

KAPOSVÁR UNIVERSITY

**ORGANISATIONAL AND OPERATIONAL
REGULATIONS**

**VOLUME III.
annex 7.**

Application procedure

**KAPOSVÁR
2018**

I. General rules of the procedures
The method of the submission of applications

1.§

- (1) All the applications may be submitted exclusively in an electronic format, through the electronic educational system (hereinafter: ES).
- (2) As long as the student's application is submitted not in the suitable application format, it is turned down automatically because of a formal failure.
- (3) There is no possibility to submit the applications through the ES on paper.
- (4) Exemptions from the provisions of section (1):
 - Application for an auditor status,
 - Application for a legal remedy,
 - Application for allowances due to disability
 - ¹Application for institutional transfer.

These applications may be submitted exclusively on paper, at the person designated for the given application.

The deadline of the submission of applications

2.§

- (1) ²*Applications shall be submitted separately – following information given on the Neptun homepage, News portal – keeping a pre-defined deadline via Neptun or in hard copies with the necessary documents attached.*

The participants of the procedure

3.§

- (1) *The admisnistrator of the application* is the appointed student affairs clerk of the Directorate of Students' Affairs (hereinafter: appointed student affairs clerk), or the appointed person of the given type of application.
- (2) *Opinant*: the person or persons appointed by the management of the faculty who are obliged to formulate an opinion about the content of the application.
- (3) *Decision maker*: the person desdesignated by the management of the faculty who is entitled and obliged to permit or turn down the application taking into consideration the opinions.
- (4) ³*Opinant, decision maker*: the reviewers are those persons who are entitled to form an opinion, permit or turn down the content of the application. The notification about the occurrence of the changes concerning the persons of the opinants and the decision makers is the scope and task of the management of the faculty, about which they are obliged to notify the Office of Educational Affairs in writing within 8 working days following the change.

Decision making

4.§

- (1) *The formulation of the decision*: the exact description of the conditions recorded in the ES by the decision maker taking into consideration the opinion of the opinant, under which the content of the application is permitted or turned down. The text of the decision remains the same when included in the resolution.

¹ Adopted by 39/2017. (VI. 29.) resolution number by the Senate, effective from 29. June, 2017.

² Amended by Senate Decision No. 99/2018. (XII. 18.) valid from 18 December 2018.

³ Amended by 39/2017. (VI. 29.) resolution number by the Senate, effective from 29. June, 2017. The text „Neptun group” is substituted for „Office of Educational Affairs”.

(2) ⁴*Decision making*: it is the task of the administrator of the application in the ES as an Official Note on the basis of the formulation by the decision maker.

The administration procedure

5.§

(1) The student shall submit the application on the required form through the ES exclusively electronically, within the given period of time with the simultaneous attachment of the necessary documents. The applications listed in 1.§ (4) section are exceptions, which may be submitted exclusively on paper according to the provisions of the present Regulation section II.

(2) The administrator, opinant and decision maker of the application are assigned automatically in the ES to the applications received.

(3) The opinant shall record his/her opinion in the ES within 5 working days of the receipt of the application, then the decision maker shall record his/her decision in the ES within 5 working days of the record of the opinion. The conditions recorded by the decision maker and the opinant shall contain all the important information for decision-making.

(4) The administrator of the application makes a decision in the ES within 5 working days of the recording of the decision and he/she forwards it to the student.

(5) ⁵The matter of the student shall be settled within 30⁶ days of the receipt of the application at latest.

(6) ⁷Applications may, if necessary, be returned to the student for rectification with the indication of the deficient data content (*the period from the call for rectification until its performance shall not be counted in the processing time*). The resolution, injunction or other document sent to the student in the ES is qualified as official notification.

(7) ⁸*If the decision on the merits in a case depends on the previous judgment in an issue which belongs to the competence of another authority, or a well-founded decision is impossible without another decision of the same authority made in a case closely related to the given case, the proceedings shall be stayed. At the same time every deadline shall be suspended, and when the stay of the proceedings is lifted, all but the processing period shall be re-started. All proceedings activities done during the stay shall be invalid except the ones aimed at eliminating the cause of the stay.*

I. Special rules according to application – electronic applications **Application for prolonged session**

6.§

(1) *Submission period*: From the last day of the session, within 3 working days following the session, in exceptional cases (especially childbirth, lasting illness, hospital treatment, studies abroad organised by the University) with the simultaneous attachment of the necessary documents. The student registered for the final examination may not submit an application for prolonged session!

