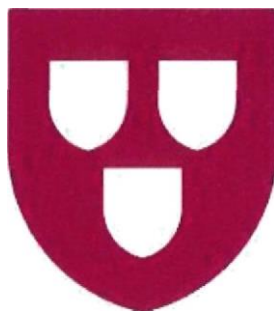


HUNGARIAN UNIVERSITY OF FINE ARTS

1871



RULES AND REGULATIONS FOR THE EXERCISE OF
STUDENT RIGHTS AND OBLIGATIONS

Approved by the Senate with its resolution No. 45/2021. (IX.28.)

A handwritten signature in blue ink, which appears to read 'István Eros'.

István Eros
Rector

2021

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The Senate of the Hungarian University of Fine Arts (hereinafter: University), based on Act CCIV of 2011 on National Higher Education (hereinafter: Nftv.), as part of the student requirements system of the Organizational and Operational Regulations, hereby determines the rules for exercising student rights and fulfilling student obligations (hereinafter: Regulations) as follows:

1. § General provisions

(1) These Regulations define the rules for the exercise of student rights and the fulfillment of student obligations, the assessment of applications submitted in connection with student status, the general rules for the handling of student affairs, and the rules for legal remedies that may be sought against the University's decisions, measures, or failure to act in cases of violation of rights related to student status.

(2) The scope of these Regulations extends to all students pursuing studies in the University's bachelor's, undivided master's, and master's programs, specialized further education, higher education vocational training, and doctoral programs, including visiting students in cases specified in the Nftv. (hereinafter: students).

(3) The scope of these Regulations extends to the educational organizational unit participating in the training specified in paragraph (2), other organizational units directly or indirectly involved in educational activities, as well as persons performing educational activities or related tasks in any employment relationship, including legal relationships arising from civil law contracts.

(4) At the University, students exercise individual and collective rights arising from their student status. Students exercise their individual rights as set out in the legal provisions and these regulations, while their collective rights are exercised by the Student Council.

(5) The rights arising from student status may be exercised from the date of enrollment at the University, and the obligations shall take effect from that date.

2. § Students' rights

(1) In exercising their rights and fulfilling their obligations, students shall act in accordance with the law and the regulations of the University.

(2) In particular, students have the right to:

- a) receive comprehensive, accurate, and accessible information in accordance with the provisions of the law and institutional regulations in order to commence and continue their studies. The University primarily fulfills its obligation to provide information by publishing it on its official website and in the Neptun study system. The University's obligation to provide information does not exempt students from familiarizing themselves with the relevant legislation and university regulations, nor does the information and statements provided by the University bind other decision-makers at the University, authorities, or courts.
- b) develop their study plan within the framework provided by the University;
- c) take advantage of the training opportunities and capacities available at the University;
- d) receive care appropriate to their condition, personal circumstances, and disability;

- e) request installment payment discounts, deferrals, or exemptions in accordance with the relevant regulations in order to fulfill their payment obligations;
- (3) Students have the right to have their human dignity respected, in particular:
- a) their personal rights, including their right to free development of their personality, their right to self-determination, their freedom of action, and their right to family life, provided that the exercise of these rights does not restrict others and does not endanger their own health and physical integrity or that of their peers or University employees,
 - b) to express their opinion freely with respect for human dignity,
 - c) receive comprehensive and objective information on matters concerning their person and studies,
 - d) comment on the work of teachers,
 - e) have their religious, philosophical, or other beliefs, and their membership in national or ethnic minorities respected and expressed, provided that the exercise of this right does not conflict with the law, does not violate the similar rights of others, and does not restrict the exercise of their peers' right to study,
- (4) Students have the right to pursue their studies at the University in a safe and healthy environment and to receive assistance with their studies and career development in accordance with their talents, abilities, and interests, including, in particular:
- a) the use of the equipment, facilities, and services available at the University and in the dormitories (library, laboratory, computer equipment, sports and leisure facilities, etc.),
 - b) compiling their own study plan as specified in the training program, choosing courses, freely taking advantage of the training opportunities offered by the University within this framework,
 - c) attend lectures and seminars organized by the University,
 - d) freely choosing subjects, masters, and instructors, taking into account the curriculum requirements and opportunities, choosing between parallel classes, with the proviso that the choice of master can only be made after the successful completion of the semester during the end-of-year professional exhibition, with the consent of the head of department and the acceptance of the new master twice during the training period, until the end of the exam period of the academic year preceding the semester affected by the transfer, but no later than the 8th semester.
 - e) changing their major (specialization) during their studies, provided that the major or specialization meets the training and output requirements,
 - f) attend lectures in other majors and at other higher education institutions, which may be restricted by the regulations of the host institution,
 - g) access to assistance necessary for integration into the community life of the University, maintaining physical condition, and leading a healthy lifestyle free from harmful addictions,
 - h) membership in artistic and/or scientific student circles, participation in their work and in the research and development activities of the University,
 - i) receiving a scientific or research scholarship, provided that the conditions are met,
 - j) submission of applications for scientific and artistic purposes, publication of scientific and artistic achievements, selection of the topic of the thesis or diploma project,

- k) participation in academic counseling,
- l) suspension of student status – in accordance with the conditions set out in legislation and institutional regulations,
- m) establishment of guest student status, request for transfer to another higher education institution, establishment of additional (parallel) student status in accordance with the conditions set out in legislation and institutional regulations,
- n) travel, exhibition visits, and other cultural discounts.

