



ORGANIZATIONAL AND OPERATIONAL RULES AND REGULATIONS
OF THE UNIVERSITY OF DUNAÚJVÁROS
VOLUME III

STUDENT REQUIREMENTS FRAMEWORK
CHAPTER 4

**DISCIPLINARY AND COMPENSATION
REGULATIONS**

Dunaújváros
2022

In force from February 09, 2022

General provisions, the scope of the Regulations

§ 1

- (1) The provisions of these Regulations shall apply to persons who are students at the University and to persons whose student status has been terminated or suspended, provided that they have committed a disciplinary offense during their student status.
- (2) These Regulations shall apply to persons who have caused damage to the University or who have suffered damage in connection with their student status.
- (3) Unless otherwise provided by law or agreement, these Regulations shall also apply to students who are foreign nationals.
- (4) Disciplinary offenses committed and damage caused by students in the context of their residence hall status shall be governed by a separate Regulation on Disciplinary Offenses and Compensation for Damage.
- (5) The provisions of these Regulations shall apply to disciplinary proceedings instituted after the entry into force of these Regulations.

The disciplinary procedure

Disciplinary liability of students

§ 2

- (1) A student commits a disciplinary offense if he/she negligently (intentionally or recklessly) breaches an essential obligation arising from his/her student status as defined by law or regulations.
- (2) The rights and obligations of a student are essentially rights and obligations related to studies and other rights and obligations related to the student's status, in particular, that the student
 - a) fulfills and complies with the obligations laid down in the university's Organizational and Operational Rules and Regulations, in particular, in the Student Requirements Framework and other internal regulatory instruments.
 - b) maintains the rules for the use of the premises of the higher education institution and the areas belonging to the higher education institution, the rules for practical training, preserves and handles the equipment entrusted to him/her by the regulations, protects the facilities, equipment, and all property of the higher education institution, protects the physical and mental health and safety of himself/herself, his/her teachers, university staff, and fellow students, and acquires and applies knowledge to protect his/her health and safety.
 - c) respects the traditions of the higher education institution and the human dignity of its staff and fellow students.
 - d) fulfills the payment obligations linked to the pursuit of his/her studies, in particular the payment of his/her tuition fee contribution (in the case of state-funded training, it is a contribution to his/her training; in the case of a self-funded training, it is the tuition fee).
- (3) A breach of duty that is subject to an adverse legal sanction under the Studies and Examinations Regulations as part of the Student Requirements Framework shall not be considered a disciplinary offense.

Disciplinary sanctions

§ 3

- (1) Disciplinary sanctions that may be imposed on a student who has committed a disciplinary offense are as follows:
 - a) reprimand,
 - b) severe reprimand,
 - c) reduction or withdrawal of the benefit allowances provided for in the Fees and Benefit Allowances Scheme,
 - d) suspension from studies for a fixed period not exceeding two semesters, or
 - e) exclusion from the University.
- (2) In determining the disciplinary sanction, account shall be taken of all the circumstances of the offense, in particular the persons harmed, the consequences, the repetition of the offense, and the seriousness of the offense committed. The initiation of disciplinary proceedings or the imposition of disciplinary sanctions shall not be influenced by the student's academic studies performance.
 - a) The duration of the penalty provided for in (1)(c) shall not exceed six months;
 - b) The period of suspension provided for in (1)(d) shall not exceed two semesters.
 - c) No social support may be withdrawn as a disciplinary sanction as provided for in (1)(c).
 - d) The penalty provided for in (1)(d) to (e) shall entail the permanent or temporary withdrawal of the benefit allowances, discounts, and privileges associated with the student status.
 - e) During the period of the disciplinary penalty provided for in (1)(d), the student's status shall be suspended.
- (3) The disciplinary sanctions provided for in (1)(b) to (c) may be imposed jointly.
- (4) Except for the disciplinary penalty provided for in (1)(a), the execution of the penalty may be suspended in whole or in part for a maximum probationary period of one year.

