

PAYMENT AND BENEFIT POLICY of the MOHOLY-NAGY UNIVERSITY OF ART AND DESIGN BUDAPEST

PART OF THE STUDENT REQUIREMENTS

Adopted by:	The Board of Trustees of the Foundation for the Moholy-Nagy University of Art and Design (the Maintainer) by its Resolution no. 5/2021 (07.22.), amended by Resolutions no. 1/2022 (08.08.), 11/2023 (07.27.), 9/2023 (12.20.), 11/2024 (06.27.) and 5/2024 (09.19.)
Entry into force:	19 September 2024
Responsible department:	Office of the Chief Executive Officer, Directorate of Finance

Based on Act CCIV of 2011 on National Higher Education (hereinafter as: the Higher Education Act), and Government Decree no. 51/2007 (III. 26.) on the benefits provided to and certain payments payable by the students participating in higher education (hereinafter as: the Decree), and Government Decree no. 87/2015 (IV. 9.) on the implementation of certain provisions of Act CCIV of 2011 on National Higher Education (hereinafter as: the Higher Education Act Implementing Regulation), on the recommendation of the Senate of the Moholy-Nagy University of Art and Design Budapest (hereinafter as: MOME/University), the Maintainer establishes the following uniform system and rules for the grants and benefits available to the students of the University and the fees and payments payable by the students of the University (hereinafter as: the Policy) (in a consolidated version, with previous amendments included).

General provisions, the scope of the Policy

1. §

- (1) The Policy shall apply to all students pursuing studies in Hungarian and foreign languages within the framework of bachelor's degree programmes, master's degree programmes, – unless otherwise provided by law – higher education vocational courses and postgraduate programmes at the University, including those pursuing their studies as visiting students, in parallel studies or in partial studies (hereinafter collectively as: students); and to the extent applicable to them, to all employees of the University acting in matters of payments and benefits, regardless of the legal status of their activities, as well as to all organisational units of MOME and to the Student Council (hereinafter as: Student Council or HÖK).
- (2) The Policy shall apply to matters not covered by the Doctoral Regulations with respect to students participating in doctoral programmes and doctoral degree award procedures at the University.
- (3) The person paying the self-funded tuition fee on behalf of the student shall – to the extent applicable to him/her – also act in accordance with this Policy.
- (4) A student may only receive a need-based grant or a doctoral scholarship from one higher education institution at a time. If the student has a student status at more than one higher education institution at the same time, he/she may receive these grants at the higher education institution with which he/she first established a student status subsidised by a Hungarian state scholarship or a Hungarian state partial scholarship (hereinafter: subsidised). The student shall be entitled to a student benefit in the semester in which his/her student status is not suspended.

I. General provisions on student benefits

The system of student benefits

2. §

- (1) The system of student benefits available at the University:
 1. Merit-based scholarships:
 - a) study scholarship,
 - b) public service scholarship; arts and science scholarship
 - c) the national higher education scholarship.
 2. Need-based grants:
 - a) regular need-based grant,

- b) exceptional need-based grant,
 - c) the institutional part of the Bursa Hungarica Municipal Higher Education Grant,
 - d) basic allowance,
3. Benefits available as institutional allowance
- a) for the production of coursebooks, for the purchase of electronic textbooks, study materials and electronic tools necessary for preparation, as well as tools to facilitate the studies of students with disabilities,
 - b) to support cultural activities and sporting activities,
 - c) to maintain and operate the dormitory,
 - d) to rent dormitory accommodation, to renovate the dormitory,
 - e) to support the operation of the Student Council (HÖK) and the Self-Government of Doctoral Students (DÖK)
 - f) MOME HDSE membership
4. Other scholarships
- a) doctoral scholarship,
 - b) other scholarships as defined by the rules/instructions of the higher education institution
 - c) ministerial grants for foreign students,
 - d) sports scholarships.
5. Let's Teach for Hungary scholarship.
- (2) The details and procedure for the payment of the grants specified in this Article may be provided for by an instruction of CEO, as necessary.
- (3) The grants provided for in points (1) to (5) of this Article shall be paid to the bank account indicated by the student on the dedicated form or, in the case of an electronic application, in the Neptun system, unless otherwise provided for in this Policy or in the instructions of the Chief Executive Officer.

Per capita state subsidies and their distribution

2/A. §

- (1) The distribution of the per capita state subsidies determined by the Higher Education Act within the statutory framework is set out in the following table (hereinafter as: table).
- (2) The subsidies from the state budget specified in the table may be used for the purposes set out therein in the proportions indicated. The decision processes indicated in the table refer to the exact use of the indicated subsidy rate.

		Subsidies from the state budget (per capita state subsidies)					
			Scholarship support (per capita state student subsidy)	Dormitory support	Housing allowance	Doctoral scholarship support	Per capita state subsidy for textbooks, coursebooks, sports and culture
Legal title for use	Benefits	Study scholarship	59% (with the provision that the amount of the public service scholarship shall be maximum HUF 5 million per academic year)				
		Arts and science scholarship; public service scholarship					
		Public service scholarship					
		regular need-based grant	40%		30%		56%
		exceptional need-based grant					
		Basic allowance					
	Doctoral scholarship				100		
	Other	coursebook production, etc.					24%
		support for cultural activities					20%
		Support for sporting activities					
		Maintenance of the dormitory		100			
		Renovation of the dormitory			70%		
		HÖK+DÖK operation	1%				
		100	100	100	100	100	

II. Merit-based scholarships

The study scholarship

3. §

- (1) Study scholarships can be awarded for the duration of one academic semester. Study scholarships may be awarded to maximum 50% of the students enrolled in the subsidised full-time bachelor's and master's degree programmes, with the provision that the monthly amount

of the study scholarship awarded to the individual student must be at least five percent of the per capita state student subsidy.

- (2) No study scholarship shall be awarded to a first-time student in the first academic semester after enrolment.

(2a) A student may be awarded a study scholarship if, in the previous completed semester in which he/she had an active student status and in which he/she obtained the grades to be evaluated for the study scholarship, he/she has earned at least 30 credits. In cases deserving special consideration, a student who has completed 25 credits in the last academic semester and has verified the justifiable circumstances that arose during the relevant semester may also receive a study scholarship based on a request addressed to the Rector, provided that the other conditions are also met. The request shall be decided by the Rector, within 15 days from its receipt. The Rector's permission must be attached at the time of the assessment, and the permission submitted after the assessment may not be taken into consideration. The Rector's permission must be sent to the Student Council and the Student Service Centre and Registrar's Office by 5 September of each autumn semester and by 5 February of each spring semester the latest.¹

- (3) In the case of additional (parallel) student status, study scholarships can be applied for on the basis of the academic results achieved in the first and the additional bachelor's or master's degree programmes, with the proviso that a study scholarship can only be awarded once for the same academic performance.
- (4) When awarding study scholarships – upon determining the scope and number of recipients – it shall be ensured that the results obtained on the basis of the same or similar study obligations are comparable and that the scholarships so awarded are of the same amount.
- (5) The study scholarship shall be calculated on the basis of the weighted adjusted credit index, taking into account the adjusted credit index [a study indicator to be calculated in the manner specified in MOME's Study and Exam Regulations (hereinafter as: TVSZ)]. The calculation of the weighted adjusted credit index shall be based on the formula specified in paragraph (5a). *The study scholarship shall be calculated on the basis of the weighted adjusted credit index and a multiplier indicating its value.* Students with the same weighted adjusted credit index or in the same range will receive the same amount of study scholarship.

- (5a) Formula of the weighted adjusted credit index:

$$\frac{\Sigma(\text{credit} \times \text{grade})}{\text{credits completed}} \times \frac{\text{credits completed}}{\text{credits taken}} \times \frac{\text{maximised credits completed}}{30} \times \frac{\Sigma(\text{credit} \times \text{grade})}{\Sigma(\text{credit} \times 5)}$$

Using the weighted adjusted credit index, the value of the maximised credits completed may not exceed 10% (33) of the number of credits (30) required by the model curriculum. Those who have completed more credits than this in a given semester will have their study scholarship calculated based on this value.

- (5b) The weighted adjusted credit index ensures that students with outstanding academic results have a chance of receiving a study scholarship without exceeding the number of credits specified in the model curriculum.

Exceeding the number of credits (30) specified in the model curriculum will be taken into account in the calculation of the grade point average having relevance for the award of the

¹ Inserted by the Maintainer's Resolution no. 9/2023 (12.20.), based on the recommendation contained in Senate Resolution no. 17_2023/2024 (XI.27.).

study scholarship (weighted adjusted credit index) only up to 10% of the overrun. The weighted adjusted credit index is only used for the calculation of the study scholarship.

- (6) The Board of the Student Council, in consultation with the Chief Executive Officer, is authorised to set the multiplier and the ranges as per paragraph (5), with the operative assistance of the Directorate of Finance. The Board shall take its decision in this respect by *30 September* each year for the academic results of the spring semester and by *28 February* for the academic results of the autumn semester.
- (7) If no decision is made by the Board of the Student Council in this respect, the study scholarship shall be calculated according to the following multiplier and ranges (bands). In bachelor's and master's programmes, the value of 1 weighted adjusted credit index (multiplier) shall equal to an amount between HUF 3,500 and HUF 5,500, and this multiplier shall be HUF 4,400 in the absence of an explicit decision by the CEO. The decision is taken by the CEO on the basis of the proposal from the Chief Financial Officer.
- (8) In the first active semester after suspension of the student status, the student is entitled to study scholarship based on the weighted adjusted credit index of the last active semester prior to the suspension.
- (9) Payment of the study scholarship:
 - a) Scholarships shall be provided over 10 months per academic year.
 - b) The study scholarship shall be provided in the form of a monthly financial support (cash grant) only, except for the first month of the academic semester.
 - c) Study scholarships shall be disbursed for the first time in October for the autumn semester and in March for the spring semester. Scholarships must be paid no later than the 10th day of the month in question.
- (10) Study scholarships for BA and MA students
 - a) The study scholarship shall be determined taking into account the 30 credits per semester proposed in the model curricula for BA and MA degree programmes.
 - b) The weighted adjusted credit-indexed grade point average shall be used as the basis for calculating the scholarships, and hence the actual amount of the study scholarships shall be calculated – semester by semester – by using the multiplier determined by the Board of the Student Council, in line with the total budget of the per capita state student subsidy.

The public service scholarship²

4. §

- (1) The public service scholarship is available to students enrolled in subsidised full-time bachelor's, master's or doctoral programmes. The budget for the public service scholarship shall be set by the Chief Executive Officer on the basis of a proposal by the Chief Financial Officer, with due consideration of the table in Article 2/A.
- (2) There are two types of the public service scholarship:
 - a) the Regular Public Service Scholarship (hereinafter as: RKÖ) and

² Article 4 was amended by the Maintainer's Resolution no. 5/2024 (09.19.) based on the recommendation contained in Senate Resolution no. 2_2024/2025 (IX.03.), with effect as of 1 October 2024.

