this Article shall be carried out by the Directorate for Education and Training (hereinafter DET), while the financial tasks shall be carried out by the Finance and Accounting and Controlling Office.

**Fees payable by a student enrolled in a state financed course that started before 1 September
2012**

[Paragraphs (3) - (4) of Section 125(3) - (4) of the Higher Education Act of 2005]

4. §

- (1) The student shall pay a course enrolment fee for the second and subsequent enrolment in the same subject.
- (2) A re-admitted subject is a subject that is listed as a re-admission in the student's final syllabus for the semester, after the last day of the fourth week following the beginning of the academic term.

- (3) Taking a subject by examination only is not considered to be a repeat enrolment. In this case, the provisions on the examination retake fee apply.
- (4) Amount of the repeat enrolment fee
 - a) 1500.-Ft /credit, up to a maximum of five percent of the current compulsory minimum wage per subject per full-time equivalent.
 - b) 1500.- HUF / number of hours per week, up to a maximum of five percent of the current compulsory minimum wage (minimum wage) per full-time equivalent subject,
 - c) in the case of compulsory traineeships, five per cent of the applicable statutory minimum wage (minimum wage) for full-time work.
- (5) The course enrolment fee payable by the student is levied after the end of the course enrolment period and is payable by the payment deadline specified in the levy.
- (6) The training service fees for the second and further specializations and for part-time training, which the faculties launch at their own discretion, are set by the faculties.

5. §

- (1) The student must pay a retake fee for the third and subsequent examinations (continuous assessment, examinations, and reports) in the same subject.
- (2) The examination retake fee is HUF 2.000. - for the third and subsequent retake of the same course unit.
- (3) In the case of a repeated enrolment, the number of the enrolment is counted from the first enrolment.

6. §

- (1) The student is liable to pay a default fee in the event of failure to fulfil or late fulfilment of his/her obligations under the SEC (Studies and Exams Code).
- (2) In case of failure to register, the default fee for the subsequent activation of the semester is HUF 5 000.
- (3) The amount of the default fee for failure to comply or late compliance with an administrative obligation is HUF 2 500. - per claim.
- (4) The penalty for failure to appear at the examination due to your own fault is HUF 2 500. - per examination.
- (5) Except for the cases covered by the diploma, diploma supplement and transcript of records fee, the student is obliged to pay a document fee for the second and each subsequent time for the issue and handling of any official document (in particular, the course program description, requirement, certificate, recommendation). The document fee is HUF 2 500. - per document. The documentary fee shall be assessed by means of a levy and shall be payable by the due date specified in the levy.
- (6) The payment of the late fee does not exempt you from further adverse legal consequences for failure to comply with the time limit in the cases specified by law or university regulations.
- (7) The default fee payable by the student will be assessed by way of a levy and must be paid by the due date specified in the levy.
- (8) The student may request the authentication of the original document(s) issued by the institution in connection with his/her studies (in particular the diploma, transcript of records, final examination certificate) by submitting them to the Directorate of Education and Training, for which a fee of HUF 1 000 per page is payable.

7. §

- (1) The student is required to pay an issue fee for the re-issue of diplomas, diploma supplements and transcripts, unless a more favourable condition is laid down for the student by law:
 - a) The fee for the re-issuance of bilingual diplomas issued after 1 March 2006 is HUF 30 000.-, and an additional fee of HUF 20 000. - is payable for the Hungarian and English language supplements.
 - b) The fee for the re-issuance of a Hungarian language diploma issued before 1 March 2006 is HUF 30.000.
 - c) For those who obtained a degree before 1 March 2006, a full-value diploma supplement may be issued at the student's request and expense (HUF 20 000) only if the conditions described in paragraph e) are met.
 - d) For students who are no longer students, the fee for a transcript of records in Hungarian only is HUF 20 000.
 - e) The issue of the diploma supplement is closely linked to the credit system and the operation of the electronic Student Registration System (NEPTUN), therefore a full diploma supplement can only be issued to students who are registered in NEPTUN.
- (2) The holder of a diploma may request the re-issuance of the diplomas specified in paragraph (1) of this Article in writing to the Directorate of Education and Training after payment of the diploma fee by transfer.
- (3) The Directorate of Education and Training shall execute the request within twenty-one days of the date of crediting the amount of the transfer under paragraph (2) of this Article. The certificate may be collected in person by the holder of the certificate or by his/her authorized representative, at least by a private document with full probative value.
- (4) Students must pay a fee of HUF 2.500 for the re-issuance of the semester record sheet for the courses taken in the given semester.

8. §

- (1) The student is liable to pay a fee for the learning aids produced for him/her by the University and transferred to his/her possession.
- (2) The amount of the fee referred to in point (1) of this § shall be the same as the cost price.
- (3) The fee is due on the day you receive the learning aid.

9. §

- (1) The student is obliged to pay a fee for the use of the University's facilities (library, laboratory, computer, sports and leisure facilities) and equipment other than the services provided free of charge to the student by law.
- (2) The student and the University shall conclude a contract on the use of the service, in which the content of the service, the amount of the fee payable and the due date shall be specified in detail.

10. §⁸

⁸Amended by Senate Resolution 13/2022 (26 May). Effective from 27 May 2022

- (1) The student may complete the credits that are compulsory and those that the University is obliged to provide according to the NHEA. free of charge.

Fees to be paid by the student participating in a course supported by a Hungarian state (part) scholarship

[To § 82 of the NHEA.]

10/A. §

- (1) The student participating in a course supported by a Hungarian state (partial) scholarship shall be liable to pay the fees set out in § 4 - § 10 of these Regulations, subject to the conditions set out therein.
- (2) For the purposes of § 10 (1) of these Rules, the Higher Education Act of 2005 shall also be understood to mean the NHEA.

Fees to be paid by the student studying at fee paying courses

[Paragraphs (1) - (2) of Section 126 (1) - (2) of the Higher Education Act of 2005]

11. §

- (1) Students participating in fee-based training shall pay a fee for the services specified in paragraphs (1) - (2) of Article 125 of the Act, since the training contract concluded with the University.
- (2) The amount of the fees will be determined by the Senate before the publication of the admission prospectus for the following academic year. In the absence of a decision by the Senate, the amount of the financial contribution for the academic year in question shall be published in the prospectus.
- (3) The student's obligation to pay the fees for the entire duration of the course is based on the amount of the fees published during the student's admission procedure for the course in question.
- (4) The deadline for the payment of the fees is 15th September of the first semester of the course, and the 24th day of the month preceding the semester of the course for each subsequent semester.

12. §

- (1) The fees paid for the semester in question are refundable to the student in the following cases and to the following extent:
 - a) If the student announces the termination or suspension of his/her student status until the day before the statistical deadline (15 October in the autumn semester and 15 March in the spring semester), 100% of the fee already paid will be refunded.
 - b) If you do not request a break in your studies by the statistical deadline after enrolment or registration, the semester in question is considered an active semester and you will have obligations arising from your acceptance of the conditions of the training supported by the

Hungarian state (part) scholarship or from the training contract, regardless of the fulfilment of your study obligations.

- (2) The University shall fulfil its repayment obligation within 30 days of the student's notification pursuant to point a) of paragraph (1) of this Article.

Payment of the cost of the course by a student on a self-financed course

[To § 83 (1) and (3) of the NHEA.]

12/A.§

- (1) A student participating in a self-financed course shall pay a self-financed fee for the purposes specified in paragraphs (1) - (2) of Article 81 of the NHEA. A guest student shall pay a co-payment of HUF 5.000. - per credit.
- (2) The deadline for the payment of the course fees is 15th September for the first semester of the course and 24th day of the month preceding each subsequent semester.
- (3) The provisions of Article 12 of these Regulations shall apply to the fees of out-of-pocket expenses, with the exception that the payment of expenses shall be understood to include out-of-pocket expenses.

Payment reduction linked to the payment of the tuition fees

[Paragraph (3) of Section 126(3) of the Higher Education Act of 2005]

13. §

- (1) The dean of the faculty responsible for the course may, under the authority delegated by the rector, grant the student the following salary reductions based on academic results or social situation:
 - a) Payment by instalments, under which the obligation to pay the tuition fees may be met in up to three instalments.
 - b) Deferment of the payment obligation, under which the obligation to pay tuition fees may be deferred for up to two months.
- (2) The instalments of the instalment facility can be determined unequally. The payment discounts can also be granted together.

14. §

- (1) The student may submit his/her request for a payment reduction according to § 13 of these Regulations via NEPTUN application management program until the deadline for payment of the fee.
- (2) The DET will provide information on the student's academic performance, while the student's social situation will be assessed based on the circumstances described in the application and the credible evidence of the circumstances.
- (3) The Dean may grant a reduction in salary in order of the average academic results, considering the social situation and the financial situation of the faculty.

- (4) The Dean must approve the request of a student with a weighted grade point average of 4.50 or better for a payment reduction..
- (5) A decision on the payment reduction must be taken within 21 days of the request being made.

Payment discount linked to the payment of the cost price

[Paragraph 83(4) of the NHEA.]

15.§

With regard to the payment discount for the payment of the out-of-pocket expenses, the provisions of Articles 13 - 14 of these Rules shall apply, with the exception that the payment of the expenses shall be understood to mean the out-of-pocket expenses.

Fees to be paid by the student in a fee-paying course

[Paragraph (1) of Section 126 of the Higher Education Act of 2005]

16. §

- (1) Students participating in a fee-based training shall pay to the University the same fees and under the same conditions as students participating in state financed training, except in the cases provided for in paragraphs (2) - (3) of this Article.
- (2) The fee for the repeated course is HUF 2 500. - per course.
- (3) Apart from the cases covered by the diploma, diploma supplement and transcript of records fee, the student is obliged to pay a document fee for the second and each subsequent time for the issue and handling of any official document (in particular, the course program description, requirement, certificate, recommendation). The document fee is HUF 2 500. - per document. The documentary fee shall be assessed by means of a levy and shall be paid by the due date specified in the levy.

Fees payable by a student in a self-financed course

[Paragraph 83 (2) of the NHEA.]

16/A.§

- (1) The provisions of Article 16 of these Regulations shall apply to the fees payable by a student participating in a self-financed course, with the exception that the payment of costs shall be understood to be the cost of the course.

Certain fees payable by a person who has previously been a student of the University and its predecessor institutions

17. §

- (1) A person who has previously been a student of the University and its predecessor institutions and who has obtained a degree within the framework of this relationship shall pay a fee for the re-evaluation of the thesis that has failed the final examination after the termination of the student's student status.
- (2) The fee for the re-evaluation of the thesis is HUF 20 000.
- (3) The fee for the re-evaluation of the thesis will be assessed by a levy and is payable by the due date specified in the levy.

