

VOLUME I OF THE ROO
ORGANISATIONAL AND OPERATIONAL
PROCEDURES

I.18. Regulation on transmitting information

The Senate adopted the Regulation on transmitting information by its Resolution No. SZ-28/2017/2018 (19 December 2017).

Having regard to the obligation established in Subsection (3) of Section 109 of Act CCXXII of 2015 on the General Rules of Electronic Administration and Trust Services (hereinafter: Electronic Administration Act) and Section 146 of Government Decree No. 451/2016 (19 December) on the detailed rules of electronic administration, Corvinus University of Budapest (hereinafter: University), as a body cooperating in electronic administration, hereby establishes the following Regulation on transmitting information, in accordance with the authority granted by law:

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Interpretative provisions

1. Automated information transmission: the transmission of information by the cooperating body that transmits the information without human intervention,

2. Automated information transmission interface: a technical solution for the automatic transmission of information, established and operated by the cooperating body that transmits the information,

3. Internal register: a register which is kept solely for the purposes of the body keeping it, for the performance of its own tasks and control activities, and is not intended to provide data to third parties, nor is it a source of information for third parties,

4. Secure delivery service: a delivery service that ensures that all of the following conditions are met for the delivery of an electronic mail item:

- a) if the message received from the sender has been made available to the recipient in unaltered form, the sender shall have at least an electronic document with an advanced electronic signature proving this,
- b) the message and the document proving delivery cannot be altered without being noticed, either during or after delivery,
- c) the message may be received only by the addressee or an authorised substitute recipient, and the identity of the actual recipient is evidenced by a document of receipt,
- d) the sender also has documentary evidence (acknowledgement of receipt) of the failure to deliver within the time limit; the certificate must state the date of the failure and, if identifiable, the reason for it,

5. Simple information transmission: the transmission of information between cooperating bodies that does not constitute an automated information transmission,

6. Electronic information system: the set of tools (environmental infrastructure, hardware, network and storage media) and software used to process data and information,

7. Information transmission: the transmission and reception of information between cooperating bodies,

8. Information transmission service: a service whereby a cooperating body transmits data or documents to another cooperating body by simple or automated information transmission,

9. Information source: the entity holding the information;

10. Classified data: classified data within the meaning of the Classified Data Protection Act,

Part I. General - basic information on the cooperating body and the regulation on transmitting information

1. Basic information on the cooperating body

Official full name	Corvinus University of Budapest
Tax number	15329743-2-43

2. Basic information on the regulation on transmitting information

Indication of the general/specific nature of the regulation on transmitting information	
General	<u>Specific</u>

2.1. Basic information on the general regulation on transmitting information

Title of the general regulation on transmitting information	-
Name of the body issuing the general regulation on transmitting information	-
Version	-
Publication date	-
Effective date	-

2.2. Basic information on the specific regulation on transmitting information

Title of the specific regulation on transmitting information	Senate Resolution No. SZ-28/2017/2018 (19 December 2017) on the Regulation of Corvinus University of Budapest on transmitting information
Version	1
Publication date	
Effective date	1 January 2018
The approval of the head of the governing public administration body/national chamber is required	Yes/ <u>No</u>

II. Specific part – Data for each register and its associated data transmission interfaces

1. The University's fields (case groups)

Pursuant to Subsection (1) of Section 2 of Act CCIV of 2011 on National Higher Education (hereinafter: Nftv.), the pursuit of **higher education and academic research activities**.

2. Field of expertise of the cooperating body in higher education

2.1 Contents of the register of information sources

2.1.1 List of documents available at the cooperating body

It is necessary to indicate the subject of the documents (files) generated in the field of expertise (group of cases) indicated in Point 1 of Chapter II, in connection with cases that can be processed electronically, in particular with regard to the provisions of Subsection (3) of Section 65 of the Electronic Administration Act (it is not necessary to attach the documents).

Case/data groups registered under Annex 3 of Act CCIV of 2011 on National Higher Education:

Employee data, based on Chapter I/A of Annex 3 of Act CCIV of 2011.

- a) employee personal data (name, place and date of birth, nationality, etc.),
- b) details of place of residence, place of stay,
- c) data on employment relationship, civil servant status or engagement contract,
- d) the results of student reviews of lecturers,
- e) the result of the habilitation procedure,
- f) data for the identification of the supporting documents.