- b) the One-off Public Service Scholarship (hereinafter as: EKÖ)
- (3) The RKÖ is a regular award for the officers of the Student Council and the Self-Government of Doctoral Students [the President and Vice-Presidents of the Student Council (Board of the Student Council), the Delegates' Assembly of the Student Council, the members of the Dormitory Committee, the Senate members representing the students and the President of the Self-Government of Doctoral Students], while the EÖK is a recognition of the high quality public work performed within the framework of the Student Council or the Self-Government of Doctoral Students.
 - (4) The RKÖ is paid for the duration of the mandate of the officials, except that no RKÖ shall be paid for the months of July and August.
 - (5) The Regular Public Service Scholarship due to the the president of the Student Council is 12% of the current monthly public service scholarship budget, the Regular Public Service Scholarship due to the president of the Self-Government of Doctoral Students is 1.2% of the current monthly public service scholarship budget.
 - (6) Members of the Board of the Student Council and the Delegates' Assembly (hereinafter collectively as: the Delegates' Assembly) are eligible for a Regular Public Service Scholarship on the basis of an application. The call for applications is published by the President of the Student Council, indicating the different categories of tasks and the monthly amount of the RKÖ related to the specific categories of tasks, setting the percentage of the monthly public service scholarship. The call for applications shall be approved by the Rector and the CEO, and the President of the Student Council may invite the members of the Board to apply only after these approvals. The President of the Student Council may decide to announce a restricted (invitation-only) call for applications for certain tasks, to which only the designated official is invited.
 - (7) In the case of the call for applications as per paragraph (6), the tasks shall be determined taking into account the tasks set out in the Statutes of the Student Council. The applications shall be evaluated by the President of the Student Council and the decision shall be communicated to the Delegates' Assembly, the Rector and the CEO. The Rector, the CEO and the members of the Board of the Student Council may appeal against the decision of the President of the Student Council to the Students' Appeal Committee within 15 days of the decision.
 - (8) The members of the Delegates' Assembly shall be entitled to receive the awarded RKÖ for the period of time referred to in paragraph (4), unless the President of the Student Council, with the approval of the Rector and the CEO, issues a new call for applications in justified cases.
 - (9) The amount of the RKÖ of the senate members representing the students is 1% of the public service scholarship budget for the period of time specified in paragraph (4).
 - (10)The Regular Public Service Scholarship of the members of the dormitory committee shall be 3% of the public service scholarship budget for the period of time specified in paragraph (4).
 - (11)A student may receive a Regular Public Service Scholarship under multiple titles. However, the president of the Student Council cannot receive any additional public service scholarship beyond the RKÖ specified in paragraph (5) of this Article. Additionally, students receiving the RKÖ cannot receive the EKÖ, and neither the president of the Student Council nor the Delegates' Assembly can receive any further scholarships or support that are announced for tasks to be performed based on the Statutes of the Student Council or the call for applications specified in paragraph (6).

- (12) Students who perform outstanding work in the Student Council or in the Self-Government of Doctoral Students and do not receive the RKÖ may receive a One-off Public Service Scholarship based on an application, which is announced monthly by the president of the Student Council and evaluated by the Board of the Student Council. The EKÖ is at least 10% of the public service scholarship budget. If no applications for the EKÖ have been received in a given month or if the Board of the Student Council has not been able to accept any of the applications, the EKÖ calculated for that month may be used as the EKÖ for the following month, in accordance with this paragraph. If no EKÖ is allocated for two consecutive months due to the absence of any applications, the CEO may, at the request of the president of the Student Council, distribute the remaining amount among the beneficiaries of the RKÖ, in proportion to their share of the RKÖ, or decide to use the remaining amount in any other way in the interest of the Student Council.
- (13) The President of the Self-Government of Doctoral Students shall also participate in the evaluation of the EKÖ applications, if a doctoral student has applied for the EKÖ in the given month. The vote of the President of the Self-Government of Doctoral Students shall be taken into account in deciding on the applications in the same proportion as the proportion of doctoral students among the applicants.
- (14) The public service scholarship shall be granted only in the form of a financial support (cash grant), and shall be paid monthly, except for the first month of the academic semester, and shall be paid no later than the 10th day of the month in question.

The arts and science scholarship

5. §

- (1) The scholarship is available to students enrolled in subsidised full-time bachelor's, master's or doctoral programmes.
- (2) The arts and science scholarship may be awarded to students who, in addition to fulfilling their study and examination obligations with at least good grades, have earned at least 30 credits in the previous academic semester (which was fulfilled by the applicant with active student status), also carry out scientific students' associations activities (research) or equivalent artistic activities at the university and who have submitted an application for the award of an Arts and science scholarship. In cases deserving special consideration, a student who has completed 25 credits in the last academic semester and has verified the justifiable circumstances that arose during the relevant semester may also receive an arts and science scholarship based on a request addressed to the Rector. The request shall be decided by the Rector, within 15 days from its receipt. The Rector's permission must be attached to the application. Permission submitted after the evaluation will not be considered.³
- (3) The arts and science scholarships shall be awarded once a year, following the in-house Scientific Students' Associations Conference.
- (4) The awarding of the arts and science scholarships shall be decided by a committee headed by the Vice-Rector for Strategy and Research and consisting of the President of the University Habilitation Doctoral Council, the teacher-president of the Scientific Students' Associations Conference and a student delegated by the Board of the Student Council, based on the applications submitted. The committee shall establish its own rules of procedure.

³ Inserted by the Maintainer's Resolution no. 9/2023 (12.20.), based on the recommendation contained in Senate Resolution no. 17_2023/2024 (XI.27.).

- (5) The arts and science scholarship shall be provided as a financial support (cash grant) only.

The national higher education scholarship

6. §

- (1) The Minister responsible for education shall, on the initiative of the Senate, award a national higher education scholarship to students of outstanding merit. A national higher education scholarship may be awarded to students enrolled in a bachelor's or master's degree programme who have registered for at least two semesters during their current or previous studies and have earned at least 55 credits.
- (2) The detailed rules for the national higher education scholarship are set out in the Decree.
- (3) The national higher education scholarship is awarded by the Minister responsible for education for a full academic year (10 months).
- (4) The Head of the Student Service Centre and Registrar's Office will inform students about the application conditions and the rules of procedure.
- (5) Applications shall be submitted by students to the relevant educational unit responsible for the given degree programme, within 30 days of the date of publication of the call for applications. Applications will not be accepted after this deadline. Applications must be submitted on the form provided by the Student Service Centre and Registrar's Office.
- (6) A student may only receive a national higher education scholarship at one institution. If more than one institution proposes to recognise the same person, the student will receive a national higher education scholarship from the institution with which he/she first established a student status. A student who has been awarded a national higher education scholarship cannot be excluded from receiving a study scholarship.
- (7) The educational organizational units will place the applications in the order they propose and will send them to the Student Service Centre and Registrar's Office with a personal justification within 10 days of the submission deadline.
- (8) Students who meet the application criteria shall be ranked by the Senate, which shall make a proposal to the Minister responsible for education by 1 August each year, distinguishing between bachelor's and master's degree students. The Rector will present the Minister's decision at the academic year opening ceremonial board meeting.
- (9) If the ranking as per paragraph (8) is based on the point system, the Rector shall establish and publish the point system by 31 May of the year.

III. Need-based grants

Regular need-based grant

7. §

- (1) A regular need-based grant may be awarded to a student who is entitled to a social allowance, provided that his/her application is considered valid in accordance with the rules of procedure and principles laid down in this Policy and the Annexes thereto.

The regular need-based grant is a monthly allowance provided for one semester, based on the student's economic situation.

The announcement of the scholarship, the establishment and publication of the application criteria – *as provided for in this Policy* – and the evaluation of the applications – *as provided for in paragraph (8) of this Article* – shall be the responsibility of the Student Council.

- (2) The total budget of the regular need-based grant shall be determined by the Chief Executive Officer, in agreement with the Student Council, on the basis of the Chief Financial Officer's proposal made no later than on the 5th day following the beginning of each academic year.
- (3) The monthly amount of the regular need-based grant shall not be less than 20% of the annual per capita state student subsidy if the student's economic situation entitles him/her to a regular need-based grant under the Decree and this Policy and
 - a) the student is disabled or in need because of his/her health condition, or
 - b) person with multiple disadvantages,
 - c) the student is a breadwinner, or
 - d) the student has a large family, or
 - e) orphan.
- (4) The monthly amount of the regular need-based grant shall not be less than 10% of the annual per capita state student subsidy if the student's economic situation entitles him/her to a regular need-based grant under the Decree and this Policy and
 - a) the student is disadvantaged, or
 - b) the student is no longer under legal guardianship because he/she is of age, or
 - c) half-orphan.
- (5) The electronic applications for regular need-based support and the documents verifying the economically disadvantaged status (the application) may be submitted by the students by the deadline set by the board of the Student Council, by electronic means. The details on how to submit the application is specified in Annex 1 to the Policy.
- (6) Students who apply for a regular need-based grant will be assessed by the board of the Student Council on the basis of the economically disadvantaged status ranking, by the date set by the Chief Executive Officer, and the decision will be communicated in writing to the Head of the Student Service Centre and Registrar's Office. When assessing the student's economic situation, the criteria set out in the Decree and the Annexes to this Policy shall be taken into account.
- (7) The student – *in accordance with the call for applications published by the Student Council* – must submit to the Student Council by electronic means only those documents, based on Annex 1 of the Policy, which prove the student's economically disadvantaged status as defined in the Decree or this Policy. It shall not be required to attach those documents specified in Part II of Annex 1 of the Policy which do not support or verify the applicant's economically disadvantaged status, no points will be awarded to the student in these categories. Failure to submit or late submission of the documents proving the economically disadvantaged status shall *terminate the respective right and exclude its enforcement, and in the case of incomplete or incorrect submission, the possibility of a correction of deficiencies (provision of missing information) is given on the basis of the Student Council's call.*
- (8) Applications for the regular need-based grant will be evaluated by the Board of the Student Council, taking into account the factors disclosed in the application and verified in accordance with the call for applications, on the basis of the criteria published in the call for applications. Based on the number of applications submitted and the available budget (quota), the Board of the Student Council shall set the score threshold above which the application is considered successful. When setting the score threshold, the Board of the Student Council will ensure that no scholarship/grant is paid out in an amount less than 10% of the annual per capita state

student subsidy. Applications below the score threshold shall be considered invalid and shall be rejected.

- (9) The Board of the Student Council is obliged to set the score threshold specified in paragraph (8) so that a minimum of 25 and a maximum of 35 % of the students eligible to apply receive a regular need-based grant. On the basis of a written proposal from the Board of the Student Council, and with the approval of the Chief Executive Officer, less than 25% or more than 35% of the eligible applicants may receive regular need-based support. If the Student Council does not set a score threshold for a given semester, 30% of the number of students eligible to apply will be successful, provided that this number of valid applications is received.
- (10) Students who have reached the score threshold set by the Student Council shall be entitled to the amount of the support proportional to the points.⁴
- (11) The need-based grant shall be provided only in the form of a financial support (cash grant), and shall be paid monthly, except for the first month of the academic semester, and shall be paid no later than the 10th day of the month in question.
- (12) The economic situation of the student – with the exception of the application for an exceptional need-based grant – shall be examined by the Student Council once every academic semester, at the institutional level, upon the student's request, in accordance with the provisions of this paragraph, and the results of this examination shall be used for the assessment of both the need-based grant and dormitory admissions, as well as for all other need-based benefits. The Student Council shall set the score threshold provided for in paragraphs (8) to (9) every six months, taking into account the points obtained on the basis of new applications.

Exceptional need-based grant

8. §

- (1) The exceptional need-based grant is a one-off payment made to alleviate an unexpected deterioration in a student's economic situation. It shall be deemed to be an unexpected deterioration in the economic situation – an exceptional social/economic event – for the purposes of the awarding of the grant, in particular, but not exclusively, any event which has an unexpected and temporary adverse effect on the financial circumstances of the student or his/her family, in particular the birth of a child, death, unemployment, serious accident or substantial damage to property. Only one application per exceptional event shall be eligible.
- (2) The total budget of the exceptional need-based grant shall be determined by the Chief Executive Officer, in agreement with the Student Council, on the basis of the Chief Financial Officer's proposal.
- (3) An exceptional need-based grant may be awarded to a student on the basis of his/her request (application). The application will be announced by the Board of the Student Council on a monthly basis, at the same time as the one-off public service scholarship and according to the same methodology. The applications for the exceptional need-based grant will be assessed by the Board of the Student Council, based on the economically disadvantaged status ranking, and the decision will be communicated in writing to the Head of the Student Service Centre and Registrar's Office. When assessing the student's economic situation, the criteria set out in the Decree and the Annex to this Policy shall be taken into account.

