

APPENDIX I.

ACADEMIC DATA MANAGEMENT AND REGISTRATION

The purpose of student academic data registration is the precise and full-scale management of data prescribed in the relevant statute, which may serve as a basis for providing statistical and other information. In particular, its purpose is the registration of the state-funded length of study, the student IDs, and the diplomas, supplements to the diplomas, degrees, and certificates issued.

The student registry shall be operated as an electronic system.

A paper-based registry shall be retained for the management of certificates of the legal status of students, the minutes of state examinations, and the registry of issuing diplomas and certificates, the registration sheets, and the forms for registering personal data.

The electronic academic system shall contain academic information on different majors and the URL address where further information is available.

Each user who has access to the data stored and managed in the academic system shall read and observe the pertinent rules on protection of data and the related institutional regulations.

Registration

- (1) The registration sheet is a form for certifying the establishment of student status, containing the following information: the student's name, code, major(s), work schedule, the name of the institution, its OM identifier, the student's signature, and further particulars requested by the academic system.
- (2) The registration sheet shall be paper based.
- (3) Personal registration shall be entered into the student registry within 3 working days. Every person shall have only one file in the electronic academic system.
- (4) A personal folder shall be established for collecting the documents related to the students, their studies, and personal particulars. Students enrolled simultaneously in several faculties shall also have just one single personal folder; however, data important from the aspect of individual programs shall be registered by the respective faculties, too. Among the Registrar's Offices concerned, the office of the faculty where they registered first (home faculty) among the faculties giving the instructions of his/her majors actively funded by the state (if there are any such faculties) shall be favoured from the aspect of registration and manage his/her folder.
- (5) The registration sheet shall be kept together with its supplements in the personal folder.
- (6) The student's written and signed acknowledgement concerning the reception of a brochure of academic information and, in the case of fee-paying students, the adult education contract shall constitute supplements of the registration sheet.
- (7) On the basis of the data registered in the academic register, the Education Office of the training faculty shall print the section of the registration sheet of the student that contains personal data, a copy of which shall be placed in the personal folder and a copy of which shall be sent to the home faculty (if the home faculty is different from the training faculty). A student participating in more than one program shall enrol in Education Offices of each of his/her training faculties for each one of his/her active majors. This office then shall, without any delay, send a copy of the enrolment to the home faculty (if the home faculty is different from the training faculty).
- (8) Upon enrolling, the student shall receive at the training faculty the respective information brochure concerning his/her training, and the fee-paying students shall sign the adult education contract. These documents shall constitute supplements to the original registration sheet, which shall be placed in the student's personal folder together with the newly prepared registration sheet and a copy shall be sent to the Education Office of the home faculty (if the home faculty is different from the training faculty).

Registration for the Semesters

- (1) The students' request for a passive semester shall be adjudicated within 5 days and the students shall be informed about the decision. The fact of granting a request for a passive semester shall be registered in the academic system within 3 days after the decision in order to make sure that the change could be included in the next instance of data supply.

- (2) The suspension or temporary termination of student status and the data concerning state-funded and fee-paying semesters shall be registered in the case of each and every student with regard to each and every major.

Certification of Student Status

- (1) The certification of student status shall be paper based.
- (2) Certificates of student status shall be issued by the Registrar's Office upon the student's request. The certificate may be issued only from the academic system and may be delivered only to the student.

Closing of the Semesters

- (1) The Registrar's Office shall, by majors, identify the number of credits taken for the current semester and the previous active semesters as well as the number of credits obtained, the number of accumulated credits obtained, the weighted grade average, the accumulated weighted grade average, the stipend index, the credit index the adjusted credit index and the accumulated adjusted credit index.
- (2) From the academic system, a registration record shall be printed with the academic results of the past semester. The printed registration record shall be placed into the faculty personal folder of the student and it shall also be sent on to the Registrar's Office of the home faculty (if the home faculty is different from the training faculty).

Entries

- (1) The following items shall be entered into the academic system: the registration of the student for the individual semesters, the suspension of the student status, further entries concerning his/her student status, transfer, termination of student status, and resolutions made on the basis of rights and obligations. At the termination of the student status, the relevant pages of the registration record shall be printed and placed into the personal folder.
- (2) The registrar's office shall enter into the Lecture Book of the students the following items of information: the registration record number, the certification of the final pre-degree certificate, the data about the degree thesis and the certification of its completion, the data about the language examination, the components and the result of the state examination, the assessment of the diploma or certificate, and the reference numbers of the resolutions regarding the students' studies.

