

**Chapter VIII**  
**Rules regarding Disciplinary Actions against Students**

**Purpose of Disciplinary Rules**

§1

- (1) The purposes of these rules (disciplinary actions against students – later on HFSZ) aim to outline both the accountability and liability of students under its effect and the processes of cases, as well as the rights and responsibilities of the parties.

**Effects of Disciplinary Rules**

§2

- (1) According to current legislation HFSZ has an effect on all enrolled students regardless of nationality.
- (2) Moreover, HFSZ has an effect on
- (a) students who are not currently enrolled, but they have caused misdemeanor or injur,
  - (b) students who have not yet completed their final exams even though their student status ceased,
  - (c) students who are doing the practical part of their training.
- (3) In case the student has a contract for the duration of the practical training, the person liable for the contract...
- (4) HFSZ is valid within the perimeter of campus.

**Connecting documents**

§3

- (1) The connecting documents are:
- Act CCIV of 2011 on National Higher Education(hereinafter referred to as Nftv.),
  - Act V of 2013 on the Civil Code (hereinafter: Civil Code),
  - Act C of 2012 on the Criminal Code,
  - Act CXL of 2004 on General Rules for Administrative Procedures and Services (Ket),
  - 2012 Act II on Infringements, Infringement Proceedings and Infringement Registration System law.

**Terms**

§4

- (1) According to HFSZ:
- (a) Student: the persons defined in Section 2 (1) and Section 2 (2) collectively.
  - b) Discipline:
    - Misdemeanor and serious misconduct on the part of the student in legislation affecting the student's legal relationship, university regulations, instructions, and other documents.

- Discipline is a misdemeanor against the order of education, when the student disturbs the order of education, lectures, seminars, other sessions or exams seriously or repeatedly in the institution, or other important educational events, otherwise not regulated in the TVSZ. , violates the rule severely or repeatedly.

(c) The misrepresentation of the university's instructor or other employee acting in his / her capacity in relation to the circumstances relevant to the student's study and examination obligations shall also be regarded as an offense against the order of the education.

- Discipline is a student's behavior outside the university that is incompatible with student status, seriously damaging or jeopardizing the College's reputation.

– - Binding Code of Conduct as well as serious or repeated violations of the dormitory organization and operating rules and the policies of each college.

(c) Guilt: It is the guilty person who does not do everything that would normally have been required to avoid the violation in the given situation. Degrees of guilt: intentionality, negligence.

d) Intention: deliberately acts upon the consequences of his conduct or falls into these consequences

(e) Carelessness: carelessly, who foresees the possible consequences of his behavior, but he reluctantly believes in their failure, or does not foresee the possible consequences of his act because he missed the attention or caution he could expect

(f) Damage: damage sustained as property damage, that is to say, the value by which the injured party's existing assets have been reduced as a result of the damage, the reasonable costs incurred in connection with the elimination of the damage and the loss of property; Under non-pecuniary damage, damage to the personality, bodily integrity of the victim is to be understood

(g) ) Universality: If several people jointly cause damage, their liability towards the victim is joint and several. Pests will bear the damage between them in proportion to their ability to act, if this cannot be established, in proportion to their impact. If the proportion of the impact cannot be established, the damage is borne equally by the injured parties. Serious breach: whether the breach of an obligation is considered serious or not should be decided by the disciplinary authority.

(2) A misconduct for which the study and examination regulations have adverse consequences cannot be considered a disciplinary offense.

**Part 1**  
**Accountability of Students**  
**Penalties and Processes**  
**Disciplinary actions**

5.§

(1) Besides what is stated under §7 the following penalties can be imparted

- (a) verbal reprimand first degree
- (b) verbal reprimand second degree
- (c) decreased access to or complete withdrawal of certain rights such as ...independent study schedule, parallel training, auditing courses
- (d) modification of fees, benefits that are outlined...
- (e) inability to continue studies/take exams for a limited time
- (f) being expelled from university
- (g) being expelled from student dormitory

### **Imposing disciplinary actions**

#### §6

(1) (1) In the disciplinary decision, apart from those specified in Section 7, the student may be penalized as follows:

- a) reprimand;
- b) strict reprimand,
- (c) the withdrawal or reduction of permissions for preferential study, parallel training (parallel student status) or cross-study (auditing);
- (d) the reduction or withdrawal of benefits and benefits provided for in the Reimbursement and Benefit Rules for a maximum period of six months;

(e) a ban on the continuation of studies for a limited period of time, not exceeding two semesters (prohibition on final examination);

- (f) Exclusion from the University
- (g) Exclusion from College, Student House.

