



**BUDAPESTI  
CORVINUS  
EGYETEM**


## **PRESIDENTIAL COMMITTEE PROVISIONS**

**17/2023.**  
Version number: **00.**

### **ON THE ORGANISATION OF ADULT EDUCATION**

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**Purpose of the Provisions**

**1. §**

- (1) Corvinus University of Budapest (hereinafter: University) carries out adult education activities subject to notification pursuant to Act LXXVII of 2013 on Adult Education (hereinafter with the Hungarian abbreviation: Fktv.).
- (2) The purpose of these Provisions (hereinafter: Adult Education Regulations or Provisions) is to define the procedures, responsibilities and competences for launching adult education programmes, the rights and obligations of participants in adult education, document management procedures and data processing regulations.

**Scope of the Provisions**

**2. §**

- (1) The Provisions apply to all adult education activities carried out at Corvinus University of Budapest, subject to the provisions of subsections (2) and (3).
- (2) Internal adult education programmes at the University are organised by HR. In relation to these, these Provisions shall apply only and exclusively to the certification of training (whether adult education or not) and to the reporting of data on adult education activities to the authorities.
- (3) If the University carries out adult education activities on behalf of a legal entity (e.g. training of employees of companies) under a contract, these Provisions may be deviated from within the legal framework by the decision of the Dean, it being understood that the responsibilities within the University cannot be changed.
- (4) The scope of the Adult Education Regulations covers the adult education activities of the University and its services in relation to adult education, regardless of whether the delivery takes place at the University's registered seat, its other premises or elsewhere.
- (5) The personal scope of these Provisions applies to all participants in adult education status at the University.
- (6) The scope of the Adult Education Regulations covers all staff members and other employees of the University who are involved in the implementation of adult education activities, regardless of the organisational unit and the legal relationship in which they perform their activities, it being understood that the contract establishing the legal relationship for work shall make appropriate reference to this.
- (7) The material scope of the Adult Education Regulations covers all matters relating to the admission, studies, examinations and payment of programme charges of participants in adult education.

**Related documents**

**3. §**

- (1) Related legislation and internal regulatory documents:

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- a) Act LXXVII of 2013 on Adult Education (hereinafter with the Hungarian abbreviation: Fktv.),
- b) Government Decree No. 11/2020 (7 February) on the implementation of the Adult Education Act (hereinafter with the Hungarian abbreviation: Vhr.),
- c) Act LXXX of 2019 on Vocational Education and Training (hereinafter with the Hungarian abbreviation: Szktv.),
- d) Government Decree No. 12/2020 (7 February) on the implementation of the Vocational Education and Training Act (hereinafter with the Hungarian abbreviation: Vhr2.),
- e) Act LXXXVI of 2009 on the General Rules of the Commencement and Performance of Service Activities,
- f) Act CCXXII of 2015 on the General Rules of Electronic Administration and Trust Services,
- g) Act CCIV of 2011 on National Higher Education (hereinafter with the Hungarian abbreviation: Nftv.),
- h) Government Decree No 87/2015 (9 April) on the Implementation of Certain Provisions of Act CCIV of 2011 on National Higher Education (hereinafter with the Hungarian abbreviation: Vhr3.),
- i) Act LXXXIX of 2018 on Educational Registration (hereinafter with the Hungarian abbreviation: Onytv.),
- j) Act CL of 2016 on General Public Administration Procedures (hereinafter with the Hungarian abbreviation: Ákr.),
- k) Provisions on recognising foreign certificates and diplomas,
- l) Data Protection Regulation,
- m) Document Management Regulation,

**Definitions****4. §**

- (1) For the purposes of the Adult Education Regulations:
  - a) *contracting procedure*: the procedure by which a person entitled to participate in adult education establishes an adult education status with the University,
  - b) *executive programme*: a programme subject to notification under the Adult Education Act (hereinafter: executive programme or programme),
  - c) *internal programme*: education and training provided by the employer
    - ca) in the context of a non-business economic activity,
    - cb) for a total of more than six hours, except in the case of education or training organised pursuant to legislation, or

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- cc) to its own employees, employees of partner or affiliated enterprises within the meaning of Paragraphs (2) to (6) of Section 4 of Act XXXIV of 2004 on Small and Medium-Sized Enterprises and Support for their Development, and employees of the employer's suppliers or of intermediaries engaged by the employer (including temporary agency workers if the temporary employment agreement includes a clause stating that the borrower also undertakes to provide the education and training of temporary agency workers).
- d) *open programme*: executive programme that is open to anyone, as long as they meet the application criteria,
- e) *closed programme*: closed executive programmes organised by the University on the basis of an individual request for quotation and offer, at an individually agreed time and location, by a principal (usually employers for their own employees) and for which only persons specified by the principal are allowed to enrol,
- f) *Adult Education Data Reporting System (hereinafter with the Hungarian abbreviation: FAR)*: the study system through which the University reports data on adult education,
- g) *adult education contract*: a contract concluded between the University and a person entitled to participate in a given adult education programme in accordance with the Fktv.,
- h) *applicant*: a person who wishes to participate in a specific adult education programme indicated on the application form and who declares his/her intention to do so in accordance with these Provisions. Until proven otherwise, the applicant shall be deemed to be the person who submitted the request to participate,
- i) *services relating to adult education activities*: activities aimed at facilitating the personalisation of education and training organised in the context of adult education activities, improving the effectiveness of training or promoting access to employment,
- j) *education and training organised under the law*: education and training provided for by law as a condition for pursuing an activity or for filling a position or for a higher salary grade, at least the purpose, content and general conditions for the organisation of which, as well as the means of attesting successful completion of the education or training or the requirement to pass an examination organised in connection therewith, are laid down by law or, in the case of civil national security services, by a public law regulatory instrument, not including education and training which is part of the core tasks of a public educational institution, a vocational training institution or an educational and talent management institution as defined by law, or the core activities of an institution of higher education, or education and training preparatory to professional qualifications or vocational qualifications, or to facilitate the individualisation of training,
- k) *start date of programme*: the date of the first contact class of the programme, the date of the first contact class for a person joining an ongoing programme, the date of

