

DATA PROCESSING NOTICE

DATA PROCESSING IN THE CONTEXT OF THE REGULAR SOCIAL NEEDS-BASED GRANT OF THE CORVINUS UNIVERSITY OF BUDAPEST

Pursuant to Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (hereinafter referred to as General Data Protection Regulation or GDPR), as well as Act CXII of 2011 on informational self-determination and the freedom of information (Infotv.), the Corvinus University of Budapest informs persons submitting an application for a regular grant based on social needs (“Applicant”) at the University and other natural persons involved in the application (hereinafter jointly referred to as Data Subjects) of personal data processed in the context of the application for a regular grant based on social needs.

1. THE DATA CONTROLLER

Name: Corvinus University of Budapest (body in charge: Student Social Committee (SCC) and Committee for Doctoral Students’ Social Affairs (CDSSA))

Registered seat: 1093 Budapest, Fővám tér 8.

Email: hszb@uni-corvinus.hu and dszb@uni-corvinus.hu

Website: <https://www.uni-corvinus.hu/fooldal/elet-a-corvinuson/osztondij/szocialis-osztondijak/>

Data Protection Officer: dr. Balázs Locsmándi, e-mail. adatvedelem@uni-corvinus.hu

2. THE SCOPE, GROUNDS OF DATA PROCESSING AND THE SCOPE AND SOURCE OF PROCESSED DATA

The general purpose of data processing is the management of the regular grants based on social needs (“Grant”) application process, in particular: receiving applications, identifying Applicants and other data subjects involved in the application, keeping in touch with Applicants, evaluating the applications, decision-making, communicating the results, exercising the rights and obligations arising from the grantee status.

Legislation and other provisions relating to the Grant, in particular:

- Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (GDPR), in particular Article 6(1)(e) and Article 9(2)(b);
- Act CCIV of 2011 on National Higher Education (hereinafter: Nftv.), in particular Points 1. be), g) and 3–4 of Chapter I/B of Annex 3 thereof,

- Section 67/A of Act XXXI of 1997 on the Protection of Children and Guardianship Administration;
- Government Decree No 51/2007 (26 March) on grants available to and certain fees payable by higher education students (hereinafter: Jtr.), in particular Sections 16(2)-(3) and 21(1)-(2) thereof;
- Regulation on Student Fees and Benefits of the University;
- Provisions No. 5/2024 of the Vice-Rector for Education on the certificates required to establish the social status of students and on the additional certificates to be submitted during the procedure for dormitory admission (“Provisions of the VRE”)
- relevant Call for applications (“Call”) for regular grants based on social needs;

The purpose of the processing, the data subjects, the scope of data processed, the necessary certificate and the legal grounds are set out in Annex 1 to this Data Processing Notice. Only the data set out in Annex 1 to this data processing notice are necessary for managing the grant application process. It is the responsibility of the Applicant to delete, extract or otherwise make inaccessible any personal data on the documents submitted in accordance with Annex 1 which are not necessary for the purposes of the Grant application in relation to him/herself or other natural persons. If the Applicant fails to comply with this obligation, the Data Controller shall delete the unnecessary data without delay, but no later than 30 days after the date of the final decision closing the application.

3. THE METHOD OF PROCESSING

Applications can be submitted electronically and all applications and annexes are recorded electronically.

The details of the grant awarded as a benefit (the title of the benefit, the amount of the grant awarded) are recorded in the Neptun electronic study administration system (“Neptun”).

4. DURATION OF DATA PROCESSING

The University, as the Data Controller, shall, in accordance with Point 3 of Chapter I/B of Annex 3 to the Nftv., process the data for a period of eighty years from the date of notification of the termination of student status.

5. DATA PROCESSORS, RECIPIENTS

The University relies on a data processor for the operation of Neptun:

Name: SDA Informatika Zártkörűen Működő Részvénytársaság

Registered seat: 1117 Budapest, Hauszmann Alajos u. 3/b.

Company registration number: 01-10-140314 - Company Register of the Budapest Metropolitan Court

The Data Processor's activities include: read-only access to the University's Neptun system for the purposes of fulfilling its duties and obligations under the product support contract; operating an online helpdesk interface for the University to report errors, queries, service orders; making copies of the database; occasionally performing live database operations to manage organisational unit separations, mergers, organisational changes, mass data modifications.

6. DATA TRANSFER

The University will disclose the personal data processed in connection with the Grant only to the recipients and in the cases specified in law.

The conditions for the transfer of data are laid down in Point 4 of Chapter I/B of Annex 3 of the Nftv.

The University does not transfer personal data to third countries or international organisations.

7. THE DATA SUBJECT'S RIGHTS IN RELATION TO DATA PROCESSING

General rules on the exercise of rights by the data subject:

The Data Controller shall inform the Data Subject of the action taken in response to his or her request without undue delay, but no later than one month from the date of receipt of the request. If necessary, in view of the complexity of the request and the number of requests, this deadline may be extended by two months. The extension of the deadline shall be communicated to the Data Subject by the Data Controller within one month of the receipt of the request. The cause of the delay shall be identified. If the Data Subject has submitted the request by electronic means, the information shall be provided by electronic means where possible, unless the Data Subject requests otherwise.

The Data Controller shall provide the Data Subject with information and action free of charge. If the Data Subject's request is manifestly unfounded or excessive, in particular because of its repetitive nature, the Data Controller, taking into account the administrative costs of providing the information requested or of taking the action requested:

- (a) may charge a reasonable fee, or
- (b) may refuse to act on the request.

The Data Controller shall bear the burden of proof of the manifestly unfounded and excessive nature of the request.

If the Data Controller has reasonable doubts about the identity of the natural person making the request, it may request additional information necessary to confirm the identity of the Data Subject.

