



**TOMORI PÁL COLLEGE**

## **ORGANIZATIONAL AND OPERATIONAL REGULATIONS**

### **VOLUME IV.**

### **STUDENT REQUIREMENTS**

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<sup>1</sup> These regulations repeal the Organizational and Operational Regulations adopted with version v26, Senate resolution number 7/2/2024, which entered into force on 22.05.2024.





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## IV. STUDENT REQUIREMENTS

### 1. § Students of the College, student status

- (1) A student of the College shall be a student who, following a successful admission or acceptance procedure, enters into a student status by enrolment.
- (2) A visiting student of the College is a person who pursues partial studies related to his or her studies at the College or in another institution, if the higher education institution with which the student has a student status consents to this.
- (3) A main page shall be issued for the student.
- (4) No new enrolment is required during the student status. The student must report – before the start of the training period, by the date specified in the semester schedule – whether he or she will continue his or her studies or suspend his or her student status during the given training period. It is considered a notification of continuing studies if the student pays the amount of self-financing and takes courses in accordance with the Study and Examination Regulations. In the case of a Hungarian state (partial) scholarship student, the registration of the subject is considered as a notification.
- (5) An application for the suspension or termination of the student status shall be submitted addressed to the Study Committee of the College. The student status is suspended for the duration of the actual military service in the voluntary reserve, during which time the student is exempt from the obligations specified in the study and examination regulations of the higher education institution.
- (6) The student status shall be terminated,
  - a) if the student has been taken over by another higher education institution, on the day of receipt,
  - b) if the student announces that he/she will terminate his/her student status on the day of the notification (in this case, all payment obligations of the student become expired, i.e. immediately recoverable from the College),
  - c) if the student cannot continue his/her studies in a programme supported by a Hungarian state (partial) scholarship and does not wish to continue it in a self-financed programme,
  - d) on the last day of the first final examination period following the given training cycle or, in the case of specialised in-service training or, in the case of higher education vocational training, the last period of training,
  - e) in higher education vocational training, if the student has become medically unfit to continue his or her studies and there is no other, appropriate higher education vocational training at the higher education institution, or the student does not wish to continue his or her studies, or cannot continue his or her studies due to the lack of the necessary conditions for further studies, on the day on which the decision on termination becomes final,
  - f) if the rector terminates the student's student status – due to arrears of payment – after the student's unsuccessful request and the examination of the student's social situation, on the day on which the decision on termination becomes final,
  - g) on the day on which the disciplinary decision of the disqualification becomes final,



h) if the statutory condition for the establishment of the student status no longer exists, on the day of the termination decision on the subject of the termination of the study relationship.

(7) The College may also terminate the student status of a student by a unilateral declaration who:

- i. fails to fulfil his/her obligations in relation to the progress of studies set out in the Study and Examination Regulations and the curriculum,
- ii. has not registered for the next academic semester for the third time in a row,
- iii. does not start his/her studies after the suspension of his/her student status,

provided that the College calls upon the student in writing once in advance to comply with the obligation within 15 days, and also informs the student of the legal consequences of the omission.

(8) The student status shall not be terminated if he or she continues his or her studies at the College in the next phase of the multi-cycle training or in the bachelor's programme after the higher education (tertiary) vocational training, provided that he or she continues his or her studies at the College without interruption in the following academic year.

(10) The order and rules of admission and acceptance, as well as the rules relating to the establishment, suspension and termination of student status are set out in the Study and Examination Regulations.

## **2. § Rights and obligations of the student**

(1) Students shall have the right to freely choose the higher education institution in which they wish to continue their studies.

(2) The right of the student to have his or her human dignity respected, in particular, in this context:

- a) respect his/her personality rights, including his/her right to the free development of his/her personality, the right to self-determination, freedom of action, and the right to family life, provided that the exercise of his/her right does not restrict others, and does not endanger his/her own health and physical integrity as well as that of his/her peers or the employees of the College,
- b) freely express its opinion on all issues, the work of the lecturers, the operation of the College and the dormitory, with respect for human dignity,
- c) receive information about issues concerning his or her person and his or her studies,
- d) make a suggestion, address questions to the leaders and teachers of the College or the College, and receive a substantive answer within thirty days of the request at the latest,
- e) to give an opinion on the work of the lecturer,
- f) respect and express his/her religious, philosophical or other beliefs, or membership of a national or ethnic minority, provided that the exercise of this right does not violate the law, does not infringe the similar rights of others and does not restrict the exercise of the right of his/her peers to education,



g) to respect his right to correspondence and to reside in the dormitory, provided that the exercise of this right does not infringe the similar right of others and does not restrict the exercise of the right of his peers to study.