(2) To impose disciplinary penalties

#### Section 6

(1) The period of punishment specified in Section 5 (1) d) shall not exceed 6 months, with a minimum reduction of reimbursement of 10%. Social support cannot be withdrawn as a disciplinary punishment.

(2) Prohibition of continuing studies pursuant to Section 5 (1) e) shall be applied in the case of a criminal offense of public document forgery. The consequences of the Btk. regulation.

(3) In the case of foreign students with state scholarship, the disciplinary punishment specified in §5 (1) c), 5 (1) d) and 5 (1) e) shall not be imposed.

(4) The imposition of the punishment specified in Article 5 (1) (e) and Section 5 (1) (f) shall be accompanied by the permanent and periodic withdrawal of benefits, allowances and benefits related to the student's legal relationship. In these cases, the student's legal relationship is suspended.

(5) In case of exclusion of the student, the reimbursement / cost of the student is not refundable and the student may not participate in the 2 admission procedures after the year of exclusion.

(6) The initiation of disciplinary proceedings and the imposition of disciplinary punishment shall not be affected by the student's academic performance. Disciplinary punishment should be imposed in such a way that it is adapted to all the circumstances of the act, in particular the severity of the act, the degree of guilt of the student, the repetition of the offending conduct, the circle of victims, the consequences, and mitigating and aggravating circumstances.

(7) The fact of disciplinary punishment shall be recorded on the student's main page.

### **Provisions**

#### **Warning**

##### **7.§**

(1) Notwithstanding the imposition of disciplinary action, in addition to the termination of disciplinary proceedings, a warning may be applied if the disciplinary offense committed is such that, in view of all the circumstances of the case, in particular the cause of the offense and the act of committing the offense or omission, it is of minor importance, that even the slightest disciplinary punishment is unnecessary and a warning and preventive effect can be expected.

(2) No warning may be applied if a criminal or criminal procedure has been initiated.

(3) With the warning, the practitioner of disciplinary authority draws the student's attention to the inappropriateness of his conduct and to refrain in future from any action that may give rise to disciplinary action.

(4) The warning is not a disciplinary punishment. Remedies can be appealed under general rules.

(5) Following a disciplinary hearing that has been properly conducted, the Disciplinary Committee may decide on a warning in a closed session.

(6) After the verbal announcement, the Chairman of the Disciplinary Committee shall refer the fact of the warning to the disciplinary records.

### **Temporary suspension of studies**

#### **Section 8**

(1) Where criminal proceedings are instituted against the student in the same case, disciplinary proceedings shall be suspended. In this case, the Student Disciplinary Committee will decide that the student may not continue his / her studies until the final termination of the criminal proceedings (hereinafter referred to as temporary suspension of studies). If criminal proceedings have been initiated against the student, the time limits for disciplinary proceedings shall be calculated from the final termination of the criminal proceedings.

### **Persons and bodies involved in disciplinary proceedings**

#### **Section 9**

(1) Persons and bodies involved in disciplinary proceedings:

- (a) Chairman of the Student Discipline Committee (hereafter: HFB President) as initiator of disciplinary proceedings
- (b) HFB as a practicing disciplinary authority
- c) Student Remedies Committee as a second-degree disciplinary authority

- (2) A person who is not expected to have an impartial judgment on the matter may not participate in disciplinary proceedings, in particular:
- a) who made the contested decision or participated in making the decision,
  - (b) is a close relative or relative of a student subject to disciplinary proceedings or a person as defined in (a);
  - c) from whom an objective, impartial assessment of the case cannot be expected for any other reason

3. The members of the HFB shall declare a conflict of interest with the Chair. The Student Discipline Committee decides on the conflict of interest in a closed meeting. The Rector decides on the chairman's conflict of interest.

(4) The student subject to the proceedings may communicate the bias against the participant in the disciplinary proceedings until the conclusion of the first hearing with the Chairman of the HFB.

(5) The provision on exclusion from disciplinary proceedings shall also apply to the Registrar.