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sending or otherwise making available the learning material or part of the learning material to the person taking the programme in the case of distance education and closed e-learning,

- l) *date of completion of programme*: the date of the last contact class or, in the case of distance education and closed e-learning, the last date set for the acquisition of the learning material or part of the learning material or, if the completion of the programme is linked to a specific requirement, the date of its completion,
- m) *educational programme*: the University's content plan for adult education, on the basis of which the programme is delivered. The content and format requirements of the educational programme are determined by the Education Committee. The educational programme is signed by the person responsible for the programme and the Dean,
- n) *programme notice*: an official University document containing a brief description of the programme and the duration of the programme,
- o) *contact class*: a class requiring the personal presence of persons participating in the programme or, with the exception of a class designed to teach a competence that can only be acquired in person, a class requiring the presence of persons participating in the programme through interactive and distance contact or a closed distance education management system,
- p) *consultation*: a meeting between the person participating in the programme and the lecturer or tutor, which can also be done electronically, to help transfer or reinforce the knowledge to be acquired,
- q) *recognition of foreign certificates and diplomas*: if the person participating in adult education holds a foreign secondary school-leaving certificate or diploma as a condition for admission to the programme, he or she shall apply for its recognition for further studies in accordance with the Provisions on the recognition of foreign certificates and diplomas,
- r) *authorised representative*: a representative or legal representative acting on behalf of a participant in adult education or a former participant in adult education in the course of handling a case, who has a power of attorney incorporated in a private document or an authentic instrument as defined in Act CXXX of 2016 on the Code of Civil Procedure. The person participating in adult education may also provide a permanent authorisation or an authorisation which is valid until withdrawal, on the basis of which the representative may act on behalf of the person participating in adult education in any adult education administration matter during the existence of the adult education status. A legal representative may act on behalf of a minor participating in adult education.
- s) *University adult education system*: (hereinafter with the Hungarian abbreviation: EFR) is the University's authoritative administrative system for keeping records of data related to adult education status (proof of conditions of participation,

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reimbursements, rights and obligations, fulfilment or non-fulfilment of these, study matters, etc.). The Head of Student Services is responsible for the design of the EFR in accordance with the legal requirements, for the complete, comprehensive and lawful operation of the EFR, and he or she is the data manager for all adult education activities and performs this task with the assistance of the Student Services team leader responsible for adult education,

- t) *educational identification number*: the University, as a provider of adult education, has a single educational identification number assigned to its higher education activities, which is FI43814,
- u) *off-site programme*: a type of adult education being performed in part or in whole at a location other than the operating site (registered seat, business site) of the University,
- v) *study requirement*: The knowledge, skills, competences and standards defined in the educational programme that a participant in adult education is required to acquire in order to successfully complete the programme.

**Principles****5. §**

- (1) In applying the Adult Education Regulations, the University ensures that lecturers and staff members involved in the administration of adult education matters uphold the requirements of equal treatment and equal access, as well as act in accordance with the requirements of good faith and fairness, in cooperation with persons participating in adult education.
- (2) In exercising the rights and fulfilling the obligations provided in the Adult Education Regulations, the person participating in adult education is obliged to act in accordance with the requirements of good faith and fairness, in cooperation with the lecturers and staff members involved in the administration of adult education matters. In exercising the rights and fulfilling the obligations provided for in the Adult Education Regulations, the lecturer and the staff member involved in the administration of adult education matters are obliged to act in accordance with the requirements of good faith and fairness, in cooperation with the persons participating in adult education. The person participating in adult education, the lecturer and the staff member participating in the administration of adult education matters may not exercise the rights granted in the Adult Education Regulations for the purposes of circumventing the rules of the Adult Education Regulations.
- (3) If a participant in adult education violates his or her obligations or abuses his or her rights under the adult education contract and/or the Adult Education Regulations, he or she may be held liable in accordance with the adult education contract, the applicable legislation and/or university regulations.



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- (4) If a lecturer or staff member involved in the administration of adult education matters breaches his or her obligations or abuses his or her rights under the Adult Education Regulations, he or she may be held liable in accordance with the applicable legislation and/or university regulations.
- (5) If no authorised person is specified in the Adult Education Regulations for taking a decision or action, the Dean responsible for executive programmes is authorised to take a decision in the first instance. The copy of the decision may be certified by the staff member of Student Services designated by the Dean.
- (6) In the event of contradictions between the provisions of the Adult Education Regulations, or if a provision can be interpreted in more than one way, the interpretation which is more favourable to the person participating in adult education shall be applied within the legal framework. The Dean responsible for executive programmes is responsible for the interpretation of the Adult Education Regulations, and he or she shall seek the opinion of the Head of Legal Affairs if necessary. It is the responsibility of the Dean and/or the Student Services team leader responsible for adult education administration to seek the opinion of the Head of Legal Affairs. The decision shall take into account the status of all participants in adult education concerned by the interpretation. The Dean shall document his or her decision on the interpretation and shall enter his or her decision in the records in accordance with the Document Management Regulations. The Dean shall ensure that the decision is communicated to all concerned and that the necessary measures are taken on the basis of the decision, including measures affecting the status of all participants in adult education concerned in addition to the person concerned.
- (7) If the Dean responsible for executive programmes is unable to act in a given case, including the cases referred to in Paragraphs (5) and (6), the Vice-Rector for Education shall act. If the Vice-Rector for Education is involved, the Rector shall act. If the Rector is involved, the President of the University is entitled and obliged to act.