⁴ Amended by the Maintainer's Resolution no. 11/2024 (06.27.), based on the recommendation contained in Senate Resolution no. 38_2023/2024 (VI.24.).

- (4) With due consideration of their decision-making powers provided for in paragraph (3), members of the Board of the Student Council shall not be entitled to receive an exceptional need-based grant. In the case of a circumstance giving rise to an exceptional need-based grant, members of the Student Council may submit a request to the CEO for up to 10% of the amount of the exceptional need-based grant available for the given month, with documentary evidence of the exceptional situation. The CEO will decide on the request and, if the exceptional circumstance exists, authorise the payment of the grant from the exceptional need-based grant. In this case, the Student Council shall be entitled to distribute the remaining part of the budget among the students who have successfully applied in accordance with paragraph (3) in the month concerned.⁵
- (5) A decision on student requests, applications received must be taken at least once a month and payment must be made within eight working days of the decision.

Bursa Hungarica Municipal Higher Education Grant

9. §

- (1) The detailed rules for the Bursa Hungarica Municipal Higher Education Grant are set out in the Decree.
- (2) The Head of the Student Service Centre and Registrar's Office shall be responsible for the performance of the institutional tasks and the verification of student eligibility, while the Chief Financial Officer shall be responsible for the payment of the grant and for the financial accounting tasks.

Basic allowance

9/A §

- (1) A student enrolled for the first time in a subsidised full-time bachelor's degree programme shall be entitled, upon application, to a basic allowance equalling 50% of the per capita state student subsidy, provided that the student meets the conditions set out in paragraphs (3) to (4) of Article 7.
- (2) A student enrolled for the first time in a state subsidised full-time master's degree programme shall be entitled, upon application, to a basic allowance equalling 75% of the per capita state student subsidy, provided that the student meets the conditions set out in paragraphs (3) to (4) of Article 7.

IV. Grant for foreign nationals studying in Hungary

Ministerial grant under a bilateral international agreement

10. §

- (1) A grant shall be awarded by the competent Minister to students enrolled in a state-recognised higher education institution under a bilateral international agreement, *except for students enrolled in a doctoral programme subsidised from a Hungarian state scholarship.*

⁵ Inserted by the Maintainer's Resolution no. 9/2023 (12.20.), based on the recommendation contained in Senate Resolution no. 17_2023/2024 (XI.27.)

- (2) The grant awarded is for ten or twelve months per year.
- (3) The monthly amount of the ministerial grant shall correspond to:
 - a) for students participating in other bachelor's and master's programmes, 34% of the annual amount of the per capita state student subsidy defined in the State Budget Act,
 - b) in the case of students participating in doctoral programmes, one twelfth of the annual amount of the per capita state subsidy determined for this purpose in the State Budget Act.
- (4) The number of students eligible for the ministerial grant shall be determined by the competent Minister on the basis of the Decree.
- (5) The detailed conditions of application for the ministerial grant and the cases of termination of eligibility are set out in the call for applications.
- (6) The ministerial grant shall be paid to the student by the University.
- (7) In the case of non-Hungarian nationals participating in partial studies under an international agreement, the provisions of paragraphs (1) to (6) shall apply, with the exception that the grant awarded shall be for the duration of the partial studies.

János Hunyadi Scholarship

10/A. §

- (1) The competent Minister may award the János Hunyadi Scholarship to a Hungarian student from abroad – except for students enrolled in a state-subsidised doctoral programme – who is enrolled in a state-subsidised programme in a state-recognized higher education institution.
- (2) The scholarship for a student participating in a full-time programme shall be paid for ten months of the academic year, and its per capita monthly amount shall be determined by the Decree. The scholarship for a student participating in partial studies shall be paid for the duration of the partial studies, its monthly amount per person shall be determined by the Decree.
- (3) The student may apply for the scholarship by submitting an application. The Minister responsible for education will designate – through an individual decision – the entity in charge of conducting the call for applications. The individual decision must be published on the website of the ministry headed by the Minister responsible for education.
- (4) The János Hunyadi Scholarship shall be paid to the student by the University.

Ministerial grant based on intergovernmental agreement

10/B. §

- (1) The competent Minister may award scholarships/grants each academic year to non-Hungarian students – with the exception of students under Article 10 – participating in a self-funded programme in Hungary. A third country national who is supported by a ministerial grant on the basis of an intergovernmental agreement shall not be subject to the obligations related to the Hungarian state scholarship as defined in the Higher Education Act for the period supported by the ministerial grant.
- (2) The competent Minister shall issue the call for applications *within the limits set by the State Budget Act*.

- (3) Applications will be assessed on the basis of the available budget (appropriation) and the applicants' academic performance.
- (4) Applications shall have to be submitted to the higher education institutions. Applications shall be ranked by the higher education institutions and the ranked applications shall be forwarded to the decision-maker (the competent minister). A Committee made of the representatives of the educational organizational units shall rank the applications on the basis of the students' academic result at the University.
- (5) The competent Minister shall decide on the applications on the basis of the ranking and the principles laid down in the Decree, with the assistance of experts where necessary.

V. Let's Teach for Hungary scholarship⁶

Purpose, scope, call for applications and how to apply

11. §

- (1) The aim of this section is to allow mentor students of MOME help primary school students living in small towns to successfully complete their primary education, prepare for secondary education and continue their studies without interruption until they reach secondary level, within the framework of the "Let's Teach for Hungary" (hereinafter: TM) mentoring programme. Our University joined the programme on 5 March 2022.
- (2) It is the explicit aim of MOME to bring MOME students together with their mentored students on a regular basis to show children perspectives outside the boundaries of their environment.
- (3) The personal scope of this section applies to students and all employees of MOME who participate or contribute to the programme.
- (4) MOME is launching two categories for the Let's Teach for Hungary mentoring scholarship:
 - a) Category I: Scholarship application for financial support for the activities of mentor students and differentiated recognition of the performance of mentor students.
 - b) Category II: Scholarship application to become a TM MOME Mentor Ambassador and to receive financial support for the ambassador's activities.
- (5) The application form and accompanying documents must be submitted electronically to tmo@mome.hu.
- (6) The deadline for applications is between 1-30 November for the autumn semester and between 15-30 May for the spring semester.
- (7) Category I applications may also be submitted separately, Category II applications may only be submitted together with the Category I application.

Provisions for the Let's Teach for Hungary mentor student application

11./A §

- (1) Applications may be submitted by students who

⁶ The Rector's Instruction no. 1_2023 (II.8) on the "Let's Teach for Hungary" scholarship programme is repealed with the insertion of this chapter.

- a) completed the Let's Teach for Hungary preparation course (hereinafter TM1) at MOME or another university involved in the TM mentoring programme,
 - b) is enrolled full-time or part-time (correspondence) in a bachelor's or master's programme, or in a single-cycle, public (part-)scholarship or self-funded programme.
- (2) The student undertakes to:
- a) complete and send the application form to tmo@mome.hu;
 - b) sign a scholarship agreement with MOME;
 - c) perform active mentoring activities during the semester concerned;
 - d) complete a mentoring support course (hereinafter TM2) organised by MOME in the given semester.
- (3) The application must be accompanied by a programme outline of the planned mentoring activity (maximum 2 pages) and a motivational letter (cover letter) (maximum 2 pages).
- (4) If the applicant student is a novice mentor, i.e. has not yet performed TM mentoring activities, he/she also commits to participate in the TM camp during the semester, together with the commitments set out in paragraph (2).
- (5) If the student has already completed the TM2 course within the framework of the programme, the Professional Committee in charge of assessing the application will take into account the supervision evaluation made regarding the student's mentoring activities (or if multiple TM2 courses have been completed, the supervision evaluation regarding the last semester completed).
- (6) The number of grants/scholarships available is adjusted to the number of students of the schools participating in the TM mentoring programme.
- (7) The amount of the grant: HUF 45,000/month according to the following schedule: in the autumn semester in the months of September, October, November and December HUF 45,000/month, i.e. HUF 180,000 in total during the mentoring period; in the spring semester in the months of February, March, April, May and June HUF 45,000/month, i.e. HUF 225,000 in total during the mentoring period. The payment of the grants is also conditional on the signing of a cooperation agreement between IFKA Iparfejlesztési Közhasznú Nonprofit Korlátolt Felelősségű Társaság and MOME and on the receipt of the scholarship funds in MOME's bank account.
- (8) Out of the HUF 45,000/month grant, the amount proposed to fund the programmes for children mentored by the student is HUF 10,000/month.
- (9) The first monthly grant will be paid on condition that the student takes the announced TM 2 course by the deadline.
- (10) The first month's grant will be paid
- a) by the 10th day of the following month if the student signs up for the course before the end of the course registration period,
 - b) if the student signs up for the course after this date, the grant will be paid by inter-monthly transfer during the following month.
- (11) The student will be eligible for a differentiated grant if the application is successful. The differentiated grant is paid in a single payment at the end of the academic year, based on a performance assessment. The performance assessment criteria are available on the Let's Teach for Hungary subpage of the MOME central website.

Provisions for the award of the Let's Teach for Hungary MOME Mentor Ambassador title

11./B §

- (1) Applications may be submitted by students who
 - a) have already mentored for at least two semesters in the TM mentoring programme,
 - b) also apply for and qualify under category 1 of this call for applications.
- (2) The student undertakes to:
 - a) recruit for the TM1 course and the TM mentoring programme;
 - b) carry out communication activities related to the promotion of the TM mentoring programme and the campaign activities, as agreed with the programme organisers;
 - c) organise and participate in online/offline promotional forums, create/order/publish promotional posters and presentations, promotional short films;
 - d) share their mentoring experiences with other students from other universities participating in the TM mentoring programme.
- (3) The amount of the grant is HUF 45,000 (one-off payment). The grant will be paid no later than the last month's mentoring scholarship.
- (4) The payment of the grants is also conditional on the signing of a cooperation agreement between IFKA Iparfejlesztési Közhasznú Nonprofit Korlátolt Felelősségű Társaság and MOME and on the receipt of the scholarship funds in MOME's bank account.
- (5) The number of students eligible for the grant is 3.
- (6) The application must be accompanied by a programme outline of the planned ambassadorial activity (maximum 2 pages).

Evaluation of TM applications

11./C §

- (1) The evaluation of the applications is carried out on an ongoing basis by the Professional Committee, which is composed of the instructors/teachers of the MOME TM programme. The student will be informed of the results of the application to his/her e-mail address recorded in the Neptun system within 7 days of the submission of the application.
- (2) The application submitted in category I will be rejected without any substantive examination if the student:
 - a) does not submit their application in accordance with the call for applications;
 - b) misses the application deadline;
 - c) fails to attach the programme outline for their mentoring activities to the application;
 - d) fails to attach the motivational letter (cover letter) to the application.
- (3) The application submitted in category II will be rejected without any substantive examination if the student:
 - a) does not submit their application in accordance with the call for applications;
 - b) has not submitted an application in category I;
 - c) fails to attach the programme outline for their ambassadorial activities to the application;
 - d) misses the application deadline.
- (4) The disbursement of the scholarships during the semester is subject to:
 - a) active student status in the current semester,

- b) active mentoring activities,
- c) participation in the TM2 course.

