Privacy Policy
for the processing of data of students / doctoral candidates / candidates applying to obtain doctoral degree or dissertation defence

This privacy policy shall cover the processing of personal data of persons with an active student / doctoral candidate status, as well as candidates applying to obtain a doctoral degree or dissertation defence at the Liszt Ferenc Academy of Music.

Data controller:

Liszt Ferenc Academy of Music (hereinafter referred to as: University)

Seat: 1061 Budapest, Liszt Ferenc tér 8.;

represented by: Dr. Andrea Vigh, President, and Attila Bertalan Kotán, Chancellor;

web: concert.lisztacademy.hu/contact-us, uni.lisztacademy.hu/contact-us

The **University** will attempt to ensure that it complies with

- the provisions of Act CXII of 2011 on information self-determination and freedom of information (hereinafter referred to as **Information Act**),
- the provisions of 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 (General Data Protection Regulation, hereinafter referred to as: **GDPR**), as well as
- the provisions of the 2011/CCIV. Act on National Higher Education (hereinafter referred to as: **ANHE**.)

and the additional related legal requirements, so that the students concerned can be reassured that we handle their personal data employing the highest possible level of security, and serving their best interest.

The University's **data protection officer**: dr. Éva Kujalek (e-mail: adatkezeles@zeneakademia.hu; tel: +36 (1) 462 46 00/155, Address: 1077 Budapest, Wesselényi utca 52.; postal address: 1391 Budapest, Pf. 206.).

In addition, please note that the University's Data Protection, Data Processing and Data Security Policy is available on our website: uni.lisztacademy.hu/privacy-policy

I. Basic concepts:

1. **personal data:** any information relating to the data subject;
2. **data subject:** a natural person identified or identifiable by any information;

Last updated: 28 June 2023

3. **identifiable natural person:** a natural person who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person;

4. **sensitive data:** all data in the special categories of personal data, that is, personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, as well as genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health, criminal records, and personal data concerning a natural person's sex life or sexual orientation;

5. **data concerning health:** personal data related to the physical or mental health of a natural person, including the provision of health care services, which reveal information about the natural person's health status;

6. **data controller:** the natural or legal person, or organization without a legal personality, who or which alone or jointly with others, determines the purposes of the processing of personal data; makes decisions relating to the data processing (including the tools of such processing) and executes thereof, or has the data processor execute them;

7. **processing:** whatever the process used, any operation or set of operations which is performed on the data, especially collection, recording, organization, storage, alteration, use, retrieval, transmission, disclosure, alignment or combination, restriction, erasure or destruction, as well as the prevention of further use of the data, audio or video recording, and the recording of physical characteristics suitable for the identification of a person (finger or palm prints, DNA sample, iris imaging. etc.);

8. **transfer**: making any data available to a specified third party;

9. **indirect transfer:** transferring personal data to a data controller or processor in a third country or international organization engaged in data processing, by way of transferring the data to a data controller or processor pursuing data processing in any other third country or international organization engaged in data processing;

10. **erasure of data:** making any data unrecognizable in such a way that the data may no longer be restored;

11. **restriction of processing:** locking of stored data by marking them with the aim of limiting their further processing;

12. **destruction of data:** complete physical destruction of the medium containing the data

13. **data handling:** all data processing performed by a processor acting on the request or by the order of the data controller;

14. **processor:** a natural or legal person, or organization without a legal personality who – according to the conditions and scope defined by law or by the mandatory legal act of the European Union – processes personal data on the request or by the order of the data controller;

15. **set of data:** all data processed in the same register;

16. **third party:** a natural or legal person, or organization without a legal personality other than the data subject, the controller, the processor or the persons who perform tasks

related to the personal data processing under the direct control of the data controller or the processor;

17. **personal data breach:** a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised transmission or disclosure of, or access to, personal data transmitted, stored or otherwise processed;

18. **consent:** any freely given, specific, informed clear indication of the data subject's wishes by which he or she, by a statement or by a clear affirmative action, signifies agreement to the processing of personal data relating to him or her;

19. **recipient:** a natural or legal person, or organization without a legal personality to which the controller or the processor makes the personal data available;

II.   The principles for processing:

The University is responsible for complying with the principles relating to processing of personal data set out in Article 5 of the GDPR, in accordance with Paragraph 4 of the Information Act., which are:
- lawfulness, fairness and transparency,
- purpose limitation,
- data minimisation
- accuracy,
- storage limitation,
- integrity and confidentiality, and
- accountability.