18. §

- (1) A person who has previously been a student of the University and its predecessor and who has obtained a degree within the framework of this relationship shall pay a fee for the re-examination after the termination of the student's relationship.
- (2) The fee for the repeated final examination is 30 000. - HUF/application. The fee for the final examination will be assessed by means of a levy and must be paid by the due date specified in the levy.

19. §

- (1) A person who has previously been a student of the University and its predecessor shall pay a documentary fee in all cases, except in cases involving the fee for the award of a degree, in the cases and in the manner specified in Article 16(3) of these Regulations.
- (2) In cases concerning the fee for the issue of a diploma, the payment obligation of a person who has previously been a student of the University and its predecessor shall be subject to the provisions of Article 7 of these Regulations.

Payment discount linked to the payment of the fee

[To § 4 of the Fees Regulation]

20. §

- (1) Based on social grounds or academic performance, the FCSC may grant a student a payment discount for the payment of fees of HUF 50 000 or more in accordance with Articles 4, 5, 8 and 10 of these Regulations.
- (2) The following payment discounts are available for the payment of the fee:
 - a) On a social basis, an instalment facility under which the fee can be paid in up to two instalments.
 - b) Deferment of the obligation to pay on social grounds, under which the obligation to pay the fee may be deferred for up to one month.
- (3) The instalments of the instalment application can be determined unequally. The payment discounts can also be granted together.

21. §

- (1) The student may submit a request for a payment reduction under Article 20 of these Regulations in writing to the chairperson of the FCSC of the faculty concerned within five days of receipt of the imposition at the latest.
- (2) The student's social status is determined based on the points system in Annex 2 of the Regulations, while the DET informs the FCSC.
- (3) The FCSC may grant a reduction in fees to students who qualify as socially deprived based on the points system or who have a weighted average of 4.50 or better.

Discounts that may be withdrawn as disciplinary measures

[To Section 55(2) (c) of the NHEA.]

22. §

- (1) The following reductions or withdrawals of the following benefits may be imposed on the student as a disciplinary sanction:
 - a) the deferment of payment of the instalment or deferment of the obligation to pay the fees or charges based on the academic result, with effect for the future, until the end of the semester concerned,
 - b) from payment of the fees of the persons listed in paragraph (3) of Article 125 of the Act on the Payment of Fees, or paragraph (1) of Article 82 of the Act on the Payment of Fees, or the reduction or withdrawal of the exemption based on academic performance.
- (2) In the event of the withdrawal of the instalment facility or the deferment of the payment obligation, the student's outstanding payment obligation becomes due in one instalment on the day the disciplinary decision becomes final.

Transfer to or from a form of training with payment of costs

23. §

- (1) The University will transfer those students to a fee-based program for the next training period,
 - a) who have not fulfilled their academic obligations after taking the same subject for the fifth time,
 - b) who established student status before 1 September 2007 and
 - i) have completed less than 30 credits in the first year and 60 credits at the end of the second year,
 - ii) who have already used the state-subsidised semesters of the study program with the semester completed
 - c) who have been students since 1 September 2007 and
 - i) have completed less than 50% of the credits required in the recommended curriculum for the previous two active semesters,
 - ii) who have already used the state-subsidised semesters of the study program with the semester completed,
 - iii) have completed less than 50% of the number of credits required for the last two semesters of the sample curriculum beyond the normal period of study.
- (2) The dean decides on the student's reclassification by 31st July, considering the faculty ranking based on the cumulative adjusted credit index of the previous two semesters of students in state-supported and fee-based courses, extracted from NEPTUN register.

Transfer to or from a self-financed form of training

[To NHEA. § 48 (2)]

24. §

- (1) The University may, in the cases specified in the NHEA, transfer a student with a state (part) scholarship to a self-financed form of study.
- (2) For the purposes of Section 48 (2) of the NHEA. (in addition to the average of at least 18 credits in the last two active semesters), the University determines the average in the SEC.
- (3) The Dean decides on the reclassification by 31st July, according to the provisions of the NHEA, considering the faculty ranking based on the aggregated credit index of the students participating in NEPTUN register for the previous two semesters, based on the (part-) scholarship holders and students participating in the self-financed program.

CHAPTER III

THE FEES PAYABLE FOR ACCOMMODATION IN THE HALLS OF RESIDENCE

Points system for assessing applications for halls of residence

[To § 12 (1) - (4) of the Fees Regulation]

25. §

- (1) The applications for accommodation in a hall of residence shall be ranked by applying the points system in accordance with paragraphs (2) to (4) of this Article.
- (2) The application of an upper year student will be scored according to the following criteria and calculation method:
 - a) the student's social situation: the score achieved by the student as set out in Annex 2 to the Regulations,
 - b) the student's academic performance: maximum of 30 points, the average of the credit index achieved in the last two active semesters preceding the application multiplied by the faculty weighting factor calculated from the average of the credit index of all applicants, and the resulting dormitory credit index compared to the highest dormitory credit index of 30 points in the evaluation of applications, according to Annex 3 of the Regulations.
 - c) the student's community work: maximum 12 points, of which
 - i) 4 points may be awarded on the recommendation of the Dean of the Faculty,
 - ii) 4 points may be awarded on the recommendation of the Head of the Dormitory and the Science House at the Dormitory,
 - iii) 4 points may be awarded for community service in the interests of the University, on the recommendation of the Rector,if the student's request for this is supported by the signature of the lecturer, head of unit or the head of the Students' Union directly supervising the student's community activities, or the head of the student representative body.
 - d) the student's work schedule: 4 points for full-time students,
 - e) student subject to paragraph (4) of Article 4 of the Fees Regulation: 4 points,
 - f) a disadvantaged student who cannot continue his/her studies at tertiary level due to lack of accommodation in a hall of residence: 4 points

- g) based on the distance between the student's permanent address and the city of Kecskemét:
 - i) For distances between 31 and 45 km: 1 point,
 - ii) For distances between 46 and 60 km: 2 points,
 - iii) For distances between 61 and 75 km: 3 points,
 - iv) For distances between 76 and 90 km: 4 points,
 - v) For distances between 91 and 115 km: 5 points,
 - vi) For distances over 115 km: 6 points.
- (3) The first-year student's application will be scored according to the following criteria and calculation method:
- a) the social situation of the student: the score obtained by the student according to Annex 2 of the Regulations,
 - b) the student's academic performance: maximum of 30 points, in proportion to the highest marks obtained in the admission procedure and the highest marks obtained in the application for the same course,
 - c) the student's work schedule: 8 points for full-time students,
 - d) student covered by Article 4(4) of the Fees Regulation: 8 points,
 - e) disadvantaged student who cannot start his/her higher education studies due to lack of accommodation in a hall of residence: 8 points
 - f) based on the distance between the student's permanent address and the city of Kecskemét:
 - i) For distances between 31 and 45 km: 1 point,
 - ii) For distances between 46 and 60 km: 2 points,
 - iii) For distances between 61 and 75 km: 3 points,
 - iv) For distances between 76 and 90 km: 4 points,
 - v) For distances between 91 and 115 km: 5 points,
 - vi) For distances over 115 km: 6 points.
- (4) A further condition for a student to be considered for admission to a vocational dormitory is that he or she must meet the admission requirements set out in the Rules and Regulations for the Specialized Dormitory.

Basic dormitory services
[To § 23(2) of the Fees Regulation]

26. §

- (1) The University shall provide the student with the basic services pursuant to Section 23 (2) of the Fees Regulation, including the general conditions for the operation of accommodation facilities and *the* special conditions set out in Annex 3 of Government Decree No. 87/2015 (IV. 9.).
- (2) The University considers the following consumption quantities to be included in the scope of the basic service for each utility consumption:
 - a) for electricity consumption: 35 kWh/month/person.

Classification of dormitory places
[To § 22 (2) of the Fees Regulation]

27. §

- (1) The University shall consider the criteria set out in Article 22(1) of the Fees Regulation when classifying places in halls of residence.
- (2) The University's dormitory accommodation, the dormitory building at 3-5 Homokszem St. Kecskemét 6000 (Homokbányai Dormitory) is classified in category IV for all rooms.

Dormitory fees payable by students in state financed courses
[Paragraph (3) of Section 125(3) of the Higher Education Act of 2005]

28. §

- (1) Students participating in state financed courses are obliged to pay a dormitory fee of HUF 16 000. - per month for the basic dormitory services in the dormitory (including the Special Dormitory) in the academic year⁹ 2022/2023.

Dormitory fees payable by students in fee-paying courses
[Paragraph (1) of Section 126 of the Higher Education Act of 2005]

29. §

- (1) A student participating in a part-scholarship, fee paying or self-financed course shall pay a fee of HUF 25 000. - per month for the basic dormitory services during the academic year¹⁰ 2022/2023.

Payment of the dormitory fee

30. §

- (1) The University shall provide the student with accommodation in a hall of residence for the period specified in the decision on admission to the hall of residence. The student shall pay the University a fee for the accommodation in the halls of residence for the period specified in the decision on admission to the halls of residence.
- (2) The fee is payable monthly. The due date for payment is the 20th day of the month preceding the month in question, or the first working day after a holiday or rest day.
- (3) If the dormitory membership is established during the month, the dormitory fee is due on the working day before the student moves in.

⁹ Amended by Senate Resolution /2022 (26.V.26.). Effective from 27 May 2022

¹⁰ Amended by Senate Resolution 13/2022 (26 May). Effective from 27 May 2022

31. §

- (1) The fee is payable via NEPTUN, by bank transfer.

32. §

- (1) If the termination of the residence hall membership is due to the termination of the student's student status before the expiry of the period specified in the decision on the admission to the residence hall, the University shall refund to the student, by way of overpayment, the part of the residence hall fee paid in advance by the student that would have been due to the University for the month(s) following the month of termination.
- (2) If the termination of the residence hall membership is not due to the termination of the student status before the expiry of the period specified in the decision on admission to the residence hall, the University may, for a special and justifiable reason, waive the fee due from the termination until the end of the period specified in the decision. The Dormitory Committee shall decide to waive the fee, applying mutatis mutandis the procedure laid down in Articles 34 to 35 of these Regulations, at the request of the student.

Payment discount linked to the payment of the dormitory fee

[To § 4 of the Fees Regulation]

33. §

- (1) The Dormitory Committee may grant the student a discount on the dormitory fee on a social basis or based on the work done in the dormitory until the end of the semester.
- (2) The following payment discounts are available for the payment of the dormitory fee:
 - a) On a social basis, a payment discount of up to 30% of the monthly dormitory fee, if one of the personal conditions set out in Article 4(4) of the Fees Regulation is met.
 - b) On a social basis, full exemption from the payment of the monthly dormitory fee, if at least two of the personal conditions set out in Paragraph (4) of Article 4 of the Fees Regulation are met.