(3) The right of students to continue their studies at the College in a safe and healthy environment, and to receive assistance for their studies and the start of their career, depending on their talent, ability and interests, in particular:

a) to use the tools, facilities and services available at the College and the Dormitory (library, laboratory, IT equipment, sports and leisure facilities, health counselling, etc.),

b) compile his/her study schedule in accordance with the provisions of the training programme, choose the subjects, and freely use the training opportunities provided by the College within the framework of this,

c) attend lectures and seminars organized by the College,

d) choose between lectures, exercises, seminars and other sessions announced in parallel, as well as lecturers and supervisors,

e) provide full and objective information to him/her,

f) receive care appropriate to his/her condition, personal aptitude or disability,

g) to receive help for integrating into institutional community life, for preserving their physical condition, and for leading a healthy life free from harmful addictions,

h) be a member of a scientific student association, participate in its work, and participate in the research and development activities of the College,

i) receive scientific and research scholarships,

j) submit a scientific or artistic application, publish his/her scientific or artistic achievements, and choose the topic of his/her thesis or diploma thesis,

k) to organise study and career counselling for him/her and to use his/her services,

l) suspend his/her student status,

m) establish a guest student status, request to be transferred to another higher education institution, and establish a further (parallel) student status.

(4) Students have the right to become acquainted with international practice during their studies, and to pursue partial studies for this purpose in higher education institutions that operate in a Member State of the European Union or in another State party to the Agreement on the European Economic Area, or in a State whose citizen is a member of the European Union 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. To do so, he/she enjoys the same legal status as a citizen of a state party to the Agreement on the Economic Area (hereinafter collectively referred to as EEA state).

(5) The right of the student to receive financial or in-kind care with regard to his or her financial circumstances, income situation and academic results, in particular:

a) provide him or her with dormitory care or housing allowance,

b) receive social or other scholarships (in particular academic or republican) social, textbook and notebook purchase support,

- c) receive instalment discounts and deferrals for the fulfilment of its payment obligations – in accordance with the conditions and rules set out in the „Regulation on Student Fees and Benefits” and certain fees payable by them,
  - d) to issue a student card to him/her and to use the related services and discounts,
  - e) to work at the College and to be entitled to a student's fee as compensation,
  - f) to work in a business association established or supported by the College, and to be entitled to a student's fee as compensation,
  - g) conclude a study contract or a student contract in accordance with the provisions of the law, and use study leave in the case of studies while working.
- (6) Students shall have the right to assert their interests and the right to legal remedy, in particular:
- a) to obtain the information necessary for the exercise of its rights,
  - b) participate personally or through its representatives in making decisions affecting its interests, in the management of the College or the College,
  - c) initiate proceedings in the event of a violation of its rights, and make use of the public,
  - d) turn to the Commissioner for Educational Rights,
  - e) be a voter and be electable to the Student Self-Government.
- (7) Students may apply for a student loan in accordance with the conditions and rules determined by the Government. Students participating in self-financed training can apply for a higher amount of student loan under different conditions determined by the Government.
- (8) With regard to practical training in bachelor's training, specialised further training and higher education (tertiary) vocational training, the student shall be entitled to all the rights granted to employees by the Labour Code. Unless otherwise provided in the Act on Vocational Training, the Labour Code and the legislation on occupational safety and health shall be applied to the employment of students. In order to enforce his or her claims related to practical training, the student may initiate a legal dispute in accordance with the provisions relating to labour disputes. For the purposes of these provisions, the employee shall be understood as the student, the employer shall be understood as the organiser of practical training, and the employment relationship shall be understood as the student legal relationship.
- (9) The provisions of the Act on Vocational Education and Training shall be applied to the conclusion of the student contract and the rights and obligations arising therefrom. When concluding a student contract and fulfilling the rights and obligations arising from it, the requirements of equal treatment must be observed.
- (10) The student is obliged to:
- a) fulfil the obligations set out in the College's Study and Examination Regulations,
  - b) to keep the provisions of the „Organisational and Operational Rules” of the College and the Dormitory,

- c) to maintain the rules of use of the College's premises and the areas belonging to the College, the order of practical training, to preserve and manage the equipment entrusted to it in accordance with the regulations, to protect the facilities and equipment of the College, to protect its own and its peers' physical integrity and health, to acquire and apply the knowledge protecting its health and safety,
- d) to respect the traditions of the College and the human dignity of the College's employees and fellow students,
- e) fulfil his/her payment obligation related to the continuation of his/her studies, in particular to pay self-financing allowances.