Right of access:

The data subject has the right to receive feedback from the Data Controller as to whether his or her personal data are being processed and, if such processing is underway, the right to access the personal data. The Data Controller shall make available to the Data Subject a copy of the personal data that are subject to data processing. The Data Controller may charge a reasonable fee associated with the administrative costs for further copies requested by the Data Subject. If the Data Subject has submitted the request by electronic means, the information shall be provided in a commonly used electronic format, unless the Data Subject requests otherwise.

Right to rectification:

The Data Subject shall be entitled to have any inaccurate personal data relating to him or her rectified by the Data Controller without undue delay.

Right to object:

The Data Subject has the right to object at any time, on grounds relating to his or her particular situation, to the processing of his or her personal data on the basis of Article 6(1)(e) or (f) of the GDPR, including against profiling in accordance with the above provisions. In such a case, the Data Controller may no longer process the personal data, unless the Controller demonstrates compelling legitimate grounds for the processing which override the interests, rights and freedoms of the data subject or for the establishment, exercise or defence of legal claims.

Right to restriction of data processing

At the request of the Data Subject, the Data Controller shall restrict data processing if one of the following conditions is met:

- (a) the data subject contests the accuracy of the personal data, in which case the restriction applies for the period of time necessary to allow the Data Controller to verify the accuracy of the personal data,
- (b) the data processing is unlawful and the data subject opposes the erasure of the data and requests instead the restriction of their use,
- (c) the Data Controller no longer needs the personal data for the purposes of data processing, but the data subject requires them for the establishment, exercise or defence of legal claims, or
- (d) the data subject has objected to the data processing pursuant to Article 21(1) of the GDPR; in this case, the restriction shall apply for the period until it is determined whether the legitimate grounds of the Data Controller prevail over the legitimate grounds of the data subject.

If the processing is restricted, such personal data, except for storage, may only be processed with the consent of the Data Subject or for the establishment, exercise or defence of legal claims or for the protection of the rights of another natural or legal person or for important public interests of the Union or of a Member State.

Right to erasure

In connection with the Grant, the Data Subject may request the deletion of his/her personal data processed by the University. The University will examine the request and, if justified, will take action to erase the data. The University shall reject the request for erasure in the cases provided for in Article 17(3) of the GDPR, in particular in cases where the data relate to the evaluated application and the mandatory retention period has not elapsed, the data are still necessary for the performance of the University's tasks carried out in the public interest or where the processing is necessary for the establishment, exercise or defence of legal claims.

Right related to automated decision-making, profiling

No automated decision-making or profiling will take place in relation to the processing of data related to applications for regular grants based on social needs or initial aids.

8. LEGAL REMEDY OPTIONS

The Data Subject may at any time contact the Data Protection Officer of the Data Controller (dr. Balázs Locsmándi, e-mail: adatvedelem@uni-corvinus.hu).

In the event of a complaint regarding the processing of personal data, the Data Subject may also contact the National Authority for Data Protection and Freedom of Information (postal address: 1363 Budapest PO Box 9., address: 1055 Budapest, Falk Miksa utca 9-11.; phone:+36 (1) 391-1400; fax: +36 (1) 391-1410; e-mail address: ugyfelszolgalat@naih.hu; website: www.naih.hu).

The Data Subject may take the Data Controller to court in the event of a breach of his or her rights. The case shall be given priority by the court. The Data Controller is required to prove that the processing complies with the law. In the event of court proceedings, the Budapest Metropolitan Court (Fővárosi Törvényszék) shall have jurisdiction. The action may also be brought before the courts of the place of residence or domicile of the Data Subject.

The Data Controller shall compensate for any damage caused to others by the unlawful processing of the Data Subject's data or by breaching the requirements of data security. The Data Controller shall be exempted from liability if it can prove that the damage was due to an unavoidable cause beyond the scope of data controlling. No compensation is payable if the damage was caused intentionally or by gross negligence on the part of the victim.

Place and date: Budapest, 10 July 2024.

Corvinus University of Budapest

The purpose of data processing, the data subjects, the scope of processed data, necessary certificate, legal grounds

Only the data set out in Annex 1 to this data processing notice are necessary for managing the grant application process. It is the responsibility of the Applicant to delete, extract or otherwise make inaccessible any personal data on the documents submitted in accordance with Annex 1 which are not necessary for the purposes of the Grant application in relation to him/herself or other natural persons. If the Applicant fails to comply with this obligation, the Data Controller shall delete the unnecessary data without delay, but no later than 30 days after the date of the final decision closing the application.

Purpose of processing	Data subjects	Scope of the personal data processed	Required certificate	Legal grounds of processing
1. Assessment of the applicant's social situation	Applicant, Persons living in the same household as the Applicant	If the certificate does not contain the names and dates of birth of the household members, a copy of the address card of each household member is required, featuring only the name, date of birth and address of the person, whereas any other information shall be blanked out.	The name and date of birth of each person living in the same household as the student shall be certified by an original certificate (or official certificate) issued by the authority in charge of population registration (the municipality, the district authority or the competent Government Office) free of duty and should not be older than three (3) months.	Task carried out in the public interest by the University (Article 6(1)(e) of the GDPR, Subpoint b) of Point 1 of Chapter I/B of Annex 3 to the Nftv., Subsections (1)-(2) of Section 21 of the Jtr.)