34. §

- (1) The student may apply for a payment discount pursuant to Article 33 of these Regulations through NEPTUN system at the time of the establishment of the student's membership in the dormitory.
- (2) If the circumstance giving rise to the payment reduction arises during the school year, the application for the payment reduction may be submitted within ten working days of the circumstance arising.
- (3) The application for a social payment allowance must be accompanied by a copy of a document that provides credible evidence that the application is justified.

35. §

- (1) The Dormitory Committee will decide on the payment reduction within twenty-one days of the request.
- (2) Chapter IV of the Rules shall not apply until the application for a reduction of the payment has been decided at first instance.
- (3) In the event of a decision granting the request for a payment reduction in whole or in part, the student's previously paid fees or a proportionate part thereof will be credited to the next payment obligation or, in the absence of a credit option, returned as an overpayment.

Fees for services other than the basic dormitory service

[To § 125 (3) and § 126 (1) of the Hungarian Tax Act]

36. §

- (1) The student is obliged to pay a fee for the use of the facilities and equipment of the dormitory beyond the basic dormitory service and for the use of services outside the basic service (hereinafter: additional service).
- (2) At the beginning of the academic year, the head of the dormitory will publish a notice informing the interns of the additional services that are generally available in the dormitory.
- (3) The student and the University shall conclude a contract on the use of the additional service, in which the content of the service, the fee to be paid and the terms of payment shall be specified in detail.
- (4) In the case of consumption of utility services not included in the scope of the basic service, as provided for in Article 26(2) of these Rules, the additional conditions for the determination of the fee are as follows:
 - a) the housing unit must be equipped with a meter whose accuracy must be proved by University, in case of doubt.
 - b) the unit price of the fee is the same as the unit price applied by the service provider,
 - c) the occupants of the accommodation unit either make a joint declaration to share the excess consumption charge between them or, in the absence of a joint declaration; they are jointly and severally liable for the payment of the charge.

Discounts that may be withdrawn as disciplinary measures

The NHEA. § 55 (2) c)

37. §

- (1) The student may be subject to the following reduction or withdrawal of the following benefits as a disciplinary sanction for breach of the obligations arising from membership of the dormitory:
 - a) Total or partial withdrawal of the salary reduction based on the work in the Dormitory, from the day after the disciplinary decision becomes final.

CHAPTER IV

**THE PROCEDURE FOR ENFORCING OVERDUE CLAIMS AGAINST THE STUDENT,
THE LEGAL CONSEQUENCES OF LATE PAYMENT**

38. §

- (1) The University's Directorate of Education and Training or the Dormitory and the Science House shall send the student a written payment reminder with an acknowledgement receipt within 30 days of the expiry of the payment deadline, if the student fails to meet any payment obligation by the deadline. If the student fails to meet the payment deadline set out in the first payment notification, a second payment notification will be sent to the student within 30 days of the expiry of the deadline.
- (2) The payment notice shall contain
 - a) a request for payment of the overdue capital debt and interest on late payment as defined in Act V of 2013 on the Civil Code, indicating the title and the due date of payment of the capital debt,
 - b) a time limit for payment of at least eight working days from the date of receipt of the payment obligation without further legal consequences,
 - c) the possible legal consequences of non-payment.
- (3) The time limit set in the payment notice shall be calculated from the day following the delivering of the notice. Depending on the method of delivery, the date of receipt shall be the date of personal delivery of the payment reminder, certified by the student's signature, or the date of postal delivery indicated on the acknowledgement of receipt, or, if postal delivery is unsuccessful, the date of the second attempt at delivery.
- (4) The head of the department that has established or imposed the payment obligation shall be entitled to issue a notice to the student pursuant to this §.

39. §

- (1) If the student fails to meet his/her payment obligation despite a second reminder pursuant to Article 38 (1) of these Regulations, the following legal consequences may be applied:
 - a) the total amount of the arrears is overdue on the day following the date, on which the payment deadline has expired without result,
 - b) initiate proceedings for an order for payment or, if necessary, civil proceedings for the recovery of the claim in accordance with the relevant legislation,
 - c) termination of student status in accordance with the NHEA. 59 (1) f) of the NHEA., or in case of non-payment of the dormitory accommodation after 60 days, the termination of the dormitory accommodation.
- (2) If the University has granted an instalment payment to the student under these Regulations and the student has not complied with the payment deadline, the arrears shall become due in one instalment, the expiry of which shall be notified to the student by the Directorate of Education and Training or the Dormitory and the Science House in accordance with the rules of these Regulations on payment reminders.
- (3) The Chancellor shall arrange for the initiation of payment order proceedings and civil action for the recovery of the claim through the University Legal and Administrative Office.
 - (3a) The University's Legal and Administrative Office shall cooperate with the University's Directorate of Education and Training and the Dormitory and the Science House in the recovery of overdue debts covered by these Regulations and shall take the necessary measures in this respect in accordance with the laws, regulations, and instructions in force.
- (4) The Rector delegates the right to decide on the termination of student status due to payment arrears to the Director of Education and Training. The decision is taken after an assessment of the student's social situation, considering the circumstances.

- (5) The decision on the termination of the student's residence due to arrears shall be taken by the Head of the Dormitory and the Science House, after examining the student's social situation and considering the circumstances.

40. §

- (1) In the event of non-payment, the legal consequences provided for by law shall be applied in addition to the legal consequences provided for in Article 39 of these Rules.
- (2) Only the claim for interest on late payment can be enforced as a substantive legal prejudice for late payment
- (3) In the case of overdue debts related to the residence hall placement, the University is not obliged to fulfil the application for residence halls until the student, the arrears debtor, has fulfilled his/her payment obligation.
- (4) If the residence hall placement is terminated due to arrears of payment - after an unsuccessful request for payment by the student - the residence contract concluded with the student shall be terminated on the day the decision on the termination becomes final.
- (5) Upon termination of the residence hall relationship - irrespective of any further legal remedies - the student shall be obliged to vacate the accommodation within three working days, to remove his/her personal belongings within the same period, and to account to the Dormitory, and return the objects and equipment handed over to him/her.

CHAPTER V. STUDENT ALLOWANCES

40/A. §

- (1) In addition to the scholarships specified in these Regulations, the Rector may call for scholarship applications from the own income pursuant to Article 2 (1) h) of the Fees Regulation.
- (2) ¹¹The dean of the faculty whose uncommitted funds will be used to pay the scholarship may initiate the application.
- (3) The dean pursuant to paragraph (2) of this Article shall submit the draft scholarship regulations containing the detailed conditions for the scholarship established for the scholarship in question pursuant to paragraph (4) of this Article to the faculty council for approval.
- (4) It must be specified in the call for proposals:
 - a.** the circle of eligible persons,
 - b.** the definition of the tender criteria,
 - c.** the principles and detailed conditions for awarding the scholarship,
 - d.** setting out the rules of procedure,
 - e.** the duration of the aid,
 - f.** other essential conditions for the award of the scholarship.
- (5) The entire administration of applications (including the evaluation of applications, the full management of successful applications, and the verification of compliance with the conditions and the payment of scholarships) is carried out by the initiating faculty, in cooperation with the Directorate for Education and Training and the relevant departments of the Chancellor's Office.

¹¹ Amended by Senate Resolution 13/2022 (26 May). Effective from 27 May 2022

Other scholarships

[To § 6 of the Fees Regulation]

41. §

- (1) The student may receive grants from the University's own resources.
- (2) The student may submit a written request to the faculty representative of the University Students' Union for a financial contribution *for a study trip of his/her* own choice related to his/her studies. The application must include details of the purpose of the study trip, the main stages of the trip, the budget for the trip and the amount requested as a contribution. The decision on the contribution to the study visit shall be taken by the FCSC.
- (3) The FCTSC may propose to the President FCSC that a student be awarded a cash prize for outstanding performance in an *academic competition*. The decision on the cash prize is taken by the FCSC.
- (4) The FSC may propose to the President FCSC that a student be awarded a monetary prize for outstanding *SSC activity*. The monetary award will be decided by the FCSC.

Kecskemét City Scholarship

41/A. §

- (1) Based on Section 85/B (1) (b) of the NHEA., Kecskemét City Scholarship is a budget resource provided to the University pursuant to Section 85/A of the NHEA., and from the resources generated from the income of the institution, external donations and contributions, subject to the conditions set out in this Section and Sections 41/B - 41/D.
- (2) Based on the provisions of paragraph (1) of this Section, the University may, subject to the level of support determined in the current city budget, pay other scholarships under the scope of Section 85/C (d) of the NHEA. as an external donation under Section 85/B of the NHEA, called "Kecskemét City Scholarship".
- (3) Students enrolled in the first and upper years of full-time bachelor, master study program or higher education vocational training in Kecskemét may apply for the scholarship separately, within the financial limits set in the agreement with the funding provider, up to the faculty quotas.
- (4) The faculty quota shall be the statistical number of the faculty divided by the total statistical number of the faculty, based on the statistical number of October.
- (5) The amount of the scholarship - for 10 months of the academic year, considering the amount of HUF 19 000.- per month - HUF 190 000.
- (6) The scholarship will be paid in two equal instalments over the two academic semesters.
- (7) If the student's status as a student is suspended or terminated in the second semester, the student shall lose his/her entitlement to the scholarship for the second semester.
- (8) If the student finishes his/her studies in an odd semester (i.e. at the end of the first semester of the academic year) or interrupts his/her studies for other reasons, the higher education institution is entitled to fill the place of the student(s) who dropped out with students who meet the application criteria.

41/B. §

- (1) Scholarships under Article 41/A of these Regulations may be applied for by first-year full-time students enrolled in a bachelor's, master's or higher vocational education program,
 - a) who is an active student at the University,
 - b) who, in the case of basic and higher vocational education and training, have reached 300 points,
 - c) who, in the case of a Master's degree, has four times the number of points needed to reach 300.
- (2) The applicant is,
 - a) who is a Hungarian nationality living abroad 10,
 - b) who - apart from Kecskemét - has his/her permanent residence in Bács-Kiskun county 10,
 - c) who has his/her permanent residence in Kecskemét is entitled to 20 extra points.
- (3) The University will rank the applications based on the sum of the points according to paragraphs (1) - (2) and determine the eligibility for the scholarship in this order, within the limits of the faculty quotas.
- (4) In the event of a tie for the last place in the faculty quota ranking, the order of the rankings will be determined as follows:
 - a) students with permanent residence in Kecskemét are given preference over students from outside Kecskemét,
 - b) if equality would not be eliminated under (a), preference will be given to the student with the higher admission score,
 - c) if equality is not broken under (b), the order shall be determined by drawing lots.