(6) The rector shall decide on the appointment of a new person on the proposal of the chairman, in the case of the secretary, by the chairman.

### **Student Discipline Committee**

#### **Section 10**

(1) The Disciplinary Committee shall exercise disciplinary authority at first instance.

(2) The President and the members of the Commission shall be elected by the Senate on the proposal of the Rector. The composition of the committee is: 1 instructor per arm, representative of the relevant campus, appointed by the Senate, general deputy chairman of the student self-government, 4 more students, legal counsel delegated by the student municipality.

(3) He shall appoint a Deputy Rector for Education, Training Development and Study Affairs attached to the Committee.

(4) The HFB shall have a quorum if at least half of its members are present. The Commission shall act by a simple majority. The rules of procedure of the Commission are set out in its rules of procedure. The decisions of the HFB are issued by the President of the HFB, certified by the HFB's secretary, and the decision is enforced by a judicial endorsement.

### **Representation**

#### **Section 11**

- (1) In disciplinary proceedings, the student or his agent may act separately and jointly. Authorization can only be given in writing. The Ptk. rules apply.

The disciplinary procedure  
Initiation of disciplinary proceedings and time limit for administration  
Section 12

1. The disciplinary proceedings shall commence on written notice or on the basis of formal knowledge. The disciplinary procedure is ordered in writing by the Deputy Rector for Education, Training Development and Study Affairs.
2. The student or his / her representative (representative), the chairman and members of the HFB shall be notified in writing of the initiation of the disciplinary procedure, indicating the reason. The notice of disciplinary proceedings shall include the name, address, telephone number, student code of the student subject to disciplinary proceedings, the indication of the grade, section, degree and a brief description of the underlying act. The notice should draw the student's attention to the fact that he may use a proxy during the procedure.
3. If the student is with a number of higher education institutions, the institution shall be entitled to conduct the disciplinary proceedings for which he or she has breached his / her duty or for which the offense was committed. In such a case, the disciplinary committee of the acting institution shall notify the other institution of the initiation of the proceedings.
4. If a student has initiated a disciplinary procedure, it must be initiated and continued.
5. There shall be no place for disciplinary action if the student is instructed by the instructor or other employee who directs the disciplinary offense.
6. Disciplinary proceedings may not be initiated if the person authorized to order disciplinary proceedings has been officially aware of the disciplinary offense for a month or 5 months have passed since the disciplinary offense was committed.
7. Any disciplinary action against the student (disciplinary action, summons, hearing, etc.) shall be interrupted by the disciplinary offense. On the day of interruption, the limitation period begins again.
8. If there is a serious suspicion of a criminal offense in the course of disciplinary proceedings, the Chairman of the HFB may file a complaint.
9. Disciplinary proceedings shall be completed within one month, except in the cases of suspension and suspension as defined in the HFB

Suspension of disciplinary proceedings  
Section 13

1. Where criminal proceedings are instituted against the student in the same case, the disciplinary proceedings shall be suspended until their final termination. Suspension of disciplinary proceedings will interrupt the limitation period. The procedure should be suspended at the latest, even if the student is not able to attend the hearing or to be heard for reasons other than his own fault.

Summoning for trial

Section 14

(1) The student or his or her authorized representative shall be summoned in writing at the hearing. If necessary, a witness and expert can be summoned to the hearing.

(2) The summons shall indicate the name, grade, degree, place and time of the disciplinary proceedings and the status of the summoned person. The attention of the summoned should also be drawn to the fact that their personal identity must be proved credibly at the hearing.

(3) A student subject to disciplinary proceedings shall be informed in the summons that he or she has the right to present his or her defense either orally or in writing, that he / she shall be reminded that he or she may use a proof of motion, may be assisted by a legal representative, and that his or her absence may not, neither does the absence of a legal representative prevent the conduct of disciplinary proceedings and the taking of a decision.

(4) The student subject to the procedure shall also be informed that, if he or she justifies the non-attendance of his / her absence, a new date shall be set for his or her hearing within 15 days.

5. The invitation shall be communicated in such a way that it is received at least five days prior to the hearing in order to facilitate its appearance.

The trial  
Conducting the trial  
Section 15

1. In disciplinary proceedings, if necessary to clarify the facts, a hearing shall be held.

(2) The disciplinary hearing shall be chaired by the Chairman of the HFB. The President takes care to maintain the provisions of the HFSZ, to preserve the order of the trial and to ensure that the persons involved in the proceedings can exercise their rights.