		<p>Any additional information not required for the evaluation of the application must be blanked out.</p>	<p>If the certificate does not contain the names and dates of birth of the household members, a copy of the address card of each household member is required.</p> <p>If the permanent address of a dependant applicant is not the address recorded in the Neptun, such fact shall be stated on the form attached in Annex 3 to the Provisions of the VRE, duly completed by the provider.</p> <p>If there is a person in the household who is not registered at the permanent address of a dependant applicant, but who lives there habitually or who is registered at the permanent address of the dependant applicant, but who does not live there habitually, such fact shall be stated in a declaration made by the provider(s) of the applicant (Annex 3 to the Provisions of the VRE).</p>	
2. Assessment of the applicant's social situation	Applicant,	On the bank statement of a retail bank account, only the	If the household member is an employee, he/she shall	Task carried out in the public interest by the University

	<p>Employee living in the same household as the applicant</p>	<p>name and address of the client and the credited items of the 3 months required by the relevant call for applications for the purpose of certifying regular income are needed, all other data not necessary for the assessment of the grant, in particular the bank account number, the client ID, the amounts debited to the account may be blanked out as desired, so that it can be clearly established that the item blanked out was indeed a debit. The bank account statement may be substituted by a certificate issued by the bank, listing the credited items.</p> <p>The employer's certificate must state the employee's name, date of birth, permanent place of residence, salary received during the periods indicated, stamp and signature certifying the document.</p> <p>Any additional information not required for the</p>	<p>provide proof of his/her salary in the three (3) months specified in the call for applications by presenting a transfer slip (screenshots in PDF format) or his/her employer's certificate. For transfer slips, the reference field must show that the amount transferred is salary. The bank account number of the sender shall be blanked out. If the household member has established employment with more than one workplace, he/she shall certify his/her income derived from each of these employments. (Annex 3 of the Provisions of the VRE).</p> <p>The employer's certificate shall be duly signed and dated and stating the salary paid in the three (3) months' period as determined in the call for applications, broken down to months, is required. If the certificate is issued for the gross income, the total gross amount will be taken into account. If the income includes a one-off bonus, the fact of such</p>	<p>(Article 6(1)(e) of the GDPR, Subpoint be) of Point 1 of Chapter I/B of Annex 3 to the Nftv., Subsections (1)-(2) of Section 21 of the Jtr.)</p>
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		evaluation of the application must be blanked out.	amount being paid as a bonus shall be certified by a certificate duly signed and dated by the employer or clearly indicated as such in the reference field of the transaction. Unless thus indicated separately, the amount of the bonus shall also be considered.	
3. Assessment of the applicant's social situation	Applicant, Small-scale farmer living in the same household as the Applicant	<p>The NAV certificate must feature the name of the small-scale farmer, the amount drawn from the farm as wages, profits or any other entitlement from the farm that is considered as income of the household. The tax number shall be blanked out.</p> <p>Any additional information not required for the evaluation of the application must be blanked out.</p>	<p>If the household member is a small-scale farmer, the most recent certificate of income issued by the NAV (with the tax number blanked out) shall be submitted. Annex 5 to the Provisions of the VRE, completed by the provider shall also be submitted, showing the average one (1) monthly amount taken out by the person in question as net salary over the last year for which the accounts were closed.</p> <p>If the small-scale farmer has started his/her activity within one (1) year, the average income received in the months until now shall be indicated on the declaration. The tax return shall not be deemed to be a</p>	Task carried out in the public interest by the University (Article 6(1)(e) of the GDPR, Subpoint be) of Point 1 of Chapter I/B of Annex 3 to the Nftv., Subsections (1)-(2) of Section 21 of the Jtr.)

			<p>substitute for the certificate of income.</p> <p>If the NAV issues no certificate of income for the year in question (due to the lack of a tax return submitted), the decision on the refusal to issue a certificate shall be attached.</p>	
4. Assessment of the applicant's social situation	Applicant, Entrepreneur living in the same household as the applicant	On the bank statement of a retail bank account, only the name and address of the client and the credited items of the 3 months required by the relevant call for applications for the purpose of certifying regular income are needed, all other data not necessary for the assessment of the grant, in particular the bank account number, the client ID, the amounts debited to the account may be blanked out as desired, so that it can be clearly established that the item blanked out was indeed a debit. The bank account statement may be substituted by a certificate issued by the bank, listing the credited items.	<p>If the household member is an entrepreneur, the most recent certificate of income issued by the NAV (with the tax number blanked out) shall be submitted, as required by the relevant call for applications (Annex 3 to the Provisions of the VRE).</p> <p>If the provider does not have a private bank account statement, this fact must be declared by filling in Annex 3 to the Provisions of the VRE and the most recent income certificate issued by the NAV must be used to prove the income.</p> <p>The tax return shall not be deemed to be a substitute for the certificate of income. If the NAV issues no certificate of income for the</p>	Task carried out in the public interest by the University (Article 6(1)(e) of the GDPR, Subpoint be) of Point 1 of Chapter I/B of Annex 3 to the Nftv., Subsections (1)-(2) of Section 21 of the Jtr.)

		<p>The NAV certificate must feature the name of the entrepreneur, the amount drawn from the business as wages, profits or any other amount taken out from the business that is considered as income of the household. The tax number shall be blanked out.</p> <p>Any additional information not required for the evaluation of the application must be blanked out.</p>	<p>year in question (due to the lack of a tax return submitted), the decision on the refusal to issue a certificate shall be attached.</p> <p>For the purpose of the income calculation, Annex 5 completed by the provider shall be submitted, showing the average monthly amount received by the person in question as net salary over the last year for which the accounts were closed. If the activity has been started within one (1) year, the average income taken out in the months until now shall be indicated on the declaration.</p>	
5 Assessment of the applicant's social situation	Applicant, Pensioner living in the same household as the applicant	On the bank statement of a retail bank account, only the name and address of the client and the credited items of the 3 months required by the relevant call for applications for the purpose of certifying regular income are needed, all other data not necessary for the assessment of the grant, in particular the bank account	If the person living in the household is a pensioner, proof of the amount of the pension for the three months under consideration, as specified in the call for applications, must be provided by bank transfer certificate, bank statement or postal receipt. If a bank account statement is attached, care must be taken	Task carried out in the public interest by the University (Article 6(1)(e) of the GDPR, Subpoint be) of Point 1 of Chapter I/B of Annex 3 to the Nftv., Subsections (1)-(2) of Section 21 of the Jtr.)