41/C. §

- (1) Scholarships under § 41/A of these regulations may be applied for by any full-time undergraduate, master or higher education vocational student in the Kecskemét training place, who is an active student at the University.
- (2) Candidates will score points according to their academic record, social situation and place of residence as follows:
 - a) the sum of your scholarship points (adjusted credit index) from the previous two semesters multiplied by two (maximum 60 points),
 - b) ESSP score based on your social situation (maximum 30 points),
 - c) based on your place of residence
 - i) the Hungarian nationality living abroad 5,
 - ii) the 5,
 - iii) a person with permanent residence in Kecskemét

You are entitled to 10 points.

- (3) The University shall rank the applications on the basis of the sum of the points according to paragraph (2) of this Article and shall determine the eligibility for the scholarship in this order, within the limits of the faculty quotas.
- (4) In the event of a tie for the last place in the faculty quota ranking, the order of the rankings will be determined as follows:
 - a) students with a permanent residence in Kecskemét are given preference over students from outside Kecskemét,
 - b) if the equality would not be broken under (a), the student with the higher scholarship points will be given preference,
 - c) if equality is not broken under (b), the order shall be determined by drawing lots.

41/D. §

- (1) Applications for first-year and upper-year students are announced by the Rector and published on the University's internal information systems and notice boards.
- (2) Applications must be submitted at least 15 days before the deadline.
- (3) Applications must be submitted on a form to the FCSC, which determines the applicant's score and the faculty ranking.
- (4) Based on the results of the ranking, eligibility for the scholarship will be determined by the FCSC.

MNB scholarship for excellence

41/E. §

- (1) The University shall, on the basis of the support provided by the National Bank of Hungary as an external donation pursuant to Section 85/B of the NHEA., pay other scholarships falling within the scope of Section 85/C (d) of the NHEA. under the name "MNB Excellence Scholarship" under the conditions set out in this Section.
- (2) Students may apply for the scholarship up to the number of students and the financial framework set out in the cooperation agreement with the Hungarian National Bank for the academic year in question.
- (3) ¹²The scholarship is open to full-time, full-time students in active employment, who are studying on a full-time basis, with a public scholarship or with self-financing, in the Bachelor's study programs in "Business and Management", "International Business" and "Finance and Accounting", and who:
 - a) be enrolled for at least two semesters in the study program to be supported and have earned at least 54 credits in the previous two consecutive active semesters,
 - b) ¹³do not receive a Stipendium Hungaricum scholarship,
 - c) who have completed at least 90 % of the total credits of the sample curriculum of the study program on the given time period, and
 - d) have a minimum grade point average of 4.00, weighted by credits, in the previous two consecutive, completed, active semesters, and have academic or other professional work in those semesters.
 - e) ¹⁴complete and submit with the application the MNB Privacy Statement, and
 - f) ¹⁵undertake to attend the Diploma of Excellence Award Conference organized by the MNB in person (attendance or absence may be considered by the University when assessing the following year's application).
- (4) If the student terminates or suspends his/her student status, he/she will lose his/her entitlement to the scholarship for the period after this event.
- (5) ¹⁶
- (6) Students may submit two copies of their application for the "MNB Excellence Scholarship" to the Directorate of Education and Training on the appropriate form, together with the necessary attachments. The application must be addressed to the Dean of the Faculty responsible for the course. The deadline for submission of applications is 12.00 noon on 4 October of the current year.

¹² Amended by Senate Resolution 37/2021 (VIII.26.) Effective: 27.08.2021

¹³ Inserted by Senate Resolution 37/2021 (VIII.26.) Effective: 27.08.2021

¹⁴ Inserted by Senate Resolution 37/2021 (VIII.26.) Effective: 27.08.2021

¹⁵ Inserted by Senate Resolution 37/2021 (VIII.26.) Effective: 27.08.2021

¹⁶ Repealed by Senate Resolution 37/2021 (VIII.26.) Effective: 27.08.2021

- (7) The application must include:
 - a) the weighted average of your last two active semesters,
 - b) a description of your academic activities during the last academic year (publications, Scientific Student Conference, participation in international and national competitions and professional Dormitories),
 - c) a description of your civic and community activities during the last academic year.
- (8) By submitting the application, the applicant student consents to the University forwarding to the Hungarian National Bank the data required for the evaluation of the application and the data specified in Section (13) of this Article. The list of students who have passed the application procedure conducted by the University shall be sent together with the student's data processing consent pursuant to Section 5 (1) (b) of Act CXII of 2011 on the Right of Informational Self-Determination and Freedom of Information.
- (9) The applications received will be ranked by the head appointed by the Dean of the Faculty responsible for the course, after consulting the Students' Union.
- (10) ¹⁷The University will evaluate scholarship applications according to the criteria set by the MNB.
- (11) Criteria for ranking (scoring) applications for the MNB Excellence Grant:
 - a) a scholarship point (maximum 15 points) based on the weighted average of the last two active semesters, as set out in Annex 3 to these Regulations.
 - b) the maximum number of points for scientific activity is 12¹⁸ points.
 - c) maximum 3¹⁹ points for public and community activities.
- (11) In the case of equal score totals, the student with the better weighted grade point average of the last two active semesters will be ranked higher.
- (12) Students will be notified of the outcome of the scholarship application by e-mail within 3 days of the deadline. After that, they can appeal to the Dean of the Faculty of Education by 15 October.
- (13) The Dean will send the finalized ranking to the Rector by 15 October after the appeals have been considered.
- (14) The Rector shall send a list of the students to be awarded the scholarship to the MNB Directorate of Education and Training by 15 October, ranked by institution, with the names, addresses and e-mail addresses of the students, so that the scholarship certificates can be presented to the students in a ceremony attended by the MNB.
- (15) If the student finishes his/her studies in an odd semester (i.e. at the end of the first semester of the academic year) or otherwise discontinues his/her studies for any other reason and does not continue in the Master's study program supported by the scholarship program, the higher education institution is entitled to fill the place of the student(s) who dropped out with students who meet the application criteria.

NNEP Scholarship

41/F. §

- (1) The New National Excellence Program (hereinafter: NNEP) is a scholarship program established by the Government of Hungary to support national excellence in higher education, based on Article 12 (4) of Government Decree 24/2013 (5.II.) on national excellence in higher education.
- (2) The Rules of Procedure of the National Scholarship for Excellence in Higher Education (NCEH)

¹⁷ Inserted by Senate Resolution 37/2021 (VIII.26.) Effective: 27.08.2021

¹⁸ Amended by Senate Resolution 37/2021 (VIII.26.) Effective: 27.08.2021

¹⁹ Amended by Senate Resolution 37/2021 (VIII.26.) Effective: 27.08.2021

set out the conditions for the NCEH scholarship.

- (3) The Rector-Chancellor's Instruction regulates the procedures for the implementation of the "New National Excellence Program" at John von Neumann University, in accordance with the General Terms and Conditions and the call for applications. The purpose of the Instruction is to define the conditions for the implementation of the New National Excellence Programmed.

Scholarship for outstanding sporting achievement

41/G. §²⁰

"Let's Teach for Hungary" scholarship

41/H. §²¹

- (1) The University shall establish a scholarship program for students participating as mentors in the Let's Teach for Hungary program under the conditions set out in this Section, using the external donation provided by IFKA Iparfejlesztési Nonprofit Limited Liability Company as a grant pursuant to Section 85/B of the NHEA.
- (2) Students who have successfully completed the Let's Teach for Hungary 1 course organized by the University and who subsequently carry out mentoring activities shall be entitled to a scholarship paid by the University during the period of mentoring, subject to the terms and conditions set out in the scholarship agreement concluded between the University and the student (hereinafter scholarship agreement).
- (3) The scholarship is open to full-time, full-time students in active, student status with a state scholarship or students with self-financing.²²
- (4)²³²⁴
- (5)²⁵
- (6) The scholarship amount due for the given month shall be transferred by the University directly to the Scholarship Recipient's bank account in NEPTUN system by the 15th day of the month in question.
- (7)²⁶ The scholarship holder may be granted a bonus amount within the limits set by the "Let's Teach for Hungary" scholarship program, in addition to appropriate mentoring activities.
- (8)²⁷ A mentor ambassador stipend may be paid to the scholarship holder under the mentor ambassador stipend agreement.

NRG Scholarship for School Admission

41/I. §²⁸²⁹

²⁰ Deleted: senate resolution 13/2022 (26.V.26.). Effective from 27 May 2022

²¹ Inserted by Senate resolution 4/2021 (I.28.). Effective: 29.01.2021

²² Amended by Senate Resolution 41/2021 (IX.30.). Effective: 01.10.2021

²³ Amended by Senate Resolution 12/2021 (II.25.). Effective: 26.02.2021

²⁴ Deleted by Senate Resolution 3/2022 (I.27.). Effective: 28.01.2022

²⁵ Deleted by Senate Resolution 41/2021 (IX.30.). Effective: 01.10.2021

²⁶ Inserted by Senate Resolution 30/2021 (27 May). Effective: 28.05.2021

²⁷ Inserted by Senate resolution 37/2021 (VIII.26.). Effective: 27.08.2021

²⁸ Inserted by Senate resolution 4/2021 (I.28.). Effective: 29.01.2021

- (1) The University shall pay other scholarships covered by Section 85/C(d) of the NHEA. under the terms and conditions set out in this Section from the external donation pursuant to Section 85/B of the NHEA. under the name "NRG Scholarship for Supporting Schooling".

The module: for 1st semester students

- (2) The scholarship shall be awarded to the students
 - a. in the year of the scholarship announcement, full-time, active students who have been admitted to the central general and supplementary admission procedure and who are starting their studies,
 - b. in the fields of engineering, information technology and agriculture,
 - c. have a bachelor's or higher education qualification,
 - d. at least 330 points in the admission procedure under (a) in undergraduate education and at least 300 points in higher education students can apply within the financial envelope agreed with the funding provider.
- (3) The amount of the scholarship is HUF 120 000. - per semester.
- (4) The University shall rank the students applying for the scholarship based on the points obtained in the admission procedure under point (2a) and shall determine the eligibility for the scholarship in this order, up to the amount of the available resources.