⁹*Applications for any prolongation of the exam period of the autumn semester shall be considered only until the seventh week of the exam period of the following semester, while in the spring term not later than 21-31 August before the beginning of the oncoming semester.*

⁴ Amended by 39/2017. (VI. 29.) resolution number by the Senate, effective from 29. June, 2017. The text „the appointed educational affairs clerk” is substituted for „the administrator of the application”.

⁵ Amended by 9/2016. (III.24.) resolution number by the Senate, effective from 24. March, 2016.

⁶ Amended by Senate Decision No. 99/2018. (XII. 18.) valid from 18 December 2018. The text „21” is substituted for „30”.

⁷ Amended by Senate Decision No. 99/2018. (XII. 18.) valid from 18 December 2018.

⁸ Section adopted by Senate Decision No. 99/2018. (XII. 18.) valid from 18 December 2018.

⁹ Amended by Senate Decision No. 99/2018. (XII. 18.) valid from 18 December 2018.

- (2) *Administrator of the university*: appointed student affairs clerk
- (3) *Opinant*: administrator of the faculty
- (4) ¹⁰*Decision maker*: Faculty Vice-Dean responsible for academic affairs

Application for subsequent addition/dropping of courses (by audition)¹¹

7.§

- (1) ^{12,13}*Submission period*: The period specified in the schedule of the academic year.
- (2) ¹⁴*Administrator of the application*: the appointed educational affairs clerk
- (3) ¹⁵*Opinant*: The administrator of the course manager administrative unit, who shall attach the course lecturer to the application as referee if necessary.
- (4) *Decision maker*: educational deputy dean of faculty, or the colleague commissioned by him/her.

Application for off-curriculum addition/dropping of courses¹⁶

7/A.§

- (1) ¹⁷*Submission period*: The period specified in the schedule of the academic year.
- (2) ¹⁸*Administrator of the application*: the appointed educational affairs clerk
- (3) ¹⁹*Opinant*: The administrator of the course manager administrative unit, who shall attach the course lecturer to the application as referee.
- (4) *Decision maker*: educational deputy dean of faculty, or the colleague commissioned by him/her.

Application for subsequent (examination course) addition/dropping of courses

8.§

- (1) ^{20,21}*Submission period*: The period specified in the schedule of the academic year.
- (2) ²²*Administrator of the application*: The administrator of the course manager administrative unit.
- (3) ²³
- (4) *Decision maker*: educational deputy dean of faculty, or the colleague commissioned by him/her.

Application for full-time – part-time training and/or programme transfer

9.§

- (1) *Submission period*: from the first day of the session of the previous semester. Until 15. September for the fall semester, until 15. February for the spring semester with the simultaneous attachment of the certificate of a student legal status and the registry sheet.
- (2) *Administrator of the application*: the appointed students affairs clerk

¹⁰ Amended by Senate Decision No. 99/2018. (XII. 18.) valid from 18 December 2018.

¹¹ The title of the § is amended by 39/2017. (VI. 29.) resolution number by the Senate, effective from 29. June, 2017.

¹² Amended by 9/2016. (III.24.) resolution number by the Senate, effective from 24. March, 2016.

¹³ Amended by Senate Decision No. 99/2018. (XII. 18.) valid from 18 December 2018.

¹⁴ Amended by Senate Decision No. 99/2018. (XII. 18.) valid from 18 December 2018.

¹⁵ Amended by Senate Decision No. 99/2018. (XII. 18.) valid from 18 December 2018.

¹⁶ The § is adopted by 39/2017. (VI. 29.) resolution number by the Senate, effective from 29. June, 2017.

¹⁷ Amended by Senate Decision No. 99/2018. (XII. 18.) valid from 18 December 2018.

¹⁸ Amended by Senate Decision No. 99/2018. (XII. 18.) valid from 18 December 2018.

¹⁹ Amended by Senate Decision No. 99/2018. (XII. 18.) valid from 18 December 2018.

²⁰ Amended by 9/2016. (III.24.) resolution number by the Senate, effective from 24. March, 2016.

²¹ Amended by Senate Decision No. 99/2018. (XII. 18.) valid from 18 December 2018.