		<p>number, the client ID, the amounts debited to the account may be blanked out as desired, so that it can be clearly established that the item blanked out was indeed a debit. The bank account statement may be substituted by a certificate issued by the bank, listing the credited items.</p> <p>The pension payment slip contains only the name and the pensioner ID number. The place of birth of the person in question shall be blanked out on the pensioner's identity card.</p> <p>Any additional information not required for the evaluation of the application must be blanked out.</p>	<p>to ensure that other items are blanked out. In the case of a postal slip, a document suitable for proving the pensioner's registration number (e.g. pensioner card, official document sent annually by the Pension Payment Directorate) must be uploaded. If any of the monthly postal slips is missing, the provider must declare this fact and upload a certificate issued by the Pension Payment Directorate for the relevant year to accompany the existing postal slips.</p>	
6. Assessment of the applicant's social situation	Applicant, Person eligible for family allowance living in the same household as the applicant	On the bank statement of a retail bank account, only the name and address of the client and the credited items of the 3 months required by the relevant call for applications for the purpose of certifying regular income are needed, all other data	b) If a member of the household is eligible for family allowance in one of the months specified in Point 7 of the General Information (he/she is in secondary education and/or under 18 years of age), this	Task carried out in the public interest by the University (Article 6(1)(e) of the GDPR, Subpoint be) of Point 1 of Chapter I/B of Annex 3 to the Nftv., Subsections (1)-(2) of Section 21 of the Jtr.)

		<p>not necessary for the assessment of the grant, in particular the bank account number, the client ID, the amounts debited to the account may be blanked out as desired, so that it can be clearly established that the item blanked out was indeed a debit. The bank account statement may be substituted by a certificate issued by the bank, listing the credited items.</p> <p>The certificate must feature the name, date of birth, permanent place of residence of the beneficiary, the amount of the benefit, the relevant 3-month period, the certifying stamp and signature.</p> <p>Any additional information not required for the evaluation of the application must be blanked out.</p>	<p>shall be evidenced by the certificate of the bank transfer relevant to any of the three months (a screenshot in PDF format), with a bank account statement or a postal payment slip clearly indicating the month it refers to (the month indicated in the notes to the transaction shall apply) and that the amount was received from the Hungarian State Treasury and the person to whom it was disbursed. If a bank account statement is attached, care must be taken to ensure that other items are blanked out. If there was a change in the amount of the family allowance in any of the 3 months as defined in the call for applications, the amount relevant to each month under examination shall be certified. If the provider for the household does not have a private bank account, the applicant shall attach an official certificate issued by the Government Office of not older than three (3) months featuring the</p>	
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			amount of the family allowance disbursed in the three (3) months under consideration, as defined in the call for applications.	
7. Assessment of the applicant's social situation	Applicant, Person entitled to infant care benefit (csed), childcare assistance (gyes), child care benefit (gyed), child-rearing allowance (gyet) living in the same household as the applicant	On the bank statement of a retail bank account, only the name and address of the client and the credited items of the 3 months required by the relevant call for applications for the purpose of certifying regular income are needed, all other data not necessary for the assessment of the grant, in particular the bank account number, the client ID, the amounts debited to the account may be blanked out as desired, so that it can be clearly established that the item blanked out was indeed a debit. The bank account statement may be substituted by a certificate issued by the bank, listing the credited items. The place of birth of the person in question shall be blanked out on the postal slip.	c) if any person living in the same household as the applicant is in receipt of infant care allowance (csed), childcare assistance (gyes), childcare benefit (gyed) or child raising support (gyet), the certificate of bank transfer shall be attached (screenshot in PDF format) or bank account statement to clearly certify the amount disbursed in each of the three (3) months under consideration, as specified in the call for applications. If a bank account statement is attached, care must be taken to ensure that other items are blanked out. If the benefit is not paid into a bank account, the postal slip shall be attached. On the latter, the place of birth of the person in question shall be blanked out. If there was a change in the amount of the benefit received in any of	Task carried out in the public interest by the University (Article 6(1)(e) of the GDPR, Subpoint be) and g) of Point 1 of Chapter I/B of Annex 3 to the Nftv., Subsections (1)-(2) of Section 21 of the Jtr.)

		Any additional information not required for the evaluation of the application must be blanked out.	the three (3) months under examination as defined in the call for applications, the amount relevant to each month under examination shall be certified.	
8. Assessment of the applicant's social situation	Applicant, Person with other income living in the same household as the applicant	<p>The tenant's personal details must be blanked out from the lease contract and the acknowledgement of receipt.</p> <p>On the bank statement of a retail bank account, only the name and address of the client and the credited items of the 3 months required by the relevant call for applications for the purpose of certifying regular income are needed, all other data not necessary for the assessment of the grant, in particular the bank account number, the client ID, the amounts debited to the account may be blanked out as desired, so that it can be clearly established that the item blanked out was indeed a debit. The bank account statement may be substituted by a certificate</p>	<p>If any provider derives income from real estate lease, the amount of the average monthly rent for the three (3) months under consideration as defined in the call for proposals shall be entered in the appropriate line of Annex 4.</p> <p>If any provider derives income from the trading/ownership of any financial instruments (e.g. share/dividend, investment fund), the average monthly income of the last year shall be entered in the appropriate line of Annex 4 to the Provisions of the VRE.</p> <p>If any provider derives income from any other source (e.g.: support from relatives), this should be entered in Annex 4 to the Provisions of the VRE.</p>	Task carried out in the public interest by the University (Article 6(1)(e) of the GDPR, Subpoint be) of Point 1 of Chapter I/B of Annex 3 to the Nftv., Subsections (1)-(2) of Section 21 of the Jtr.)