(3) The President of the Commission shall open the trial and, after the disciplinary hearing has been impeded, the hearing of the President of the Commission and the attendance of the witnesses upon leaving the premises. During the hearing of a student subject to disciplinary proceedings, other students subject to the same disciplinary procedure, who have not yet been heard, and witnesses may not be present.

(4) The chairman of the HFB shall present the data and documents on which the disciplinary proceedings are based. Thereafter, the Commission will hear the student or his representative subject to the procedure. It should be possible for the student to present his / her position and defense, and to use the proof of proof.

(5) If the student subject to disciplinary proceedings admits the disciplinary offense at the trial and there is no doubt about that admission, further proof may be omitted.

The subject or his / her authorized representative may consult the documents of the proceedings, comment on the hearing, ask questions to the person interviewed and submit a motion of evidence to the HFSZ.

(6)The minutes of the hearing shall be communicated to the persons interviewed and shall be signed thereafter. The person interviewed may request that the minutes be supplemented or corrected. Any denial of the signature and the reason for it shall be recorded in the minutes.

#### Certificate

##### Section 16

- (1) If the student fails to complete a deadline or deadline during the procedure, he / she may submit a request for certification. The application may be made within eight days of the missed deadline or the last day of the missed deadline. If the omission was made known to the student later, the time limit begins to run from the day when the obstacle ceases to exist. An application for verification may not be made beyond the six months following the missed deadline or the last day of the missed deadline. In the event of failure to comply with the time limit, the non-compliance with the request for verification shall also be compensated for if the conditions are met. In this case, the trial can be repeated, the measures taken in the meantime, the decision taken must be reviewed and repealed.

#### Demonstration

##### Section 17

1. Where further evidence becomes necessary in order to clarify the facts, the Commission shall hear a witness, expert or obtain the necessary supporting documents.
- (2) The witness must be asked whether he is interested or biased in the case, warn of the duty of truthfulness and of the consequences of false testimony.
- (3) A witness who has not yet been heard may not be present during the hearing of the witness. If the witness's testimony contradicts the defense of the disciple subject to disciplinary action or the testimony of other witnesses, an attempt should be made to clarify it.
- (4) The HFB may base its decision only on evidence directly examined in disciplinary proceedings. There can be no question of unquestionably proven

#### Protocol, file management

##### Section 1

- (1) Minutes of disciplinary proceedings shall be drawn up. The Deputy Registrar shall appoint the Registrar. The minutes shall be signed by the President of the Commission and by the Registrar.
- (2) Speeches at the hearing may also be recorded by voice recording. In the case of a voice recording, a written record shall be drawn up no later than eight working days. If the minutes are made by sound recording, the date of writing of the minutes shall be indicated and the parties shall be informed of when and where they will be able to view the minutes and when and where they may be taken. If the minutes are made on the basis of a recorded recording of the hearing, the recordings may be immediately heard by the



interested parties, but they may be denied this right. This fact must also be recorded in the minutes.

(3) The minutes shall include:

(a) the name of the proceeding committee, the subject of the case and the file number

(b) the place and date of the minutes

(c) the personal data, address, procedural quality of the person interviewed

(d) substantive statements on the case (eg a statement of appeal) and statements

(e) the circumstances and findings relevant to the determination of the case

4. The person interviewed may request that the minutes be supplemented or rectified.

(5) The draft decision, the minutes of the deliberations, the secret of the state secret or the secret of service may not be consulted.

(6) The rules for filing the files are contained in the Document Management Regulations. The completed minutes shall be attached to the disciplinary records.

#### Providing publicity

##### Section 19

1. Disciplinary proceedings shall be open to the public. In the public interest or at the request of the student subject to the proceedings, the Commission may exclude the audience from the hearing or a part of it, or manage the details of the proceedings in a closed manner. It is the President's responsibility to ensure publicity.

(2) The student may object to the exclusion of the public, which shall be assessed by the Student Remedies Committee within 8 days after the opinion of the Chair of the University HÖK. If the public hearing is requested by the student, the public cannot be excluded by reference to the student's interest.

#### The Disciplinary Decision

##### Decision making and content

##### § 20

1. The HFB shall decide by closed vote, on the basis of available evidence, after conducting the evidence procedure. The committee takes its decision by simple majority. The President of the Commission, its members and the Registrar may be present at a closed meeting.