Module B: support for students who have completed at least 30 credits (from 2021/22 for students admitted through the central general and supplementary admission procedure)

- (5) The scholarship may be awarded
 - a. to an active full-time student during the semester in which the scholarship is awarded or the semester before that semester
 - b. in technical, IT fields and agricultural training,
 - c. who has a bachelor's or higher education qualification,
 - d. who has completed at least 30 credits in the semester prior to the scholarship announcement students can apply within the financial envelope agreed with the funding provider.
- (6) The amount of the scholarship is HUF 150 000. - per semester for undergraduate students and HUF 75 000.- per semester for students participating in higher education.
- (7) The University shall rank the students applying for the scholarship in order of merit and shall determine eligibility for the scholarship in that order, to the extent of the available resources. The ranking shall be based on the number of credits (minimum 30 credits) earned in the semester preceding the announcement of the scholarship, including the semester weighted grade point average.

Module C: For outstanding competitive results

²⁹ Amended by Senate Resolution 13/2022 (26 May). Effective from 27 May 2022

(8) The scholarship may be awarded

- a. to a full-time, active student in the semester in which the scholarship is awarded or the semester before,
- b. in technical, IT fields and agricultural training,
- c. who has a bachelor's or higher education qualification,
- d. who has outstanding results in a national or international professional, academic or sports competition, or in a Scientific Student Conference in the semester preceding the announcement of the scholarship students can apply within the financial envelope agreed with the funding provider.

(9) The amount of the scholarship: 100 000. - HUF / semester.

For CSSC winners: 200 000.- HUF / semester

(10) The University will rank students applying for scholarships based on merit and will determine eligibility for scholarships in that order, subject to the availability of funds.

Module D: For post-secondary vocational education and training

(11) The scholarship may be awarded

- a. to those students who have been admitted to the general and supplementary admission procedures and have started their studies in the year in which the scholarship is awarded,
- b. in the admission procedure, scores were calculated based on the higher education diploma obtained at John von Neumann University,
- c. who is a full-time, active student,
- d. in technical, IT and agricultural training,
- e. has Bachelor's degree,

students can apply within the financial envelope agreed with the funding provider.

(12) The amount of the scholarship: 100 000. - HUF / semester.

(13) The University shall rank the students applying for the scholarship and shall determine the eligibility for the scholarship in that order, up to the amount of available funds. The ranking shall be based on the two decimal places of the diploma in higher education.

Module E: Support for the cost of higher education students (from 2022/23 for students admitted under the central general and supplementary admission procedure)

(14) The scholarship is awarded to.

- a. a full-time, active, self-financed student in the year the scholarship is awarded,
 - b. in technical, IT and agricultural training,
 - c. who has a certificate in higher education vocational training
- students can apply within the financial envelope agreed with the funding provider.

(15) The amount of the scholarship: 75 000.- HUF / semester.

(16) The University shall rank the students applying for the scholarship and determine the eligibility for the scholarship in that order, subject to the availability of funds. The ranking shall be based on the score obtained in the admission procedure.

General rules for modules A, B, C, D and E:

(17) The available resources are determined on a pro rata basis according to the statistical number of students in the faculty in the semester in which the scholarship is awarded.

(18) Applications for students are announced by the Rector and published on the University's internal information systems.

(19) A deadline of at least 15 days must be allowed for the submission of applications.

(20) Applications must be submitted on a form to the FCSC, which will determine the eligibility of students for the scholarship, the faculty rankings and the eligibility for the scholarship, taking into account the available funding.

(21) Scholarships are paid in the semester in which the scholarship is announced, provided that the student is an active student.

TALENTUM scholarship

41/J. §³⁰³¹

42. §

(1) For the payment of allowances pursuant to Section 85/C (ba) - (bb) [regular and extraordinary social grants] and (be) - (bf) [basic allowance, traineeship allowance] of the NHEA.

- a) 40 % of the student allowance,
- b) 30 % of the housing allowance,
- c) 56% of the textbook, ticket subsidy, sports and cultural allowances must be used.

[To § 9 of the Fees Regulation]

43. §

(1) For [renting dormitory accommodation, renovation of dormitories] under Section 85/C (ed) of the NHEA., up to 70% of the institutional amount of housing allowance may be used.

(2) 5% of the institutional amount of the student normative may be used for the purpose of [supporting the operation of Students' Union] pursuant to § 85/C ee) of the NHEA.

Professional, public and academic scholarships

[To § 10 (4) of the Fees Regulation]

³⁰ Inserted by Senate Resolution 30/2021 (27 May). Effective: 28.05.2021

³¹ Deleted: senate resolution 13/2022 (26.V.26.). Effective from 27 May 2022

44. §

- (1) Applications for professional, academic, and public scholarships are invited on a faculty-by-faculty basis, according to the procedures and principles set out in the regulations.
- (2) The scholarship is paid either monthly for a fixed period or as a one-off grant, depending on the call for applications.
- (3) Students can receive support under the following schemes:
 - outstanding activity in a scientific student circle,
 - demonstrator activities advertised and evaluated by the university management,
 - outstanding cultural and artistic activity,
 - ongoing and outstanding public engagement,
 - outstanding activity in professional Dormitories and other professional organizations.

45. §

- (1) The FCSC shall decide on the call for applications and the conditions for participation in the call. If the call for proposals is based on both professional and scientific activities and public activities, the FCSC shall determine the proportion of the available budget to be allocated between professional and scientific proposals and public activities.
- (2) The minimum requirement for participation in the competition is that the student must
 - a) successfully complete 90% of the courses taken in the previous semester, for a minimum of 20 credits,
 - b) carry out activities beyond the curricular requirements in one of the faculty's fields of study or participate significantly in the public life of the faculty.
- (3) Applications based on professional, scientific work must be accompanied by the recommendation of the FSC, while applications based on public activity must be accompanied by the recommendation of the Faculty Student Representative.
- (4) The call for applications must be published in NEPTUN in the usual way. The date of publication shall be the date of publication of the call for proposals in NEPTUN.
- (5) The deadline for submission of applications may not be less than 15 days from the date of publication.

46. §

- (1) Applications will be evaluated by the FCSC, taking into account the available budget. The budget is 15 times the annual allocation, which is distributed among the faculties in proportion to the number of eligible students.
- (2) If it is not possible to meet the needs of all applicants within the available budget, FCSC will decide on the outcome of the application based on the order of priority established in accordance with the rules of the Rules of Procedure.

Support for cultural and sporting activities

[To § 10 (6) of the Fees Regulation]

47. §

- (1) Support for cultural and sporting activities is decided by the University Studies Committee, in both cases with the agreement of the University Students' Union.
- (2) The application for support shall be submitted in writing to the chairperson of the committee responsible under paragraph (1) of this Article or to the chairperson of the University Students' Union. The application shall describe in detail the purpose of the cultural or sporting activity to be supported, the number of students involved, the total budget and the amount requested as support.
- (3) The committee decides on the fact and amount of the grant and the method of settlement.
- (4) The award of the grant is also subject to the countersignature of the person responsible for institutional supervision by the competent committee.

The study grant

[To § 13 of the Fees Act]

48. §

- (1) 58% of the student allowance may be used for the payment of [performance-based scholarship] allowances pursuant to § 85/C aa - ac) of the NHEA.
- (2) The number of students receiving a study grant is determined on a faculty-by-faculty basis.
- (3) ³²In addition to the statutory conditions, the student must have taken at least 30 credits of courses in the first semester of the academic year 2022/2023, at least 30 credits of courses in the second semester of the academic year 2022/2023 and at least 30 credits of courses in the previous active semester.
- (4) In the case of students who have previously studied at another higher education institution, the scholarship is determined on the basis of the academic results (academic average, credit index, cumulative credit index) achieved at the previous institution.

The traineeship grant

[To § 14/A of the Fees Act]

49. §

- (1) Applications for internship grants are open to faculties.
- (2) The FCSC decides on the call for applications and the conditions for participation in the competition, with the proviso that only students whose distance between their place of work and their place of residence exceeds 40 kilometres may participate.
- (3) Applications will be assessed by the FCSC.
- (4) If it is not possible to meet all the applicants' needs within the available budget, the FCSC will decide on the basis of the order of distance.
- (5) The student may receive a work placement grant once during the period of training, provided that the amount of the grant is 2 times the monthly normative allowance.

The basic subsidy

[To § 15 of the Fees Act]

³² Amended by Senate Resolution 13/2022 (26 May). Effective from 27 May 2022

50. §

- (1) The application for the basic allowance can be submitted to the President of the FCSC after the student's first registration, together with the application for the regular social allowance and the deadline for the application.
- (2) The FCSC decides on the application for the basic subsidy.

The regular social grant

[To § 16 of the Fees Act]

51. §

- (1) The application for a regular social scholarship can be submitted to the President of FCSC at the Faculty Student Representative Office within 15 working days of the date of the call for applications.
- (2) Applications for a regular social grant are decided by the FCSC.
- (3) Students may apply for one of the following categories of regular social grants I - IV:
 - a) Category I: students who meet one of the criteria set out in Article 16(2) of the Fees Regulation ("20% limit"),
 - b) Category II: a student meeting one of the criteria set out in Article 16(3) of the Fees Regulation ("10% limit"),
 - c) Category III: students who meet the conditions set out in Article 16(4) of the Fees Regulation ("10% foreign framework"),
 - d) Category IV: students who do not fall under points a) - c) of paragraph (3) of this Article but are socially in need.
- (4) The university budget available for regular social grants is distributed among the faculties in proportion to the number of eligible students.
- (5) The faculty budget shall be allocated between the categories referred to in paragraph (3) of this Article in the order in which they are ranked, with the higher categories having priority over the lower categories. If the higher category exhausts the faculty budget, the application for the lower category shall be rejected on the grounds of "lack of resources".
- (6) The FCSC determines the amount of the regular social grant for each category, considering the minimum amount required by the Fees Regulation.
- (7) Taking into account the amount of funds remaining for Category IV in a given semester and the number of applicants, the FCSC may decide to establish the following subcategories A - C) within Category IV, applying the principle set out in paragraph (5) of this Article mutatis mutandis:
 - a) Category IV.A): students with 26 points or more in the USSPS,
 - b) Category IV.B): students with 23 - 25 points in the USSPS,
 - c) Category IV.C): students with 20 - 22 points in the USSPS.

The exceptional social grant

[To § 17 of the Fees Act]

52. §

- (1) An application for an exceptional social grant may be submitted to the President of the FCSC at any time.
- (2) The application must describe in detail the social situation immediately before the application and the current social situation, the reason for the change and the amount requested.
- (3) Those students may not receive an exceptional social grant
 - a) who were responsible for the sudden deterioration in his social situation,
 - b) who have already received an exceptional social grant in the semester in question.
- (4) Applications are decided monthly by the FCSC.
- (5) The amount of the exceptional social grant may not exceed HUF 30 000, except in the event of the death of the breadwinner.