The processing of data is carried out for the purposes set out in Subsection (1) of Section 18 of the Nftv.

Student data and Admission data, based on Chapter I/B of Annex 3 of Act CCIV of 2011

- a) admission data (personal data of the applicant, secondary school leaving exam's data, secondary school data, admission application and admission procedure data),
- b) data on student status (personal data of the student, type and data of student status, data on study abroad, data on credits earned and recognised in the programme, student benefits, employment, etc.),
- c) data on student tracking,
- d) student's tax ID,
- e) data for the identification of the documents certifying the data,
- f) details of fees paid by the student, reimbursements (discounts and exemptions),
- g) details of the student's receipt of aid or benefits,
- h) details of the scholarship received to support the student's studies,
- i) student competence assessment data.

The processing of data is carried out for the purposes set out in Subsection (1) of Section 18 of the Nftv.

2.1.2 Summary table of registers

The purpose of the table is to list the **registers** managed by the cooperating body in the indicated group of cases.

Name of the register	Description of the register	Public (Yes/Partly/No)	Place of publication	Official public register (Yes/Partly/No)	Legal reference
Name of the register used by the cooperating body	Description of the content/purpose of the register				Identification of the legislation requiring the register
<u>Register of employees</u>	(a) family name and Christian name, sex, family name and Christian name at birth, place and date of birth, mother's family name and Christian name at birth, nationality, identification number, (b) place of residence, place of stay, address for notification, (c) data concerning the employment relationship, civil servant status or engagement contract: (ca) the name of the employer (Institution Identification Number), or all employers if more than one, (cb) level of qualification, vocational qualification, professional qualification,	No	-	No	Chapter I/A of Annex 3 of Act CCIV of 2011

	<p>foreign language skills, academic degree, (cc) time spent in employment, time that may be credited towards civil servant status, classification data, (cd) time worked, (cd) honours, awards and other distinctions, titles, (ce) job title, executive mandate, assignment to a task outside the scope of the job description, additional employment relationship, disciplinary sanction, compensation order, (cf) time worked, overtime worked, wages and salaries, as well as the debt on them and the relevant creditor, (cg) leave and leave granted, (ch) payments to the employee and their entitlements, (ci) the benefits granted to the employee and the respective entitlements, (cj) the employee's debts to the employer and their respective entitlements, (ck) research activity, academic work, artistic creation and the results thereof, data on participation in doctoral</p>				
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	<p>programmes and doctoral degree acquisition procedures in a lecturer or researcher capacity,</p> <p>(cl) the declaration pursuant to Subsection (3) of Section 26,</p> <p>(cm) in case of employment by the higher education institution as the principal in an engagement contract (the chairperson and member of the Economic Council), data on the proof of the condition provided for in Subsection (4) of Section 25,</p> <p>(d) the results of the student review of the lecturer's performance,</p> <p>(e) the result of the habilitation procedure,</p> <p>(f) data for the identification of the documents certifying the data,</p> <p>The purpose of data processing according to Subsection (1) of Section 18 of the Nftv. The higher education institution may process personal and special data only in connection with employment, the establishment and fulfilment of benefits,</p>				
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	discounts and obligations, for reasons of national security, for the purpose of managing the records specified in this Act, to the extent appropriate for the purpose and as limited to the purpose.				
<u>Student register</u>	(a) admission data: (aa) the applicant's family name and Christian name, sex, family name and Christian name at birth, mother's family name and Christian name at birth, place and date of birth, nationality, place of residence, place of stay, notification address and telephone number, in the case of non-Hungarian citizens, the title of residence in Hungary and the name and number of the document entitling the applicant to stay (in the case of persons having the right of free movement and residence under a specific law), the document certifying the right of residence, (ab) secondary school-leaving exam data, (ac) secondary school data, (ad) data required to assess the application for admission,	No	-	No	Chapter I/B of Annex 3 of Act CCIV of 2011