2. The decision of the Commission shall be numbered.

(3) The substantive decision:

a) you are a punisher

b) you are alerting

(c) may be a disciplinary decision.

(4) The Commission shall decide on the suspension of proceedings and on the suspension of the hearing in a non-substantive decision.

(5) A decision imposing a penalty shall be taken if the HFB concludes that the student subject to the proceedings has committed a disciplinary offense and therefore considers it necessary to impose disciplinary punishment on him.

6. The Commission shall take a termination decision if

- (a) the fault of the student cannot be established;
- (b) there is no evidence of a disciplinary offense;
- (c) the act committed is not a disciplinary offense or committed by a student subject to the proceedings;
- d) the disciplinary offense is time-barred;
- (e) if the act on which the proceedings are based has already been subject to disciplinary action,
- (f) where the committee applies a warning to the student instead of a disciplinary penalty.

#### Section 21

1. The operative part of the decision shall include: \ t

- (a) the name of the proceeding committee, the decision number, \ t
- (b) the name, personal details and name of the proxy holder of the disciplinary student;
- (c) the name of the disciplinary offense which is the subject of the proceedings;
- (d) the disciplinary sanction imposed and the amount thereof;
- (e) the place and date of the decision and whether the hearing was public;
- (f) a notice of the possibility of appeal, the time limit and the manner in which it is to be lodged.

2. The reasons for a decision shall include:

- (a) the established facts,
- (b) indication and assessment of evidence, reference to the reasons why the HFB did not find any evidence to be proven or for which it failed to provide the evidence offered;
- (c) explaining the offense committed by the offender and the perpetrator of the offense;
- (d) the circumstances in which the sentence was imposed;
- (e) a reference to the regulations, regulations and laws on which the HFB's decision is based.

3. The provisions of the decision on the content of the decision on the content of the termination decision shall apply mutatis mutandis to the need not to justify the request for evidence refused by the CoC. The termination decision shall state the termination of the procedure and the reasons for it, indicate the use of the warning in the event of a decision to that effect, and draw attention to the possibility of lodging an appeal, its deadline and manner.

(4) If the disciplinary proceedings are not terminated by prohibition or prohibition of the continuation of studies, a student temporarily suspended from continuing his / her studies in the course of criminal proceedings shall be given the opportunity to compensate for the lack of practice or exams without disadvantages. This must be stipulated in the disciplinary decision.

(5) If the student has not contested his disciplinary responsibility, a simplified disciplinary decision shall be sufficient. In addition to paragraph 1, this includes only the statement of the subject to the proceedings of (2)a) and the points and (2) c).

#### Communication of the decision

##### Section 22

1. The President of the HFB shall announce the decision at the hearing. At the time of publication, the operative part of the decision should be read, and the essence of the reasoning should be explained.

(2) The President of the HFB shall, after publication of the decision, invite the person entitled to appeal to make a statement of appeal. After the statement has been recorded, the President closes the disciplinary hearing.

3. The decision shall be given in writing within 15 days of the date of publication and shall be communicated by means of delivery to the absent persons concerned. The appealing decision must be sent by registered delivery. The disciplinary decision shall also be served on the student and his agent subject to the proceedings even if the decision was communicated to them by publication.

(4) The written disciplinary decision and the number of copies thereof shall be signed by the chairman of the Student Discipline Committee.

(5) The final disciplinary decision shall be sent to the Deputy Rector for Education, Training Development and Study, to the Chair of the HÖK University, and to all the administrative and economic departments which have responsibilities in the execution of disciplinary punishment.

(6) The decision shall be deemed to have been delivered on the date of service if the delivery has been defective because the consignee or his authorized representative has not received the shipment ("refused to accept receipt"). If the consignment is returned with an "unknown", "moved" or "insufficient address", then the chairman of the HFB will seek the identification of the person concerned and the addressing authority for the purpose of communicating the address, mailing address or other personal data of the student, and retrieving the new data, if the item contains the personal data and address register. No further request shall be made, the document shall be deemed to have been filed on the day of the attempt to serve the address given by the authority.