		<p>issued by the bank, listing the credited items.</p> <p>The declaration must include the identification details of the provider, any amount that is considered as income of the household, the signature of the provider.</p> <p>Any additional information not required for the evaluation of the application must be blanked out.</p>		
9. Assessment of the applicant's social situation	Applicant, Student/pupil with active student status studying in daytime delivery mode living in the same household as the applicant	<p>The certificate may only show the name and date of birth of the person in question, the specification of the semester, the fact of having an active student status in a programme offered in daytime delivery mode, the signature of the head of the institution/person issuing the certificate and the stamp of the institution, whereas all other information shall be blanked out.</p> <p>Any additional information not required for the evaluation of the application must be blanked out.</p>	<p>b)h) If a member of the household has active student/pupil status in a programme offered in daytime delivery mode, a certificate of the student status or school attendance issued by the institution shall be attached.</p> <p>a) for pupils in public education: no certificate of pupil status is required until the end of the academic year in which the pupil reaches the age of 16. From the year following this academic year, the pupil status can be verified by a valid student card with a sticker for the previous academic year for</p>	Task carried out in the public interest by the University (Article 6(1)(e) of the GDPR, Subpoint be) of Point 1 of Chapter I/B of Annex 3 to the Nftv., Subsections (1)-(2) of Section 21 of the Jtr.)

			<p>the autumn application period, or by one for the current academic year for the spring application period. A copy of both sides of the student identity card is required, showing the name, date of birth, the academic year for which the sticker is valid, the daytime delivery mode and the institution certifying the status, with all other information blanked out;</p> <p>b) for students in higher education: a certificate of the status or school attendance issued by the institution shall be attached. For the spring application period, a certificate of status relevant to the previous (autumn) semester and dated after October 10, whereas for the autumn application period, a certificate of status for the previous (spring) semester and dated after March 10 shall be attached. The certificate may only show the name and date of birth of the person in question, the</p>	
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			<p>specification of the semester, the fact of having an active student status in a programme offered in daytime delivery mode, the signature of the head of the institution/person issuing the certificate and the stamp imprint of the institution, whereas all other information shall be blanked out, or</p> <p>valid student identity card: a copy of the student card valid for the previous (autumn) semester in the case of spring applications, or for the previous (spring) semester in the case of autumn applications, with a copy of both pages in of the student identity card with a sticker, showing the name, date of birth, semester (with sticker), daytime delivery mode and the institution certifying the status, with all other information blanked out.</p>	
10. Assessment of the applicant's social situation	Applicant, Homemaker living in the same household as the applicant	On the bank statement of a retail bank account, only the name and address of the client and the credited items	a)f) if a member of the household is a homemaker, a proof of the payment of the compulsory health insurance	Task carried out in the public interest by the University (Article 6(1)(e) of the GDPR, Subpoint be) of

		<p>of the 3 months required by the relevant call for applications for the purpose of certifying regular income are needed, all other data not necessary for the assessment of the grant, in particular the bank account number, the client ID, the amounts debited to the account may be blanked out as desired, except for the compulsory health insurance contribution, so that it can be clearly established that the item blanked out was indeed a debit. The bank account statement may be substituted by a certificate issued by the bank, listing the credited items. Alternatively, the payment of the a proof of the payment of the compulsory health insurance contribution can also be certified by providing a screenshot.</p> <p>Any additional information not required for the evaluation of the application must be blanked out</p>	<p>contribution (screenshot, bank certificate) shall be submitted for the three months in question. If a bank account statement is attached, care must be taken to ensure that other items are blanked out. He/she shall make a declaration of not paying such contribution, as the case may be. Moreover, the bank statements of all private bank accounts of such person for the three (3) months under consideration as defined in the call for applications shall also be attached, however, they shall show the credits only, whereas all debits shall be blanked out. Alternatively, such person shall make a declaration of not having any private bank account by completing Annex 3, as applicable.</p> <p>Alternatively, such person shall make a declaration of not having any private bank account by completing Annex 3 to the Provisions of the VRE, as applicable.</p>	<p>Point 1 of Chapter I/B of Annex 3 to the Nftv., Subsections (1)-(2) of Section 21 of the Jtr.)</p>
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<p>11. Assessment of the applicant's social situation</p>	<p>Applicant, Registered jobseeker living in the same household as the applicant</p>	<p>The certificate may only show the name and date of birth of the person in question, the active status as jobseeker, the amount of the allowance, the signature of the person issuing the certificate and the stamp of the institution, whereas all other information shall be blanked out.</p> <p>If the person in question is no longer a beneficiary, proof of payment of the compulsory health service contribution must be attached, e.g. as a screenshot or bank slip.</p> <p>Any additional information not required for the evaluation of the application must be blanked out.</p>	<p>If a member of the household is a registered jobseeker, a certificate issued by the Government Office of not older than three (3) months shall be attached, stating that the person is currently registered and for how long he/she has been registered, as well as the amount of the jobseeker's allowance.</p> <p>If such person has been/was in receipt of the allowance for at least one (1) of the three (3) months under consideration as defined in the call for applications, a proof of the amount of the allowance shall be submitted.</p> <p>If he/she no longer receives (or has never received) any allowance, the issuing authority shall indicate on the certificate issued that the given person was not in receipt a jobseeker's allowance in the three (3) months under consideration as defined in the call for applications.</p>	<p>Task carried out in the public interest by the University (Article 6(1)(e) of the GDPR, Subpoint be) of Point 1 of Chapter I/B of Annex 3 to the Nftv., Subsections (1)-(2) of Section 21 of the Jtr.)</p>
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			<p>If the person concerned is in receipt of any employment substitution allowance, the amount thereof shall be substantiated by the screenshot (in PDF format) of a bank transfer effected no more than three (3) months earlier.</p>	
<p>12. Assessment of the applicant's social situation</p>	<p>The applicant has a disability</p>	<p>The certificate may only include the name of the applicant and the fact of the disability, all other personal data must be blanked out.</p> <p>In all cases, certificates and resolutions shall clearly indicate if the applicant has a disability, as well as the name and stamp imprint of the body issuing the certificate. The name and BNO (ICD) code of the disease shall be blanked out.</p> <p>Any additional information not required for the evaluation of the application must be blanked out.</p>	<p>If the applicant has a disability,</p> <ul style="list-style-type: none"> - the disability or special educational needs may be certified by an expert opinion issued by the county (metropolitan) pedagogical service institutions and their member institutions acting as county expert committees, if the disability or special educational needs already existed during the secondary education of the applicant; - if the disability or special educational needs did not yet exist during secondary education, the disability that became known later may be certified by an expert 	<p>Task carried out in the public interest by the University (Articles 6(1)(e) and 9(2)(b) of the GDPR, Subpoint be) of Point 1 of Chapter I/B of Annex 3 to the Nftv., Subsections (2)-(3) of Section 16 and Subsections (1)-(2) of Section 21 of the Jtr.</p>