Other provisions related to the TM application

11./D §

- (1) A student who has completed at least three semesters of the TM mentoring programme is entitled to a certificate at the end of their studies, certifying the fact and duration of their participation in the mentoring programme.
- (2) The successful applicant must fully meet the obligations set out in the scholarship contract with MOME for the current semester. If they fail to meet their obligations in full, they will have to repay the scholarship granted.

VI. Benefits available as institutional allowance

Benefits available as institutional allowance

12. §

- (1) Allowances for the production of coursebooks, for the purchase of electronic textbooks, study materials and electronic tools necessary for preparation, as well as tools to facilitate the studies of students with disabilities.
- (2) The university shall use 24% of the institutional amount of the subsidy as per Article 85/C (ea) of the Higher Education Act for the purchase of electronic textbooks, study materials and electronic tools necessary for preparation, the production and purchase of digital teaching materials, as well as tools to facilitate the studies of students with disabilities.
- (3) The Rector shall decide on the use of the funds on the recommendation of the Director of the Library, on the basis of the proposal submitted by the Chief Financial Officer, with the approval (countersignature) of the Chief Executive Officer, and after obtaining the prior opinion of the Student Council. The Rector shall inform the Student Council on the utilization of the funds annually.

Support for cultural and sporting activities

13. §

- (1) 20% of the institutional amount of the subsidy as per Article 85/C (eb) of the Higher Education Act may be used to support cultural and sporting activities.
- (2) Cultural activities include, in particular, cultural activities organised or provided for students within the framework of the institution of higher education, the organisation of events, career support, life-style and study counselling, and the creation of works of art.
- (3) The cultural support may also be used for the purchase of tickets or season tickets for cultural events falling within the scope of cultural activities within the meaning of paragraph (2), subject to the following conditions: the cultural event and the amount of the financial support shall be

proposed by the Student Council and decided by the CEO. The tickets and season tickets shall be distributed free of charge among the students; the conditions of distribution shall be approved by the CEO on the basis of a proposal of the Student Council, provided that the regularity and financial conditions are met, with the understanding that the distribution shall not be dependent on holding a specific position or office.⁷

- (4) Sporting activities include, in particular, activities organised or provided for students within the framework of higher education, provision of activities ensuring physical exercise, sports, competition, education for a healthy life-style, life-style counselling.
- (5) The Chief Executive Officer shall decide on the use of the subsidy on the basis of the proposal submitted by the Chief Financial Officer. The CEO may also seek the opinion of a person qualified in the field of sport and the opinion of the Student Council before making his/her decision.

Maintenance of dormitories, accommodation in dormitories, housing allowance

14. §

- (1) The institutional amount of the subsidy as per Article 85/C (ec) of the Higher Education Act may be used for the maintenance and operation of dormitories.
- (2) The rules of accommodation in dormitories and the basic dormitory services shall be regulated by the University's dormitory regulations, whereas the dormitory fees and the housing allowance shall be governed under this Policy.
- (3) Accommodation in a dormitory may be obtained by submitting an application. Applications shall be decided on the basis of the point system set out in this Policy. The point system should be made available before applications are submitted.
- (4) The point system shall also take into account the student's economic situation, academic performance, work carried out for the benefit of the student community, the work schedule of the student's programme, the cases of exemption and the existence of the conditions for preferential treatment specified in the Higher Education Act.
- (5) Dormitories and halls of residence that operate as colleges for advanced studies may apply a different point system from the general one.
- (6) In the calculation of dormitory admission points, first-year students and senior students shall be scored separately, and in the case of senior students, academic results (according to Annex 2)⁸ and community service shall also be taken into account in addition to their economically disadvantaged status (if any).
- (7) When establishing the ranking through the scoring, the first-year student shall be compared only with the other first-year students, whereas the senior students shall be compared only with the other senior students.
- (8) The distribution of places between the first-year and senior students is shown in Annex 3.

⁷ Inserted by the Maintainer's Resolution no. 11/2024 (06.27.), based on the recommendation contained in Senate Resolution no. 38_2023/2024 (VI.24.).

⁸ Inserted by the Maintainer's Resolution no. 9/2023 (12.20.), based on the recommendation contained in Senate Resolution no. 17_2023/2023 (XII.4.).

**Support for the operation of the Student Council (HÖK) and the Self-Government of
Doctoral Students (DÖK)**

15. §

- (1) The support provided to the Student Council and the Self-Government of Doctoral Students shall amount to at least 1% of the institutional amount of the subsidy as per Article 85/C (ee) of the Higher Education Act. The support shall be distributed between the Student Council and the Self-Government of Doctoral Students in proportion to the number of students at the beginning of the academic year.
- (2) Student Councils shall be required to submit a technical and financial report on the utilization of the funds to the Rector and the Chief Executive Officer within 15 days after the end of each academic semester.

MOME Sports Association (HDSE) membership

16. §

- (1) The aim of the MOME Student-Employee Sports Association (hereinafter as: HDSE) is to provide a wide range of sports services to students, former students and employees of the University.
- (2) Services available as part of the membership in the sports association:
 - a) sporting opportunities in a variety of sports;
 - b) use of two gyms, individual functional training sessions with personal trainers;
 - c) recreational and human kinesiology services;
 - d) professional sports consultancy.
- (3) The services provided for in paragraph (2) of this section may be obtained through membership in the association.
- (4) Membership in the association shall be conditional on the following:
 - a) current or former student status at the University, or
 - b) employment or other work-related legal relationship with the University and
 - c) payment of the membership fee for the semester as determined by the General Assembly of the sports association.

VII. Sports scholarships⁹

MOME Athlete

17. §

- (1) The MOME Athlete Scholarship may be awarded to students, who have an active student status in the BA, MA or doctoral programmes of the University with a Hungarian state scholarship or self-funding and who have achieved outstanding sporting performance in the previous calendar year.
- (2) The scholarship is open to the best female athlete (1 person) and the best male athlete (1 person) of the previous calendar year.

⁹ Inserted by the Maintainer's Resolution no. 11/2024 (06.27.), based on the recommendation contained in Senate Resolution no. 38_2023/2024 (VI.24.).

- (3) The conditions and procedures for awarding the scholarship are set out in the call for applications. The call for applications is published by the CEO on the proposal of the academic staff member(s) responsible for sport, subject to the availability of funds, and in consultation with the Student Council, as appropriate, before launching the call. The MOME Athlete Scholarship can be a one-off cash grant or a grant for sports equipment or a cash grant on a monthly basis for 5 months.

MOME Sports Scholarship

18. §

- (1) The sports scholarship is available to students who have an active student status in the BA, MA or doctoral programmes of the University with a Hungarian state scholarship or self-funding and who have achieved outstanding results as athletes or other sports professionals in national or international sports competitions or events.
- (2) The scholarship is a monetary benefit that can be disbursed either as a lump sum or in monthly instalments. It is announced and awarded each academic semester based on the available funds (sports budget) to recognize outstanding athletic or sports professional activities.
- (3) The conditions for awarding the scholarship and the procedure for its assessment are set out in the call for applications. The call for applications is published by the CEO on the recommendation of the academic staff member(s) responsible for sport.

VII. Doctoral scholarship

Doctoral scholarship

19. §

- (1) The annual amount of the doctoral scholarship of a doctoral student participating in a subsidised full-time programme shall equal to the annual amount of the per capita state subsidy set for this purpose in the State Budget Act, plus 56% of the per capita state subsidy for textbooks, coursebooks, sports and culture.
- (2) A twelfth of the annual amount specified in paragraph (1) shall be paid monthly to registered doctoral students.
- (3) The doctoral scholarship shall be provided only in the form of a financial support (cash grant), and shall be paid monthly, except for the first month of the academic semester, and shall be paid no later than the 10th day of the month in question.

VIII. Other grants and scholarships

Scholarship established by Rector's order

20. §

- (1) Pursuant to paragraph (1) of Section 6 of the Decree, in addition to the need-based support or merit-based grant that may be granted to the student under Section 85/B of the Higher Education Act, the higher education institution may award other scholarships (hereinafter as:

Other Scholarships) by way of application, as specified in the regulations of the higher education institution.

- (2) Students who have an active student status at the University at the time of application are eligible to apply for the Other Scholarships.
- (3) The Other Scholarships can only be a cash grant and can be paid either once or monthly. Other Scholarship, payable monthly, may be awarded for one academic semester of 5 months or for one academic year of 10 months, subject to the exceptions provided for in this Policy, in the legislation or in other supporting documents, with the proviso that the scholarship due in the first month of the academic semester is paid by the University together with the amount due in the second month. The payment shall be made by the 10th day of the month concerned at the latest, except as provided above.
- (4) Unless otherwise provided for in this Policy or in the Rector's order as per paragraph (6), in legislation or in other supporting documents, only students who have completed at least 30 credits in their last active academic semester, have not yet completed an active semester or were in a passive status in the spring semester of the academic year 2023/2024 may apply for the Other Scholarship as of the autumn semester of the academic year 2024/2025. In cases deserving special consideration, a student who has completed 25 credits in the last academic semester and has verified the justifiable circumstances that arose during the relevant semester may also receive Other Scholarship based on a request addressed to the Rector. The request shall be decided by the Rector, within 15 days from its receipt. The Rector's permission must be attached to the application. Permission submitted after the evaluation will not be considered.
- (5) The condition set out in paragraph (4) shall not apply if the student is to receive a scholarship for a specific intellectual creation, for participation in a course, or if the University intends to award a prize to the student.
- (6) At the initiative of the Directors of the Institutes, the Head of the Doctoral School, the Director of TechPark, the Director of the Innovation Centre, or the Director of the Academy, and at his/her own discretion, the Rector may establish a scholarship by order, following the joint approval of the funding by Chief Executive Officer and Chief Financial Officer. The detailed conditions of the application, the scope of applicants, the exact amount of the scholarship, and the payment details, whether it is established for a fixed term (i.e. for a specified number of academic years) or an indefinite term, as well as any other circumstances that the applicant student needs to know – with particular regard to the principles of foreseeability and predictability – must be specified.
- (7) The rules of the scholarship established by the Rector by order under paragraph (6) shall not conflict with the provisions of this Policy. Other Scholarships established by the Rector for an indefinite period must be recorded in this Policy after two years of continuous operation, before the start of the next academic year. For the purposes of this paragraph, continuous operation shall be considered to occur if there is a call for applications each semester, based on which at least one student is awarded the Other Scholarship.

IX. Grants provided for studies at foreign higher education institutions

Grants provided for the studies of students of Hungarian nationality at foreign higher education institutions

21. §

- (1) Scholarships aimed to assist Hungarian citizens to study at a state-recognised foreign higher education institution may be awarded through a public call for applications.

- (2) The call for applications
 - a) is intended to assist Hungarian citizens belonging to a nationality to study in their mother tongue at a state-recognised higher education institution – as defined in bilateral international treaties with the country concerned –
 - b) in full or partial studies abroad.
- (3) The Minister responsible for education shall issue the call for applications within the limits set by the State Budget Act.
- (4) The evaluation of the applications shall be based on the relevant bilateral or multilateral international treaties and the academic performance of the applicants.
- (5) The Minister responsible for education shall decide on the applications on the basis of the principles set out in paragraph (4), where necessary with the assistance of experts, and shall notify the applicant and, in the case of students, the higher education institution.
- (6) The call for applications shall be published on the Ministry's website and shall be distributed to all higher education institutions and the national minority self-government concerned.
- (7) The deadline for submission of applications shall not be earlier than 30 days from the date of publication.