Social situation of the student

[To § 21 of the Fees Act]

53. §

- (1) The student's social situation is determined on the basis of the Unified Social Support Point System (abbreviated as USSPS), which is attached as Annex 2 to the Regulations.
- (2) A student is considered to be socially deprived if he/she has achieved at least 20 points in the USSPS.
- (3) The social status of the student is decided by the FCSC.
- (4) The data required to assess the social situation must be provided by filling in the form and attaching the supporting documents from the authorities, paying agencies and institutions by the date set by the FCSC.
- (5) The USSPS rating is valid for the first semester; however, the student may declare in writing that he/she wishes to have the previous semester's USSPS score taken into account in the second semester or when applying for a student residence.
- (6) The documents referred to in paragraph (4) and the declaration referred to in paragraph (5) must be submitted to the FCSC by the deadline published on the University's website.
- (7) The uniform scoring practice for the USSPS is supervised and coordinated by the FCSC.
- (8) The FCSC is entitled, when scoring the USSPS, to
 - a) invites the student to fill in the gaps,
 - b) request a tax certificate for the persons listed on the form, in order to establish the probability of income,
 - c) verify the veracity and accuracy of the data and declarations by directly contacting the persons concerned or the authorities.
- (9) The FCSC shall make the USSPS score it has established available to the person or body making the decision for the purposes of determining the obligation to pay or the entitlement to benefits as set out in these Regulations or for the purposes of assessing any other claim. In this context, the President of the FCSC shall record the student's USSPS score on NEPTUN platform, and update it immediately in the event of a change. The Directorate for Education and Training is entitled to determine the procedure for recording and retrieving the data in consultation with the designated administrator.

[To § 24 of the Fees Act]

54. §

- (1) The student may submit his/her application for a national higher education scholarship, on the form provided for this purpose, together with the necessary annexes, in duplicate, to the department of the Directorate for Education and Training in the faculty responsible for his/her studies. The application must be addressed to the Dean of the Faculty. The deadline for submission of applications is 1 July.
- (2) The application must include a weighted grade point average for the last two active semesters, a description of professional activities closely related to your studies during the last academic year, and a description of your civic, sporting and other activities at NJE. In all cases, the application must be accompanied by references and certificates detailing the academic, professional, and other activities.
- (3) The applications received will be ranked by a manager appointed by the Dean, after consulting the Students' Union.

55. §

- (1) Criteria for ranking (scoring) applications for the national higher education scholarship:
 - a) Grade point averages (weighted grade point average above 4.00 for the last two active semesters, minimum 55 credits):
 - i) 4.00 – 4.25 grade point average: 7 points
 - ii) 4.26 – 4.49 grade point average: 8 points
 - iii) 4.50 – 4.61 grade point average: 10 points
 - iv) 4.62 – 4.84 grade point average: 15 points
 - v) 4.85 – 5.00 grade point average: 20 points
 - b) Scores for the language exam:
 - i) basic level complex: 3 points
 - ii) intermediate complex language examination: 5 points
 - iii) Higher level complex language examination: 10 points
 - c) Other professional activity score: maximum 5 points.
 - d) Score for sport, cultural and social activities: maximum 5 points.
- (2) A maximum of 20 points can be taken into account for multiple language exams. In the case of students enrolled in a course in a foreign language, language examinations in the language of the course will not be taken into account.
- (3) The ranking of the applications shall be based on the total score, which may not exceed 50 points, and the percentage of the performance calculated for each of the categories defined in points a) to d) of paragraph (1) of this Article, with the exception that the activity defined in points c) to d) of paragraph (1) of this Article may be taken into account up to a maximum of 25 % of the points obtained in points a) to b).
- (4) In the case of equal overall scores, the student with a better academic performance will be given priority. In the case of a tie, the student whose score is based on more than one criterion will be given priority.

56. §

- (1) Candidates will be notified in writing of their faculty ranking, and may appeal to the Dean of the Faculty by July 15.
- (2) After the appeals have been considered, the Dean sends the finalized faculty rankings to the Rector by 20 July, together with the personal justifications.
- (3) The faculty rankings are summarized by the Vice-Rector for Education and submitted to the Academic Committee, acting under the authority of the Senate.
- (4) The Committee shall submit a proposal to the Minister responsible for higher education by 1 August for awarding of the scholarship, based on the proportion of full-time students in bachelor's and master's programs as determined by the statistical data report of 15 October of the academic year in question.

[To § 34 of the Fees Act]

57. §

- (1) Up to 24% of the amount allocated to Section 85/C (ea) of the NHEA. may be used for the purchase of electronic textbooks, teaching materials and electronic tools for preparation.

SR Public Fellowship

57/A. §

- (1) On the initiative of the University's Students' Union, an SR Public Scholarship may be awarded by means of a special call for applications.
- (2) The Student Representation Scholarship is a grant awarded on the basis of the activity performed in the Student Representation, evaluated according to the objective criteria set out in the call for applications, and submitted by a member or a member with consultative rights of a Student Representation during the evaluated period.
- (3) Members of Students' Union or members of student councils with consultative rights shall not be taken into account in the assessment of other student benefits from the student subsystem for the purpose of public activities in the implementation of the tasks laid down in the Statutes of the University's Students' Union.
- (4) The competent faculty or university student representative shall be responsible for the announcement of the scholarship, the determination of the application criteria and the awarding of the scholarship, in accordance with Article 21 of these Regulations.
- (5) The amount of the scholarship shall be determined in such a way that the maximum monthly amount of the student scholarship payments provided for the titles listed in Section 114/D (1) of the NHEA may not exceed the annual amount of the student allowance per capita pursuant to Section 114/D (1) a) of the NHEA.
- (6) The members of the Students' Union and the students' representatives of the faculty shall regularly write a report in accordance with the payment dates, which shall form the basis of the application.

Benefits that may be withheld as a disciplinary sanction

The NHEA. § 55 (2) c)

58. §

- (1) The student may, as a disciplinary sanction, be subject to the reduction or withdrawal of the following benefits:
 - a) The total withdrawal of the part of the professional, scientific and public scholarship which has not yet been paid, in the case if it has been granted to the student on account of his/her public activity.

CHAPTER VI. TRANSITIONAL AND FINAL PROVISIONS

59. §

- (1) The Senate authorizes the Director of Education and Training to issue forms to be used uniformly by the University in respect of certain payment obligations and allowances of students covered by this Regulation.
- (2) The form referred to in paragraph (1) of this Article may only be used to request the provision of information or to require the verification of conditions permitted by law or by these Rules.
- (3) If the student deceives the University by providing false information on the form pursuant to paragraph (1) of this Article or by concealing true information and thereby obtains an unlawful pecuniary advantage, the student
 - a) may be subject to criminal or disciplinary proceedings, depending on the seriousness of the offence, and
 - b) may be required to repay the benefit of the property, with interest, under the rules on intentional damage.
- (4) If the student, on the form referred to in paragraph (1) of this Article
 - a) fails to make a declaration, in whole or in part, including in the event of failure to meet the deadline for submission, or
 - b) is incomprehensible or makes a statement that contradicts another statement, other document he or she has attached or a well-known factthe relevant part or declaration cannot be evaluated.
- (5) The legal consequence under paragraph (4) of this Article shall not be applied if the student has missed a deadline through no fault of his/her own, except for a deadline classified as a time limit by law or university regulations and makes up for the omission immediately after the obstacle has been removed.
- (6) The person or body entitled to examine the application, in its discretion, may decide not to apply the penalty provided for in paragraph (4) of this Article,
 - a) to make up the default, except in the case of a time-limit which is time-barred by law or university regulations, or
 - b) may waive it if the conflict is resolved.

60. §

- (1) In the case of students participating in fee-paying, self-financed and state financed courses, the tuition fees payable for the second and subsequent courses taken up to 30 June 2016 shall be subject to the regulations on fees and allowances of the predecessor institutions in force on 30 June 2016, with the proviso that the amount of the tuition fees payable per course shall not exceed five percent of the minimum wage established for full-time work.

- (2) The provisions of § 4 of these Regulations shall apply to the second and subsequent admission of subjects first taken in the first semester of the academic year 2016/2017 and subsequent semesters.
- (3) Articles 11 to 12 of these Rules concerning the payment of costs shall apply to training contracts concluded after the entry into force of these Rules. In the case of training contracts already concluded before the entry into force of these Rules, the provisions of the contract shall apply.
- (4) Articles 12/A and 15/A of the Regulations also apply to students who are in receipt of a state partial scholarship, in respect of the total cost of the course and the cost of the course paid as the difference between the state partial scholarship and the student's own contribution.
- (5) ³³³⁴³⁵³⁶³⁷³⁸³⁹ These Rules were adopted by Senate Resolution 13/2022 (26 May).
- (6) ⁴⁰⁴¹⁴²⁴³⁴⁴⁴⁵⁴⁶ The present Rules, consolidated with the amendments, shall enter into force on 27 May 2022, following their adoption by the Senate.
- (7) ⁴⁷⁴⁸⁴⁹⁵⁰⁵¹⁵²⁵³ With the entry into force of these Regulations, version 7 of Chapter IV, The Procedure for Establishing and Fulfilling the Payment Obligation of Students and the Procedure for the Allocation of Student Benefits, of The Organisational and Operational Regulations , Part Three, Student Requirements System, adopted by Senate Resolution No.3/2022 (I. 27.), shall be repealed.

Kecskemét, 26 May 2022.

Dr habil. Tamás Fülöp
Rector
s.k.

Vince Maráz
Finance Director acting in the capacity of Chancellor
s.k.