			<p>opinion issued by the ELTE National Pedagogical Professional Service;</p> <p>The certificate of disability allowance issued by the relevant body shall be presented, if available.</p> <p>No certificate issued by a general practitioner will be accepted.</p>	
13. Assessment of the applicant's social situation	The applicant is an orphan, half-orphan, there is an orphan, half-orphan living in the same household as the applicant	On the bank statement of a retail bank account, only the name and address of the client and the credited items of the 3 months required by the relevant call for applications for the purpose of certifying regular income are needed, all other data not necessary for the assessment of the grant, in particular the bank account number, the client ID, the amounts debited to the account may be blanked out as desired, so that it can be clearly established that the item blanked out was indeed a debit. The bank account statement may be substituted by a certificate	<p>e) if the applicant and/or the person living in the same household with the applicant is under 25 years of age is a half-orphan or an orphan, proof of the amount of the benefit must be provided by means of a bank transfer certificate, bank statement or postal receipt for the three months under consideration, as specified in the call for applications. If a bank account statement is attached, care must be taken to ensure that other items are blanked out.</p> <p>a) If the applicant is not in receipt of orphan's allowance, this shall be</p>	Task carried out in the public interest by the University (Article 6(1)(e) of the GDPR, Subpoint be) of Point 1 of Chapter I/B of Annex 3 to the Nftv., Subsections (2)-(3) of Section 16 and Subsections (1)-(2) of Section 21 of the Jtr.

		<p>issued by the bank, listing the credited items.</p> <p>The statement, certificate for the relevant year issued by the Pension Payment Directorate may only contain the name, date of birth and address of the person concerned, whereas all other details shall be blanked out.</p> <p>Any additional information not required for the evaluation of the application must be blanked out.</p>	<p>certified by a certificate issued by the Pension Payment Directorate.</p> <p>b) If the applicant becomes eligible for orphan's allowance in the meantime, this shall be certified by a certificate issued by the Pension Payment Directorate.</p> <p>c) If the applicant or a dependant living in the same household was eligible for orphan's allowance on the basis of his/her age, but the payment thereof has been suspended due to the temporary cessation of his/her studies, the amount of the previous months shall be taken into account.</p> <p>d) If the applicant or a dependant living in the same household was eligible for orphan's allowance on the basis of his/her age, nevertheless it is not being disbursed to him/her, a statement of the cause thereof shall be attached.</p>	
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			<p>e) If the applicant is no longer in receipt of an orphan's allowance, a scanned version of the official decision to terminate the disbursement of the orphan's allowance shall be uploaded.</p> <p>f) If the widow(er) is no longer in receipt of widow(er)'s allowance, this shall be certified by the decision issued by the Pension Payment Directorate stating the date when the disbursement ceased. The decision may only contain the name, date of birth and address of the person concerned, whereas all other details shall be blanked out.</p> <p>g) If the applicant becomes a half-orphan or an orphan during the three months under consideration as specified in the call for applications, a copy of the death certificate of the deceased relative is required. Proof of the status of the deceased is not</p>	
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			required for the months preceding the death.	
14. Assessment of the applicant's social situation	The applicant is a breadwinner	<p>A copy of the identity card, birth certificate shall contain only the name of the child and the name of the mother.</p> <p>Any additional information not required for the evaluation of the application must be blanked out.</p>	<p>If the applicant is a parent, a copy of the child(ren)'s ID card should also be uploaded.</p> <p>If the applicant is a parent, a copy of the child(ren)'s birth certificate should also be uploaded.</p> <p>The certificate on the persons living in the same household shall be attached based on Point II/A of Annex 1 to the Provisions of the VRE.</p> <p>The amount of the child support for each child shall be certified by the submission of Annex 8 to the Provisions of the VRE as filled in by the applicant.</p> <p>If the applicant lives in the same household with his/her spouse and/or any other person, the certificates for other persons living in the same household as specified in Points II and III of Annex 1</p>	Task carried out in the public interest by the University (Article 6(1)(e) of the GDPR, Subpoint be) of Point 1 of Chapter I/B of Annex 3 to the Nftv., Subsections (2)-(3) of Section 16 and Subsections (1)-(2) of Section 21 of the Jtr.