III.   Student register:

The student register is a form of data processing, which serves the purpose of documenting information related to student status, in accordance with legislative and university policy requirements.

The data in the student register shall be used in the scope defined by law [ANHE, Annex 3, I / B.], in particular for the management of and administrative tasks related to the establishment, modification and termination of the student status, the fulfilment of the student's study and examination obligations, the calculation and payment of benefits, the imposition, payment and collection of fees, as well as for the purpose specified by the data subject.

Processing shall be carried out on data content specified in the ANHE; any additional personal or sensitive data shall be handled only with the student's written consent.

The admission database and **the registration forms** completed by the students supply the data for the student register. The data processed in the admission procedure of candidates who are not admitted to the University after the admission procedure, and candidates who are admitted to the University but do not establish a student status, is erased from the electronic system of the University after the admission period, by the end of the given year. Subsequently, the Study Department keeps a paper-based admission register for statistical purposes.

IV.   The actual controllers of the student data (i.e. the data managers):

Last updated: 28 June 2023

− by default, the Study Department;
− the Doctoral School in case of participants of the doctoral programme and doctoral candidates;
− the administrative staff designated by the Director of the Kodály Zoltán Musical Pedagogy Institute in case of the students of the Institute;
− the Bartók Béla Student Residence in case of the dormitory residents;
− the University Library in respect of data relating to the use of the library system;
− in case of the foreign students, the Department of International Affairs and Development as well;
− the Students' Union in case of the data of the students operating it, as well as the data related to the matters within its competence;
− the Doctoral Student Government in case of the doctoral candidates and doctoral students;
− the Presidential Cabinet, as well as the Concert and Event Centre, and the administrative unit or person in charge of the given event, in case of the data known and processed by the University in connection with organizing events;
− the IT Department in case of entry data;
− University staff and management within the scope of their duties and managerial responsibilities, to the extent necessary;
− within the scope of their duties, and to the extent necessary to perform their duties, instructors shall also process (strictly necessary) data of the students who attend the courses announced or held by the given instructor, along with the administrative staff who assist the instructors' work in this respect.

The Alumni Secretary of the University shall also process data of students and former students (name, e-mail address, home address, date and place of birth) for the purpose of managing the Alumni system, with the prior consent of the data subjects.

V.   Data registered pursuant to the ANHE[1]:

a) data pertaining to admission	aa) applicant's name, gender, name at birth, mother's name, place and date of birth, nationality, permanent address, residence and phone number, in the case of non-Hungarian nationals the legal grounds for stay in the territory of the Republic of Hungary and the designation and number of the document entitling the holder thereto and, in the case of persons entitled to the right to free movement and residence as set forth in a separate act, the designation and number of the document proving the right of residence – the data of the

---

[1] in accordance with the ANHE, Annex 3, I / B. [obligatory data processing]

Last updated: 28 June 2023

	Certificate of Hungarian Nationality, Certificate for Dependants of Persons of Hungarian Nationality, the international insurance document; ab) data on the secondary school leaving examination; ac) secondary school data; ad) data necessary for assessment of the application for admission; ae) the data of the admission procedure, the application identification number; af) the identification number of the declaration (declaration: Persons classified as applicants whose studies may be funded through full or partial state scholarships shall at the time of enrolment make a declaration regarding the acceptance of the conditions of such form of funding.)
b) data pertaining to student status	ba) the student's name, gender, name at birth, mother's name, place and date of birth, nationality, place of residence, place of stay, address for service, telephone number, email address and, in the case of non-Hungarian nationals, the purpose of stay in the territory of Hungary and the name and number of the document entitling to stay or, in the case of persons having the right of free movement and residence pursuant to a specific law, the document certifying the right of residence; bb) type of student (guest student) status, when and how student status was acquired and terminated, name of programme pursued, any state funding received for the programme, mode of study, expected date of completion, assessment of student performance, data on examinations, semesters commenced, period of funding used, periods of suspension of student status; bc) places and dates of courses taken at other higher education institutions abroad bd) credits collected and recognised in the course of the programme, validated studies; be) data on student allowances, data necessary for the assessment of eligibility (social situation, data on parents, data on maintenance), bf) data on student employment bg) data on disciplinary and damages cases involving the student,