³³ Amended by Senate Resolution 4/2021 (I.28.). Effective: 29.01.2021

³⁴ Amended by Senate Resolution 12/2021 (II.25.). Effective: 26.02.2021

³⁵ Amended by Senate Resolution 30/2021 (27 May). Effective: 28.05.2021

³⁶ Amended by Senate Resolution 37/2021 (VIII.26.). Effective: 27.08.2021

³⁷ Amended by Senate resolution 41/2021 (IX.30.). Effective: 01.10.2021

³⁸ Amended by Senate Resolution 3/2022 (I.27.). Effective from 28 January 2022

³⁹ Amended by Senate Resolution 13/2022 (26 May). Effective from 27 May 2022

⁴⁰ Amended by Senate Resolution 4/2021 (28.I.21). Effective: 29.01.2021

⁴¹ Amended by Senate Resolution 12/2021 (II.25.). Effective: 26.02.2021

⁴² Amended by Senate Resolution 30/2021 (27.IV.IV.). Effective: 28.05.2021

⁴³ Amended by Senate Resolution 37/2021 (VIII.26.). Effective: 27.08.2021

⁴⁴ Amended by Senate resolution 41/2021 (IX.30.). Effective: 01.10.2021

⁴⁵ Amended by Senate Resolution 3/2022 (I.27.). Effective from 28 January 2022

⁴⁶ Amended by Senate Resolution 13/2022 (26 May). Effective from 27 May 2022

⁴⁷ Amended by Senate Resolution 4/2021 (I.28.). Effective: 29.01.2021

⁴⁸ Amended by Senate Resolution 12/2021 (II.25.). Effective: 26.02.2021

⁴⁹ Amended by Senate Resolution 30/2021 (27 May). Effective: 28.05.2021

⁵⁰ Amended by Senate Resolution 37/2021 (VIII.26.). Effective: 27.08.2021

⁵¹ Amended by Senate resolution 41/2021 (IX.30.). Effective: 01.10.2021

⁵² Amended by Senate Resolution 3/2022 (I.27.). Effective from 28 January 2022

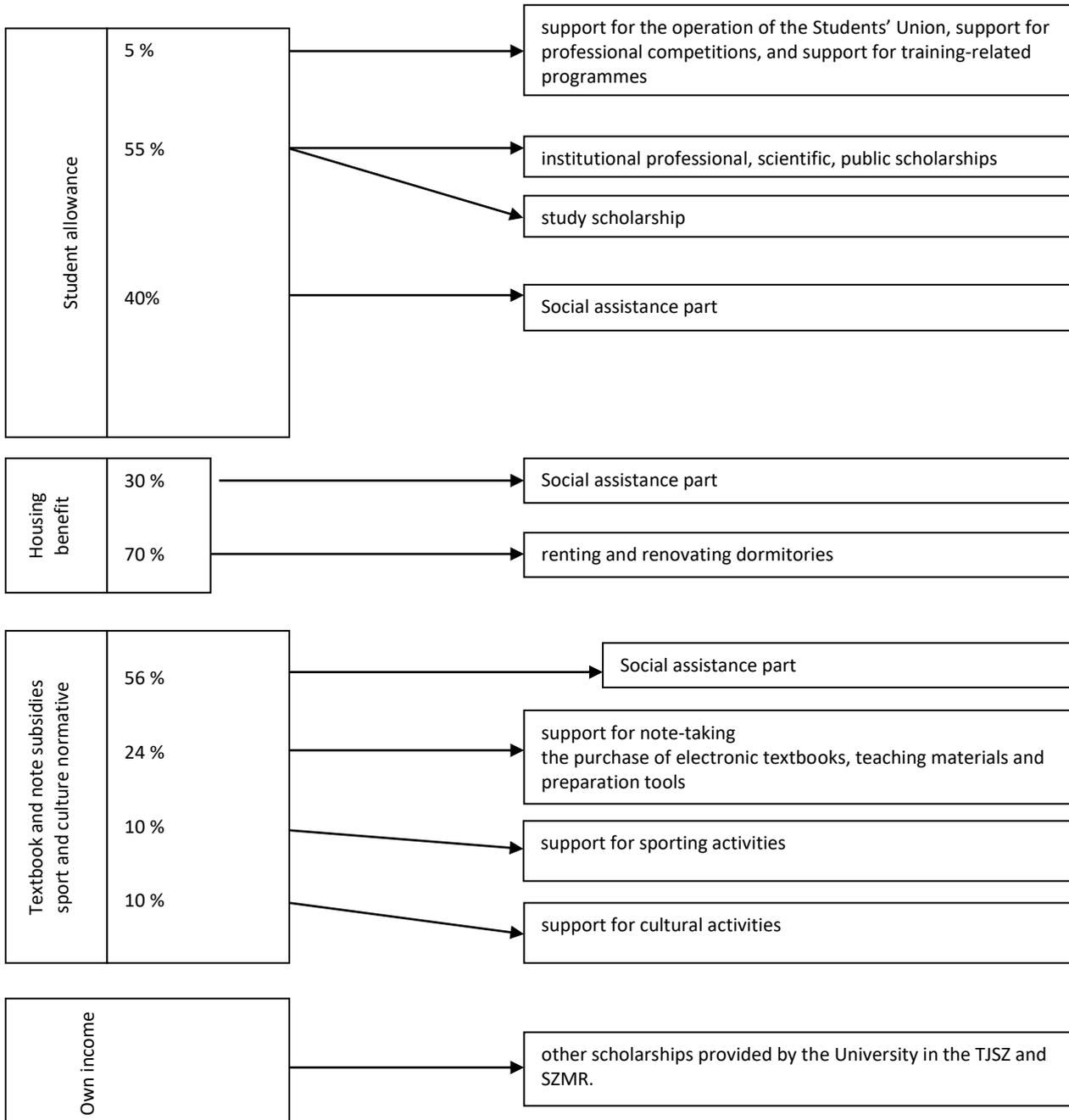
⁵³ Amended by Senate Resolution No. 13 /2022 (26 May). Effective from 27 May 2022

Annexes to the Rules:

1. Annex No 1: Allocation of the student allowance
2. Annex 1: The single social assistance points system (SSAS)
3. Annex 1: Method of determining the study grant
4. Annex No. 1: Calculation of the study score for the Dormitory admission procedure
5. Annex no. 1: Model student training contract for students in self-financed courses

Annex 1 to the Remuneration and Allowances Policy

Allocation of the student allowance



Annex 2 to the Remuneration and Allowances Policy

THE SINGLE SOCIAL ASSISTANCE POINTS SYSTEM (USSPS)

1. Student's income situation

1. Scoring is based on the average monthly net income per person living together in the property where the student has his/her permanent address, and the ones who are registered or resident there.
2. Income is defined as the net average income of the last three months measured on a regular monthly basis and the net average other income obtained in the last twelve months of the last year
3. It is considered to be regularly measurable income:
 - a. income from employment, regardless of the legal form of the employment,
 - b. income from social benefits (pensions, childcare, etc.) unemployment benefit, unemployment benefit, other social benefit), except for orphan's benefit, family allowance, Bursa Hungarica scholarship and any other student benefits paid to the student.
4. It is considered as other income:
 - a. income from occasional work, regardless of the legal form of the work,
 - b. income from assets (e.g. shares in assets, use of assets, etc.) consideration received for the transfer of assets), but excluding consideration received for the transfer of assets.
5. When calculating income, the student can take into account income changes that have already become certain but will only occur in the near future.
6. The average net monthly income per person is calculated by dividing the total net monthly income of the persons living together in the property where the student has their permanent address, and the persons who are registered or resident there, by the number of such persons, calculated as above.
7. The student declares the average monthly net income per capita by providing the following information:
 - a. the student's permanent address, which must be confirmed by an official certificate of address justify,
 - b. the person residing, registered or residing with them at their permanent address the names and ages of the persons resident,
 - c. the total net monthly income of the student and the persons referred to in point (b), which income the accuracy of the data is certified by the handwritten signature of the person concerned. The student must attach the following documents to support the average monthly net income per person:
 - a. proof of income from employment from your employer, or for self-employed persons, a paying agent's certificate,
 - b. for income from social benefits, the paying body, or a certificate from the institution.
8. The number of points to be awarded to a student is determined as follows:
 - a. average monthly net income per person of less than HUF 28 000: 23,
 - b. average monthly net income per person between HUF 28 000.- and HUF 41 999.-: 22,
 - c. average monthly net income per person between HUF 42 000.- and HUF 48 999: 21,
 - d. average monthly net income per person between HUF 49 000.- and HUF 55 999: 20,
 - e. average monthly net income per person between HUF 56.000.- and HUF 62 999.-: 19,
 - f. average monthly net income per person between HUF 63 000.- and HUF 69 999.-: 18,
 - g. average monthly net income per person between HUF 70 000.- and HUF 73 499.-: 17,
 - h. average monthly net income per person between HUF 73 500.- and HUF 76 999: 16,

- i. average monthly net income per person between HUF 77 000.- and HUF and 80 499.-: 15,
- j. average monthly net income per person between HUF 80 500.- and HUF and 83 999.-: 14,
- k. average monthly net income per person between HUF 84 000.- and HUF 87 499.-: 12,
- l. average monthly net income per person between HUF 87 500 – and HUF 90 999.-: 10,
- m. average monthly net income per person between HUF 91 000.- and HUF 94 999.-: 8,
- n. average monthly net income per person between HUF 94 500.- and HUF 97 999.-: 6,
- o. average monthly net income per person between HUF 98 000.- and HUF 101 499.-: 4
- p. average monthly net income per person between HUF 101 500.- and HUF 104 999.-: 2,
- q. average monthly net income per person between HUF 105 000.- or exceeding it: 0 point is given to the student.

2. Distance between the place of training and the place of residence

- 1. Scoring is based on the distance by road between Kecskemét, - the city of Kecskemét, - and the town of the student's permanent address.
- 2. The score based on distance is determined as follows:
 - a. For distances over 80 kms: 2,
 - b. For distances between 40 and 80 kms: 1,
 - c. For distances of less than 40 kms: 0 points.

3. Own household expenses

- 1. The basis for the points is the fact of the student's household at the temporary address in Kecskemét during the studies, provided that the distance by road between the permanent and the temporary address exceeds 40 kms.
- 2. The student declares that he/she maintains his/her own household by providing the temporary address and the contact details of the owner and the proof of registration with the authorities.
- 3. The score to be awarded on the basis of own household is determined as follows:
 - a. for a household with a temporary address: 1,
 - b. no temporary address: the student will receive 0 points.
- 4. A student who is a member of a dormitory and has his/her own household expenses is awarded 1 point.

4. Additional costs due to disability

- 1. The points are based on the monthly average of the additional costs incurred by the student because of his/her disability (in particular the purchase and maintenance of special equipment, special travel needs, personal assistance, medication, special diet or the use of a sign language interpreter).
- 2. The student declares any additional costs due to disability by providing the following information:
 - a. the fact of disability, certified by a doctor,
 - b. the nature of the additional cost,
 - c. monthly average of additional costs.
- 3. The number of points to be awarded to a student is determined as follows:
 - a. for additional monthly costs of HUF 7 000. - or more: 1,
 - b. for additional costs of less than HUF 7 000 per month: 0 points.