			to the Provisions of the VRE shall also be uploaded.	
15. Assessment of the applicant's social situation	The applicant is disadvantaged, faces multiple disadvantages	<p>No personal data other than the name of the applicant, the certifying signature, the stamp imprint, the place and date of issue and the statement of the situation may be visible on the copy of the resolution issued by the competent guardianship authority or the notary of the local municipality of the place of residence of the applicant.</p> <p>The certificate from the competent guardianship authority of the place of residence shall be attached may only feature the applicant's name, date of birth, certifying signature, stamp imprint, place and date of issue and the fact of the circumstance.</p> <p>No personal data outside the name of the applicant, the certifying signature, the stamp imprint, the place and date of issue and the statement of the situation may be visible on the copy of</p>	<p>If the notary of the municipality has ordered that the applicant should be placed under the protection of the guardianship authority during his/her secondary education, or if any regular child-care assistance benefit or child-rearing allowance has been disbursed for the applicant, or if the applicant is eligible for regular child protection allowance, a scanned version of the resolution issued by the competent guardianship authority or the notary of the municipality should be uploaded.</p> <p>If the level of school education of the applicant's parent(s) exercising parental custody over the applicant at the time of his/her reaching school age was not higher than primary education, a scanned version of the typed statement of education of the parent(s) (Annex 3 to the Provisions of the VRE) not</p>	Task carried out in the public interest by the University (Article 6(1)(e) of the GDPR, Subpoint be) and g) of Point 1 of Chapter I/B of Annex 3 to the Nftv., Subsections (2)-(3) of Section 16 and Subsections (1)-(2) of Section 21 of the Jtr.

		<p>the resolution issued by the competent notary or the notary of the place of residence of the applicant.</p> <p>Any additional information not required for the evaluation of the application must be blanked out.</p>	<p>older than three (3) months shall be attached.</p> <p>If the applicant was in state care or placed in a permanent foster care, or if the applicant's guardianship was terminated due to his/her reaching the age of majority, a certificate from the guardianship authority of the place of residence shall be attached, featuring only the applicant's name, date of birth, certifying signature, stamp imprint, place and date of issue and the fact of the circumstance.</p> <p>If the applicant lives in unsatisfactory housing conditions, i.e. in a housing environment declared as segregated in the integrated settlement development strategy for the municipality or in a dwelling with no lavatory or bath or with lavatory only or at a place converted as temporary dwelling or where the conditions necessary for his/her healthy development are limited, a copy of the</p>	
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			relevant resolution issued by the notary of the municipality of the place of residence of the applicant shall be attached to certify such fact.	
16. Assessment of the applicant's social situation	Self-sustaining applicant	All information not required for the evaluation of the application must be blanked out from the certificates	<p>The declaration as to the social circumstances of the self-sustaining applicant may only be made by the applicant himself/herself by completing Annex 7 to the Provisions of the VRE.</p> <p>The declaration of the circumstances concerning income and expenses does not require a signature by two witnesses (Annex 8 to the Provisions of the VRE).</p> <p>A summary statement of all revenue and expenses shall be attached (Annex 9 to the Provisions of the VRE).</p> <p>Fixed monthly revenue must be certified.</p> <p>Income from regular employment and pension benefit payments are considered as fixed monthly revenue:</p>	Task carried out in the public interest by the University (Article 6(1)(e) of the GDPR, Subpoint be) of Point 1 of Chapter I/B of Annex 3 to the Nftv., Subsections (1)-(2) of Section 21 of the Jtr.)

			<p>a) Income deriving from the status of the applicant must be certified as described in Subsection (1) of Point II/B of Annex 1 to the Provisions of the VRE.</p> <p>b) A copy of the scholarship certificate for the applicant's last active semester, printed from Neptun (a screenshot in JPG, JPEG or PDF format is sufficient) should be attached.</p> <p>c) All other benefits shall be certified according to Subsection (2) of Point II/B. of Annex 1 to the Provisions of the VRE (only benefits disbursed to the applicant should be certified).</p> <p>d) Other circumstances relevant to the applicant need to be certified according to Point II/C. of Annex 1 of the Provisions of the VRE.</p> <p>Fixed monthly expenses must be certified. Fixed monthly expenses shall denote the costs incurred in connection with accommodation and travelling (dormitory fees,</p>	
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			<p>dormitory expenses, rent, utilities, water, electricity, gas and district heating, mobile and landline telephone, internet, television, condominium fees, the cost of travelling home, public transport pass, etc.), as set out below:</p> <p>a) the rent/dormitory fee shall be certified by a PDF screenshot (of the bank transfer or Neptun payment) issued no more than three (3) months earlier;</p> <p>b) utility costs shall be certified by invoices issued not older than three (3) months if the person concerned habitually lives in a rented or own property, If no such invoice may be presented (in the case of prepayment meters/prepaid utilities), Annex 8 to the Provisions of the VRE shall be completed to indicate the average monthly utility expense, and the amounts and number of times of purchase of top-up cards in the three (3) months under</p>	
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			<p>consideration as defined in the call for applications;</p> <p>c) regular monthly travel-related expenses shall be certified (with the copy of a monthly public transport pass for Budapest/the county/country, the tickets for travelling home, other documents, etc.), must be certified, all personal data other than the name of the applicant shall be blanked out;</p> <p>d) telephone costs shall be certified by an invoice of no older than three (3) months or, if no such invoice can be presented (e.g. prepaid phone), Annex 8 to the Provisions of the VRE shall be completed to indicate the average monthly telephone costs, and the amount and number of purchase of top-up cards by the applicant in a month;</p> <p>e) the fixed expenses for food consumption shall be determined based on the food normative for working age adults as may be defined by Policy Agenda from time</p>	
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			to time, no separate proof is required in this respect.	
17. Assessment of the applicant's social situation	Regular medical expenses for the applicant, Regular medical expenses for a close relative living in the same household as the applicant	<p>Only the name of the applicant or his/her close relative living in the same household and the fact of regularly incurred medical expenses may appear on the certificate, and any other personal data must be blanked out. In all cases, certificates and resolutions shall clearly indicate the name and stamp imprint of the body issuing the certificate. The name and BNO (ICD) code of the disease shall be blanked out.</p> <p>Any additional information not required for the evaluation of the application must be blanked out.</p>	<p>. If there are any regular medical expenses (e.g. medication, purchase and maintenance of special equipment, special travel needs, use of a personal assistant or sign language interpreter) arising due to the medical condition of the applicant or a close relative living in the same household with the applicant. This fact may be proven by the submission of an invoice not older than six (6) months issued by the pharmacy, service provider or medical aid distributor and a stamped statement issued by a medical doctor (Annex 6). These two certificates may only be accepted if jointly submitted. Scores may only be awarded based on the amount actually paid, and where an allowance can be obtained for medical expenses, only the amount actually paid needs to be certified.</p>	Task carried out in the public interest by the University (Articles 6(1)(e) and 9(2)(b) of the GDPR, Subpoint be) of Point 1 of Chapter I/B of Annex 3 to the Nftv., Subsections (1)-(2) of Section 21 of the Jtr.)