**Persons, organisational units and committees acting in matters covered  
by the Adult Education Regulations**

**6. §**

- (1) The professional institutional head responsible for adult education activities is the Dean responsible for executive programmes.
- (2) Persons authorised to act under the provisions of the Adult Education Regulations:
  - a) the Rector with powers of control,
  - b) the Vice-Rector for Education with regulatory, advisory, decision-making and supervisory powers,
  - c) the Dean responsible for executive programmes with decision-making and management powers,
  - d) the Dean responsible for executive programmes with decision-making powers, or, if he or she is involved, those provided for in these Provisions,

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- e) the lecturer responsible for the adult education programme with proposing and consultative powers,
  - f) lecturers with instructional powers towards participants in adult education, who teach in the relevant adult education programme,
  - g) the Head of Student Services with management and proposing powers in matters of adult education administration and data reporting,
  - h) the Head of Study Matters at Student Services with power of representation,
  - i) the Team Leader for Adult Education Administration at Student Services, with commenting, proposing and operational management powers,
  - j) the Head of Legal, Administrative and Regulatory Services (hereinafter: Head of Legal Affairs) with decision-making powers in the recognition of foreign diplomas/certificates for further studies.
- (3) Organisations authorised to act under the provisions of the Adult Education Regulations:
- a) Student Services for the organisation and management of the adult education programme, performing its administrative tasks and registration and notification matters,
  - b) Legal, Administrative and Regulatory Services (hereinafter: LARS) for legal interpretation, drafting, contract drafting and other legal matters.
- (4) Bodies authorised to act under the provisions of the Adult Education Regulations:
- a) the Presidential Committee with rule-making powers,
  - b) the Education Committee with the right of consultation, as provided for in the OOP.

**Planning of programmes, decision on the advertising of programmes,  
publication of programmes**

**7. §**

- (1) The Dean responsible for executive programmes (hereinafter: Dean) is responsible for the development of executive programmes.
- (2) The Dean proposes to the Vice-Rector for Education the programmes to be advertised, their content, the conditions of participation, the study and examination requirements, the minimum number of participants and the amount of the programme fee.
- (3) If an organisational unit proposes an executive programme, it submits it to the Dean. The form and procedure of the proposal shall be established and communicated by the Dean. The Dean also determines the formal and substantive requirements of the educational programmes (see concepts) within the legal framework.
- (4) The Vice-Rector for Education shall decide on the Dean's proposal as set out above, after having consulted the Education Committee.
- (5) The Dean shall inform Student Services and Communication of the decision.



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- (6) The professional content of the information and communication materials relating to the programme shall be drawn up by the person in charge of the educational programme and approved by the Dean, who shall decide on the method and place of their publication and shall ensure the transmission of this information Communication.
- (7) Targeted information to adult education applicants and participants is provided by Student Services under the guidance of the Dean.
- (8) Programmes may only be advertised after a decision has been taken as provided for in this Paragraph.
- (9) The Vice-Rector for Education and the Dean shall, if necessary, but at least every six months, provide the Presidential Committee with information on the programmes advertised and their effectiveness.
- (10) All documentation relating to the development of the programmes, including in particular but not limited to the educational programme, shall be issued (i.e. signed by the decision-maker and, in the case of a paper document, stamped by the decision-maker) and filed in accordance with the Document Management Regulations once the decision has been taken. The educational programme shall be made available to adult education participants through the University's Adult Education Customer Service. If requested, the Dean will provide certified copies of the educational programme and other documents related to the programme.

**Management of the Adult Education Data Reporting System, notification of adult education activities, administrative support and administration of adult education**

**8. §**

- (1) The University is authorised to carry out adult education activities subject to notification.
- (2) Adult education activities subject to authorisation may only be carried out if the University has obtained the necessary authorisation.
- (3) The University, as an adult education provider authorised to organise adult education programmes subject to notification, has an adult education registration number.
- (4) The Rector is the University's representative in the FAR. This means that the Rector shall be notified to the FAR as the legal representative of the University.
- (5) The administrative tasks and management of the executive programmes are carried out by Student Services in accordance with the Organisational and Operational Procedures. The Head of Student Services shall designate the team leader responsible for adult education administration and the staff member(s) responsible for administrative tasks of adult education.
- (6) The administrative staff member(s) shall be assigned an administrative role in the FAR, which shall be delegated by the Dean and may be revoked by the Dean in agreement with the Head of Student Services. The staff member(s) assigned the role of adult education administrator shall act as the representative of the University in the FAR.

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- (7) The person(s) appointed by the Dean to the role of adult education administrator, by accepting the task—i.e. by registering in person in the FAR system—acknowledges that the registration and access to the system is done via the single digital gateway, which also means providing their personal data.
- (8) The University's education identification number and adult education registration number shall be included on all programme documentation (e.g. application form, adult education contract, attendance sheets, progress log, certificate) and on business documents related to the programme (contracts, invoices, etc.), and the education identification number and adult education registration number shall be communicated to the participants and clients of the programme. The University shall also indicate the registration number in the written/electronic information notices and programme brochures published/disseminated on its adult education activities. In order to ensure publicity, the registration number shall be published on the University's website and shall be displayed in a prominent place in the adult education reception office. The staff member in charge of adult education administration is responsible for their implementation.
- (9) The team leader responsible for adult education administration is responsible for ensuring that the programmes are lawfully registered in the FAR in accordance with the Fktv.

### **In-house programmes that qualify as adult education**

#### **9. §**

- (1) Internal programmes organised at the University are reported by HR to the adult education administrator of Student Services, who determines whether they qualify as adult education and, if so, reports them to the FAR.

### **Provisions on adult education status**

#### **Application and eligibility for programmes offered in the framework of adult education**

#### **10. §**


- (1) Applications for adult education programmes can be made electronically by filling in and submitting an application form available on the University's website—on the application interface defined by Student Services—or by submitting a paper application form. The documents to be attached to the application to prove fulfilment of the admission requirements of the programme and the method of submission of the application shall be determined by the Head of Student Services, under the professional guidance of the competent Dean, and published on the website in the case of open programmes. For closed programmes, potential applicants are informed of this by the Student Services team leader responsible for adult education administration. For in-house programme, the information is provided by HR.
- (2) The deadline for applications to the programmes is set by the Dean. During the application for adult education, the documents and certificates required for the application can be



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submitted at any time until the conclusion of the adult education contract. The University publishes the application deadlines on its website for open programmes. For closed programmes, potential applicants are informed of this by the Student Services team leader responsible for adult education administration. For in-house programme, the information is provided by HR.