(5) Students have the right to become familiar with international practices during their studies, provided that they meet the relevant application requirements, and for this purpose, they may pursue studies at higher education institutions that are located in a Member State of the European Union or in another state that is a party to the Agreement on the European Economic Area, or in a state whose citizens enjoy the same legal status as citizens of a state party to the Agreement on the European Economic Area on the basis of an international agreement concluded between the European Community and its member states and a state not party to the Agreement on the European Economic Area (hereinafter collectively referred to as EEA states), and to take advantage of student loans or, if they are participating in a state-funded (partial) scholarship program, to receive a scholarship.

(6) Students are entitled to receive financial or in-kind support based on their financial circumstances, income, and academic performance, in particular

- a) dormitory accommodation or housing support,
- b) social or other scholarships (in particular, study, doctoral, and national higher education scholarships) social, textbook, and note-purchasing support [points a) and b) listed below are collectively referred to as student benefits],
- c) request exemption from payment obligations, installment payment discounts, or deferrals on the basis of proven need, in accordance with the conditions set out in legislation and institutional regulations
- d) have a student ID card issued to them and take advantage of the related services and discounts,

(7) Students have the right to assert their interests and seek legal redress, in particular:

- a) access the information necessary to exercise their rights,
- b) in person or through their representatives, participate in in interests in the management of the University and the dormitory,
- c) initiate proceedings in the event of a violation of their rights, turn to the ombudsman for educational rights,
- d) be eligible to vote and stand for election to the student council and university bodies.

(8) Students have the right to make suggestions and ask questions to the University and college administrators and instructors, and to receive a substantive response within thirty days of the request.

(9) In connection with the fulfillment of their academic obligations, with the cooperation of the University's instructors, the protection and exploitation of their intellectual property rights created within the framework of training programs at the University, as well as the acquisition and transfer of related rights, and the method of remuneration and other

income arising from the exploitation of the intellectual work created by him/her shall be determined by the University's Regulations on the Protection of Intellectual Works and Intellectual Property Management.

3. § Students' obligations

(1) Students are obliged to

- a) comply with the provisions of the law and the University's regulations;
- b) fulfill the attendance requirements specified in the curriculum and report on their knowledge in the prescribed form;
- c) respect the traditions of the University;
- d) behave in a manner befitting a member of the university community, act ethically, and preserve the good reputation of the University through their activities;
- e) comply with the rules governing the use of University premises and areas belonging to the University;
- f) comply with the rules governing practical training;
- g) protect their own physical integrity and health and that of their colleagues, acquire and apply knowledge that protects their health and safety, and report any accidents or potential accidents they observe;
- h) familiarize themselves with the relevant legal and university regulations, and follow the information and announcements published on the University's website and in the Neptun study system;
- i) respect the human dignity of the University's students and employees.

(2) Students are obliged to preserve the equipment entrusted to them and to handle it in accordance with the regulations; they are obliged to protect the University's facilities and equipment.

4. § Submission and evaluation of applications

(1) At the University, student matters are handled in the first instance by the persons, bodies (committees), and organizational units specified in the Student Requirements System and other university regulations governing student matters.

(2) The establishment of bodies dealing with student affairs and the general rules governing their organization and operation are set out in the Organizational and Operational Regulations, as well as in the Student Requirements System and other university regulations governing student affairs.

(3) Paper-based applications must contain at least the following:

- a) the student's name, student ID (NEPTUN code),
- b) their mailing address or, in the absence thereof, their home address,
- c) their major(s), specialization(s), and year of study, as well as the schedule of their program
- d) the name of the body dealing with student affairs to which the application is addressed,
- e) a clear and precisely worded request addressed to the body dealing with the student's case,
- f) the facts on which the request is based and any evidence or documents supporting them,

- g) if possible, an indication of the legal or regulatory provisions on which the request is based,
 - h) the date of the request, the student's signature,
 - i) in the case of a representative, their power of attorney.
- (4) In cases where university regulations require or allow requests to be submitted electronically, they must be submitted via the Neptun system with the data specified therein, and the signature shall be verified by the submission of the request.
- (5) Unless otherwise specified by law, university regulations, or a call for applications, the student shall submit their application or petition
- a) in person or through an authorized representative;
 - b) by post, if possible by registered mail;
 - c) submit it using the electronic form provided in the student information system.
- (6) Paper-based student applications must be submitted to the Student Affairs Office, unless otherwise specified in university regulations, calls for applications, or other documents.
- (7) The deadlines for submitting applications shall be those specified in the university regulations governing student affairs.
- (8) Applications shall be assessed on their merits, regardless of the name under which they are submitted.
- (9) An application cannot be rejected on the grounds that it was not submitted to the organizational unit authorized to assess it. In such cases, the organizational unit to which the request was submitted shall immediately forward it to the organizational unit authorized to assess it and inform the student of this fact and of the name and contact details of the organizational unit authorized to assess it.
- (10) Unless otherwise provided by law or university regulations, the application must be assessed within 30 days. The time required for the transfer of the case, the completion of missing information, and the suspension and interruption of the procedure shall not be included in the deadline for assessing the application.
- (11) The date of submission of applications sent by post shall be the date of their arrival at the University.