	<p>(ae) the details of the admission procedure and the admission identifier,</p> <p>(af) the identification number of the declaration pursuant to Subsection (2) of Section 48/D,</p> <p>(b) Data relating to student status:</p> <p>(ba) the student's name, sex, name at birth, mother's name, place and date of birth, nationality, place of residence, place of stay, notification address and telephone number, e-mail address, in case of non-Hungarian citizens the title of residence in Hungary and the name and number of the residence document, in case of persons having the right of free movement and residence according to a specific law, those of the document certifying the right of residence,</p> <p>(bb) the type of student (guest student) status, the date and manner of its establishment and termination, the name of the programme followed by the student, its state funding and delivery mode, the expected date of completion of the</p>				
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	<p>programme, assessment of the student's study performance, exam results, semesters started, the periods for which funding was received, the duration of suspension of student status,</p> <p>(bc) the place and time of study abroad,</p> <p>(bd) credits earned and recognised during the programme and credited studies,</p> <p>(be) data on student benefits and data necessary for the assessment of eligibility for benefits (social status, parents' data, maintenance data),</p> <p>(bf) details of the student's employment,</p> <p>(bg) data on student disciplinary and compensation cases,</p> <p>(bh) the data necessary for the assessment of the special treatment of disabled persons,</p> <p>(bi) data on student accidents,</p> <p>(bj) the serial number of the student's student identity card and the identification number of the master data sheet,</p>				
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	<p>(bk) the student's identification number and social security number,</p> <p>(bl) information on the completion of the practice period, the final certificate, the final examination (doctoral dissertation defence), the language certificate, the diploma and the diploma supplement,</p> <p>(bm) data necessary for the fulfilment of rights and obligations arising from the student status,</p> <p>(c) data related to student tracking,</p> <p>(d) the student's tax ID,</p> <p>(e) the identification data of the supporting documents,</p> <p>(f) information on the fees and reimbursements paid by the student (instalment plans, deferments, exemptions related to the obligation),</p> <p>(g) details of student support, child-care assistance benefit, childcare allowance, regular child protection allowance, housing allowance,</p> <p>(h) the details of scholarships paid in support of the student's</p>				
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	<p>studies in respect of the student's status, established by the Government by decree pursuant to Subsections (1) and (2) of Section 85,</p> <p>(i) data on the student competency assessment and its results.</p> <p>The purpose of data processing according to Subsection (1) of Section 18 of the Nftv. The higher education institution may process personal and special data only in connection with the status, the establishment and fulfilment of benefits, discounts and obligations, for reasons of national security, for the purpose of managing the records specified in this Act, to the extent appropriate for the purpose and as limited to the purpose.</p>				
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2.1.3 Data registered subject to official public registration

The purpose of the table is to list the **official public data** in the register kept by the cooperating body.¹

Short and common name of official public data	Legal designation and interpretation of official public data	Public (Y/N)	Transferable (I/N)	Method of transmission, if transferable (Simple/Automated)	Relevant register
-	-	-	-	-	-

The University does not keep official public records.

¹ When filling in the table, please take into account the provisions of Point (e) of Subsection (1) of Section 151 of Government Decree No. 451/2016 (19 December) on the detailed rules of electronic administration.

2.1.4 Other non-official public data kept in the registers

The purpose of the table is to list **non-official public data** in the registers kept by the cooperating body. ²

Short and common name of data	Legal designation and interpretation of data	Primary/Secondary	Indication of primary source, if secondary	Public (Y/N)	Transferable (I/N)	Method of transmission, if transferable (Simple/Automated)	Relevant register
Data content description							please enter here the designation given in column 1 of Point 2.1.2
(a) family name and Christian name, sex, family name and Christian name at birth, place and date of birth, mother's family name and Christian name at birth, nationality, identification number, (b) place of residence, place of stay, address for notification, (c) data concerning the employment relationship, civil servant status or engagement contract: (ca) the name of the employer (Institution Identification	Chapter I/A of Annex 3 of the Nftv. Employee data	-	-	N	Y	Simple	HR database

² When filling in the table, please take into account the provisions of Point (e) of Subsection (1) of Section 151 of Government Decree No. 451/2016 (19 December) on the detailed rules of electronic administration.