- (3) The applications and their annexes are received by the Student Services team leader responsible for adult education administration, who checks them and, if necessary, requests applicants to correct deficiencies via the electronic mailing address provided during the application process.
- (4) Deficiencies can be corrected up to the conclusion of the adult education contract.
- (5) The University offers adult education programmes to anyone who
  - a) meets the requirements set and prescribed by the University, and
  - b) submitted his or her application and the annexes in full and by the deadline,
  - c) if relevant, holds a foreign secondary school-leaving certificate or diploma required for admission to the programme, and the LARS has recognised it for the purpose of further studies in accordance with the Provisions on recognising foreign certificates and diplomas.
- (6) On the basis of the preparation by the Student Services team leader responsible for adult education administration, if the admission to the programme is conditional, the fulfilment of the documented admission requirements specified in the educational programme is continuously checked by the Student Services staff member in charge of adult education administration, and the lecturer responsible for the programme continuously assesses the compliance of its content, if necessary (e.g. employer's certificate, curriculum vitae, cover letter, other documents to be submitted), until the application deadline. Oral admission interviews shall be organised and assessed by the lecturer responsible for the programme. Applications are assessed on an ongoing basis between the announcement of the programme and the application deadline, and admission to the programme is on a first-come, first-served basis, following the decision on starting the programme.
- (7) Student Services shall notify those entitled to participate in adult education by sending a message to their electronic mailing addresses.
- (8) In the event of oversubscription, any applicant who is not able to participate in the programme due to the quota shall be placed on a waiting list and may be admitted to the places vacated by persons who withdrew their application. Student Services shall inform the applicant of this by sending a message to his or her electronic mailing address.
- (9) In the event that the number of applicants for a given programme announced within the framework of adult education does not reach the minimum number of applicants required for the start of the programme, as determined by the Dean, Student Services shall inform the applicant by sending a message to his or her electronic mailing address.
- (10) If the timing of the programme courses allows, there is no obstacle to the applicant being admitted to another adult education course at the same time.

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- (11) The adult education status is established by signing the adult education contract.
- (12) If the application is conditional upon possession of a qualification, professional qualification or other documentary evidence and there is doubt as to the authenticity of the plain copies of the documents submitted, the applicant may be asked to produce the original document. If, upon examination of the document, it is established that false information has been provided which has affected the determination of eligibility, the University will not conclude an adult education contract with the applicant and will inform the applicant of this fact.
- (13) Applicants may appeal against a decision refusing their participation in accordance with these Provisions.

### **Programme period**

#### **11. §**

- (1) The programme period is the time period specified in the programme notice or the adult education contract during which the programme can be completed and, where relevant, the result of the crediting of prior knowledge should be taken into account in determining this period.
- (2) The programme period starts from the start date of the programme.
- (3) The end of the programme period is the date of completion of the programme.

### **Establishment of an adult education status**

#### **12. §**

- (1) At the University, one may start studying in a particular adult education programme if he or she establishes an adult education status.
- (2) The adult education status is established by signing the adult education contract. On behalf of the University, the adult education contract is signed by the Student Services team leader responsible for adult education administration.
- (3) If a participant in adult education does not attend a part of the sessions because of crediting prior knowledge, this fact shall be recorded in the adult education contract and the programme fee shall be set accordingly in the adult education contract.
- (4) Participants in adult education shall sign their adult education contracts by the start date of the programme at the latest. If a participant in adult education fails to meet this deadline, the University may refuse to allow the participant to take part in the programme. Before refusal, the applicant for adult education shall be warned of the consequences.
- (5) A third party may assume the payment of the programme fee instead of the participant in adult education, it being understood that the payment deadline is also applicable to the third person.



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- (6) If a participant in adult education has an overdue debt to the University from a parallel or previous adult education status, he or she may only take part in a new programme after his or her debt has been paid.
- (7) If participation in the programme is in conflict with the law and/or the rules of the Adult Education Regulations and Student Services finds this to be the case, it is considered as non-compliance with the adult education contract, and the parties shall interpret it as a breach of contract.
- (8) In the event of a breach of contract, both parties are entitled to a one-off written notice. If the notified party fails to comply after the notice, the other party may terminate the contract immediately. Termination of the contract shall be decided by the person who signed the adult education contract on behalf of the University. In addition, Student Services shall ensure that notices to pay any overdue debts are made.
- (9) The adult education contract shall be drawn up in two (2) originals, one (1) copy for the participant in adult education and one (1) copy for the University. The adult education contract shall be archived by Student Services.

### **Rules on the assessment and recognition of prior knowledge**

#### **13. §**

- (1) When deciding on a programme, the Education Committee also decides whether to provide a service that assesses, evaluates and takes into account the applicant's previous studies or practical experience.
- (2) The requirements of Paragraph (1) may be demonstrated in two ways: either by documents or by assessment and evaluation in the case of knowledge which cannot be demonstrated by documents or in the case of practical experience gained.
- (3) If this service is offered by the University for a given programme and the applicant requests it, the applicant's ability to meet the requirements of the learning material unit to be acquired during the programme shall be assessed on the basis of the applicant's undocumented studies or practical experience. If the requirements are met to a satisfactory level, the applicant shall be exempted from the programme part aimed at the acquisition of the learning material unit and his or her programme fee shall be prorated accordingly.
- (4) The conditions, process and evaluation criteria of the assessment shall be determined by the programme coordinator or the lecturer(s) designated by him or her, and the applicant requesting the assessment shall be informed thereof by Student Services by email following the submission of the application. Assessment and evaluation shall be carried out by the programme coordinator or the lecturer(s)/staff member(s) designated by him or her.
- (5) If this service is offered by the University for a given programme and the applicant requests it, Student Services shall check the documents on the basis of the applicant's documented studies or practical experience, as a result of which the applicant shall be



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exempted from the programme part aimed at the acquisition of the learning material unit and the programme fee shall be determined on a pro rata basis.

- (6) The crediting of prior knowledge shall be requested on the application form—if relevant, accompanied by the necessary documents—before the conclusion of the adult education contract, in time for the University to decide on their acceptance, as the fact of crediting prior knowledge shall be recorded in the adult education contract.
- (7) The request shall be decided by the Dean before the adult education contract is signed. The adult education contract shall be concluded accordingly.
- (8) Prior knowledge can only be credited for a learning material unit, not for a part of it. Participants in adult education are required to complete the remaining learning material units in the relevant programme at the University.
- (9) If the educational programme provides for a performance check for the whole programme or for the module for a learning material unit of which the participant has received an exemption, no exemption from this check may be granted.
- (10) With the recognition of prior knowledge, the programme period and the programme fee shall be adjusted in accordance with these Provisions.