X. Transfer

Rules for transferring between programmes subsidised from Hungarian state (partial) scholarships and self-funded programmes

22. §¹⁰

- (1) A student's classification as a state scholarship student or as a self-funded student shall be for a period of one academic year. Self-funded students can only apply for transfer to a programme type subsidised from Hungarian state scholarship, while fee-paying students can only apply for transfer to a state-subsidised programme type.
- (2) During each academic year, the University is obliged to transfer to a self-funded programme those students participating in a programme subsidised by a state scholarship who have not earned at least 5 credits or has not achieved a weighted grade point average of 2.0 in the average of the last two semesters in which his/her student status was not suspended or when he/she did not participate in a programme abroad, and also those students who withdrew their declaration as per Paragraph (2) of Article 48/D of the Higher Education Act.
- (3) Students who have been transferred according to paragraph (2) may continue their studies only on a self-funded basis.
- (4) Students whose student status is suspended or who have been studying abroad shall not be taken into account in the transfer decision.
- (5) For students with the same adjusted credit index, the decision must be the same.
- (6) The Rector shall decide on the transfer from the subsidised programme type to the self-funded programme type at the end of the academic year after the semester has been closed, but – *with*

¹⁰ Amended by the Maintainer's Resolution no. 1/2022 (08.08.), based on the recommendation contained in Senate Resolution no. 69_2021/2022 (VIII.3.).

the exception as per Article 61(8) of the Higher Education Act Implementing Regulation – by 31 July each year at the latest, and may delegate this authority to the Head of Registrar's Office.

- (7) In order to determine the number of students who may be transferred from the self-funded programme type to the state scholarship programme type during the next academic term, it is necessary to determine whether, in the given academic year and for a given degree programme
 - a) how many state scholarship students have had their student status terminated before obtaining their final certificate (absolutorium),
 - b) how many state scholarship students are being transferred to a self-funded programme,
 - c) how many students have already taken advantage of the period of subsidy available under Article 47(1) of the Higher Education Act or Article 47(3) of the Higher Education Act for the given degree programme by the end of the closed semester, but have not yet obtained their final certificate (absolutorium)
 - d) how many students continue their studies at a self-funded programme type for any other reason.
- (8) If a student admitted to a state scholarship programme terminates his/her student status before the end of his/her studies, or if the student continues his/her studies at a self-funded programme type for any reason, he/she may be replaced by a student studying at the same degree programme at the University on a self-funded basis, if so requested.
- (9) Those students can be transferred to a subsidised student place becoming vacant – *on application by the student*
 - a) who have earned at least 50% of the credits required in the recommended curriculum in the last two semesters of his/her enrolment and are at the top of the student ranking established based on the cumulative adjusted credit index, and who,
 - b) are studying at the same degree programme.
- (10)The Study Committee shall decide on the vacant subsidised student places – on the basis of the student's application –, taking into account the student's academic performance and the proposal of the head of the educational organizational unit responsible for the student's degree programme, *based on the criteria set out in paragraph (9).*
- (11)A self-funded student whose number of previous semesters of state-subsidised studies exceeds the duration of the given degree programme by two semesters, or four semesters in the case of students with disabilities, may not be transferred to a subsidised programme type.
- (12)Students who have not been transferred will continue their studies in the same programme (funding) type in the following academic year as in the previous one.

XI. Fees

Default and late charges and special procedural charges¹¹

23. §

- (1) Special procedural charges may be imposed for the students of the University in the cases specified in Article 18 (10)-(11) of the Study and Examination Regulations and in Article 6 (5) of the Admission Policy.

¹¹ Amended by the Maintainer's Resolution no. 11/2024 (06.27.), based on the recommendation contained in Senate Resolution no. 38_2023/2024 (VI.24.).

- (2) Default and late charges as well as special procedural charges may be imposed on the student under the legal titles listed in Annex 4.
- (3) The rates of charges under paragraphs (1) to (2) shall be determined by the Senate.
- (4) The amount of the dormitory fees is set out in Annex 3 to this Policy; the amounts of the default and late charge and the special procedural charges are set out in Annex 4 to this Policy.
- (5) The handling of applications for default and late charges (instalment payment applications) is governed by Article 4 of the Decree.
- (6) On request, the student may be granted an exemption, instalment payment plan, or deferral to fulfil their payment obligations. In the procedure outlined in paragraph (7), students may be granted an instalment payment plan or deferment of payment based on need, for the following payment obligations
 - a) the fee,
 - b) the dormitory fee.
- (7) Applications for instalment payment or deferred payment regarding payment obligations of the student shall be decided by the Chief Executive Officer, within the powers delegated to him/her by the Rector, in the form of a decision, with the notification of the maintainer. The application for payment by instalments and deferment is to be submitted to vezerigazgatosag@mome.hu by e-mail, through the NEPTUN system or by any other electronic means published in the usual manner at the University (hereinafter as: other electronic means). The CEO may decide to accept the submission of the application only via the above e-mail address, via the NEPTUN system or by other electronic means, and this decision of the CEO shall become effective upon publication in the usual manner at the University.
- (8) The student may be exempted from the obligation to pay the fee for services provided in accordance with Section 82 of the Higher Education Act on the basis of his/her academic performance in the procedure outlined in paragraph (9).
- (9) The Study Committee – or a sub-committee of the Study Committee delegated for this purpose, with a minimum of 3 members – shall decide on applications for mitigation (reduction) and exemption regarding the payment obligations of the student, within the powers delegated to it by the Rector, with the prior countersignature (approval) of the Chief Executive Officer, in the form of a decision, with the notification of the maintainer. The application for exemption and mitigation (reduction) is to be submitted to tanulm@mome.hu, through the NEPTUN system or by other electronic means. The CEO may decide that the Study Committee may only accept the request via the above e-mail address, via the NEPTUN system or by other electronic means, and this decision of the CEO shall become effective upon publication in the usual manner at the University.
- (10) Annexes 3 and 4 may be amended by the Senate on the proposal of the CEO, but amendment to these annexes shall not require a formal amendment of this Policy.

XII. Self-funded tuition fee

The self-funded programmes

24. §

- (1) Students participating in a programme not subsidised by a Hungarian state (partial) scholarship shall pay a self-funded tuition fee as a consideration for the teaching and ancillary educational services provided by the university.

- (2) The following students shall participate in self-funded programmes:
- a) students of first and further bachelor's, master's and postgraduate programmes financed from non-state budgetary resources who have been admitted by the admission committee for this type of programme;
 - b) students participating in course trainings financed from the funds received and in course trainings provided for financial consideration, with whom the university has concluded a study contract;
 - c) students who have transferred to the university from another higher education institution for this type of programme;
 - d) students who exceed the programme duration specified in the qualification requirements for the semesters of the subsidised programme he/she has started.
- (3) A student who has previously participated in a state-subsidised programme and, having terminated it, resumes his/her studies as a subsidised student under a new admission procedure may be subsidised in the programme started under the new admission procedure, provided that the total number of state-subsidised semesters started does not exceed the programme duration indicated in the qualification requirements of the new programme.
- (4) The Senate shall determine the amount of the self-funded tuition fee, with the exception of the course training, which shall be determined by the Rector on the proposal of the head of the department in charge of the given course, with the prior countersignature (approval) of the Chief Executive Officer. The amount of the self-funded tuition fee shall be published in the usual manner at the university. The Senate shall, simultaneously with determining the amount of the self-funded tuition fee, decide on the period of validity of the amount of the self-funded tuition fee. In the absence of such a decision, the determined amount shall be valid for an indefinite (open-ended) period, until it is withdrawn, with the proviso that the amount of the self-funded tuition fee may be increased only in a phasing-out system, after prior publication in the Higher Education Prospectus. The Senate's decision on the amount of the self-funded tuition fee shall be published by the Rector and the CEO in a joint order.
- (5) The self-funded tuition fee shall be payable in one lump sum payment for each semester, in advance, at the time of enrolment.
- (6) At the student's request, the amount of the self-funded tuition fee may be pro-rated to the number of credits the student has taken in the semester in which the student is expected to obtain the absolutorium. The basis for pro-rating shall be that the full amount of the self-funded tuition fee shall be payable upon obtaining 30 or more semester credits.
- (7) The procedure for payment and registration of the self-funded tuition fee is laid down in the Chief Executive Officer's instruction.
- (8) The university shall enter into a written study contract with the students enrolled in self-funded programmes at the time of enrolment.

XIII. Legal Remedies¹²

Legal Remedies

25. §

- (1) Students may appeal to the Students' Appeal Committee (HJB/Committee) within 15 days of receipt of the decision for violation of the provisions of this Policy.
- (2) New facts or circumstances may be put forward in the appeal procedure only if they were not known to the student before the decision was taken or were not put forward by the student through no fault of his/her own.
- (3) Requests for appeal may be submitted in accordance with the provisions of the Student Appeals Policy, in the manner and form set out therein.
- (4) The Committee shall consider the appeal on the basis of the Student Appeals Policy, with the exceptions provided for in this Policy. The Committee is not bound by the terms of the appeal in the course of its procedure.
- (5) The Committee's decision shall become final upon its notification. The student may bring an administrative proceeding against the Committee's decision.

XIV. Closing provisions

Closing provisions

26. §

- (1) The self-funded tuition fee and the other charges set out in this Policy shall be paid by bank transfer.
- (2) Students participating in subsidised programmes will be informed of the amount of the subsidy and its payment through the NEPTUN system, or, ~~if this is justified~~, in writing by post.
- (3) The Chief Executive Officer shall provide for the legal recovery (collection) of overdue fees.
- (4) If this Policy does not provide for a deadline in terms of the submission of the request, the deadline provided for in the academic calendar shall be deemed to be the relevant deadline.
- (5) This Policy have been discussed by the Senate of the Moholy-Nagy University of Art and Design Budapest. The Policy – based on the proposal of the Senate and with the agreement of the Student Council – was adopted by the maintainer through its resolution no. 5/2021 (07.22.) and then amended by its resolutions no. 1/2022 (08.08), 11/2023 (07.27.), 11/2024 (06.27) and 5 /2024 (09.19). Article 19(2) of this Policy shall also apply to the transfers in terms of the academic year 2021/2022.¹³ This Policy shall enter into force on the date of signature – with the proviso that the weighted adjusted credit index calculated on the basis of Article 3 and used for the study scholarship shall become applicable from the second semester of the academic year 2021/2022, and in the first semester of the academic year 2021/2022 the study scholarship shall be paid on the basis of the grade point average calculated according to the rules in force in the

¹² Inserted by the Maintainer's Resolution no. 11/2024 (06.27.), based on the recommendation contained in Senate Resolution no. 38_2023/2024 (VI.24.).

¹³ Amended by the Maintainer's Resolution no. 1/2022 (08.08.), based on the recommendation contained in Senate Resolution no. 69_2021/2022 (VIII.3.).

second semester of the academic year 2020/2021 (this provision shall always apply in the event of a change in the calculation of the average used to determine the study scholarship, meaning that the calculation defined in this Policy, as modified, applies to academic results obtained after the modification, i.e. it can be applied to evaluations obtained in the academic semester following the entry into force) – and simultaneously with its entry into force, the Payment and Benefit Policy of MOME, which entered into force on 1 July 2016 and was approved by the Senate in its Resolution no. 29/2016 (VI.30.), shall be repealed.

(6) Paragraph (2a) of Article 3 of this Policy shall apply from the second semester of the academic year 2023/2024, except that the provisions of paragraph (2a) of Article 3 shall apply to the study scholarship awarded in the first semester of the academic year 2024/2025 on the basis of the academic results obtained in the second semester of the academic year 2023/2024.¹⁴

(7) The provisions inserted into Article 4 by the maintainer's resolution no. 9/2023 (12.20.) based on the Senate's proposal contained in resolution no. 17_2023/2024 (XI.27.) shall first be applied from the spring semester of the 2023/2024 academic year, concerning half of the public service scholarship established for the academic year. All other provisions inserted by the maintainer's resolution no. 9/2023 (12.20.) based on the proposal contained in Senate resolution no. 17_2023/2024 (XI.27.) shall apply from the second semester of the academic year 2023/2024.