(11) The rights and obligations of students specified in this section shall be exercised and fulfilled in accordance with their intended purpose. The College's decisions, measures and documents may not lead to the impairment of student rights, the restriction of opportunities for the enforcement of interests, the suppression of expression of opinion, or the restriction of the right to information provided for in the Higher Education Act (Nftv.) or other legislation relating to the education of students.

(12) The rights arising from the student status may be exercised from the date of enrolment at the College.

(13) The manner and conditions of exercising the rights and obligations of students are primarily determined by the „Study and Examination Regulations” and the „Regulation on Student Fees and Benefits”.

### **3. § Students' legal remedy**

(1) The College shall communicate its decisions regarding the student in writing. Written communication shall be deemed to be a decision issued on paper and communicated by letter, as well as a decision published or forwarded in a closed electronic system introduced by the College specifically for this purpose.

(2) In the event of a violation of his/her rights, the student shall:

- a) may turn to the Student Self-Government for legal assistance,
- b) may submit a request for legal remedy, which shall be assessed by the higher education institution in accordance with the provisions of this Act,
- c) initiate the procedure of the Commissioner for Educational Rights, provided that he/she has exhausted his/her right of legal remedy in accordance with the provisions of this Act, with the exception of court proceedings.

(3) The student may appeal against the decision or measure of the College, or against the failure to take action (hereinafter collectively referred to as the decision) within fifteen days of the notification or, in the absence thereof, of the date of becoming aware of it, except for the decision related to the evaluation of studies. Proceedings may also be initiated against the decision on the evaluation of studies if the decision was not based on the requirements accepted by the College, or if the decision is contrary to the provisions of the Regulations of the College, or if the provisions on the organisation of the examination have been violated. The student and his/her representative (§ 6 (15) of the Civil Code) may act in the legal remedy procedure.

(4) The student shall submit the request for legal remedy in writing to the Rector's Office, where the request for legal remedy shall be filed separately. The



request for legal remedy must specify the decision against which the request for legal remedy is directed and must briefly state why and to what extent the student or his/her representative considers the decision to be injurious.

(5) The petition shall have a suspensive effect on the implementation of the provisions of the contested decision. If the student objects to only one part or provision of the decision, the part of the decision that is not affected by the objection becomes final.

(6) The rector of the College shall decide on the appeal (the assessor of the appeal). The rector shall decide on the appeal within 30 days of the filing.

(7) If the request for legal remedy is unclear or it cannot be ascertained from it which body, employee or committee of the College the student is objecting to, or the request for legal remedy needs to be supplemented for any other reason, the Rector shall call upon the student or his/her representative to supplement his/her request for legal remedy. The period of time provided for the supplement may not be shorter than 8 days and longer than 30 days after notification to the student or his/her authorised representative. The period elapsed until the completion of the supplement shall not be taken into account in the decision deadline granted to the rector, and the duration of the expert's procedure and the duration of the suspension of the procedure shall not be taken into account.

(8) The provisions of the „Act on the General Rules of Administrative Authority Procedure and Services” (CXL. from 2004) shall be applied accordingly to the clarification of the facts, the calculation of deadlines, the justification, the form, content and communication of the decision, the correction, replacement, supplementation, modification or revocation of the decision upon request or ex officio.

(9) In the course of making his decision, the Rector may hear the student and the head or chairman of the organisational unit or committee concerned by the request for legal remedy, as well as the employee of the College.

(10) The following persons may not take part in the assessment of the application for legal remedy:

- a) who made the contested decision or failed to make a decision,
- b) who is a close relative of the person specified in point a) (§8 (1) Point 1 of the Civil Code),
- c) from whom an objective assessment of the case cannot be expected.

(11) The assessor of the appeal may make the following decisions:

- a) rejects the application,
- b) instruct the person who fails 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.

(12) If one of the grounds for exclusion specified in paragraph (10) of this section applies to the rector, the **Vice Rector for Education** shall replace him or her as the assessor of the application for legal remedy. If there are one or more grounds for exclusion with regard to the **Vice Rector for Education**, the request for legal remedy shall be assessed by the **Vice Rector for Science** or the Financial Director (in that order).



(13) The decision on the appeal shall be included in a decision and shall state the reasons on which it is based. During the procedure, the decision must draw attention to the possibility of legal remedy.