**Suspension, termination and cessation of adult education status**


**14. §**

- (1) The adult education status may be suspended by agreement between the University and the participant in adult education. During the period of suspension, neither party shall have any rights and/or obligations arising from the adult education status.
- (2) If the suspension is requested by the participant, the Dean may decide to suspend the adult education status of the participant in the given programme, it being understood that the participant may join the programme he or she has started at the next start of the programme, and the University shall credit his or her attendance at previous classes and programme fees paid. If the participant does not make use of this option, his or her adult education status shall automatically terminate on the basis of his or her declaration of cancellation sent by email (no registration shall be accepted for further advertisements of the programme).
- (3) The adult education status terminates for reasons specified in the Fktv. on the basis of the legislation.
- (4) The adult education contract may be terminated by the participant in adult education. Any limitation or exclusion of the right of termination is void. If the participant in adult education notifies the University via the email address given to the University that he or she is terminating the adult education contract and thereby terminating his or her adult education status, the adult education status shall terminate on the day the notification is submitted.
- (5) The adult education status terminates:



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- a) on the date of completion of the programme, i.e. on the last contact class of the programme, or, in the case of distance learning and closed e-learning, on the last date set for acquiring the learning material or part of the learning material, or, if the programme is linked to a specific requirement, on the date of completing such requirement,
  - b) on the date of completion of the programme, i.e. if completion of the programme is subject to a specific requirement and the participant in the programme does not meet it, on the last day of the attempt to complete it,
  - c) upon the death of the participant in adult education, the date of which is determined by Student Services on the basis of a copy of the death certificate.
- (6) The University may terminate the adult education contract with immediate effect, thereby terminating the adult education status of the participant in adult education, if the participant:
- a) has become medically unfit to participate in the programme and declares this to the University using the email address provided or the University ex officio determines this on the day of the declaration or ex officio determination,
  - b) has missed more contact classes than specified in the educational programme, and the educational programme does not give the opportunity to make up the missed contact classes, or he or she fails to do so by the end of the programme at the latest, as decided by the Dean,
  - c) fails to pay his or her payment arrears despite two unsuccessful reminders sent to the email address provided to the University,
  - d) violates the University's house rules or fire safety rules, or harms or endangers the health or physical integrity of his or her fellow participants in adult education, lecturers or any other employee of the University, or interferes with the programme and as a result the programme cannot be continued effectively.
- (7) The Student Services team leader responsible for adult education administration or the staff member designated by him or her shall notify the participant in adult education of the termination of the adult education status pursuant to Paragraph (4) by sending a message to the participant via the email address provided to the University, if relevant.
- (8) In the cases referred to in Paragraph (5), the decision on the termination of the adult education status shall be taken by the Dean, terminating the adult education contract.
- (9) The notice of termination shall be served to the participant in adult education by means of an official registered letter with acknowledgement of receipt.
- (10) For the purposes of Point (c) of Paragraph (5)c), the term "payment arrears" shall be understood to mean the overdue payment obligation as defined in these Provisions.
- (11) In the event of the termination or cancellation of an adult education status, the rights deriving from the adult education status may be exercised from the day following the date of termination only in the cases specified in these Provisions.

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- (12) The rules on the repayment of the programme fee in the event of termination of the adult education status are set out in Section 27. § of these Provisions.
- (13) If a participant in adult education pursues studies in multiple programmes at the University in the framework of an adult education contract, this rule shall apply with the exception that the adult education status shall be terminated in the given programme, and the studies in the given programme may not be continued.

### **Provisions concerning studies**

#### **Educational programme, programme notice, examination information**


##### **15. §**

- (1) Adult education at the University is based on the approved educational programme.
- (2) The mandatory substantive terms of the educational programme is set out in Annex 1 to these Provisions.
- (3) The educational programme and its modifications shall be adopted by the Vice-Rector for Education on the proposal of the Dean, after the opinion of the Education Committee.
- (4) The educational programme is accessible with a password to those who have already signed the adult education contract, except that if the applicant for adult education wishes to familiarise him or herself with the educational programme before signing the contract, he or she may do so at the University's adult education customer service, but may not make copies or photographs of the programme, and in the case of online programme, he or she may not make a recording.
- (5) The programme notice shall be drawn up by the programme coordinator on the basis of the educational programme before the programme is announced. The programme notice shall be made available to applicants by Student Services as an annex to the application form.
- (6) If the educational programme requires an exam at the end of the programme (within the programme period), the exam notice shall be drawn up and distributed to the participants by the programme coordinator in person (via the trainer), by email or via an electronic interface shared with the participants.
- (7) If any person in charge at the University breaches the rules governing the educational programme and the publication of the educational programme and its parts, and the participant in adult education suffers damage as a result, the participant in adult education may lodge a complaint in accordance with these Provisions.

#### **Timetable of the programme broken down into learning material units**

##### **16. §**

- (1) The educational programme contains a timetable of the progress of the programme in the framework of the adult education, broken down into learning material units, on the basis

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of which the participant in the adult education can acquire the competences to be acquired through the programme within the given programme period.

- (2) Participants in adult education may access the educational programme at the adult education customer service of Student Services no later than the start date of the programme and continuously throughout the programme. The Student Services team leader responsible for adult education administration is responsible for making it available. The Dean is responsible for the delivery of the current educational programme to Student Services.
- (3) Participants in adult education receive the programme notice as an annex to the application form when they apply. The Student Services team leader responsible for adult education administration is responsible for the delivery of the programme notice to participants in adult education. The programme coordinator is responsible for providing the current programme notice to Student Services.
- (4) Participants in the adult education programme concerned may access the examination notice in person (via a lecturer) and/or by email and/or via an electronic interface shared with the participants, at the latest by the start date of the programme and continuously throughout the programme. The Student Services team leader responsible for adult education administration is responsible for making it available. The programme coordinator is responsible for the delivery of the current educational programme to Student Services.
- (5) The only basis for assessing the knowledge and performance of participants in adult education is the approved and published educational programme.