Last updated: 28 June 2023

		bh) data necessary for the assessment of eligibility for special treatment as a disabled student; bi) data on accidents involving the student; bj) serial number of student identity card, identification number of master data sheet; bk) student education identification number, personal identification document number, photo, social security number; bl) electronic copies of the degree thesis (dissertation) and the diploma supplement, data on the completion of the practice period, the pre-degree certificate, the final examination (doctoral defence), the language examination, and the diploma and diploma supplement; bm) data necessary for the exercise of rights and fulfilment of obligations arising from student status;
c)	graduate tracking data	
d)	tax identification number	
e)	data serving to identify the documents supporting the data	
f)	data on fees and costs paid by the student, and any payment in instalments, deferment or exemption related to payment obligations	
g)	in case of student assistance or housing assistance, if the student is eligible for it on the basis of receiving childcare assistance, child raising allowance, childcare benefit, regular child protection allowance, or on the basis of social handicap, data on these benefits, assistances	
h)	in the case of scholarships, data on the scholarship – founded by decree by the Government in accordance with the provisions set out in the ANHE Article 85 (1) and (2) – provided in support of the studies pursued by the student and disbursed on the basis of student status	
i)	data on student competence assessments and the results thereof	
j)	data on the validity, type, and in case of fixed purpose loan, the amount granted to the student, the number of the loan agreement, the amount	

Last updated: 28 June 2023

transferred to the higher education institution and the date of the bank transfer of the loan granted by the Student Loan Centre	
k) the date and reason of removal from the personal data and address register	

1. **the legal basis of the processing:** pursuant to Information Act, Article 5 (1) point a), as required by law, i.e. by the ANHE. (obligatory data processing)
2. **The purpose of data processing[2]:** The University shall process personal and sensitive data only in relation to employment, the determination of allowances, benefits and obligations, and the fulfilment thereof, for national security reasons and for the purpose of managing the registers defined in this Act, to the extent necessary for the purpose of data processing, in compliance with the purpose limitation principle.
3. **Duration of data processing:** the data may be retained for eighty years from the notification of the termination of student status pursuant to obligatory data processing regulations.
4. **Data transfer:** student data may be transferred in accordance with the ANHE[3] as follows:
   i. all data may be transferred to the maintainer, for the purpose of the performance of tasks related to maintainer control;
   ii. the data necessary for making a decision on a specific matter may be transferred to the court, the police, the public prosecutor's office, the bailiff or the public administration body concerned;
   iii. all data necessary for the performance of tasks defined in the Act on National Security[4] may be transferred to the national security services
   iv. all data may be transferred to the body responsible for the operation of the higher education information system, i.e. the Educational Authority;
   v. data on the programme and on student status may be transferred to the body responsible for keeping records on the fulfilment of conditions for Hungarian state scholarships.

VI.   Data processing with regard to candidates applying to doctoral degree obtaining procedure or dissertation defence

1. **Legal basis for data processing:** the data of candidates applying to obtain doctoral degree or dissertation defence, who do not have an active student status at the University, is processed in accordance with the ANHE Article 18 (1) and Government Decree 387/2012 (XII.19.) on doctoral schools, doctoral procedure and habilitation.
2. The scope of the handled data, and the pertaining provisions correspond with the provisions set out in chapters III.-V.

---

[2] In accordance with the ANHE Article 18 (1).
[3] The ANHE Annex 3, I/B. 4
[4] Act CXXV of 1995 on the National Security Services

Last updated: 28 June 2023

VII. Data processing with regard to students with disabilities:

1. As defined in ANHE Article 108. 6, student with disability means the following: *a student with motor, sensory or speech disability, or multiple disabilities, autism spectrum disorder or any other disorder of psychological development (serious learning, attention-deficit or behavioural disorder).*

2. **Legal basis for data processing:** in accordance with authorization given by law. Pursuant to ANHE Article 18 (1) and ANHE Annex 3, I/B. point bh), regarding the processing of data necessary for the assessment of eligibility for special treatment as a disabled student.