5. § The decision

- (1) The student shall be notified of the acceptance or rejection of the submitted application by a decision of the body making the first-instance decision.
- (2) The decision shall include
- a) the name of the decision-maker, the case number;
 - b) the student's identification data;
 - c) the subject matter of the case;
 - d) the decision;
 - e) information on legal remedies;

- f) the justification for the decision based on legislation and university regulations;
- g) the place and time of the decision;
- h) the signature of the person issuing the decision.

(3) The written decision shall be communicated to the student concerned by post or via the student information system. Decisions on social benefits and scholarships may be communicated by means of a public notice.

(4) If the body acting on the student's appeal finds that its decision violates the law or university regulations, it shall amend or revoke its decision.

6. § Procedure for legal remedy

(1) ¹ In the event of a violation of their rights, students

- a) may turn to the student council for legal assistance,
- b) may submit a request for legal remedy, which the University is obliged to assess,
- c) initiate proceedings with the Commissioner for Educational Rights, provided that he or she has exhausted his or her right to legal remedy, as regulated in the Nftv., with the exception of court proceedings.

(2) ²Students may seek legal remedy against a decision or measure taken by the University, including decisions and measures taken by its bodies, or against a failure to take action, within fifteen days of notification or, in the absence thereof, within fifteen days of becoming aware of the decision or measure, except in the case of decisions relating to the assessment of studies. Proceedings may also be initiated against a decision relating to the assessment of studies if the decision was not based on the requirements adopted by the University, or if the decision is contrary to the provisions of the University's organizational and operational regulations, or if the provisions relating to the organization of examinations have been violated.

(3) ³The person who made the contested decision or failed to make a decision may not be the person who assesses the appeal.

- a) who made the contested decision or failed to make a decision,
- b) a close relative of the person referred to in point (a),
- c) from whom an objective assessment of the case cannot be expected.

(4) The appeal shall be submitted to the body that made the first-instance decision. The rules governing the submission of applications shall apply to the submission of appeals.

(5) The body that made the first-instance decision shall forward the appeal submitted to it, together with all the documents and opinions relating to the case, to the body competent to hear the appeal within three days of receiving the request. If the appeal was not submitted to the body that made the first-instance decision, the first-instance body shall, at the request of the body competent to hear the appeal, forward all documents and opinions relating to the case to the body competent to hear the appeal within three days.

(6) The appeal shall be decided within 30 days.

(7) During the appeal procedure, the student may be heard in person if necessary.

(8) ⁴The University may make the following decisions regarding the appeal:

¹ Nftv. 57. § (1)

² Nftv. Section 57 (3)

³ Nftv. Section 57 (4)

⁴ Nftv. Section 57 (5)

- a) reject the request,
- b) instructs the person who failed to make a decision to make a decision,
- c) changes the decision,
- d) annul the decision, and instruct the decision-maker to conduct a new procedure.

(9) ⁵ The second-instance decision shall become final and enforceable upon notification, unless the student has requested a judicial review.

(10) ⁶ The student may request a judicial review of the decision on the appeal within thirty days of its notification, citing a violation of the law or a violation of the provisions relating to student status.

(11) The student shall submit the statement of claim to the body of first instance.

7. § Bodies authorized to adjudicate appeals

(1) With the exceptions set out in paragraphs (4) and (5), appeals shall be dealt with by a three-member Student Appeals Committee, composed as follows:

- a) the chair shall be the Vice-Rector for Education (or, in the event of his or her incapacity or conflict of interest, the Vice-Rector for General Affairs);
- b) the head of the Legal and Human Resources Department or a person delegated by him/her;
- c) a member of the Student Council, or in matters concerning doctoral students, a representative delegated by the Doctoral Student Council;
- d) the Secretary is the Head of the Rector's Office.

(2) The Committee shall evaluate the appeal at its meeting, which shall be recorded in the minutes. The Committee shall be convened by the chairperson.

(3) The head of the organizational unit or local government shall announce the names of the committee members and alternate members to the Vice-Rector for Education by September 15 of the current year, based on the decision of the organizational unit or local government body. The term of office of the committee members shall be one calendar year.

(4) In matters of admission, the forum for legal remedy shall be the one specified in the Admission Regulations.

(5) In matters of college admissions, the forum for legal remedy shall be the one specified in the College Regulations.

8. § Final provisions

(1) With regard to procedural issues not covered by these Regulations, the provisions of Act CL of 2016 on General Public Administration shall apply *mutatis mutandis*.

(2) Upon entry into force, the Regulations adopted by Senate Resolution 62/2020. (X.16.) on the exercise of student rights and obligations shall cease to be in force.

(3) The provisions of the Regulations shall also apply to ongoing cases.

⁵ Nftv. Section 57 (7)

⁶ Nftv. Section 58 (1)