### **Attendance during the sessions**

#### **17. §**

- (1) The learning material units may consist of lectures, consultations and practical sessions. Attendance at the sessions is compulsory for all participants in adult education.
- (2) The lecturer is responsible for checking the attendance of participants in adult education at the sessions. The method and frequency of the checks are set out in the educational programme.
- (3) Proof of attendance documents, i.e. the attendance sheet signed by the participants or, in the case of an online class, the online attendance sheet completed electronically shall be handed over by the lecturer to Student Services within two (2) working days after the class and kept by Student Services until the end of the programme.
- (4) The maximum number of absences allowed for a given programme shall be determined by the programme coordinator, so that the maximum number of absences allowed shall not exceed 30% of the total number of classes of the programme. The level of absence allowed is specified in the educational programme.
- (5) If a participant in adult education who is absent (for any reason) from sessions for more than the allowed number of absences, he or she may be excluded from the programme

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process. The decision shall be taken by the Dean. In the event of exclusion, the participant in adult education may not receive a certificate and his or her adult education contract will be terminated by the University.


- (6) Absence does not exempt the participant from paying this part of the programme fee.
- (7) Absence does not exempt the participant from the assessment of his or her performance during the programme. The person participating in adult education is fully responsible for any disadvantages or catch-ups due to absences.

### **Provisions on performance assessment and evaluation**

#### **General rules for performance assessment and evaluation**

##### **18. §**

- (1) In the case of an adult education programme at the University, performance is assessed on the basis of the educational programme during the programme.
- (2) The method of performance assessment and the requirements shall be set out in the educational programme or in the programme notice.
- (3) The assessment of the adult education participant's knowledge may be performed using various methods such as diagnostic, formative and summative. The methods of assessment may be applied together on the same occasion.
- (4) The exam is a progress check concerning material acquired after the completion of each learning material unit or module, or a combined progress check concerning the material of all learning material units at the end of the programme. This involves checking the level of learning material acquired by the participant in adult education. An exam is required if the educational programme or the programme notice requires it.
- (5) The participant in adult education will receive a final assessment at the end of the programme, if required by the educational programme or the programme notice.
- (6) If the programme includes a knowledge test after each learning material part, and the participant in adult education receives partial results for this test, the assessment at the end of the programme should be based on the aggregated evaluations, if the educational programme or the programme notice so requires.
- (7) The performance of participants in adult education is assessed as required by the educational programme or the programme notice.
- (8) The exam notice shall include:
  - a) the examination dates,
  - b) the names of the lecturers conducting the examination,
  - c) the IT requirements for online examinations,
  - d) the date, place and time of publication of the examination results, and
  - e) the opportunity to resit an exam.


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- (9) The programme coordinator is responsible for conducting the examinations and coordinating the lecturers involved in the programme. Administrative and management support is provided by Student Services.
- (10) The Dean shall decide on the possibility and method of re-sitting missed examinations.
- (11) If a participant in adult education fails to take the exam at the time and place specified, his or her performance will not be assessed and he or she will not receive a certificate at the end of the programme.

### **Conducting examinations**

#### **19. §**

- (1) For an examination requiring personal presence, applicants shall arrive at the designated venue not later than fifteen minutes before the start of the exam. In the case of online examinations, the lecturer shall determine the date and time of the examination and shall inform the participant in adult education of this.
- (2) Identity verification is mandatory at examinations.
- (3) After identity verification, the rules of the examination, the authorised and unauthorised means of examination, the form of granting access to exam papers for written examinations, the possibility of making a complaint and the consequences of breaking the rules shall be explained.
- (4) The examinee may only leave the room where he or she is sitting the exam in exceptionally justified circumstances. If the examinee is allowed to leave the room, the time available for the exam will not be extended by the time lost. In the event of online examinations, leaving the place of examination will render the examination unsuccessful.
- (5) If the examination is disrupted by any extraordinary event (technical problem, force majeure, etc.) attributable to the University, the examination shall be suspended and the time available shall be increased by the lost time or the examination shall be repeated. If the examination is disrupted by any extraordinary event (technical problem, force majeure, etc.) attributable to the participant in adult examination, the University shall not be obliged to repeat the examination or to extend the allocated time frame.
- (6) The lecturer or a person appointed by him or her to supervise the examinations is responsible for ensuring that the examinations take place without disturbance and in a calm atmosphere.
- (7) If the lecturer or a person designated by him or her to supervise the exam detects a minor irregularity during the exam, he or she shall instruct the participant in adult education to cease the irregularity. In the event of more serious or repeated irregularities, he or she shall discontinue the examination. If the examination has to be discontinued due to an irregularity, the participant in adult education shall stop the examination and leave the exam venue, and the examination shall be considered as if the participant had not appeared at the examination, no evaluation shall be given and the examination shall be considered as failed.

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- (8) A participant in adult education may lodge a complaint about an examination interrupted due to an irregularity under these Provisions.

### **Monitoring performance at the end of the programme and measuring satisfaction**

#### **20. §**

- (1) The provisions of Section 17. § shall apply mutatis mutandis to the assessment of performance at the end of the programme.
- (2) If the programme ends with an assessment, the successful completion of the programme is possible if the partial examinations and/or the end-of-programme examination, or, if the performance assessment ends with the end-of-programme examination only, all the required examinations are passed.
- (3) Once the programme has been completed, participants are provided with a satisfaction survey on the programme, no later than 30 days after the date of completion of the programme. Completing the satisfaction survey is optional. Satisfaction is measured through the FAR system in a way that does not allow for personal identification.

### **Attestation**

#### **21. §**

- (1) Upon successful completion of the adult education programme, the University shall, upon the request of the participant in adult education as set out in the adult education contract, issue an attestation of completion of the programme in the FAR system.
- (2) The content of the attestation is defined in the Vhr.
- (3) Within 60 days after the successful completion of the programme, Student Services will issue the attestation in a form that can be generated in the FAR system and hand it over to the participant. The University shall deliver the attestation to the participant in adult education primarily by personal delivery, but it may also send it by post in justified cases.
- (4) The attestation is signed by the Dean, or, if he or she is prevented from doing so, by the Vice-Rector for Education.
- (5) The attestation shall be authenticated by using a blue ink pen and a numbered circle stamp issued to Student Services, or by using an electronic signature and timestamp as required by the University.
- (6) The attestation shall be provided with a serial number, which is automatically generated by the FAR system.
- (7) The attestation shall be issued in Hungarian.
- (8) The attestations are registered in the FAR system, with the issued copy being uploaded electronically by Student Services to the EFR.