The provisions of Article 4 amended by the maintainer's resolution no. 5/2024 (09.19.) based on the proposal contained in Senate resolution no. 2_2024/2025 (IX.03.) shall apply from 1 October 2024.

(8) This Policy constitutes is the consolidated version as per the maintainer's resolution no. 11/2024 (06.27), therefore the amendments have not been highlighted. The amendments adopted by the maintainer through its resolution no. 11/2024 (06.27.) shall enter into force on 1 July 2024, and simultaneously – with due consideration of Article 23 and Annex 3 of the Policy – the Chancellor's Instruction no. 13/2018 (VII. 4.) on default and late charges, special procedural charges and dormitory fees shall be repealed.

Budapest, 20 September 2024

Gergely BÖSZÖRMÉNYI-NAGY

Chairperson of the Board of Trustees of the
Foundation for the Moholy-Nagy University of
Art and Design

¹⁴ Inserted by the Maintainer's Resolution no. 9/2023 (12.20.), based on the recommendation contained in Senate Resolution no. 17_2023/2024 (XI.27.).

Annexes

Annex 1

Criteria for the need-based grant and basic allowance, certificates that can be submitted, rules of evaluation, calculation of points

I.

Rules and criteria for awarding the regular need-based grant

1. The regular need-based grant is a monthly allowance provided for one academic term (academic semester), based on the student's economic situation. The student shall hold the points awarded on the basis of his/her economic situation for five months, from September to January and from February to June. The grant can be awarded for five months if the awarding of the grant is justified, i.e. if the student's score reaches the need-based grant score thresholds determined in the first and second semesters. If a student did not apply for the grant in the first semester, he/she can apply for the need-based grant in the spring semester, whereas those who applied in the autumn semester must also submit a new application for the spring semester in accordance with the current data if they wish to receive regular need-based support.

2. *Subject to Article 21 of the Decree and this Policy*, applicants must provide proof of all of their claims or statements that they have made in support of their economically disadvantaged status. The following data and criteria shall be taken into account when assessing the economic situation:

- a) **Income:** number of persons living in the same household as the applicant (persons living together in the same property at the student's address, registered or resident there) and their income status, self-supporting status of the student. For the calculation of income, the average of the last three months should be taken into account for regular measurable monthly income (salary, pension, monthly allowances, child support (alimony), etc.) and the twelfth of the last year for other income. At the student's request, proven future income changes should also be taken into account. The resulting net monthly income per capita shall be taken as the basis for the calculation of income in accordance with the point system set out in Part IV of this Annex.
- b) **Family structure:** assessment of the number and status of supporters and dependants (sibling, own child, supporter parent).
- c) **Housing:** the applicant's place of residence, place of habitual residence; the distance between the place of training and the place of residence – or the place of habitual residence, if the student is not living in the same household as the supporter¹⁵ –, the duration and cost of the journey;
- d) **Health condition:** the regular medical expenses of the student or a close relative living in the same household incurred due to his/her medical condition; the costs of caring for a relative who needs care.
- e) **Social categories highlighted by the Decree:**

¹⁵ A community of natural persons living together in the same dwelling.

- **orphan:** a student under 25 years of age whose both parents, or whose unmarried, divorced or separated parent living in the same household, have died and the student has not been adopted;
- **half-orphan:** *a student under 25 years of age whose parent has died and has not been adopted;*
- **disabled or medically needy student:** a student who
 - i. requires permanent or increased supervision or care because of a disability, or who regularly needs personal and/or technical assistance and/or services because of a disability, or
 - ii. has lost at least 67% of his or her capacity to work or has suffered at least 50% health impairment and this condition has lasted for one year or is expected to last for at least one more year;
- **breadwinner:** the student
 - i. who has at least one child,
 - ii. who is entitled to a nursing allowance under Act III of 1993 on Social Administration and Social Benefits;
- **student with a large family:** a student who
 - i. has at least two dependant siblings or three children, or
 - ii. at least two persons other than his/her supporter(s) living in the same household have a monthly income below the statutory minimum wage, or
 - iii. is the guardian of at least two minor children;
- **person with multiple disadvantages:** a person who is under the age of 25 at the time of enrolment (application) and who is considered to be a person with multiple disadvantages as defined in the Act on the Protection of Children and Guardianship Administration;
- **disadvantaged person:** a person who is under the age of 25 at the time of enrolment (application) and who is considered to be a disadvantaged person as defined in the Act on the Protection of Children and Guardianship Administration;

II.

Certificates that can be accepted to prove the economically disadvantaged status

1. In the case of a low income claim:

For the calculation of income, **the average of the last three months should be taken into account for regular measurable** monthly income and the **twelfth** of the last **year** for **other** income. At the student's request, proven future income changes should also be taken into account.

- A) In order to verify the average per capita income, the applicant must upload, primarily, the residential bank account statement of the concerned person (e.g. supporter, self-sustaining applicant), so that based on that document, the income can be used to determine the regular measurable income of the previous 3 months and other income for the previous 12 months. The residential bank account statement must be extracted in such a way that only the information set out in Section I.2.a) and the name of the residential bank account holder can be identified.
- B) If the method of verification specified in Section A) is not or not fully suitable for determining income (e.g. because the income is received in cash), then and only then the average per capita income or the part of it that cannot be supported by the residential bank account statement must be verified as specified in points i) and ii) below:
 - i. **If the supporter(s):**

a/ **is a taxpayer with self-assessment (other income – taking into account the twelfth of the last year):** income certificate issued by the regionally competent directorate of the National Tax and Customs Administration (NAV) for the previous year's personal income, or, in the absence of this, a decision of

the regionally competent directorate of the National Tax and Customs Administration (NAV) that it cannot issue the requested income certificate for the previous year because the taxpayer has not submitted an income tax return or has not requested an employer's tax assessment in a declaration, and a signed photocopy of the income tax return of the taxpayer with self-assessment for the previous year;

b/ has a single employment relationship: a photocopy of the employer's certificate (form M29/20...) certifying the average income for the previous three months, stamped and signed by the employer; in the absence of this, a photocopy of the employer's certificate for the previous year's personal income tax return (form M30/20...), stamped and signed by the employer, and a photocopy of the declaration for the assessment of the previous year's personal income tax by the employer (form NY29/20...) certifying that the employer has prepared the supporter's tax return, the contents of which are the same as those of form M30/20..., presentation of both the original and the photocopy is acceptable when submitting the application, and an official NAV certificate of gross income for the previous year to confirm the facts;

c/ is a licensed small-scale farmer (if he/she is exclusively engaged in licensed small-scale farming): photocopy of the certificate(s) requested from the taxpayer with self-assessment, as well as a photocopy of the previous year's licensed small-scale farmer identity card and sales slip, authenticated by the farmer's signature in his/her own hand;

d/ is a pensioner with no other income in addition to the pension (disability pensioner, recipient of regular social benefit): the pensioner certificate and the last pension statement or, when the pension is transferred to a bank account, a photocopy of both the pensioner certificate and the last bank account statement, authenticated by the supporter's signature, together with a decision of the regionally competent NAV directorate that it cannot issue the income certificate requested for the previous year because the taxpayer has not filed an income tax return;

e/ is in the process of retirement: a certificate from the pension insurance administration on the expected amount of the pension, and a decision of the regionally competent NAV directorate that it cannot issue the income certificate requested for the previous year because the taxpayer has not filed an income tax return;

f/ is a pensioner with other income (from employment, self-employment, etc.) in addition to pension: the certificates requested from the taxpayer with self-assessment;

g/ is unemployed:

g/a/ recipient of an unemployment benefit: a certificate from the employment centre not more than one month old confirming the amount of the unemployment benefit,

g/b/ if no unemployment benefit is provided: a certificate from the employment centre to that effect and a certificate from the competent municipality stating whether he/she is receiving income replacement allowance; a certificate not more than 1 month old is required

g/c/ if he/she is in employment again at the time of submitting the application: a certificate from the employment centre on the duration of unemployment; and an income certificate issued by the National Tax and Customs Administration (NAV) on the personal income for the previous year; in the absence of this, a decision of the regionally competent NAV directorate that it cannot issue the requested income certificate for the previous year because the taxpayer has not submitted an income tax return; and a certificate on the amount of benefits/allowances paid by the employment centre and/or the competent municipality in the previous year;

h/ is on long-term sick leave: the certificate(s) requested from the taxpayer with self-assessment or from the non-self-assessed taxpayer and a certificate from the doctor treating the patient stating the (expected) duration of the sick leave; a certificate not older than 1 month is required;

i/ **is receiving childcare allowance, nursing allowance:** a photocopy of the forms on the application for the allowance and the decision of the assessing authority establishing the allowance, authenticated by the applicant's signature;

j/ **is a homemaker** certificate from the municipality having competence according to the place of residence, clearly stating the dependant homemaker status. A certificate not older than 1 month is required.

If the applicant is married or in a registered partnership and is not dependent on his/her parents, the spouse or registered domestic partner shall be considered a supporter and the applicant shall be obliged to attach his/her income certificate as per points a/-j/ (in this case the applicant is considered such a self-sustaining person who does have a supporter).

If the applicant's parents are divorced or do not live in the same household, a copy of the operative part of the court decision on the dissolution of the marriage or other document on child support, including the operative part on child custody, shall be required. Otherwise, we will ask for a declaration from the parent who is the supporter, clearly stating the amount of child support per child. If child support is longer payable in terms of the applicant, and this is not clear from the court decision on the dissolution of marriage (or other child support order), the parent who is the supporter must make a written declaration to that effect.

ii. In the case of a student who is self-sustaining, if the student:

a/ **is a taxpayer with self-assessment (other income – taking into account the twelfth of the last year):** income certificate issued by the regionally competent directorate of the National Tax and Customs Administration (NAV) for the previous year's personal income, or, in the absence of this, a decision of the regionally competent directorate of the National Tax and Customs Administration (NAV) that it cannot issue the requested income certificate for the previous year because the taxpayer has not submitted an income tax return or has not requested an employer's tax assessment in a declaration, and a signed photocopy of the income tax return of the taxpayer with self-assessment for the previous year;

b/ **has a single employment relationship:** a photocopy of the employer's certificate (form M29/20...) certifying the average income for the previous three months, stamped and signed by the employer; in the absence of this, a photocopy of the employer's certificate for the previous year's personal income tax return (form M30/20...), stamped and signed by the employer, and a photocopy of the declaration for the assessment of the previous year's personal income tax by the employer (form NY29/20...) certifying that the employer has prepared the supporter's tax return, the contents of which are the same as those of form M30/20..., presentation of both the original and the photocopy is acceptable when submitting the application, and an official NAV certificate of gross income for the previous year to confirm the facts;

c/ **is a licensed small-scale farmer (if he/she is exclusively engaged in licensed small-scale farming):** photocopy of the certificate(s) requested from the taxpayer with self-assessment, as well as a photocopy of the previous year's licensed small-scale farmer identity card and sales slip, authenticated by the farmer's signature in his/her own hand;

d/ **Scholarship:** The monthly average of all scholarships/grants received during the last academic semester, excluding the need-based grant, the exceptional need-based grant and the basic allowance, verified by a statement from the NEPTUN system. The abstract of the NEPTUN grant/scholarship transfers shall be submitted by the Applicant or the Applicant shall submit a request to the Student Council to request that the Student Council obtains – through the Student Service Centre and Registrar's Office (TIK) – the details of the grants/scholarships awarded to the Applicant during the previous

academic semester. The calculation is made by adding up all the grants awarded during the academic semester, excluding the need-based grant, the exceptional need-based grant and the basic allowance, and then calculating the monthly average, i.e. dividing by 5.