3. **The purpose of data processing**: as defined in ANHE Article 18 (1). Higher education institutions shall process personal and sensitive data only in relation to student status, the determination of allowances, benefits, and obligations, and the fulfilment thereof, for national security reasons and for the purpose of maintaining the registers defined in this Act, to the extent necessary for the purpose of data processing, in compliance with the purpose limitation principle.

4. **Duration of data processing:** the data may be retained for eighty years from the notification of the termination of student status.

5. **Conditions for transferring data**: see chapter V. point 4. of the present privacy policy.

VIII. Specified processing in electronic/IT systems:

1. **NEPTUN system:** electronic registry system run by the University with a student, a faculty and an administrative staff interface, which can be accessed online. The University keeps a record of personal and study-related data of students and doctoral candidates electronically in the electronic study system (NEPTUN).
   The student data is managed within the electronic study system. [NEPTUN system: uni.lisztacademy.hu/for-students/neptun]

personal information	legal basis	purpose	duration
Login Name Neptun Code Student Identification Number (student ID) Full Name - Given Name	The student register referred to above is managed in the electronic study system, pursuant to Article 6 Paragraph (6) of the Data Protection, Data Processing and Data Security Policy.	As defined in ANHE Article 18 Paragraph (1).	As defined in ANHE Annex 3, I/B. 3.

Last updated: 28 June 2023

Gender Full Name - Prefix Full Name - Family Name Mother's Name - Given Name Mother's Name - Prefix Mother's Name - Family Name Name at Birth - Given Name Name at Birth - Prefix Name at Birth - Family Name Date of Birth County of Birth Country of Birth City of Birth Tax Identification Number Social Security Number Foreign Social Security Number (foreign students) Previous Student Identification Number New Student Identification Number Date of Approval (change of student identification number) Approving Staff (change of student identification number) Final Student Identification Number			**9**

2. **Application Management System**: palyazatkezelo.lfze.hu

The Application Management System has been established to manage calls for applications announced by the University's Student Welfare Committee and the director of the Student

Last updated: 28 June 2023

Residence, as an online tool of application management. The Application Management System does not only serve as an online application form, but it is also an interface where the status of submitted applications are updated, even after the application process has been concluded. The e-mail address registered in the system is used for communication with the students, and for informing them of the results of their applications.

Personal and miscellaneous information	Legal basis	Purpose	Duration
Login Name User Information (e-mail address, encrypted password) Neptun Code Student Identification Number (student ID) **Regarding Regular Social Aid:** Name Year of Birth Occupation Income Number of persons in the same household Other allowances: amount of family allowance, amount of orphans' pension Total net income Income per capita *The Application Management System shall only store the information of the existence of the following data, and the certificates are processed on paper:* Breadwinner: marriage certificate / partnership contract; birth certificate of the child / booklet certifying pregnancy Disabled or physically challenged student, or student who is entitled to care allowance: proof of disability type Student from a large family: proof of school attendance or student status of siblings who are dependents	Pursuant to the relevant provisions[5] of ANHE the University is entitled to process the data necessary for the assessment of entitlement for social aid and other subsidies, as well as student allowances (social situation, parents' data, dependant data, etc.), and in the case of admission to the student residence it shall be governed by Chancellor's Decree Nr. 4/2019. (04.15.) on the Organizational and Operational Rules of the Bartók Béla Student Residence of the Liszt Ferenc Academy of Music.	as defined in ANHE Article 18 Paragraph (1): Higher education institutions shall process personal and sensitive data only in relation to student status, the determination of allowances, benefits, and obligations, and the fulfilment thereof, to the extent necessary for the purpose of data processing, in compliance with the purpose limitation principle.	One year from the assessment of the application.