Disciplinary Committee

§ 4

- (1) The University shall establish a Disciplinary Committee (hereinafter referred to as the "Disciplinary Committee") consisting of seven members.
- (2) The Disciplinary Committee shall be chaired by the Academic Vice-Rector, its vice chairperson shall be the Director of Higher Education and its members shall be the chairperson of the Student Welfare Committee. The Head of the Legal Office of the University shall be a member of the Committee. The other three members of the Disciplinary Committee shall be the chairperson of the Study Union of the University of Dunaújváros and two students appointed by the chairperson of the Study Union, who shall have the right to participate and vote in the meetings of the Disciplinary Committee.
- (3) No member of the Disciplinary Committee may participate:
 - a) who is a close relative of the student subject to proceedings (Civil Code. 8:1. § (1) 1.),

- b) who has been heard as a witness or expert during the investigation,
 - c) a person from whom an impartial and objective assessment of the case cannot be expected, who is involved in the case.
- (4) The members of the Disciplinary Committee shall declare any conflict of interest, stating the reason for it, to the chairperson of the Disciplinary Committee or, in the case of appeal proceedings, to the Rector.
 - (5) A conflict of interest may also be declared by the student and his/her legal representative at the beginning of the disciplinary hearing. The proposition shall be recorded in the minutes.
 - (6) The Disciplinary Committee shall decide on the conflict of interest in closed session. The acceptance or rejection of the proposition shall be recorded in a decision. If the proposition is accepted, the disciplinary hearing shall be adjourned until a new member of the Committee has been appointed.
 - (7) The rule on disqualification shall also apply to the minute-taker.

Initiation of disciplinary proceedings

§ 5

- (1) Disciplinary proceedings shall be initiated by the chairperson of the Disciplinary Committee (or, in his/her absence, by the vice chairperson of the Disciplinary Committee) in the case of a reasonable suspicion of disciplinary offenses. The chairperson of the Disciplinary Committee shall take a written decision to initiate the disciplinary proceedings, stating the nature of the act. The decision shall be forwarded to the members of the Disciplinary Committee and the student concerned.
- (2) Disciplinary proceedings may not be initiated if one month has elapsed since the disciplinary offense was brought to the attention of the Committee or five months since the offense was committed. For these Regulations, knowledge of the circumstances giving rise to the disciplinary proceedings shall be deemed to have been acquired when the person entitled to initiate the disciplinary proceedings, i.e. the chairperson of the Disciplinary Committee, became aware of them.
- (3) Any procedural act taken against a student for a disciplinary offense (disciplinary proceedings, summons, hearing, etc.) shall interrupt the limitation period. The limitation period shall start to run again on the date of interruption.
- (4) If criminal proceedings are pending against the student subject to disciplinary proceedings in the same case, the disciplinary proceedings shall be suspended.
- (5) Except as provided for in (3) and (4), the disciplinary proceedings shall be terminated within one month.

Preparation of the assessment of the disciplinary offense

§ 6

- (1) The preparation of the assessment of the disciplinary offense shall be carried out by the chairperson or a member of the Committee based on the available documents.
- (2) The Disciplinary Committee shall take its decision after examining all the circumstances of the case.