In addition, the self-sustaining student must provide proof of this status (i.e. that the applicant does not receive any benefits from his/her parents) by means of a declaration made by his/her parents in front of two witnesses! In addition to the parents' signature, the declaration must be signed by the witnesses and their names and places of residence (or, if they do not have one, their habitual residence) shall have to be displayed on the declaration in a legible manner. Parents may make this declaration in the same document. MOME is not entitled to process the income certificate of the parents of the self-sustaining applicant, hence the self-sustaining applicant may not send these documents as an attachment to his/her application!

C) It is also important to know how many people (registered persons, residents) live in the same household as the applicant in order to determine the income per person.

To verify this, the following documents must be submitted.

a/ A certificate (or official certificate) – exempt from duties – issued by the Municipality or the District Office of the town regarding the persons living in the same household. A certificate showing only the number of persons living in the same household shall not be sufficient, but the names of the persons and at least their years of birth or other information that allows their personal identification shall have to be shown in the certificate as well.

b/ If the office does not issue the document with names and dates of birth, a statement of all the persons indicated on the certificate regarding their address cards shall have to be submitted and a copy of the address pages of the address cards must be presented in person.

c/ All persons listed in the certificate of persons living in the same household (hereinafter as: household members) belong to the household, and accordingly, the certificates specified in Section II.1. A) of this Annex regarding all persons listed in the certificate shall be required, except for dependants who are students.

d/ If the certificate of persons living in the same household includes a person who is actually not a member of the household (e.g. a brother or sister who has moved abroad), a declaration of this fact by the applicant in a private document with full probative value shall be required.

2. Family structure

A) Number of dependants (child/sibling):

a/ Under 18 years of age: a photocopy of the birth certificate of the dependant (sibling/own child), authenticated by the parent's handwritten signature **(Attention! Please make any data on the birth certificate which are not relevant for the verification of the circumstance in question, in particular personal data, unrecognisable. The name and mother's name of the dependant must be recognisable in the attached document!)**

b/ Over 18 years of age: a photocopy of the birth certificate of the dependant (sibling/own child), together with the sibling's certificate of school attendance to verify his/her ongoing student status. If the surnames of the applicant and his/her siblings and/or the names of the parents on the birth certificate do not match, you must explain why they belong to the same household. **(Attention! Please make any data on the birth certificate which are not relevant for the verification of the circumstance in question, in particular personal data, unrecognisable. The name and mother's name of the dependant must be recognisable in the attached document!)**

c/ A sibling who is not a full-time student or who is unemployed cannot be taken into account for the purpose of verifying the economically disadvantaged status.

B) Number of supporters, proportion of reduced supporters:

a/ In the case of **two active supporters**, no supporting documents are required, only a declaration by the applicant.

b/ In the case of **reduced supporter(s)**, proof of the reduced supporter status of the supporter(s) in accordance with **Sections II.1. A) d/-i/**.

c/ In the case of **deceased supporters**, proof can be provided by an extract from the death certificate of the deceased parent or from the court order declaring the death. **Attention! The death certificate must be uploaded in such a form that only the fact of death and the identity of the deceased person can be established. The court order declaring the death must be uploaded in such a form that only its operative part and the identity of the person declared dead can be established.**

d/ **If the applicant is married or in a registered partnership (civil union)**, submission of a photocopy of the marriage certificate/registered partnership certificate is required. **(Attention! Please make any data on the birth certificate and the registered partnership certificate which are not relevant for the verification of the circumstance in question, in particular personal data, unrecognisable.)**

3. Housing

- A) **The applicant's place of residence**, if he/she does not live in the same household as his/her supporter, his/her place of habitual residence, which will be taken from the Neptun system. It is the responsibility of the applicant to ensure that the data in the Neptun system is properly updated. If, due to the applicant's omission, there is incorrect or outdated data in the Neptun system, the application based on this data will be invalidated.

4. Health condition:

- A) *In the case of a student with a disability or a student who is economically disadvantaged due to his or her medical condition, a certificate of disability or medical condition as referred to in the third subsection of Section 1.2.e) needs to be submitted. The sample certificate can be downloaded from the online platform dedicated for submission of the application, or will be provided by the Student Council upon request. The certificate can be accepted if certified by the general practitioner (personal physician). Presentation of the original copy shall be required. Only the pre-defined data may be indicated on the certificate. Any additional personal data is unnecessary for the evaluation of the application and must be redacted; otherwise, the certification will not be accepted.*
- B) *With regard to the health condition specified in Section 1.2.d) and the care-related expenses, the following certificates are acceptable: a declaration made before two witnesses regarding the applicant's expenses related to their disability and other health conditions, or the expenses related to the health condition and care of a household member. This declaration must indicate the average monthly amount spent on acquiring and maintaining special equipment related to the disability, special travel needs, and the use of personal assistants or sign language interpreters, as well as the average monthly amount of other health-related expenses over the six months preceding the application, or the extent of the health and care-related expenses of the household member. The declaration regarding the expenses related to the disability and health condition must include the name of the Applicant or the person concerned, as the declarant, their date of birth, permanent residence, the total amount of expenses related to the disability, and/or the total amount of expenses related to other health conditions and/or care, as well as the names, signatures, and permanent residences of the witnesses.*

Any certificate containing additional personal data beyond the above will not be accepted.

Attention! Exceptional medical expenses shall not be assessed under the regular need-based support scheme but under the exceptional need-based support scheme.

5. Social categories highlighted by the Decree

- A) **orphan/half-orphan:** In the case of a deceased parent (orphan, half-orphan) a photocopy of the death certificate, in such a way that only the fact of death and the data necessary to identify the deceased (name) can be identified.
- B) **student with a disability:** Proof of disability for a regular need-based support shall be provided in accordance with Section II.4.
- C) **breadwinner:** It shall be verified according to Section II. 2. A) or by proving entitlement to a nursing allowance under the provisions of Act III of 1993 on Social Administration and Social Benefits. **Attention! Please make any data on the document which are not relevant for the verification of the circumstance in question, in particular personal data, unrecognisable!**
- D) for Applicants **with large families**, if:
- i. he/she has at least two dependant siblings or three children, or – **Method of verification: see Section II. 2. A)**
 - ii. at least two persons other than his/her supporter(s) living in the same household have a monthly income below the statutory minimum wage – **Method of verification: see Section II. 1. A)-B)**
 - iii. is the guardian of at least two minor children – **Method of verification: A copy of the operative part of the document (decision, order) supporting the guardianship. Attention! Please make any data on the document which are not relevant for the verification of the circumstance in question, in particular personal data, unrecognisable!**
- E) **disadvantaged:**
- a/ if the applicant **has been granted protection by a notary:** a photocopy of the decision of the notary having competence according to the place of permanent residence or a certificate issued by the notary;
- b/ if the applicant **is receiving a regular child protection benefit:** a certificate on the regular child protection benefit issued on the basis of a decision of the notary of the municipality having competence according to the place of permanent residence;
- c/ if the applicant is **in foster care or his/her guardianship has ceased on the grounds of age of majority:** a photocopy of the decision of the competent child protective services or a certificate to that effect issued by the latter.
- Attention! Please make any data on the document which are not relevant for the verification of the circumstance in question, in particular personal data, unrecognisable!**
- F) **person with multiple disadvantages:**
- a/ **if the legal guardian parent(s) or supporter(s) have successfully completed at most the eighth grade of school:** a legal declaration by the parent(s) or supporter(s), made in the presence of two witnesses and in the knowledge of their criminal responsibility;
- b/ **if the applicant has been placed in long-term foster care:** a certificate issued by the regionally competent social welfare and child protective services (the department of the administrative authority responsible for child protection and guardianship).
- Attention! Please make any data on the document which are not relevant for the verification of the circumstance in question, in particular personal data, unrecognisable!**

III.

Procedural rules on the assessment of the economically disadvantaged status

A) General procedural rules

1. On the basis of the data and certificates set out in Part II of this Annex (hereinafter collectively referred to as: the "Certificate"), the following shall be established

- the number and activity of the supporters, the number of dependants;
- the distance between the place of the programme and the place of residence, the duration and cost of travel;
- the applicant's potential "self-sustaining status", and if a *sample extract from the lease agreement* has been provided by the Applicant, the actual existence of the lease relationship and its remunerative nature;
- the actual existence of the permanent illness/disability of the Applicant or their close relative living in the same household and the costs thereby incurred; the cost of caring for the applicant's relative who needs care;
- and the actual number and income of the persons living in the same household as the Applicant must be calculated on the basis of the Certificate.

2. Taking into account the provisions of Article 7(7) of the Policy, only and exclusively the Certificate certifying the Applicant's economically disadvantaged status shall be required. Documents – *aimed at proving economically disadvantaged status* – which are not included in the Certificate(s) set out in Part II of this Annex shall be irrevocably and irretrievably deleted without delay.

3. For the verification of the economically disadvantaged status, the Student Council may request the original copies of the Certificate(s) submitted electronically.

4. Incorrect or incomplete applications shall be rejected. If the application is incorrect or incomplete (i.e. the claimed economically disadvantaged status is not certified by the Certificate set out in Part II of this Annex, or the data required to be provided in the electronic form is not filled in and/or is filled in incorrectly), the Student Council will send an electronic notification on the invalidity of the application and call upon the applicant – by setting an appropriate deadline – to provide the missing documents/information or submit a new application.

5. If, on the basis of the submitted Certificate(s), the Student Council does not consider that the applicant student's economically disadvantaged status (in particular with regard to the provisions of Section II.4) has been fully and credibly demonstrated, a personal interview will be held. Based on the personal interview, the student's application will be assessed on an individual basis.

As a general rule, applicants who claim "self-sustaining status" will be invited by the Student Council to a personal interview, the date of which will be notified in advance by electronic means.

6. If the student makes false statements in his/her Application and/or during the personal interview/hearing, the application shall be rejected, furthermore, disciplinary proceedings and/or repayment of the grant may be initiated, and the submission of copies of false documents or the presentation of false documents may lead to filing a police report, which may be initiated by the current CEO of MOME or the President of the Student Council.

6. The economic situation is assessed on the basis of a point system which takes into account the provisions set out in this Annex and in the Decree. The points to be awarded for each criterion are set out in Part IV of this Annex.

8. During the assessment, each applicant will receive a score, and after the basic allowance is deducted from the institutional budget available for need-based applications, the remaining amount will show the limit (point

/ HUF) below which – *subject to the provisions of Article 7(8) of the Policy* – no welfare benefit shall be payable. In addition to their points above the point limit, students in the priority category will receive the amount of support determined on the basis of Article 16 (2) and (3) of the Decree, but if they would be entitled to a higher amount on the basis of their points, the higher amount will of course be paid, provided that the upper limit of the welfare benefit remains unchanged.

B) Special procedural rules for verifying income

1. Under the special procedure for income verification, the distribution of points follows a decreasing linear function.

2. The formula is as follows:

J = net income per capita (based on three-month average)

M = Maximum points (50)

Upper limit (for which points are still awarded) = 2 × net statutory minimum wage

Lower limit (below which maximum points are awarded) = 0.75 × net statutory minimum wage

$$Score = (M - 1) \times \frac{J - Upper\ limit}{Lower\ limit - Upper\ limit}$$

3. If the monthly net income per capita of those living in the same household is at least double of the current statutory minimum wage, the applicant will automatically receive 0 points in this category. For that reason, in the case of an Applicant with a score of 0, the certificates specified in Section 1 of Part II of this Annex and submitted will be immediately, irretrievably and irrevocably deleted. If it can be established on the basis of the income certificates and residential bank account statements that in the case of the Applicant the net income per capita is less than 0.75 % of the current statutory minimum wage, the Applicant will receive the maximum points in this category. If in the case of the Applicant, the net income per capita is less than 0.5 % of the current statutory minimum wage, the Student Council is entitled to invite the Applicant for a personal interview, where it may apply an individual assessment (consideration) based on questions related to the assessment of the income situation and, if necessary, on the presentation of the original copies of the certificates to be submitted.