<p>Number), or all employers if more than one, (cb) level of qualification, vocational qualification, professional qualification, foreign language skills, academic degree, (cc) time spent in employment, time that may be credited towards civil servant status, classification data, time worked, (cd) honours, awards and other distinctions, titles, (ce) job title, executive mandate, assignment to a task outside the scope of the job description, additional employment relationship, disciplinary sanction, compensation order, (cf) time worked, overtime worked, wages and salaries, as well as the debt on them and the relevant creditor, (cg) leave and leave granted, (ch) payments to the employee and their entitlements, (ci) the benefits granted to the employee and the respective entitlements,</p>						
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<p>(cj) the employee's debts to the employer and their respective entitlements, (ck) research activity, academic work, artistic creation and the results thereof, data on participation in doctoral programmes and doctoral degree acquisition procedures in a lecturer or researcher capacity, (cl) the declaration pursuant to Subsection (3) of Section 26, (cm) in case of employment by the higher education institution as the principal in an engagement contract (the chairperson and member of the Economic Council), data on the proof of the condition provided for in Subsection (4) of Section 25, (d) the results of the student review of the lecturer's performance, (e) the result of the habilitation procedure, (f) data for the identification of the documents certifying the data.</p>							
(a) admission data:	Chapter I/B of Annex 3 of			N	Y	Simple	NEPTUN Unified Education

<p>(aa) the applicant’s family name and Christian name, sex, family name and Christian name at birth, mother’s family name and Christian name at birth, place and date of birth, nationality, place of residence, place of stay, notification address and telephone number, in the case of non-Hungarian citizens, the title of residence in Hungary and the name and number of the document entitling the applicant to stay (in the case of persons having the right of free movement and residence under a specific law), the document certifying the right of residence, (ab) secondary school-leaving exam data, (ac) secondary school data, (ad) data required to assess the application for admission, (ae) the details of the admission procedure and the admission identifier, (af) the identification number of the declaration pursuant to Subsection (2) of Section 48/D, (b) Data relating to student status:</p>	<p>the Nftv. Student data</p>									<p>Administration System</p>
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<p>(ba) the student's name, sex, name at birth, mother's name, place and date of birth, nationality, place of residence, place of stay, notification address and telephone number, e-mail address, in case of non-Hungarian citizens the title of residence in Hungary and the name and number of the residence document, in case of persons having the right of free movement and residence according to a specific law, those of the document certifying the right of residence,</p> <p>(bb) the type of student (guest student) status, the date and manner of its establishment and termination, the name of the programme followed by the student, its state funding and delivery mode, the expected date of completion of the programme, assessment of the student's study performance, exam results, semesters started, the periods for which funding was received, the duration of suspension of student status,</p> <p>(bc) the place and time of study abroad,</p>						
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<p>(bd) credits earned and recognised during the programme and credited studies,</p> <p>(be) data on student benefits and data necessary for the assessment of eligibility for benefits (social status, parents' data, maintenance data),</p> <p>(bf) details of the student's employment,</p> <p>(bg) data on student disciplinary and compensation cases,</p> <p>(bh) the data necessary for the assessment of the special treatment of disabled persons,</p> <p>(bi) data on student accidents,</p> <p>(bj) the serial number of the student's student identity card and the identification number of the master data sheet,</p> <p>(bk) the student's identification number and social security number,</p> <p>(bl) information on the completion of the practice period, the final certificate, the final examination (doctoral dissertation defence), the language certificate, the diploma and the diploma supplement,</p>							
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<p>(bm) data necessary for the fulfilment of rights and obligations arising from the student status, (c) data related to student tracking, (d) the student's tax ID, (e) the identification data of the supporting documents, (f) information on the fees and reimbursements paid by the student (instalment plans, deferments, exemptions related to the obligation), (g) details of student support, child-care assistance benefit, childcare allowance, regular child protection allowance, housing allowance, (h) the details of scholarships paid in support of the student's studies in respect of the student's status, established by the Government by decree pursuant to Subsections (1) and (2) of Section 85, (i) data on the student competency assessment and its results.</p>							
<p><u>Data in the basic register of civil servants:</u></p>	<p>- Act XXXIII of 1992 on the Legal</p>			<p>N</p>	<p>Y (according to Point I/A of</p>	<p>Simple</p>	<p>HR database</p>