Diploma

- (1) The Registrar's Office shall keep a registry in the academic system about diplomas and certificates issued. The relevant data shall be entered into the system within 5 days after the issue.
- (2) Supply of information on and archiving of the diplomas issued shall be carried out by the central IT operational body.
- (3) The delivery of the diplomas shall be registered in the delivery book of diplomas and certificates.
- (4) The institutions of higher education shall use the form of diploma and diploma supplement approved by the registration center.
- (5) The minutes taken at the state examination shall be attached to the registration record of the students. The certificate issued about the completion of the state examination shall be registered in the academic system within 3 working days. Supply of data on the certifications issued shall be carried out by the IT Directorate.

Diploma Supplement

- (1) Within 30 days following the issuing of the diploma, the students shall be issued a Diploma Supplement in Hungarian and English. The supplement shall contain the data of the results achieved. The issued and certificated supplements shall be placed into the Europass folder and delivered to the students.
- (2) Supply of information on and archiving of the Diploma Supplements issued shall be carried out by the central IT operational body.

- (3) The Diploma Supplement forms shall be handled by the Registrar's Office according to the regulations on document management.

Visiting Students

- (1) Students of visiting student status shall be also registered in the academic system and a registration record shall be kept about them.

Admission of Transfer Students

- (1) In the cases of study in another institution, in another program, or abroad, the location of study, the subjects/courses completed and recognized in the present program shall be entered into the academic system with the note 'accredited.' Subjects/courses entered in such a way shall be taken into consideration when calculating accumulated completed credits. They must not be taken into consideration when calculating the academic grade average, the credit index, or the stipend index.
- (2) When calculating the accumulated credit index, the accredited subjects/courses shall be taken into consideration with the original grades received.
- (3) As regards the recognition of work experience and other requirements fulfilled that do not belong to the programs in the scope of the Act on Higher Education, the competent authority shall be the credit Sub-Committee for Credit-Transfer of the faculty.

The Transfer of Students

- (1) If the students transfer to another institution of higher education, the termination of student status shall be entered into the academic system and the Lecture Book. From the registration records of the students, the following information shall be printed and placed into the personal folder: registry of state-funded semesters, disciplinary and compensation data, deficiency data and resolutions. Following this, the Lecture Book or a printed and authenticated sheet from the academic system and the personal information package of the students shall be transferred to the receiving institution of higher education.

Termination of Student Status

- (1) If the student status is terminated for whatever reason, it shall be registered in the academic system without any delay. Following the termination of the student status, it is prohibited to delete the data on the student from the academic system.
- (2) The following data shall be printed from the registration record and placed into the personal folder upon the termination of the student status: data related to the student status, a registry on the state-funded semesters, disciplinary and compensation data, deficiency data and resolutions made according to the students' rights and obligations.
- (3) Dismissal or expulsion from the institution of higher education or the interruption of studies shall be registered into the Lecture Book as well as the electronic academic system.
- (4) Following the closing of the registration record, the Lecture Book or a printed and authenticated sheet from the academic system shall be issued to the students.

Student ID

- (1) The student ID issued to the students and its accessories shall be handled by the Registrar's Office of the home faculty. Registration shall be carried out in the academic system.

Supply of Information to the National Higher Education Information Center

- (1) The institution shall report the establishment and the termination of the student status as well as the changes in the student status as determined in statutes to the National Higher Education Information Center within 15 days.

- (2) Information on diplomas, certificates, and doctoral certificates shall be sent to the National Higher Education Information Center within 30 days.
- (3) The supply of information to the National Higher Education Information Center shall be sent by the central IT Directorate on the basis of the data available in the academic system on the first and the sixteenth days of each month.
- (4) The processing of the data published by the National Higher Education Information Center shall be carried out by the IT Directorate. The distribution of student identifiers shall be the responsibility of the Registrar's Office.

Adjustment of Data

- (1) The Registrar's Office of the home faculty shall register within 2 working days the changes reported in students' data in the academic system.

Archiving

- (1) The IT Directorate shall be responsible for the security of the data in the academic system, the handling of security savings, the archiving of data, the management of archived data, and the annual archiving of data on graduating students.
- (2) Five years after the termination of the student status, all documents the content of which is also recorded on the registration record may be disposed of.

Replacement of Lost Documents

- (1) A duplicate may be made to replace lost Lecture Books, or the printed and authenticated sheet from the academic system as well as diplomas and certificates on the basis of the academic system. A fee shall be charged for duplicates.
- (2) If a Lecture Book is full, another one shall be attached to it in a way that it should be fixed to the original so that they could not be separated.
- (3) Lost or destroyed registration records shall be replaced on the basis of the contents of the available registries or documents.