5. Health-related expenditure

1. Points are awarded on the basis of the average monthly medical expenses regularly incurred by the student or his/her close relative(s) living at his/her permanent address.
2. The student will declare any regularly incurred medical expenses by providing the following information:
 - a. the nature of the health expenditure (e.g. cost of medicines, medical treatment)
 - b. monthly average of health expenditure,
 - c. in the case of a claim based on the medical expenses of a close relative, the close relative
the name of the relative and the relative's qualification.
3. The number of points to be awarded to a student is determined as follows:
 - a. for monthly expenditure of HUF 7 000.- or more: 1,
 - b. If the expenditure is less than HUF 7 000 per month: the student receives 0 points.

6. Number of additional dependents

1. The number of other dependents living in the same household at the student's permanent address, with particular reference to any dependent children.
2. As regards the scoring
 - a. in addition to the student, there is a person living in the same household whose net monthly income is less than the student's average income of less than 28 500. - HUF,
 - b. if the child is a minor and that adult person who is a full-time resident is in regular school education,
 - c. a child by a factor of 1.0 and a person who is not a child by a factor of 0.5 should be taken into account.
3. The student declares any additional dependents by providing the following information:
 - a. the name of an additional dependent,
 - b. the classification of the additional dependent under point 2.
4. The number of points to be awarded to a student is determined as follows:
 - a. 2 or more additional dependents: 1,
 - b. If there are less than 2 additional dependents: the student will receive 0 points.

7. Expenses for the care of a relative

1. The points are based on the monthly average of the costs of caring for a dependent relative living at a permanent address other than the student's, provided that said care is given by the student or a person living in the student's permanent address.
2. The student declares the costs of the care by providing the following information:
 - a. the name and relationship of the relative in need of care,
 - b. the name of the person caring for the relative,
 - c. the nature of the care costs,
 - d. the monthly average of care costs.
3. The points awarded to the student shall be determined as follows:
 - a. for monthly expenses of HUF 7 000.- or more: 1,
 - b. for monthly expenses of less than HUF 7 000.-: the student receives 0 points.

Annex 3 to the Remuneration and Allowances Policy

HOW THE SCHOLARSHIP IS DETERMINED

The basis for the determination of the scholarship is the credit index (abbreviated: CI) calculated for the previous active semester. The credit index is the sum of the number of credits per subject in a given semester multiplied by the number of credits obtained, divided by 30 credits:

$$KI = \frac{\sum \text{obtained credits} \times \text{grade}}{30 \text{ credits}}$$

The credit index can be higher than 5.00.

In case of failing a class, no credit is awarded.

The relationship between the scholarship point and the credit index determining the scholarship is illustrated in the table below:

Credit index: CI	Scholarship point
$KI \leq 2,00$	0
$2.00 < KI \leq 2.49$	1
$2.49 < KI \leq 2.90$	2
$2.90 < KI \leq 3.13$	3
$3.13 < KI \leq 3.38$	4
$3.38 < KI \leq 3.48$	5
$3.48 < KI \leq 3.76$	6
$3.76 < KI \leq 3.88$	7
$3.88 < KI \leq 4.00$	8
$4.00 < KI \leq 4.13$	9
$4.13 < KI \leq 4.26$	10
$4.26 < KI \leq 4.39$	11
$4.39 < KI \leq 4.45$	12
$4.45 < KI \leq 4.75$	13
$4.75 < KI \leq 5.45$	14
$5.45 < KI$	15

The credit index values in the table are rounded to the nearest hundredth.

Annex 4 to the Remuneration and Allowances Policy

CALCULATION OF THE STUDY SCORE FOR THE DORMITORY ADMISSION PROCEDURE

Credit index

The student's credit index is the sum of the credits and the grade of the courses completed in the given semester divided by 30 credits. It is calculated per student per semester according to the following formula:

$$X = \frac{\sum k \cdot j}{30}$$

Credit index average

The student's credit index average is the arithmetic mean of the credit index of the two active semesters prior to the dormitory application. It is calculated per student at the time of application to the dormitory according to the following formula:

$$X = \frac{ki_1 + ki_2}{2}$$

Faculty credit index average

Indicate when calculating the faculty credit index average:

v_i : the i-th GAMF.

w_i : the i-th KVK

y_i : the i-th GTK

student's average credit index calculated as above.

The faculty credit index average. The arithmetic mean of the credit index averages of students applying for admission to a dormitory from a given faculty. It is calculated per faculty per semester according to the following formula:

$$V_{\text{GAMF}} = \frac{1}{n_{\text{GAMF}}} \sum_{i=1}^{n_{\text{GAMF}}} v_i$$

$$W_{\text{KVK}} = \frac{1}{n_{\text{KVK}}} \sum_{i=1}^{n_{\text{KVK}}} w_i$$

$$x_{PK} = \frac{1}{n_{PK}} \sum_{i=1}^{n_{PK}} x_i$$

$$y_{GTK} = \frac{1}{n_{GTK}} \sum_{i=1}^{n_{GTK}} y_i$$

$$z_{GK} = \frac{1}{n_{GK}} \sum_{i=1}^{n_{GK}} z_i$$

in which case the $n_{GAMF} \cdot n_{KVK} \cdot n_{GTK}$ is the number of students enrolled from each faculty in the semester under study.

University credit index average

The university credit index average. The arithmetic mean of the faculty credit index averages weighted by the number of faculty. It is calculated for the University per semester according to the following formula:

$$t_{NJE} = \frac{n_{GAMF} \cdot v_{GAMF} + n_{KVK} \cdot w_{KVK} + n_{GTK} \cdot y_{GTK}}{n_{GAMF} + n_{KVK} + n_{GTK}}$$

Faculty weighting factor

The faculty weighting factor is the ratio of the average of the university and faculty credit index which allows comparing the academic performance of students from different faculties (faculty with a lower academic average than the university average has a weighting factor of 1 or more. while faculty with a higher average has a weighting factor of 1 or less):

$$S_{GAMF} = \frac{R_{NJE}}{V_{GAMF}}$$

$$S_{KVK} = \frac{R_{NJE}}{W_{KVK}}$$

$$S_{GTK} = \frac{R_{NJE}}{Y_{GTK}}$$

Dormitory credit index

The dormitory credit index is the product of the average credit index and the faculty weighting factor of the faculty in which the student is enrolled at the time of his/her application. It is calculated per faculty per student at the time of the application for residence halls according to the following formula:

$$V_i = v_i \cdot S_{GAMF}$$

$$W_i = w_i \cdot S_{KVK}$$

$$Y_i = y_i \cdot S_{GTK}$$

Highest dormitory credit index

The largest dormitory credit index is the largest of the dormitory credit indices. When calculating the dormitory credit index. The dormitory credit index of all students applying for admission to a dormitory shall be taken into account as follows:

$$M = \max (V_i . W_i . Y_i .)$$

Study score

The student's academic score at the dormitory is 30 times the ratio of the dormitory credit index to the highest dormitory credit index. The calculation is made per student in the same way per faculty rounded to the nearest hundredth according to the formula below:

$$(P_{\text{GAMF}})_i = 30 \frac{V_i}{M}$$

$$(P_{\text{KVK}})_i = 30 \frac{W_i}{M}$$

$$(P_{\text{GTK}})_i = 30 \frac{Y_i}{M}$$

The maximum number of study points calculated as above is 30. The average of the study points per faculty is the same for all faculties:

$$(P_{\text{GAMF}})_{\text{average}} = (P_{\text{KVK}})_{\text{average}} = (P_{\text{GTK}})_{\text{average}} = \frac{30}{M} t_{\text{NJE}}$$

5. Annex to the Remuneration and Allowances Policy

STUDY CONTRACT for students paying tuition fees

Concluded by and between **John von Neumann University** (address: 10 Izsáki Rd. Kecskemét 6000. tax number: 19253103-2-03. Institution identification number: FI96377) as institution of higher education (hereinafter: University) on the one hand and

Student's name:	
Birth name:	
Mother's maiden name:	
Place and date of birth:	
Address:	

- 1) Parties hereto agree that according to the Act CCIV of 2011 83 § (1) the University guarantees the services listed in Act CCIV of 2011 81. § (1) – (2) for the Student in return for Student paying the tuition fee for the following training (hereinafter: Training)

Faculty:	GAMF Faculty of Engineering and Information Technology
Faculty's address:	10 Izsáki Rd. Kecskemét. 6000
Major:	
Training type:	

- 2) Sum paid by Student:- HUF. that is forint / semester.
- 3) Parties hereto agree that the sum defined in 2) and connected to the Training in 1) cannot be one-sidedly modified during the period of enrolment
- 4) This contract from the date of signature is legally binding until the end of Training.
- 5) The payment deadline of the tuition fee in the first semester is 15th of September, and in every further semester it is the 24th day of the month preceding the next semester. Paying of the tuition fee takes places in NEPTUN system. According to the Act V/2013 promulgating the Civil Code 6:48. §. The University is entitled to charge default interest if Student misses a deadline
- 6) Student acknowledges that based on the Act CCIV of 2011 83 § (1) the Student is required to pay a certain sum specified in the University's The Organisational and Operational Regulations Section 3 – Requirement System for Students: Determining students' payment obligations and its fulfilment in the system of allowance division (hereinafter: Payment and Allowance Regulations). Furthermore, previously completed and successfully transferred studies will not change the amount of the sum.
- 7) The University notifies the Student that the Payment and Allowance Regulations contains the possible tuition fee reductions and how to apply for them. The Payment and Allowance Regulations also contains the repayment of the tuition fee and its scale.

- 8) The Student acknowledges that the rules concerning his/her participation in the Training and the consequences of failure to participate. The crediting of previously completed studies. The monitoring of the fulfilment of requirements. The method of assessment. The conditions for admitting for examination and the examination are laid down in the NHEA (National Higher Education Act). Its implementing regulations the University's regulations - in particular the study and exam regulations - the requirements system for the course and the training program.
- 9) The University notifies the Student that the current text of the legislation mentioned in the previous points is available on the following website www.njt.hu (National Legislation) while the current text of the University's regulations is available on the following websites www.uni-neumann.hu and - after logging in - www.kefodok.kefo.hu.
- 10) By signing this contract the Student consents to the processing of his/her data as defined in this contract in accordance with Regulation 2016/679 of the European Parliament and of the Council (EU) on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Regulation (EC) No 95/46/EC (GDPR) and Act CXII of 2011 on Informational Self-Determination and Freedom of Information of Hungary.
- 11) By signing this contract the student expressly agrees that all personal data recorded in this contract may be used for the purposes of any proceedings for the recovery of any outstanding payment.
- 12) In the event of any dispute arising out of the contract the Parties agree to submit to the exclusive jurisdiction of the courts of the place where the University is based.

The parties having read and interpreted the above contract together have signed it in full agreement.

Kecskemét, 2022.

John von Neumann University

Student