<ul style="list-style-type: none"> - the name of the civil servant (maiden name) - place and date of birth - mother's name - Social Security No., tax ID - place of residence, place of stay and telephone number - marital status - the date of birth of his/her children - number of other dependants, start of dependency - highest level of education (all levels if more than one) - professional qualification(s), - details of vocational qualification(s) obtained in non-formal education and details of documents demonstrating qualification for a specific job, - academic degree, - foreign language proficiency, - the periods in previous legal relationships within the meaning of Subsection (1) and (3) of Section 87/A of the Civil Servant Status Act, - the name of the workplace, - the manner and date of termination, - the start date of the civil servant status, 	<p>Status of Public Servants (hereinafter: Kjt.) Annex 5</p>				<p>Annex 3 of the Nftv.)</p>		
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<ul style="list-style-type: none"> - nationality, - number and date of the extract from the judicial record issued by the criminal records service, - the periods on the basis of which the length of service bonus and severance pay are calculated, - the name, registered seat and statistical number of the body employing the civil servant, - the start of employment with that body, - the civil servant's current grade, date of classification, executive title and FEOR (Standard Classification of Occupations) number, - details of titles, awards and decorations granted, - the date and content of the ratings, - personal benefits, - the entitlement and duration of the absence from work of the civil servant: - the date and method of termination of civil servant status, permanent and temporary transfer and details of severance pay 							
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- data relating to the other relationships aimed at work of the civil servant [Subsection (1)-(2) of Section 41]							
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2.1.5 Information transmission interfaces and services

A summary chapter giving a high-level overview of the form as well as the technical and technological solution for the electronic transmission of the information and data described by the cooperating body in Chapter 2.1.

- a) *The University shall provide information to and ensure communication with cooperating bodies through its website, which is continuously accessible, searchable, viewable and printable via the Internet using widely available browsers.*
- b) *The website for informing cooperating bodies, as defined in Subsection (1), shall be separate from the website for informing customers.*
- c) *The contact point for secure electronic communication between the University and the cooperating bodies is the secure delivery service address.*
- d) *In the context of communication between the cooperating bodies, the University shall ensure the electronic identifiability of the person making the declaration contained in the mail, the integrity of the mail, proof of delivery of the mail, and the ascertainability of the date of delivery.*
- e) *The University shall provide the communication specified in Subsection (1) by delivery to the published secure electronic communication contact information specified in Section 5 of this Regulation. The mail is deemed to be delivered on the working day after it is sent.*
- f) *The University does not use automated information transmission, and does not process any data that falls within the scope of such transmission.*

2.1.5.1 Summary table of information transmission interfaces ³

Until 1 January 2018, the University does not transmit data via an electronic information transmission interface. In 2017, information shall be transmitted on paper, in a simple way and with event-based frequency. The table gives the general details of the information transmission interfaces planned from 1 January 2018 onwards, through which the cooperating body can provide information.

Identifier	Form of cooperation	Frequency	Public/Not public	Justification, if not public
unique identifier of the interface or service (ID1,...,IDn)	<ul style="list-style-type: none"> • simple, • automated 	<ul style="list-style-type: none"> • real-time, • cyclical (periodic, with the period specified), • event-based, • one-off/repetitive 	•	•
ID1	simple	event-based	public	-

2.1.5.2. <ID1> electronic information transmission interface, technical specifications of the service ⁴

Publicity of the information in this Chapter: Public / Not public

Justification, if “not public”:

It is not public because the University may process these data for purposes specified under Subsection (1) of Section 18 of the Nftv. and may transmit them pursuant to Subsection (2).

³ When filling in the chapter, please take into account the provisions of Point (e) of Subsection (1) of Section 151 of Government Decree No. 451/2016 (19 December) on the detailed rules of electronic administration.

The details of each information transmission interface should be provided in Chapter 2.1.5.2 by reference to the identifier of the information transmission interface

⁴ When filling in the chapter, please take into account the provisions of Point (e) of Subsection (1) of Section 151 of Government Decree No. 451/2016 (19 December) on the detailed rules of electronic administration.

2.1.5.2.1 Scope and description of the data and information that can be transmitted via the electronic information transmission interface ⁵

Description of the data that can be transferred via an electronic information transmission interface.