²² Amended by Senate Decision No. 99/2018. (XII. 18.) valid from 18 December 2018.

²³ Content of section deleted by Senate Decision No. 99/2018. (XII. 18.) valid from 18 December 2018

- (3) *Opinant*: educational deputy dean of the faculty
- (4) *Decision maker*: dean of the faculty

9/A. §²⁴

Application for transfer to dual programme

- (1) *Applications due*: from the first day of the registration period of the given semester. Until 14 October in autumn term, until 14 February in spring term. Certificate of employment and/or dual training work contract shall be attached.
- (2) *Applications processed by*: academic administrator appointed
- (3) *Referee*: Faculty dual training coordinator
- (4) *Decision maker*: Faculty Vice-Dean responsible for academic affairs

9/B. §²⁵

Application for re-transfer from dual programme to traditional programme

- (1) *Applications due*: any time during the studies. Agreement to terminate dual student work contract shall be attached.
- (2) *Applications processed by*: academic administrator appointed
- (3) *Referee*: Faculty dual training coordinator
- (4) *Decision maker*: Faculty Vice-Dean responsible for academic affairs

**Application for the admission to a specialisation, change of a specialisation,
admission to a further specialisation**

10. §²⁶

- (1) *Period of the selection of specialisation*: The student may report his/her selection of specialisation until the 60. day of the study period of the semester preceding the start of his/her specialisation studies in the ES. The specialisations to be advertised and the quota planned shall be published by the Office of Educational Affairs in the ES up to the first week of the registration period.
- (2) The student is entitled to select a second specialisation exclusively until the middle of the undergraduate training or the master programme. After the middle of the undergraduate training or the master programme the student shall have no possibility to select, change a second specialisation.
- (3) *Procedure*: The educational deputy dean of the faculty with the agreement of the teacher responsible for the major shall define the specialisations to be advertised for the given period and the number of students planned until the end of the registration period of the previous semester and he/she shall send it to the Office of Educational Affairs. The specialisations to be advertised and the quota planned according to the decision shall be published by the Office of Educational Affairs in the ES until the first week of the registration period.
The specialisation selected shall be approved by the educational deputy dean of the faculty on the basis of the list obtained from the Office of Educational Affairs, which shall be assigned to the student after approval by the Office of Educational Affairs. If necessary, another selection period shall be advertised with the payment of the amount stipulated by the Fees and Allowances Regulation.

²⁴ The § and content adopted by Senate Decision No. 99/2018. (XII. 18.) valid from 18 December 2018.

²⁵ The § and content adopted by Senate Decision No. 99/2018. (XII. 18.) valid from 18 December 2018.

²⁶ Section (1) and (3) of the § are amended by 39/2017. (VI. 29.) resolution number by the Senate, effective from 29. June, 2017. The text „Group” is substituted for „Department”.

Application to modify thesis topic

10/A. §²⁷

Applications due: According to provisions laid down in OOR vol. III. Students' Requirement System 69. §.

(2) Applications processed by: academic administrator

(3) Referee: the administrator of the institute/department involved, lecturers (the new and the old supervisor).

(4) Decision maker: Faculty Vice-Dean responsible for academic affairs.

Application for credit recognition

11. §²⁸

(1) Submission period: The period specified in the schedule of the academic year.

(2) Administrator of the application: the appointed students affairs clerk

(3) Opinant: Faculty administrator. The members of the Credit Transfer Board and, if necessary, the course lecturer shall be attached to the application.

(4) Decision maker: Educational and Credit Transfer Committee

12. §²⁹

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³⁰ Application for recognition of previously completed teacher examination module/course material

12/A. §³¹

(1) Submission period: in the registration period, if the amount defined by the Fees and Allowances Regulation is paid, within one more week following the registration period.

(2) Administrator of the application: the appointed students affairs clerk

(3) Opinant: appointed official of the Teacher and Adult Training Centre, coordinated with the Dean or Vice Dean of the Pedagogical Faculty and the operative vice-director of the Directorate of Student Affairs.

(4) Decision maker: Head of the Teacher and Adult Training Centre

Application for the recognition of previously obtained knowledge, work experience

13. §

(1) Submission period: in the registration period, if the amount stipulated by the Fees and Allowances Regulation is paid, within one more week following the registration period.