(7) The decision may be sent to any other college or outside body only if they make a formal request to the Chairman of the HFB and the President gives permission to do so at the same time, with the exception of the bodies listed in the Nftv. Annex 3 Chapter 4, I / B. cases of transmitting data to the

bodies listed in point 4 of the Code. If the student is exempt from disciplinary punishment, he / she must also be notified of the disciplinary punishment decision.

Remedy  
Section 23

(1) A student or his or her representative subject to disciplinary proceedings may appeal against a decision of first instance against the disclosure, or, in the absence thereof, within 15 days from the date of notification (appeal). The appeal must be addressed to the Student Remedies Committee but submitted to the Chairman of the Disciplinary Board at first instance, who must forward the appeal to the HAJOB Chairman within 3 working days together with the documents of the first instance.

(2) The right of appeal may be waived by the student or his authorized representative.

(3) The appeal shall have suspensive effect on the implementation of the provisions of the decision. If only part or provision of the decision is entitled to appeal the appealed part of the decision becomes final.

(4) The appeal is reviewed by the Student Remedies Committee (HAJOB). The rules for the HAJOB procedure are set out in the Student Claims section of the legal remedies section.

Legal force of the decision  
Section 24

1. If the student or his agent has not appealed against the decision, the decision at first instance shall be final from the day following the expiry of the time limit for appeal. If the appeal is waived, the decision becomes final when the resignation is announced before the HFB.

(2) The final decision may be enforced.

Correction of the decision  
Section 25

1. The Commission may not alter its published decision.

(2) In the event of a change of the name of the HFB, an erroneous entry, a mistake in a number, a spelling mistake or other misconduct, you may at any time by decision order the rectification of the decision ex officio. In the event of correction, the HFB may decide not to hear the student.

(3) The corrected resolution shall also be recorded in the corrected resolution. If the decision has already been served, the corrected decision must also be served.

(4) An appeal against a decision on a correction shall be made only if it relates to the operative part.

(5) An application for rectification shall have no suspensive effect on the appeal against the decision and on the enforcement of the decision.

Exemption  
Exemption from disciplinary punishment  
Section 26

(1) At the request of a student, the CoC may, before a disciplinary penalty is imposed, be released from the remainder of the sentence imposed by a decision, provided that the student has not committed another disciplinary offense in the meantime.

(2) The disciplinary procedure shall apply mutatis mutandis to the discharge procedure.

(3) Remedies shall be subject to review in accordance with the general rules.

Exemption from the detrimental consequences of disciplinary punishment  
Section 27

(1) The student shall be exempt from any detrimental consequences of disciplinary punishment without a request and a decision thereon:

(a) in the case of disciplinary punishment provided for in Article 5 (1) (a) and (5) (1) (b), 5 months after the decision has become final;

b) in the case of disciplinary punishment provided for in §§ 5 (1) (c) and 5 (1) (d), 5 months after the expiry of the sentence imposed by the decision;

c) in the case of disciplinary punishment provided for in Article 5 (1) (e), six months after the expiry of the ban

(2) In the case of disciplinary punishment provided for in Section 5 (1) (f), the proceeding committee may, at the request of the former student, make an exemption decision, provided that at least two years after the disciplinary decision has come into force and the former student commits the disciplinary offense. since the college knew that he did not behave like a disciplinary offense.

3. At the request of the student, the HFB may, before the expiry of the time limits laid down in paragraphs 1 and 2, waive the detrimental consequences of disciplinary action.

(4) If the conditions for ex-post discharge are met, the competent person (representative of the body) who received the request shall take an oral action to cancel the disciplinary penalty from the register (computer).

(5) The Department of Education and Training instructs the Directorate-General for Economic and Technical Affairs to redistribute the benefits (benefits). Late benefits may not be reimbursed subsequently on any legal basis.

## Part 2

### Liability for damages

#### The scope of liability for damages

##### Section 28

(1) The student, in connection with the fulfillment of his / her study obligations, in connection with the behavior of the student's home or college, the college, the student home, the dormitory, or the practical training and the professional training organizer for the damage caused to the employer, practical training according to the provisions of the Nftv. is responsible for damages. Excuses the responsibility of the injured party if he proves that his conduct was not attributable.

(2) The University or the organizer of the practical training shall, in the context of the student's studies, be liable for the damage caused to the student by the Nftv. and is liable for damages under the provisions of the HFSZ.