The following minimum information is required for each descriptive information:

Name of descriptive information (data field)	Data type	Data length	Data format	Is it mandatory to provide the data? (Y/N)	Other information on content and processing
By the designation given in the data and document names list, for each piece of descriptive information	<ul style="list-style-type: none"> • text • numeric integer • numerical real • date • time • date and time • logical 	to be completed for relevant data types	to be completed if relevant for data transmission		definition of range of interpretation value set-based data, etc.
Chapter I/A of Annex 3 of the Nftv. Employee data (a) name, sex, name at birth, place and date of birth, mother's name, nationality, identification number (b) place of residence, place of stay, address for notification,	text	-	-	Y	The data shall be transferred within the personal scope, purpose and limits defined in column 4 of Table 2.1.3.

⁵ The data and document names list is an electronic list, prepared in a phasing-in system, containing information of relevance for IT cooperation and the designation of such information. The initial data content of the data and document names list is determined by the Supervision on the basis of the data of the central address register, the register of personal data and addresses of citizens, the land register, the electronic civil register and the health insurance register.

<p>(c) data concerning the employment relationship, civil servant status or engagement contract:</p> <p>(ca) the name of the employer, indicating any additional legal relationship,</p> <p>(cb) level of qualification, vocational qualification, professional qualification, foreign language skills, academic degree,</p> <p>(cc) time spent in employment, time that may be credited towards civil servant status, classification data,</p> <p>cd) honours, awards and other distinctions</p> <p>(ce) job title, executive mandate, assignment to a task outside the scope of the job description,</p> <p>(cf) time worked, overtime worked, wages and salaries, as well as the debt on them and the relevant creditor,</p> <p>(cg) leave and leave granted,</p> <p>(ch) payments to the employees and their entitlements,</p> <p>ci) benefits granted and the respective entitlements,</p> <p>(cj) the employee's debts to the employer and their respective entitlements,</p> <p>(ck) research activity, academic work, artistic creation and the results thereof, data on participation in doctoral programmes and doctoral degree acquisition procedures in a lecturer or researcher capacity,</p> <p>(cl) a declaration by the lecturer stating the higher education institution for which he/she</p>					
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<p>may be considered pursuant to Subsection (3) of Section 26 of the Nftv.</p> <p>(cm) declaration that the grounds for exclusion do not apply, in case of employment under an engagement contract,</p> <p>(d) the results of the student review of the lecturer's performance,</p> <p>(e) the result of the habilitation procedure,</p> <p>(f) data for the identification of the documents certifying the data.</p>					
<p>Chapter I/B of Annex 3 of the Nftv.</p> <p>Student data</p> <p>(a) admission data:</p> <p>(aa) the applicant's name, name at birth, place and date of birth, mother's name, nationality, place of residence, place of stay, notification address, telephone number, the title of residence and the name and number of the residence document for non-Hungarian citizens,</p> <p>(ab) secondary school-leaving exam data,</p> <p>(ac) secondary school data,</p> <p>(ad) data required to assess the application for admission,</p> <p>(ae) details of the admission procedure, the admission identification number</p> <p>(af) the identification number of the declaration pursuant to Section 48/D of the Nftv.</p> <p>(b) Data relating to student status:</p>	text	-	-	Y	The data shall be transferred within the personal scope, purpose and limits defined in column 4 of Table 2.1.3.

<p>(aa) the student's name, name at birth, place and date of birth, mother's name, nationality, place of residence, place of stay, notification address, telephone number, e-mail address, the title of residence and the name and number of the residence document for non-Hungarian citizens,</p> <p>(bb) the type of student status, the date and manner of its establishment and termination, the name of the programme followed by the student, its state funding and delivery mode, the expected date of completion of the programme, assessment of the student's study performance, exam results, semesters started, the periods for which funding was received, the duration of suspension of student status,</p> <p>(bc) the place and time of study abroad,</p> <p>(bd) credits earned and recognised during the programme and credited studies,</p> <p>(be) data on student benefits and data necessary for the assessment of eligibility for benefits (social status, parents' data, maintenance data),</p> <p>(bf) details of the student's employment,</p> <p>(bg) data on student disciplinary and compensation cases,</p> <p>(bh) the data necessary for the assessment of the special treatment of disabled persons,</p> <p>(bi) data on student accidents,</p>					
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<p>(bj) the serial number of the student's student identity card and the identification number of the master data sheet, (bk) the student's identification number and social security number, (bl) information on the completion of the practice period, the final certificate, the final examination, doctoral dissertation defence, the language certificate, the diploma and the diploma supplement, (bm) data necessary for the fulfilment of rights and obligations arising from the student status,</p> <p>(c) data on student tracking, (d) student's tax ID, (e) the identification data of the supporting documents, (f) information on the fees and reimbursements paid by the student (related instalment plans, deferments and exemptions), (g) details of student support, child-care assistance benefit, childcare allowance, regular child protection allowance, housing allowance, (h) the details of scholarships paid in support of the student's studies in respect of the student's status, established by the Government by decree pursuant to Subsections (1) and (2) of Section 85,</p>					
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(i) data on the student competency assessment and its results.					
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2.1.5.2.2 Conditions for requesting and fulfilling the transmission of data