- (3) The Disciplinary Committee may base its decision solely on what was said at the disciplinary hearing, on the documents produced in the case, and on the circumstances directly examined at the hearing. Facts that have not been proved beyond reasonable doubt may not be assessed against the student subject to disciplinary proceedings.
- (4) A decision imposing a disciplinary sanction shall be taken if the committee hearing the case finds that the student subject to disciplinary proceedings has culpably and seriously breached or failed to fulfill his/her obligations and therefore considers it necessary to impose an adverse legal sanction on him/her.
- (5) The student subject to disciplinary proceedings may appoint a legal representative or a proxy in the proceedings. The authorization may be given only in writing. This right shall be informed when the disciplinary proceedings are initiated.
- (6) The Rector may, on the recommendation of the chairperson of the Disciplinary Committee, prohibit a student subject to disciplinary proceedings from taking a subject, applying for an exam, or from taking an exam already applied for until the disciplinary decision becomes final.
- (7) If the student subject to disciplinary proceedings is also a student of another higher education institution, the chairperson of the Committee shall immediately notify the higher education institution concerned of the initiation of the proceedings.
- (8) If the student subject to disciplinary proceedings requests that a public hearing or a detailed procedure of taking evidence be dispensed with and the matter can be clarified based on the available documents, the member of the Disciplinary Committee responsible for preparing the disciplinary case shall initiate a non-public meeting. The Disciplinary Committee shall decide whether to hold a private meeting by issuing the appropriate summons.
- (9) At a non-public meeting of the Disciplinary Committee, the student subject to disciplinary proceedings shall be heard properly, unless he/she has requested in writing that he/she not be heard in person.
- 10) If the disciplinary proceedings give rise to a reasonable suspicion that a criminal offense has been committed, the Rector of the University shall file a complaint on the recommendation of the Head of the Legal Office.

The disciplinary hearing

§ 7

- (1) The Disciplinary Committee shall hold a hearing within 15 days of the initiation of the proceedings. The disciplinary hearing shall be attended by the members of the Disciplinary Committee and recorded. In the case of a foreign student, he/she shall be guaranteed access to the hearing, the proceedings, and the minutes in English and may, if necessary, request the presence of an interpreter, who may not be refused. The student shall be informed of this right when disciplinary proceedings are initiated.
- (2) The disciplinary hearing shall be public. In the public interest or in the interests of the student subject to the proceedings, the chairperson of the Disciplinary Committee may, at the request of the student subject to the proceedings, exclude the public from all or part of the hearing, of which the chairperson of the Disciplinary Committee shall provide information.
- (3) A closed hearing may also be initiated by the student subject to the proceedings and the witness if he or she considers that the legitimate interest of the public hearing would be prejudiced.
- (4) The chairperson of the Disciplinary Committee shall summon the student or his/her representative to the hearing at least 3 working days before the hearing by registered letter with

acknowledgment of receipt or by electronic means. The witness(es) and the expert(s), as well as the student's legal representative or proxy, shall be summoned in writing or orally (directly or by electronic means). The summons must state the name of the student subject to disciplinary proceedings, the place and time of the disciplinary hearing, and the capacity in which the addressee is being summoned. The summoned person should be reminded to bring his/her identity card with him/her. The fact that a verbal summons has been issued shall be recorded in the case file.

- (5) The disciplinary hearing shall be presided over by the chairperson of the Disciplinary Committee. He shall ensure that the provisions of the rules are observed, that the hearing is conducted in an orderly manner, and that the persons participating in the proceedings can exercise their rights.
- (6) The chairperson of the Disciplinary Committee shall, after taking the number of persons present, - if there are no obstacles to the hearing - ask the witness(es) to leave the room. The chairperson shall then present the facts on which the disciplinary hearing is based. The Commission shall then hear the student who is the subject of the proceedings.
- (7) In the absence of the student subject to disciplinary proceedings, the hearing may be held only if the student fails to appear despite being duly summoned or if he/she has not given a valid excuse for his/her absence or has not made arrangements for his/her representation. If he/she gives an excusable excuse within 3 days, a new date for the hearing shall be set or he shall be allowed to submit his/her observations in writing at his request.
- (8) If the student subject to proceedings admits at the hearing to having committed the disciplinary offense and there is no doubt about the admission, further evidence may be waived.
- (9) The rights of the student and the legal representative or proxy are as follows:
 - a) to have access to the procedural documents;
 - b) to submit propositions;
 - c) to put questions to the witness(es) and expert(s).
- (10) In disciplinary proceedings, the facts shall be clarified. The Disciplinary Committee may conduct an evidentiary procedure to clarify the facts, in particular by hearing witnesses, examining documents, and calling on experts. The student subject to disciplinary proceedings may submit observations or counter-objections on all evidence and all propositions.
- (11) The witness(es) shall be asked whether he/she is interested or biased in the case, warned of the obligation to tell the truth and of the criminal consequences of perjury.
- (12) No other witness or expert may be present during the examination of a witness or expert. If the testimony of the witness contradicts the defense of the student subject to disciplinary proceedings or the testimony of other witness(es), an attempt shall be made to clarify this, if necessary, by confrontation.
- (13) The Disciplinary Committee shall decide within 15 days of the initiation of the proceedings in closed session by a majority of its members and shall record its decision in a reasoned written decision. The disciplinary decision shall be announced orally at the hearing by the chairperson of the Disciplinary Committee.