(2) Administrator of the application: the appointed students affairs clerk, who assigns the competent administrator of the department.

(3) Opinant: the lecturer of the subject, who is assigned to the application by the administrator of the department.

(4) Decision maker: Educational and Credit Transfer Committee

Application for credit-based cost reduction (tuition fee reduction)

14. §

(1) Submission period: the student may get information about the submission deadline of the applications falling under the dean's equity from the ES.

²⁷ The § and content adopted by Senate Decision No. 99/2018. (XII. 18.) valid from 18 December 2018.

²⁸ The § and content amended by Senate Decision No. 99/2018. (XII. 18.) valid from 18 December 2018.

²⁹ The § and content deleted by Senate Decision No. 99/2018. (XII. 18.) valid from 18 December 2018.

³⁰ The § is adopted by 59/2016. (VIII. 30.) resolution number by the Senate, effective from 30. August, 2016.

³¹ The § and content amended by Senate Decision No. 99/2018. (XII. 18.) valid from 18 December 2018.

(2) ³²After the period of subsequent taking or dropping of subject the *Office of Educational Affairs* shall survey whether the applications for credit-based cost reduction and the subjects taken for the given semester are in accordance. As long as there is a discrepancy, the resolution shall be modified according to the credits taken actually for the given semester.

(3) *Administrator of the application*: the appointed students affairs clerk

(4) *Opinant*: educational manager, president of the USU

(5) *Decision maker*: Rector. The chancellor has the right of consent.

Application for dormitory fee reduction on social grounds

15.§

(1) *Submission period*: the student is notified through the ES.

(2) *Administrator of the application*: USU

(3) *Opinant*: director of the dormitory, president of the university student union

(4) *Decision maker*: Rector. The chancellor has the right of consent.

³³Application for aid on social grounds

15/A.§

(1) *Submission period*: the student is notified through the ES and from the homepage of the USU of the faculty.

(2) *Administrator of the application*: USU

(4) *Decision maker*: CSW of the faculty.

Application for part-payment

16.§

(1) *Submission period*: the student is notified through the ES.

(2) *Process of the submission of the application*: contrary to other applications, the application shall be chosen by clicking on the + sign found behind the payment notice in the Deposit subpoint of the Finances menu point selecting the „Submit application’ option. After the submission of the application for part-payment, the three instalments to be paid and the deadlines of payment shall appear immediately.

(3) *Decision maker*: Rector. The Chancellor has the right of consent.

Application for specific education schedule

17.§³⁴

(1) *Submission period*: in the registration period, and in duly justified cases, until the end of the study period if the circumstances of omission are proved, certified.

(2) *Administrator of the application*: the appointed students affairs clerk

(3) ³⁵, ³⁶*Opinant*: *The faculty administrator. If necessary, the administrator of the course manager administrative unit and the course lecturer shall be attached to the application.*

(4) *Decision maker*: educational deputy dean of the faculty

³² Amended by Senate Decision No. 99/2018. (XII. 18.) valid from 18 December 2018. The text „*Educational Group*” is substituted for „*Office of Educational Affairs*”.

³³ The § is adopted by 51/2016. (VI. 28.) resolution number by the Senate, effective from 28. June, 2016.

³⁴ The § and content amended by Senate Decision No. 99/2018. (XII. 18.) valid from 18 December 2018.

³⁵ Amended by 9/2016. (III.24.) resolution number by the Senate, effective from 24. March, 2016.

³⁶ Amended by 27/2016. (V.26.) resolution number by the Senate, effective from 1. July, 2016. The text: „faculty president of USU” is inserted in the sentence.

18.§³⁷

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Application for temporary deactivation of student status (exceptional passivation)

19.§

(1) ^{38,39}*Submission period*: from the beginning of the registration period to the end of the session. There is no possibility for subsequent passivation after 14. October in the fall semester and 14. March in the spring semester, except for childbirth certified officially in writing, furthermore accident, illness or any unexpected reason, because of which the student may not fulfil his/her study commitments through no fault of his/her own.

(2) The student may deactivate (passivate) his/her student status several times during his/her studies, but the length of the continuous deactivation (passivation) may not be longer than two semesters, except for childbirth, furthermore accident, illness or other unexpected reason, because of which the student may not fulfil his/her study commitments through no fault of his/her own. The deactivation exceeding two semesters because of exceptional reasons shall be certified with officially issued, written documents.