C) Special procedural rules on housing conditions

1. The distance between the place of residence and the programme location (1121 Budapest, Zugligeti út 9-25.), the travel duration and cost will be calculated on the basis of the place of residence as recorded in the application material – *to be transferred from the Neptun system*.

2. In order to ensure a uniform calculation, the calculation method set out in Section IV.3 shall be applied. If the method set out in Section IV.3. is not suitable for a realistic and reasonable calculation of the criteria indicated due to the specific situation of the Applicant, the Student Council shall be entitled and obliged to calculate the distance between the place of residence and the programme location (1121 Budapest, Zugligeti út 9-25.), the travel duration and cost, by applying an individual calculation. The individual calculation may be made at the express request of the Applicant.

IV.

Calculation of points to be awarded on the basis of an economically disadvantaged status

1. Income: The income score shall be determined on the basis of the current net statutory minimum wage.

J = net income per capita (based on three-month average)

M = Maximum points (50)

Upper limit (for which points are still awarded) = 2 × net statutory minimum wage

Lower limit (below which maximum points are awarded) = 0.75 × net statutory minimum wage

$$\text{Score} = (M - 1) \times \frac{J - \text{Upper limit}}{\text{Lower limit} - \text{Upper limit}}$$

The maximum score is awarded for incomes below the lower limit.

If the net per capita income for the last three months does not exceed 50 % of the statutory minimum wage, an individual assessment may be used to determine the income score.

2. Family structure: A maximum of 40 points may be awarded for the situation of the student and his/her household members, based on the following criteria:

Criteria relating to the student's own situation	
Self-sustaining	30 points
Orphan	30 points
Half-orphan	20 points
Per own child	10 points
Criteria relating to the situation of the student's supporters	
One reduced supporter	25 points
If there are two reduced supporters	20 points
If there is one active supporter	20 points
If there are one and a half supporters	5 points
Per sibling	3 points

3. Housing conditions: For the housing conditions, a) the distance between the place of residence and the registered office of the programme, b) the travel time and c) the travel costs shall be taken into account.

a) Distance: one point is awarded for every 20 km between the place of residence and the registered office of the programme. No point is awarded below 20 km and a maximum of 15 points above 300 km. The distance is calculated based on the shortest route by car recommended by Google Maps.

b) Travel time: One point is awarded for every 15 minutes of travel between the place of residence and the registered office of the programme. No points are awarded below 15 minutes of travel time and a maximum of 20 points is awarded above 300 minutes (5 hours). Travel time is calculated based on the fastest public transport route plan recommended by Google Maps.

c) Travel costs: It is calculated on the basis of an estimate of the cost of travelling between the place of residence and Budapest. Residents of Budapest will receive 0 points. It is calculated on the basis of the distance by public transport between the place of residence and the place of the programme. The maximum 5 points are awarded for distances over 300 km. For the travel cost, the distance is calculated using the shortest public transport route on Google Maps.

The criteria and the scores are detailed in the table below.

Distance		Travel time		Travel costs	
0-20 km	0 points	0-15 minutes	0 points	place of residence in Budapest	0 points
21-40 km	1 point	16-30 minutes	1 point	up to 100 km	1 point
41-60 km	2 points	31-45 minutes	2 points	101-200 km	2 points
61-80 km	3 points	46-60 minutes	3 points	201-250 km	3 points
81-100 km	4 points	61-75 minutes	4 points	251-300 km	4 points
101-120 km	5 points	76-90 minutes	5 points	Over 300 km	5 points
121-140 km	6 points	91-105 minutes	6 points		
141-160 km	7 points	106-120 minutes	7 points		
161-180 km	8 points	121-135 minutes	8 points		
181-200 km	9 points	136-150 minutes	9 points		
201-220 km	10 points	151-165 minutes	10 points		
221-240 km	11 points	166-180 minutes	11 points		
241-260 km	12 points	181-195 minutes	12 points		
261-280 km	13 points	196-210 minutes	13 points		
281-300 km	14 points	211-225 minutes	14 points		
Over 300 km	15 points	226-240 minutes	15 points		
		241-255 minutes	16 points		
		256-270 minutes	17 points		
		271-285 minutes	18 points		
		286-300 minutes	19 points		
		over 300 minutes	20 points		

The final score for housing is the sum of the three criteria.

4. Health condition: The following points may be awarded on the basis of the health condition of the student and his or her close relatives living in the same household:

a/ in the case of the applicant's own serious illness: maximum 20 points

b/ in the case of serious illness of the applicant's supporter: maximum 10 points

c/ in the case of serious illness of the applicant's sibling or the cost of caring for a relative who needs care: maximum 10 points

For points (a) to (d) above, the score should be adjusted to take account of the costs incurred on the basis of the health condition referred to in points (a) to (d). The maximum score (40) can be awarded for the highest cost incurred.

5. The total social score is determined by the sum of the criteria listed in Sections 1-4.

6. Given that the certificates required by the Decree and this Policy cannot be obtained by homeless applicants or would not sufficiently disclose their economic situation, therefore applicants with a municipal-level address shall be exempted from the probability-based calculation of the number of persons living in the same household and, regardless of the fact that the municipal-level address is in a district of the capital, the applicant shall not automatically receive 0 points in the housing category. If the applicant submits a municipal-level address card, the Student Council will start a personal consultation with the student and if it is found that the student is homeless, the maximum points in the income and housing categories will be awarded to the applicant, regardless of the criteria set out in this Annex.

Dormitory admission criteria

Dormitory admission criteria

1. Income: Based on Annex 1, Chapter IV, Section 1
2. Family structure: Based on Annex 1, Chapter IV, Section 2
3. Housing: Based on Annex 1, Chapter IV, Section 3
4. Health condition: Based on Annex 1, Chapter IV, Section 4
5. For senior students, twice the grade point average (rounded up or down) calculated on the basis of the adjusted credit index determines the number of points awarded for academic result, *with the proviso that no points will be awarded for the academic results if the upper-year student has not completed at least 30 credits in the previous academic semester (during which he/she was an active student at the University). In cases deserving special consideration, based on a request addressed to the Rector, a student who has completed 25 credits in the last academic semester and has verified the justifiable circumstances that arose during the relevant semester may also receive study points in the course of the dormitory assessment process. The Rector shall decide on the request within 15 days of its receipt. The Rector's permission must be attached to the application. Permission submitted after the evaluation will not be considered.*¹⁶A maximum of 12 points can be awarded for this criterion.
6. Maximum 10 points can be awarded for community service (membership in the Student Council, Dormitory Committee, etc.) for senior students.
7. The dormitory admission score is determined by the sum of the criteria listed in points 1 to 6. *If the upper-year student does not receive any points for academic results, only the sum of the criteria listed in points 1 to 4 and 6 determines the college admission score.*¹⁷
8. *The points set out in Sections 1 to 4 must be examined once every six months, in the same way as the Regular need-based grant.*¹⁸

Total number of dormitory places: 200 persons (100%)

First year students: 44 persons (22%)

Senior students: 148 people (74%)

Adjustment quota: 4 persons (2%)

Appeal quota: 4 persons (2%)

¹⁶ Inserted by the Maintainer's Resolution no. 9/2023 (12.20.), based on the recommendation contained in Senate Resolution no. 17_2023/2024 (XI.27.).

¹⁷ Inserted by the Maintainer's Resolution no. 9/2023 (12.20.), based on the recommendation contained in Senate Resolution no. 17_2023/2024 (XI.27.).

¹⁸ Inserted by the Maintainer's Resolution no. 9/2023 (12.20.), based on the recommendation contained in Senate Resolution no. 17_2023/2024 (XI.27.).

MOME/IBS DORMITORY fees

Budapest, Tárogató út 2-4.

	Category	Date	Price	Note
1	Dormitory fee (academic year)	between the opening of the academic year and 30 June	HUF 30,000 / month	The fee of HUF 17,475/month (including the deposit!) calculated on the basis of the category according to the Decree and the fee for additional services are also included.
2/a	Dormitory guest (in dormitory rooms when no roommate is present)	between the opening of the academic year and 30 June	HUF 2,000 /night/person + tourist tax 1-5 nights	Payment by bank transfer
2/b			HUF 2,400 /night/person + tourist tax from the 6th night on	Payment by bank transfer
3	Summer dormitory fee (with summer internship certified by the faculty)	from 1 July to the opening of the year	HUF 30,000 / month	Payment by bank transfer
4	Summer dormitory fee (without certificate from the faculty)	from 1 July to the opening of the year	HUF 6,000/person/month	Minimum 1 month is payable. Payment by bank transfer
5/a	Guest of a summer dormitory resident (in dormitory rooms when no roommate is present)	from 1 July to the opening of the year	HUF 4,000 /night/person + tourist tax 1-5 nights	Payment by bank transfer
5/b			HUF 4,200 /night/person + tourist tax from the 6th night on	Payment by bank transfer
6	Persons applying for admission (Round 3)	during admission period	HUF 4,000/night/person + tourist tax	Payment by bank transfer
7	Guest room for outsiders		HUF 8,000/night/person + tourist tax	Payment by bank transfer
7/a	Guest room/bed for outsiders	calendar year	by way of derogation from Section 7, the amount may be fixed by individual agreement depending on the duration and the	

			occupancy of the dormitory. The CEO is authorised to conclude the agreement.	
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DEFAULT AND LATE CHARGES AND SPECIAL PROCEDURAL CHARGES PAYABLE AT THE MOHOLY-NAGY UNIVERSITY OF ART AND DESIGN BUDAPEST

Late fulfilment of obligations arising from student status:

Late submission of the thesis	HUF 5,000
Late submission of the paper belonging to the diploma assignment	HUF 7,000
Failure to meet the deadlines for status change (enrolment and registration)	HUF 8,000
Failure to provide information	HUF 1,000
Signing up for an examination after the deadline	HUF 2,000
Taking or cancelling a course subsequently	HUF 2,000
Late submission of the announcement of the topic for the cumulative exam	HUF 2,000
Late submission of the cumulative exam paper	HUF 5,000
Late registration	HUF 8,000

Retaking a failed examination:

Retaking an end-term examination	
For the first time	HUF 2,000
For the second time	HUF 3,000
Retaking a cumulative exam	
For the first time	HUF 3,000
For the second time	HUF 5,000
(There is no special procedural charge for remedial examinations.)	
Retaking a term mark	HUF 2,000
For the first time	HUF 3,000
For the second time	
Provision of exceptional examination opportunities outside the examination period (per subject)	HUF 8,000
Retaking the final exam	HUF 10,000

Issuing documents

Re-issuing a lost student card	HUF 3,500
Making duplicates of diplomas and academic transcripts	HUF 8,000
Replacement of a lost magnetic card	HUF 5,000

Re-issuing of certificates HUF 2,000

Out-of-office-hours student administration (TIK): per occasion HUF 2,000

Fee payable for cross-enrolment

Institute for Theoretical Studies (per subject, per month)	HUF 8,000
Institutes for Design Studies (per subject, per month)	HUF 30,000

Fee for missing a course:

For the first time	free of charge
For the second time	HUF 10,000

For the third (and all subsequent) times
Fees for other special procedures

HUF 15,000
HUF 2,000