The disciplinary decision

§ 8

- (1) The decision may be a decision imposing disciplinary sanctions or terminating disciplinary proceedings.
- (2) The Disciplinary Committee shall take its decision by vote in closed session after the taking of evidence. Only the chairperson and members of the Disciplinary Committee and the person responsible for taking the minutes may be present at the closed meeting.
- (3) The Disciplinary Committee may base its decision only on the evidence heard at the disciplinary hearing or directly examined there. Facts that are not proved beyond reasonable doubt may not be assessed against the student subject to disciplinary proceedings.
- (4) The introductory part of the decision shall indicate the case number, the name, personal data (place and date of birth, permanent and temporary address), degree/course program of the student against whom disciplinary proceedings were ordered, the place and time of the disciplinary hearing and whether the hearing was public.
- (5) A decision imposing a disciplinary sanction shall be taken if the Disciplinary Committee finds that the student subject to disciplinary proceedings has committed a disciplinary offense by culpably and seriously failing to comply with his/her obligations and therefore considers it necessary to impose a disciplinary sanction on him/her.
- (6) The operative part of the decision imposing the disciplinary sanction shall contain:
 - a) the name and Neptun code of the student who has been disciplined,
 - b) the name of the disciplinary offense,
 - c) the disciplinary penalty imposed and other provisions relating thereto (e.g. suspension), a reference to the possibility of appeal and the 15-day time limit for such appeal, and a reference to the fact that the decision imposing the disciplinary penalty becomes final and that a judicial appeal may be lodged against it within 30 days of notification. In addition to the infringement of the law, the judicial review may also be based on a breach of the provisions governing the student's student status. No reference to the possibility of an appeal shall be made where the right to appeal has been waived.
- (7) The reasons for the decision to impose a disciplinary sanction shall include:
 - a) the facts established,
 - b) the indication and assessment of the evidence and the reasons for rejecting the request for evidence,
 - c) the circumstances taken into account in imposing the penalty, an explanation of whether the act or omission committed constitutes a culpable and serious breach of the student's obligations, and the degree of culpability of the student in committing it;
 - d) the mitigating and aggravating circumstances taken into account in imposing the penalty;
 - e) reference to the provisions on which the disciplinary sanction was based.
- (8) The Disciplinary Committee shall adopt a decision terminating the proceedings if
 - a) the act committed is not a disciplinary offense, or
 - b) it was not committed by the student subject to the proceedings; or