(3) In other matters of liability, the Civil Code shall apply. rules on compensation should apply.

#### The amount of compensation

##### Section 29

(1) In the case of negligent damage, the student's liability is limited. The amount of compensation may not exceed 50 percent of the monthly minimum wage (minimum wage) applicable on the day of the damage.

(2) In the case of deliberate damage, the student is obliged to reimburse the entire damage. The student is fully liable for any shortage of things that he or she has taken with a list or receipt, a return or clearing obligation, and that he or she is permanently detained, used exclusively or handled, and

for damage to the furnishings and equipment of the student home. Exempt from liability if the deficit is caused by unavoidable cause.

(3) If several students jointly cause damage, their responsibility towards the college is shared and their behavior is divided in proportion to their imputability. The damage is shared equally between the pests, if the proportion of the imputability of their behavior cannot be established.

(4) In the case of compensation exceeding HUF 10,000, the student may request a maximum of 5 months of payment. The HFB authorized to conduct the procedure shall decide on the payment of the installment.

(5) The organizer of the college or practical training shall be liable to the student for damage caused by the student's legal status and practical training in the Civil Code. It shall be obliged to reimburse it in accordance with the provisions of this Directive, with the addition that the organizer of the college or practical training shall be exempt from liability only if it proves that the damage was caused by an unavoidable cause outside its scope. There is no need to compensate for the damage caused by the unavoidable behavior of the victim.

#### Persons and bodies involved in compensation proceedings

##### Section 30

1. Persons involved in compensation proceedings shall:

a) HFB

b) HAJOB

2. The rules on disciplinary proceedings shall apply mutatis mutandis to exclusion.

##### Section 31

1. The HFB exercises jurisdiction over damages at first instance by ordering the procedure in writing by the Chancellor.

2. The HFB shall always seek the opinion of the Director of Economic Affairs. If the damage is sustained by either party on the basis of practical training, the employer's involvement is mandatory.

#### Simplified Compensation Procedure

##### Section 32

(1) Without the student's hearing, a first-degree compensation decision (simplified compensation) may be made in cases where the student is obliged to reimburse a predetermined amount of damages in the university regulations for damages caused by the objects taken into account for settlement and return (eg for lost library books, sports equipment). etc.). However, the student may also have the right to appeal in this case. It is also necessary to apply a simplified compensation for damage not exceeding fifty percent of the monthly amount of the compulsory wage (minimum wage) if the student acknowledges the damage and its amount in the damage record.

#### The compensation procedure

##### 33.§

(1) Damage caused by a student in a HFB, if it is not a simplified compensation procedure, shall be recorded at the place of damage. You must also sign this damage with a statement certifying that you acknowledge the fact of the damage, the amount of the damage and undertake to pay the damage within the time limit. In the case of a report signed by a student with such content, if the student fails to pay the amount of the compensation by the deadline, a decision can be made without hearing the student. The decision may stipulate the amount of compensation to be paid as a

debt to NEPTUN. If the student disputes the fact or judgment of the damage, this must be recorded in the minutes. In the course of the investigation, the HFB will investigate the circumstances of the case and hear the student in this context.

(2) In the case of damage caused by the student, the student shall prove the fault of the student, the occurrence of the damage and the extent of the damage by the student, the organizer of the practical training, the university or the organizer of the practical training.

(3) The HFB shall send the result of the examination to the Director of Economic Affairs for an opinion, who shall make a proposal for a decision.

(4) The HFB shall decide on the basis of available documents and taking into account the views of the economic director and other experts on liability for damages.

(5) The procedure shall be completed within one month. In exceptional cases, if the case requires this, the HFB may extend the deadline by a further 15 days.

(6) The HFB shall order written compensation for the damage suffered by the student after hearing the opinion of the economic director. It must describe in detail the nature of the damage, the circumstances in which it arose, or, if known, its real value.

#### The award decision

##### Section 34

(1) The award decision shall contain, in addition to the disciplinary decision, the following:

- (a) the damage caused;
- (b) the amount of compensation established;
- (c) the possibility of payment in installments.

(2) The disclosure of the decision shall be subject to the provisions of the disciplinary procedure, provided that the decision is also sent to the Chancellor.

#### Remedy

##### Section 35

(1) The remedies against a decision at first instance shall be determined by the disciplinary procedure, with the Chancellor being notified of the appeal procedure.