<p>18. Assessment of the applicant's social situation</p>	<p>The costs of caring for a relative requiring care living in the same household as the applicant</p>	<p>Only the name of the relative living in the same household as the applicant and the fact of regular medical expenses may appear on the certificate, any other personal details must be blanked out. In all cases, certificates and resolutions shall clearly indicate the name and stamp imprint of the body issuing the certificate. The name and BNO (ICD) code of the disease shall be blanked out.</p> <p>Any additional information not required for the evaluation of the application must be blanked out.</p>	<p>If a relative living in the same household as the applicant regularly incurs medical expenses due to his/her health condition (expenses for the care of a relative in need of care), this fact may be proven by submitting a certificate and a statement not older than six (6) months from a specialist doctor (Annex 6 to the Provisions of the VRE) issued by a pharmacy or medical aids distributor.</p>	<p>Task carried out in the public interest by the University (Articles 6(1)(e) and 9(2)(b) of the GDPR, Subpoint be) of Point 1 of Chapter I/B of Annex 3 to the Nftv., Subsections (1)-(2) of Section 21 of the Jtr.)</p>
<p>19. Assessment of the applicant's social situation</p>	<p>The applicant is entitled to care allowance or child home care allowance (GYOD), Person eligible for care allowance living in the same household as the applicant</p>	<p>On the bank statement of a retail bank account, only the name and address of the client and the credited items of the 3 months required by the relevant call for applications for the purpose of certifying regular income are needed, all other data not necessary for the assessment of the grant, in particular the bank account number, the client ID, the amounts debited to the</p>	<p>If the applicant or a member of his/her household is eligible for care allowance, the amount thereof shall be certified by presenting the confirmation of the bank transfer not older than three (3) months.</p> <p>If the payment is not made by bank transfer, of a copy of the postal remittance slip should be presented. If a bank account statement is</p>	<p>Task carried out in the public interest by the University (Articles 6(1)(e) and 9(2)(b) of the GDPR, Subpoint be) of Point 1 of Chapter I/B of Annex 3 to the Nftv., Subsections (1)-(2) of Section 21 of the Jtr.)</p>

		<p>account may be blanked out as desired, so that it can be clearly established that the item blanked out was indeed a debit. The bank account statement may be substituted by a certificate issued by the bank, listing the credited items.</p> <p>The payment slip may only feature the name, date of birth and address of the person concerned, whereas all other details shall be blanked out.</p> <p>Any additional information not required for the evaluation of the application must be blanked out.</p>	<p>attached, care must be taken to ensure that other items are blanked out. In the event of loss of a postal slip, a certificate issued by the appropriate body must be used to demonstrate the monthly amount of the allowance, in which case the provider must declare this fact.</p>	
20. Assessment of the applicant's social situation	Applicant has not been allocated a place in dormitory and lives in a rented property.	<p>Any resolution on rejection from the dormitory should only feature the applicant's name, Neptun code and the certifying signature, all other information should be blanked out.</p> <p>A lease contract must only state the name of the applicant and that the subject of the contract is a</p>	<p>If the applicant's place of stay is a rented property and the applicant has a negative decision from a dormitory with regard to the previous semester, the rejection must be attached.</p> <p>The contract of tenancy must also be attached.</p>	Task carried out in the public interest by the University (Article 6(1)(e) of the GDPR, Subpoint be) of Point 1 of Chapter I/B of Annex 3 to the Nftv., Subsections (1)-(2) of Section 21 of the Jtr.)

		<p>rental. The name and personal details of the landlord must be blanked out.</p> <p>Any additional information not required for the evaluation of the application must be blanked out.</p>	<p>In addition, in the case of dependent applicants, the applicant must have Annex 3 to the Provisions of the VRE completed by the applicant's provider, stating that the applicant has lived in the rental property for the six months preceding the application period.</p>	
21. Assessment of the applicant's social situation	The applicant has been allocated a dormitory place	<p>On the Neptun screenshot, the amount paid must be hidden, but the attached certificate must clearly show that the dormitory fee has been paid.</p> <p>In addition to the student's identification data and the certifying signature, stamp and place and date of issue, the certificate issued by the building supervisor of the dormitory may only state that the applicant has lived in the dormitory during the semester in question</p> <p>Any additional information not required for the evaluation of the application must be blanked out.</p>	<p>If the applicant's place of stay was a dormitory in the semester preceding the application period, a screenshot of the previous semester's dormitory fee payment, the applicant's name and Neptun code, must be attached from the Neptun interface under Finances/Payment.</p> <p>If the applicant is not staying in a dormitory of Corvinus, a certificate issued by the building supervisor of the dormitory is required.</p>	Task carried out in the public interest by the University (Article 6(1)(e) of the GDPR, Subpoint be) of Point 1 of Chapter I/B of Annex 3 to the Nftv., Subsections (1)-(2) of Section 21 of the Jtr.)