- c) the disciplinary offense is not proven to have been committed; or
 - d) the student's guilt cannot be established; or
 - e) the disciplinary offense is time-barred; or
 - f) the act that is the subject of the disciplinary proceedings has already been finally or definitely adjudicated by a disciplinary court.
- (9) The operative part of the decision terminating the proceedings shall contain:
- a) the name and other personal data of the student who has been disciplined, together with his/her Neptun code;
 - b) the disciplinary offense for which the disciplinary proceedings were ordered;
 - c) a statement that the disciplinary proceedings have been terminated; and
 - d) a reference to the possibility of lodging an appeal and the 15-day deadline for lodging it. No reference needs to be made to the possibility of an appeal where the right to appeal has been waived.
- (10) The reasons for the decision to terminate the disciplinary proceedings shall briefly state the facts and evidence established and the reasons based on which the Disciplinary Committee terminated the proceedings. If the student's request for evidence is rejected, the reasons shall be stated in the disciplinary decision, unless it is established that the student has not committed a disciplinary offense.
- (11) During the announcement, the operative part of the decision - written in closed session - shall be read out, and the essence of the reasons for the decision shall be explained.
- (12) After the decision has been announced, the chairperson of the Committee shall invite the persons entitled to appeal to submit their statements of appeal. After the statements have been entered in the minutes, the chairperson shall close the disciplinary hearing.
- (13) The disciplinary decision shall be notified to the absent persons concerned by delivery.
- (14) The disciplinary decision, together with the reasons for it, shall be recorded in writing by the chairperson of the Disciplinary Committee within five working days. The written disciplinary decision and the appropriate number of copies shall be signed by the chairperson of the Committee and the person responsible for keeping the minutes and shall be delivered to the person concerned.
- (15) The decision shall be delivered to the chairperson of the Disciplinary Committee and the student and the legal representative, even if the decision has been communicated to them by publication.
- (16) The Disciplinary Committee may not change a decision that has been published. It may, however, correct errors not related to the merits of the decision (errors in names, numbers, arithmetic, or other similar errors).
- (17) The chairperson of the Committee shall ensure the filing of a signed original copy of the decision and the complete file of the disciplinary case.
- (18) If the student has initiated the disciplinary proceedings, they shall be opened within 30 days and shall be conducted by the procedure initiated by the chairperson of the Disciplinary Committee.

- (19) Disciplinary proceedings for misconduct in the context of practical training shall be conducted at the higher education institution.
- (20) The provisions of Law CL of 2016 on the General Administrative Procedure shall apply *mutatis mutandis* to the clarification of the facts, the calculation of time limits, the certification, the form, content, and communication of the decision, the correction, replacement, amendment, modification or revocation of the decision upon request or *ex officio*.
- (21) The hearing of the student subject to disciplinary proceedings, the non-public meeting of the Disciplinary Committee, and the disciplinary hearing shall be audio-recorded, and minutes shall be kept. The minutes shall be signed by the chairperson of the Disciplinary Committee and the person who keeps the minutes. The audio recording shall be filed with the case file.
- (22) No person who is disqualified under these Regulations or a member of the Disciplinary Committee shall be a minute-taker.

Remedies and enforcement

§ 9

- (1) An appeal shall lie against a disciplinary decision. The student subjected to the proceedings, and the person who is adversely affected by the decision shall have the right to appeal.
- (2) The request for appeal shall be submitted in writing in triplicate to the chairperson of the Disciplinary Committee within 15 days of receipt of the decision, addressed to the Appeals Committee.
- (3) The appeal shall have a suspensory effect on the implementation of the decision.
- (4) An application for judicial review of the decision of the second instance imposing a disciplinary penalty may be lodged within 30 days of the date of notification of the decision. The student shall notify the institution of the lodging of the appeal by sending a copy of the appeal to the institution.
- (5) The decision of the first instance shall become final on the date on which
 - a) the persons entitled to appeal have declared that they do not wish to appeal;
 - b) the application has been withdrawn;
 - c) the time limit for appealing has expired without the appeal having been lodged;
 - d) the disciplinary authority of the second instance has upheld the decision of the first instance;
 - e) the disciplinary authority of the second instance has dismissed the appeal.
- (6) The decision of the second instance resulting from an appeal shall become final on the day of its publication unless it is subject to judicial review. The decision of the court of appeals shall be enforceable.
- (7) The decision that has become final shall be endorsed with a statement that the decision is final and enforceable and the date on which it became final.
- (8) The decision that has become final shall be registered, and a copy of the decision shall be placed in the student's file. The copy shall be sent to the Study Office by the chairperson of the Disciplinary Committee.

- (9) The chairperson of the Disciplinary Committee shall ensure that the disciplinary sanction is executed and recorded.