The University does not perform automated transmission. The contact point for secure electronic communication between the University and the cooperating bodies is the secure delivery service address. In the context of communication between the cooperating bodies, the University shall ensure the electronic identifiability of the person making the declaration contained in the mail, the integrity of the mail, proof of delivery of the mail, and the ascertainability of the date of delivery. The University shall provide the communication specified in Subsection (1) by delivery to the published secure electronic communication contact information. The mail is deemed to be delivered on the working day after it is sent. The University may disclose personal data from its records only in cases and to persons specified by law.

2.1.5.2.3 Availability of the IT cooperation service (data transfer)

This chapter contains the following data on availability:

- the availability target committed,
- the method of calculation of availability,
- a description of the procedure for handling availability incidents.

(Can only be established once the IT system is up and running.)

2.1.5.2.4 Ensuring the authenticity of the information provided

It includes a summary description of the administrative, control and data cleansing solutions to ensure the authenticity of the information to be received in the context of the information transmission service. As a minimum, the following information should be provided:

- description of administrative procedures,
- description of control procedures,
- description of data cleansing solutions.

(May be established following IT and information security regulation.)

2.1.5.2.5 Description of the initiation of information transmission in case of a change in primary data ⁶

The University, as the primary information source, shall, in the event of a change in the information, initiate information transmission to the cooperating body which has received the information from it for its legally established register.

2.1.5.3 <ID1> description of the rules of procedure for the electronic information transmission interface and service

Simple data transmission, the University does not fall under the category of cooperating bodies obliged to automated information transmission pursuant to the provisions of Section 150 of Government Decree No. 451/2016 (19 December).

⁶ The description of the information transmission initiation may vary from one information transmission interface to another, therefore the information transmission interface identifier shall be used in the descriptions as defined in Chapter 2.1.5.1.

2.1.5.3.1 Procedure to be followed in the event of amendment of the regulation on transmitting information, including the rules for informing users of the information transmission service

The University shall amend its regulation on transmitting information within 30 days of the occurrence of a circumstance giving rise to the amendment, but no later than the date of the next meeting of the Senate, in the same procedure as the adoption of the regulation. The fact of the amendment shall be published on the contact website at least 15 days before the amendment enters into force and sent to the Electronic Administration Supervision. The amendment to the regulation on transmitting information shall enter into force at the earliest 15 days after its publication.

2.1.5.3.2 Procedure for the termination of the information transmission service

The fact of the termination of the regulation shall be published and sent to the Electronic Administration Supervision at least 15 days before its entry into force. The University shall notify the Electronic Administration Supervision of the termination of the service at least 90 days prior to the termination of the service. The notification does not exempt the University from its statutory duty to cooperate.

III. Closing and Miscellaneous Provisions

- (1) The Chancellor shall be responsible for the preparation and maintenance of the Regulation.
- (2) The drafting, continuous maintenance and legal control of the Regulation are carried out by the Administrative Directorate.
- (3) This Regulation forms Part II.I.18 of the Organisational and Operational Procedures.
- (4) This Regulation shall enter into force pursuant to the provisions of Subsection (1) of Section 109 of Act CCXXII of 2015 on the General Rules of Electronic Administration and Trust Services, on 1 January 2018.

Budapest, 19 December 2017

Dr. András Láncki
Rector

Dr. Lívia Pavlik
Chancellor

Copy certified by:

Dr. Marica Sárközi- Kerezsi
Secretary of the Senate