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### **Information for participants in adult education**


#### **22. §**

- (1) In administrative matters related to adult education, Student Services is responsible for providing full information to applicants and participants in adult education. In professional matters, providing information is the responsibility of the programme coordinator and the Dean.
- (2) Adult education information is included in the educational programme, the programme notice and the examination notice, which Student Services makes available to interested parties, applicants and participants in adult education in accordance with these Provisions.
- (3) Educational programmes and notices shall be filed and archived as specified in the Document Management Regulations.

### **Documents managed in adult education**

#### **23. §**

- (1) Student Services keeps and records the following documents (insofar as they are relevant to the programme) and retains them until the last day of the eighth year after their creation, and processes the personal data of participants in adult education processed in accordance with the Fktv. The University shall keep the data in the archives of Student Services in the case of data contained in the EFR and in paper documents according to the provisions of the Fktv. Responsibility for all data lies with the Student Services team leader responsible for adult education administration, and the data controller is the Head of Student Services.
- (2) All documents kept and issued in connection with the implementation of the programme shall include the name of the University, its institution identification number and its adult education registration number.
- (3) Upon completion of the programme and the issue of the attestations, the University shall keep the programme documentation in accordance with the provisions of the Document Management Regulations and in the manner specified therein.
- (4) The following shall be kept until the end of the programme:
  - a) attendance sheets signed by the programme participant during contact classes, and documents certifying the programme participant's professional preparation and supervision conducted electronically,
  - b) original documents or their copies certified by the University attesting the conditions for starting and participating in the programme, as well as documents attesting the competence assessment at entry and the assessment of prior knowledge,
  - c) the adult education contract, the educational programme and the documents proving the delivery of the programme according to the educational programme,

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- d) the originals of the contracts ensuring the necessary personal and material conditions for the implementation of the programme,
- e) documents relating to the employment of lecturers.

### **Authentic copy of attestation and attestation correction**

#### **24. §**

- (1) The correction of attestations issued shall be governed by the provisions applicable to the issue of attestations, with the exceptions provided for in this Section.
- (2) Student Services shall, either ex officio or upon request, withdraw and destroy incorrectly issued attestations within 30 working days, enter the correction in the ERF, and re-issue the attestation from the FAR system upon receipt of the comment or request. The FAR system provides the serial number with an extension.
- (3) Student Services shall prepare a report on the withdrawal or destruction and enter data on this in the FAR system.
- (4) The University does not charge a fee for the correction of the attestation.
- (5) Upon request, Student Services shall issue a certified copy of the lost, stolen or destroyed attestation on the basis of the copy in its possession within 60 working days. The certified copy shall be authenticated by the Head of Student Services or a person designated by him or her.
- (6) The applicant shall pay a fee for the issuing of a certified copy as specified in these Provisions.
- (7) The certified true copy of the attestation shall be given a reference number and shall be registered in accordance with the order laid down in the Document Management Regulations.

### **Fees payable by participants in adult education**

#### **Programme fees and their payment**

#### **25. §**

- (1) The participant in adult education, his or her cost bearer or other third party (e.g. sponsor) shall pay the University the fee specified in the adult education contract as the consideration for the programme, within the deadline specified therein, according to a schedule proportional to the implementation of the programme.
- (2) During the duration of the adult education status, the University shall not set any fees in addition to the programme fee stipulated in the adult education contract, unless the programme is linked to an examination as defined by law and the University is entitled to organise the examination, the examination fee and any necessary retake and make-up examination fees.



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- (3) Participants in adult education may use the University's facilities (library, laboratory, computers) and equipment at their own expense.
- (4) Participants in adult education shall pay the fees set out in the educational programme according to the schedule and by the deadline set out in the adult education contract.
- (5) Details of how and when to pay the programme fee are included in the programme notice.

### **The terms and rules of providing concessions on payments**

#### **26. §**

- (1) If the participant in adult education opts for payment in instalments, he or she may not benefit from further instalment payment with respect to the given item in the given programme.
- (2) If a participant in adult education receives permission to defer payment, he or she may not make use of the opportunity to pay in instalments.

### **Non-payment of programme fees**

#### **27. §**


- (1) In the event where a participant in adult education who (if the participant in adult education has more than one programmes, then for his or her respective programme) fails to pay the programme fee specified in the adult education contract by the due date specified in the adult education contract, in these Provisions and/or in the adult education contract and/or in the programme notice and/or in the email sent by the University and who has not received a payment extension for the payment of the fee on his or her request submitted before the due date, the adult education contract may be terminated as provided therein.
- (2) Should a participant in adult education fail to comply with payment obligations by the relevant deadline, the following procedures shall apply:
  - a) Payment arrears shall be understood as any overdue financial debts to the University, irrespective of the grounds thereof:
  - b) a staff member of the organisational unit issuing the financial item sends two reminders to the participant in adult education, through the email address provided by the participant to the University, to pay the overdue amount without delay, but within fifteen (15) days at the latest. If the participant in adult education does not meet his or her payment obligation within 15 days of the reminder, his or her adult education status shall be terminated on the basis of the relevant provision of these Provisions.
- (3) Participants in adult education may not submit a request for payment concession if they have overdue payment obligations to the University in any respect.
- (4) In the case of a former participant in adult education with terminated adult education status who is in arrears, the receivables are dealt with on the basis of a statement drawn

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up by Student Services in accordance with the rules of procedure laid down in the Provisions.