(14) A student may request a judicial review of the decision made by the Rector within thirty days of its notification, with reference to a violation of the law or the provisions relating to student status. Act V of 2013 on the Code of Civil Procedure on the Civil Code (Civil Code) shall be applied to court proceedings. The court may change the decision. The court will adjudicate the case out of turn.

(15) The decision of the College shall be final if no request for legal remedy has been submitted within the deadline specified in paragraph (3) or if the submission of the application has been waived. The decision of the second instance becomes final upon the notification. The final decision is enforceable, unless the student has requested judicial review.

(16) There shall be no legal remedy as defined in this Article in cases where the College and the student agree to provide a service. In the event of a breach of the terms of the agreement, the injured party may resort to a fine.

(17) In the event of a violation of the student's rights, he or she may use the educational mediation service.

(18) The right to initiate a legal remedy procedure also extends to the procedure related to the assessment of recruitment applications. The right to terminate the legal remedy procedure and the legal remedy initiated is also due to those whose student status has been terminated in the meantime.

#### **4. § Student Self-Government**

(1) A Student Self-Government shall operate at the College to represent the interests of students as part of the College. All students are members of the Student Self-Government, they are electors and can be elected. The Student Self-Government may exercise its powers specified in the Nftv if:

a) elected its officers and approved its statutes, and

b) at least twenty-five per cent of the full-time full-time students of the higher education institution have certified their participation in the student self-government elections.

(2) The statutes of the Student Self-Government shall determine the order of operation of the Student government. The statutes are adopted by the delegates of the Student Self-Government and become valid upon presentation to the Senate. The Senate must declare its approval of the statutes at the first meeting after the thirtieth day following their submission at the latest.

(3) The approval of the statutes may be refused only if it violates the law or is contrary to the Organisational and Operational Rules of the higher education institution. The Statutes or its amendment shall be deemed to have been approved if the Senate has not made a statement within the specified deadline.

(4) The College shall provide the conditions for the operation of the Student Self-Government and the performance of its tasks, the lawful use of which shall be monitored by the College and the lawful operation of the Student Self-

Government. The Student Self-Government may use the premises and equipment of the higher education institution free of charge for the performance of its tasks, provided that it does not restrict the operation of the higher education institution.

(5) In the event of a violation of its rights specified in this Act, including if the approval of its statutes is refused, the Student Self-Government may turn to the court within thirty days of notification with reference to a violation of the law or a violation of the provisions of the institutional regulations.

(6) The Student Self-Government shall decide on its operation, the use of the financial means and its own revenues provided for its operation, the exercise of its powers, and the establishment and operation of the institutional information system. No instructions may be given to the student council in the course of its advocacy activities.

## **5. § Study schedule**

(1) The study regulations of the students, the order of acquiring and checking knowledge, skills and abilities are set out in the Study and Examination Regulations.

## **6. § Payment obligations of the student, student benefits**

(1) The order of determining and fulfilling the payment obligations of the student and the order of distribution of the benefits that may be given to them are set out in the „Regulation on Student Fees and Benefits”.

## **7. § Student Disciplinary and Compensation Cases**

(1) The rules pertaining to the disciplinary and compensation liability of the student and the liability of the College for damages are contained in the „Regulations on the Procedure for the Adjudicating Student Disciplinary and Compensation Cases”.

## **8. § Procedural and organisational order for the assessment of dormitory applications**

(1) The rules concerning the organisation and operation of the College shall be set out in the „Regulations on the procedure for awarding the MNB Excellence Scholarship” and in the „Dormitory House Rules” of the College.

## **9. § Regulations related to the prevention of student accidents and in the event of accidents that have occurred**

(1) The tasks related to the prevention of student accidents and in the event of accidents that have occurred are set out in the „Rules on the Prevention of Accidents involving Students and the Procedures to be Followed in the Event of an Accident”.

## **10. § Rules for dealing with extraordinary situations**

(1) The provisions on the prevention of the consequences of extraordinary situations endangering human life and health and the assets of the College, as well as on the prevention of the occurrence of these consequences, are contained in the „Extraordinary Situations Policy”.



(2) In cases of long-term persistence (e.g. a prolonged epidemic or a public danger lasting for an indefinite period of time), the Rector may issue binding instructions and/or ensure that students have unhindered access to the regulations of the state, local governments and other authorities. The rector shall ensure access to the up-to-date version of the rules. Access can also be provided by specifying the location of the requirement. For foreign students, these documents should also be available in English.

Budapest, 21.04.2025.

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