The procedure in the second instance

§ 10

- (1) The chairperson of the Disciplinary Committee shall submit the legal remedy and the documents generated in the proceedings to the Appeals Committee, the disciplinary authority of the second instance, within 3 working days after the expiry of the deadline for legal remedies. The Appeal Committee shall ensure that the proceedings at the second instance are conducted. The chairperson of the Appeals Committee shall be the Rector.
- (2) If the legal remedy request is out of time or not submitted by the person entitled, the disciplinary authority of the second instance shall reject the legal remedy request.
- (3) The disciplinary authority of the second instance shall decide based on the documents in the case under legal remedy. The rules applicable to the closed session and to the decision of the first instance shall apply mutatis mutandis to the proceedings, with the exception that the proceedings shall be completed within 8 days of the date of receipt of the request for legal remedy.
- (4) However, if necessary, the parties concerned may be summoned and a decision may be made based on their hearing and other evidence obtained. In this case, the legal remedy request shall be decided within 15 days.
- (5) The disciplinary authority of the second instance shall – in regard to the decision of the first instance -
- a) uphold the decision;
 - b) alter the decision;
 - c) annul the decision and order the first-instance disciplinary authority to initiate new proceedings.
- (6) The chairperson of the Disciplinary Committee shall ensure that the decision of the second instance is enforced and registered.

The exemption and discharge

§ 11

- (1) The disciplinary sanction shall be deleted from the register without a special request, and the student shall not be obliged to report it:
- a) six months after the disciplinary sanction specified in 3. § (1)(a) has become final;
 - b) 12 months after the disciplinary sanction specified in 3. § (1)(b) to (c) has become final;
 - c) 12 months after the expiry of the period of the disciplinary sanction provided for in 3. § (1)(d);
 - d) in the case of a suspended disciplinary sanction, if the probationary period has been completed satisfactorily.

- (2) In an exceptional case, the Rector may, upon written request, exempt a student who has been disciplined from the disciplinary sanction provided for in 3. § (1)(e), provided that at least 3 years have elapsed since the disciplinary sanction became final. In this case, the penalty will be deleted from the record.
- (3) In the case of exemption or discharge, the cancellation of the final decision of reprimand shall be effected by noting the fact and date of exemption or discharge on the decision placed in the file by the disciplinary body of the first instance.

Order for a new procedure

§ 12

- (1) If the final decision imposes a disciplinary sanction, the student (former student) may submit a request for a new procedure. The application may be based only on facts (new facts) or evidence (new evidence) not used in the disciplinary proceedings.
- (2) The application shall be examined by the chairperson of the Disciplinary Committee. A legal remedy request may be lodged against the decision containing a rejection. The Rector shall decide on the legal remedy request. The deadlines for the disciplinary decision and its rejection are valid for the deadlines for the legal remedy request and its rejection.

Compensation (material) rules

Student's liability for damages

§ 13

- (1) If the student causes unlawful damage to the University or the organizer of the practical training in connection with the fulfillment of his/her study obligations, the student shall be liable by the rules of the Civil Code, except the provisions of the Nftv and these Regulations.
- (2) Damage shall be any loss of property of the persons referred to in (1) that is caused by the student's wrongful conduct (action or omission).
- (3) Negligent damage shall be caused by a person who foresaw the harmful consequences of his/her conduct but recklessly relied on the failure to foresee them, or who did not foresee the harmful consequences of his/her conduct because he/she failed to exercise due care or diligence.
- (4) A person who intentionally causes damage is the one who carries out his/her act with the intention of, or in the belief in, the harmful consequences of his/her conduct.
- (5) The occurrence of the damage, the extent of the damage, the student's culpability, and the causal link shall be proven by the University.
- (6) In the case of negligent damage as defined in (3), the amount of compensation shall not exceed fifty percent of one month's minimum compulsory wage (minimum wage) applicable on the day of the damage.
- (7) In the case of intentional damage, the student shall be liable to pay compensation for the total damage caused.