**Rules for reimbursement of programme fees paid****28. §**

- (1) In the event of termination of the adult education status:
  - a) the full amount of the programme fee shall be refunded to the participant in adult education if, on a day before the first day of the programme,
  - b) the pro rata share of the programme fee shall be refunded to the participant in adult education if, in the case of the programme in question, no later than halfway through the total number of classes of programme,the termination of the adult education status/termination of the adult education contract is notified.
- (2) If the participant in adult education requests the termination of his or her adult education status, thereby terminating his or her adult education contract, at the latest by the mid-point of the total number of classes of the programme, or if the University unilaterally terminates his or her adult education status, thereby terminating the adult education contract, the pro rata share of the programme fee shall be refunded to the participant in adult education.
- (3) For the purpose of calculating the prorated share, the period is the duration between the first and the last class of the programme, and the amount of the programme fee paid is to be divided by the number of classes, and the resulting amount is to be multiplied by the number of classes not yet started at the time of notification.
- (4) Participants in adult education may also request a refund of the programme fee in the event of an erroneous payment.
- (5) In the event of an incorrect programme fee, the participant in adult education may, within 15 days of the date on which the fee was established, submit a notification to Student Services and request a refund of the amount paid during the adult education status, based on the data recorded in the EFR, after the termination of the adult education status.
- (6) The staff member of Student Services shall investigate the notification within 8 working days and, if they find the request of the participant in adult education to be justified, they shall immediately arrange for the refund of the amount paid in error.
- (7) If the programme fee is erroneously assessed, a complaint may be lodged in accordance with these Provisions.
- (8) Except in the cases provided for in this Section, no refund of the programme fee may be claimed after the start of the programme.
- (9) Within thirty (30) days of the becoming final of the resolution of the public administration body for adult education prohibiting the adult education activity or prohibiting from adult education activity, the University shall repay to the payer the amount of the programme

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fee collected during the period of the unlawful activity and the certified costs incurred in connection with the programme, increased by one and a half times the central bank base rate.

### **Complaints handling policy**

#### **29. §**

- (1) In matters related to programmes within the context of adult education, the applicant for adult education and the participant in adult education may make a comment, objection or complaint (hereinafter: complaint) in accordance with this Section.
- (2) A complaint is any individual request or complaint against the University's adult education activities, services or products in which the complainant objects to the University's adult education procedures and expresses a specific and clear claim in relation to the matter in question.
- (3) If an applicant for adult education or a participant in adult education requests general information, opinions or statements from the University or expresses such, this shall not constitute a complaint.
- (4) Complaints related to the application for adult education and admission decisions may be made by the applicant or the participant in adult education within 15 days of the date of notification or, failing this, of the date on which the complaint is brought to the attention of the applicant or participant in adult education.
- (5) Complaints shall be made to the Customer Service in person, by email or by post by filling in and submitting a complaint form. Complaints are investigated by the Dean.
- (6) Following the investigation of the complaint, the Student Services team leader responsible for adult education administration shall inform the complainant of the outcome and/or the action taken via email within 30 days of receipt of the complaint.
- (7) In the event of a complaint of legality, the procedure shall be in accordance with the relevant legislation, in which case the Dean shall request the assistance of the Head of Legal Affairs in the investigation of the problem.
- (8) Information related to complaints handling will be published by Communications on the University's website.

### **Data processing**

#### **30. §**

- (1) The scope of data to be registered on participants in adult education on a mandatory basis are set out in the Nftv. and Onytv. Additional personal and sensitive data may be kept with the written consent of the data subject (by completing and signing an information and consent form).
- (2) The rules on recording, processing, transferring and protecting data specified in Paragraph (1) are laid down in the Data Processing Regulations.

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**Final provisions**

**31. §**

(1) The present Provisions shall enter into force on 1 September 2023.

**Annex:**

1. annex: Mandatory substantive elements of the educational programme



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Annex 1

**Mandatory substantive elements of the educational**

CORVINUS UNIVERSITY OF BUDAPEST  
Registration number: B/2020/006792

**ADULT EDUCATION – EDUCATIONAL PROGRAMME**

**1. Basic data of the programme**

Programme title	
Name of programme coordinator	
Lecturer	
Market partner	
Language of the programme	
Form of programme <sup>1</sup>	
Planned programme duration <sup>2</sup>	
Credit equivalent (optional)	
Target group of the programme <sup>3</sup>	
To whom it is addressed <sup>4</sup>	
Programme content type <sup>5</sup>	
Purpose of the programme	

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Programme content  
*(by Module or Learning material unit)*

Competences to be acquired in the  
programme

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Eligibility criteria for the programme ( <i>qualification, professional experience, other prerequisites</i> )	
Conditions for participation in the programme ( <i>e.g. absence allowed, completion of a task—optional</i> )	
Minimum/maximum group size (persons) ( <i>optional</i> )	
How performance during the programme is checked ( <i>e.g. written test at the end of the programme</i> )	
Evaluation and qualification of the programme participant's performance ( <i>e.g. The written test is graded as a percentage of the maximum achievable number of points, Passed: 61 - 100%, Failed: 0 - 60%</i> )	
Planned start date of programme	

**2. Programme fee**

The <b>programme fee</b> ( <i>gross</i> ), taking into account the crediting of prior knowledge acquired and the timing of the payment of the programme fee in proportion to the completion of the programme,	
rate in one amount	HUF+VAT
online fee	
possible discounted fee	%
exam fee	HUF
fee for retake or make-up examination	HUF
method of payment	<input type="checkbox"/> bank transfer <input type="checkbox"/> cash <input type="checkbox"/> other It is paid by the participant's cost bearer on a schedule proportional to performance.
A scholarship is linked to the programme <sup>6</sup>	<input type="checkbox"/> no <input type="checkbox"/> yes, a scholarship provided as part of the programme conditions for receiving:  rate: HUF







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USPs

- 
- 1 Contact classes, Online, Hybrid, Other
  - 2 The table can be extended, one class = 45 minutes, classes can be merged, but not split
  - 3 "Senior Management" or "Non-senior Management"
  - 4 "Horizontal knowledge expansion" or "Focus on one field"
  - 5 Basic, Advanced, Intermediate
  - 6 To be completed if an institutionally approved scholarship is linked to the programme.
  - 7 Not relevant for closed e-learning.
  - 8 „Novel, there is no similar programme" or "Programme is available elsewhere as well"