(3) *Administrator of the application*: the appointed students affairs clerk

(4) *Decision maker*: dean of the faculty

Application for the deactivation of student status

20.§

(1) *Submission period*: it may be applied for any time without a deadline

(2) *Administrator of the application*: the appointed students affairs clerk

(3) *Decision maker*: dean of the faculty

Application for the issue of the pre-degree certificate⁴⁰

21.§

(1) *Submission period*: it may be applied for any time after the completion of the requirements of the pre-degree certificate.

(2) The Office of Educational Affairs issues the pre-degree certificate without request for the students who apply for the final examination. For those students who do not apply for the final examination, it is issued on the basis of the application included in the present paragraph by the Office of Educational Affairs.

(3) *Administrator of the application*: the appointed students affairs clerk

(4) *Decision maker*: dean of the faculty

Application for the dean's equity

22.§

(1) *Submission period*: it may be applied for any time without a deadline, concerning exclusively educational affairs

(2) *Administrator of the application*: the appointed students affairs clerk

(3) *Opinant*: the educational unit and/or teacher concerned, or body/committee concerned

(4) *Decision maker*: dean of the faculty

³⁷ The title and the content of the § are deleted by 39/2017. (VI. 29.) resolution number by the Senate, effective from 29. June, 2017.

³⁸ Amended by 9/2016. (III.24.) resolution number by the Senate, effective from 24. March, 2016.

³⁹ Amended by 27/2016. (V.26.) resolution number by the Senate, effective from 1. July, 2016. The text „continuously” is substituted for „to the end of the session”.

⁴⁰ The title and the content of the § are amended by 39/2017. (VI. 29.) resolution number by the Senate, effective from 29. June, 2017.

Application for the transfer to state-funded form

23.§

- (1) ⁴¹ *Submission period*: within two weeks following the day of the closure of the spring semester in the ES, the exact length of which the student may be aware of from the ES.
- (2) *Administrator of the application*: the appointed students affairs clerk
- (3) *Decision maker*: dean of the faculty

Application for quitting the dormitory⁴²

23/A.§

- (1) *Submission period*: continuously, according to the provisions of FAR 22/C. §
- (2) *Administrator of the application*: administrator of the dormitory
- (3) *Opinant*: economic administrator of the DSA
- (4) *Decision maker*: Dormitory Admission Committee

Unjustified assignment application⁴³

23/B.§

- (1) *Submission period*: continuously, according to the provisions of FAR 4. §
- (2) *Administrator of the application*: economic administrator
- (3) *Opinant*: educational manager, organ or employee of the university involved in the matter
- (4) *Decision maker*: chancellor

Scholarship application of fee paying/state funded students⁴⁴

23/C. §

- (1) *Submission period*: according to the provisions of the FAR 25.§
- (2) *Administrator of the application*: educational manager
- (3) *Opinant*: deans of the faculties
- (4) *Decision maker*: rector, in agreement with the chancellor.

Application for legal aid⁴⁵

23/D. §

- (1) *Submission period*: according to the provisions of FAR 26.§
- (2) *Administrator of the application*: educational manager
- (3) *Opinant*: deans of the faculties
- (4) *Decision maker*: rector, in agreement with the chancellor.

II. Special rules according to applications – paper-based applications

Application for obtaining allowances due to disability

24.§

- (1) ⁴⁶ *Submission period*: in case of new students until 15. September of each academic year; in case of old students until the seventh week of the semester of the final examination.
- (2) The form necessary for the registration, which may be downloaded from <http://www.ke.hu/oktatas/eselyegyenloseg/tajekoztato>, shall have to be filled in and submitted

⁴¹ Amended by 51/2016. (VI.28.) resolution number by the Senate, effective from 28. June, 2016.

⁴² The § is adopted by 39/2017. (VI. 29.) resolution number by the Senate, effective from 29. June, 2017.

⁴³ The § is adopted by 39/2017. (VI. 29.) resolution number by the Senate, effective from 29. June, 2017.

⁴⁴ The § is adopted by 39/2017. (VI. 29.) resolution number by the Senate, effective from 29. June, 2017.

⁴⁵ The § is adopted by 39/2017. (VI. 29.) resolution number by the Senate, effective from 29. June, 2017.