- (8) The student shall be fully liable to pay compensation for any loss or damage caused to items received with a list, receipt, return, or accountability. He/she shall be exempted from liability if the shortage was caused by an unavoidable cause.
- (9) If several students jointly cause damage, their liability to the University shall be joint, and several, and their liability to each other shall be divided in proportion to the blame for their conduct.
- (10) The damage shall be shared equally between the parties responsible for the damage if the proportion of the blame for their conduct cannot be determined.
- (11) The student shall be exempt from liability for damages if he/she proves that he/she acted in a manner that could reasonably be expected in the circumstances.
- (12) The student shall be exempt from liability for damages if the damage is due to a lack of supervision inherent in the learning process.
- (13) When determining the amount of the damage, if the object has been damaged, the sum of the expenditure incurred for repair and the depreciation remaining despite the repair, with due regard to depreciation, shall be taken into account.
- (14) If the object has been destroyed, rendered unusable, or is not available, the consumer price at the time of the damage shall be taken into account; if this cannot be determined, the current market value shall be taken as the basis.
- (15) Loss of profit shall not be taken into account in determining the damage.
- (16) The method of compensation for damage (e.g. repair or replacement) and the amount shall be determined by the Director General for Economic Affairs.
- (17) Damage shall be compensated financially against an invoice issued by the Director-General for Economic Affairs.

Enforcement of the claim

§ 14

- (1) The rules of disciplinary proceedings shall apply to the determination of the student's liability for damages, with the exceptions set out in this Section.
- (2) A record of the damage caused by a student, as defined in these Regulations, shall be kept at the place where the damage occurred. The report shall be signed by the student who caused the damage and shall include a declaration that he or she acknowledges the damage and agrees to pay compensation for the damage. His/her statement must be recorded in the minutes. The record of the damage must be sent to the Academic Vice-Rector.
- (3) The Compensation Council, composed of three members from the members of the Disciplinary Committee, shall act in the first instance in cases of damages. The members of the Council shall be appointed by the chairperson of the Disciplinary Committee (or, in his absence, by the vice chairperson) and shall be chaired by a teaching member of the Committee and one member shall be a student appointed by the chairperson of the Study Union.
- (4) No full compensation procedure shall be required if the assessment of the damage is simple in fact and law and the damage is acknowledged by the student and if the amount of the compensation is 10,000 HUF or less for negligent damage. In such cases, the fact of the

damage, the amount of the damage, and the acknowledgment of the person who caused the damage must be recorded in a report.

- (5) The decision on compensation issued based on the report shall contain the name and personal data of the person who caused the damage, the name of the damaged (lost, destroyed) object, the amount of the damage, the amount of compensation, the method and deadline of compensation, information on the possible payment in installments, and a reference to the possibility of legal remedy.
- (6) Payment by installments may be authorized on request, taking into account the financial situation of the person who caused the damage.
- (7) A copy of the compensation decision shall also be sent to the Director-General for Economic Affairs.
- (8) The minutes shall be signed by the chairperson of the Compensation Council and the person in charge of the minutes.
- (9) In the case of intentional damage, the Council shall conduct the disciplinary and compensation proceedings jointly and shall decide on both disciplinary and compensation proceedings.
- (10) If the time limit set for compensation for damage has expired without result, the University may institute legal proceedings against the person responsible for the damage. Until the damage has been compensated, the student may not close the semester already started and may not register for a new active semester.
- (11) Compensation claims shall be time-barred after five years. Liability for damages caused by a criminal offense shall also be barred after five years, if the statute of limitations for criminal liability is longer, within a corresponding period.

The University's liability for damages

§ 15

- (1) If a student suffers damage in connection with the pursuit of his/her studies or during the practical training, professional and pedagogical training, the University and the employer providing the practical training shall be liable to compensate for the damage. The University and the employer shall be exempt from liability if they can prove that the damage was caused by an unavoidable cause beyond their control.
- (2) No compensation shall be payable if the damage was caused by the unavoidable conduct of the injured party.
- (3) The provisions of (1) and (2) shall also apply to liability for damage caused during a course of a course (event) organized by the University or by an employer referred to in (1).
- (4) A student may apply in writing to the Rector for compensation for damage suffered by him/her under (1). The application shall describe in detail the nature of the damage, the circumstances in which it occurred, its estimated value or if known, its actual value.
- (5) In other matters relating to liability for damages, the rules of the Civil Code relating to compensation shall apply.