⁴⁶ Amended by 39/2017. (VI. 29.) resolution number by the Senate, effective from 29. June, 2017. The text „continuously” is substituted for „until the seventh week of the semester of the final examination”.

independently or with the help of the disability coordinator to the disability coordinator of the faculty or the university.

(3) *Administrator of the application*: disability coordinator of the university

(4) *Opinant*: disability coordinator of the faculty

(5) *Decision maker*: dean of the faculty

Application for visiting student status

25.§

(1) *Submission period*: in the registration period, in case of a foreign student this deadline may be extended for a month at most from the start of the training period.

(1a) ⁴⁷It shall be submitted to the Office of Educational Affairs on a form downloaded from the website of the University.

(2) *Administrator of the application*: the appointed students affairs clerk

(3) *Opinant*: educational deputy dean of the faculty

(4) *Decision maker*: dean of the faculty

Application for legal remedy

26.§

(1) *Submission period*: it may be applied for any time without a deadline.

(2) The student may apply for legal remedy against the decision or the action of the higher education institution, or against the failure to decide or act (hereinafter together: decision) – within fifteen days from its notification, in its absence from its acknowledgement -, except for the decision connected to the evaluation of studies. An action may also be taken against the decision connected to the evaluation of studies, if the decision has not been built upon the requirements adopted by the higher education institution, or the decision is against the provisions of the OOR of the University, or the provisions relating to the organisation of the examination have been violated.

(3) *Administrator of the application*: the student affairs clerk of the major, who forwards the material after filing and the attachment of the necessary documents⁴⁸ to the decision maker.

(4) *Decision maker*: Students' Legal Remedy Committee

Application for transfer⁴⁹

26/A.§

(1) *Submission period*: it may take place until 15. September regarding the fall semester, until 15. February regarding the spring semester.

(2) It shall be submitted to the Office of Educational Affairs on a form downloaded from the website of the University.

(3) *Administrator of the application*: the appointed students affairs clerk

(4) *Opinant*: educational deputy dean of the faculty

(5) *Decision maker*: dean of the faculty

Closing provisions

27.§

(1) The Application Procedure, which is annex 7. to the Organisational and Operational Regulations of Kaposvár University volume III., was debated on the proposal of the educational vice-rector by the session of the Senate of Kaposvár University on 18. December, 2015. and

⁴⁷ The section is adopted by 39/2017. (VI. 29.) resolution number by the Senate, effective from 29. June, 2017.

⁴⁸ Provisions of OOR KE volume III. 109.§ (3) section

⁴⁹ The § is adopted by 39/2017. (VI. 29.) resolution number by the Senate, effective from 29. June, 2017.

adopted by 90/2015 (XII.18.) resolution number. The present regulation is effective from 18. January, 2016.

(2) The regulation is found on the website of the university.

(3) The amendments of the present regulation were debated by the session of the Senate of Kaposvár University on 24. March, 2016. and adopted by 9/2016. (III. 24.) resolution number. The amendments are effective from the date indicated in the footnote.

(4) The amendments of the present regulation were debated by the session of the Senate of Kaposvár University on 26. May, 2016. and adopted by 27/2016. (V. 26.) resolution number. The amendments adopted by the resolution are effective from 1. July, 2016.


(5) The amendments of the present regulation were debated by the session of the Seante of Kaposvár University on 28. June, 2016. and adopted by 51/2016. (VI. 28.) resolution number. The amendments adopted by the resolution are effective from the day of adoption.

(6) The amendments of the present regulation were adopted by the electronic voting of the Senate of Kaposvár University by 59/2016. (VIII. 30.) resolution number on 29-30, August, 2016. The amendments adopted by the resolution are effective from the day of adoption.


(7) The amendments of the present regulation were debated by the session of the Senate of Kaposvár University on 29. June, 2017. and adopted by 39/2017. (VI. 29.) resolution number. The amendments adopted by the resolution are effective from the day of adoption.

(8) The amendments of this regulation were discussed by the Senate of Kaposvár University at its session held on 18 December 2018. and adopted by Decision No. 99/2018. (XII. 18.). The amendments adopted by the Decision shall enter into force on the day of adoption.

Kaposvár, 18 December 2018.


Prof. Dr. Ferenc Szávai DSc
rector




Dr. Zoltán Borbás
chancellor