---

[5] THE ANHE Articles 85/B and 85/C, as well as Annex 3, I/B. point 1 subpoints a)-bm)

Last updated: 28 June 2023

Divorced student: divorce certificate Raised by divorced parents: divorce certificate In a common household with a spouse or partner: certificate / notarial declaration Raised by a separated parent: parents' notarial declaration on separation, Self-supporting student: notarial declaration Prolonged illness in the family: medical certificate about the illness **Basic Aid:** Name Year of Birth Occupation Income Basic data of household members Social situation: breadwinner, disabled, large family (certificates are not stored) **Application for student residence:** Name Year of Birth Occupation Number of persons in the same household Income Other allowances: family allowance, orphans' pension, total net income, per capita income Social situation: breadwinner, disabled, large family, other (certificates are not stored) Other factors affecting social situation: orphan (over 25 years), disabled or physically handicapped supporter, raised by divorced parent student community service, public role at university, raised by foster parent, self-supporting; Academic achievements			

Last updated: 28 June 2023

Extraordinary (one time) social aid: Details of extraordinary event justifying the aid			12 / 30
Subsidy for Foreign Studies (EEA): Name Year of birth Occupation Number of persons in the same household Income Other allowances: family allowance, orphans' pension, total net income, per capita income Social situation: breadwinner, disabled, physically challenged, or entitled to receive care allowance large family, other Information related to studies abroad: name of host institution, country, date of departure, date of return, academic achievement, statement about other applications (description, amount of scholarship)			
Update of personal data: NEPTUN code Old ETR code Name at birth Date of birth Mother's maiden name Mobile phone number Type of study programme Year of study Major Permanent residence (ZIP code, town, street, house number, floor, door; Type of permanent residence, Distance from university) Temporary residence data, housing conditions			
Course and Competition			

Support: Duration of the course/competition, Results achieved at the event, Academic achievements Costs of course/competition (travel expenses, lodging, registration fee, coaching fee, cost of instrument transportation, all justified expenses) The amount of aid applied for, Detailed description of the course / competition, justification for the aid			

3. Additional electronic systems in which the University stores student data:
   i. <u>Windows domain user records</u>
      Stored data: full name, NEPTUN / ETR code (student ID number), personal e-mail address
   ii. <u>Access Control System</u>
      Stored data: full name, NEPTUN / ETR code (student ID number)
   iii. <u>Access Card Database</u>
      Stored data: full name, NEPTUN / ETR code (student ID number)
   iv. <u>Microsoft 365 (name, Neptun identification, personal e-mail address, e-mails, calendar notes, files, meetings, data of video calls, comments)</u>
   v. <u>Skedda appointment booking application (name, e-mail address)</u>
   vi. <u>Practice room booking (Neptun identification, study programme)</u>
   vii. <u>JitBit service management (name, e-mail address)</u>
4. Details of the institutional data processing related to the access control system and the surveillance security system are to be found in the University's Data Protection, Data Processing and Data Security Policy.
5. Paper-based data processing: The University's competent administrative units process all data and documents supporting the student register, which are also listed in the appendix to this guide.
6. Data retention and processing in the Archives: in case of student and other records (e.g., registers, minutes of final examinations, comprehensive examinations and PhD/DLA comprehensive examinations; diploma and habilitation files), if they are kept digitally, closed records are broken down by study programme and year of study, durably printed out, bound, and retained by the administrative unit in charge. At the time defined by the archiving schedule, they are handed over to the Archives pursuant to Annex 1/A of the University's in effect Records Management Regulations.

IX. Data security measures:

Last updated: 28 June 2023

All software and software-related data processing at the University is technologically and otherwise compliant with the data protection rules of the Information Act, and as of May 25, the GDPR, as well as information and data security criteria.

The University uses an up-to-date and strict firewall to prevent unauthorized external access. To prevent data loss and data leakage, it uses a centralized, up-to-date anti-virus system, and provides ongoing professional supervision over the University's IT systems. As part of these measures, potential security incidents and hacking attempts are documented, and additional security measures are taken as needed.

The University also employs data processors, who ensure in a data processing contract that GDPR compliant IT systems / programmes are used:

Software / programme	Data processor
NEPTUN	**SDA Informatika Zrt.** Seat: 1111 Budapest, Budafoki út 59. Company registration number: 01-10-140314 Represented by: Zoltán Szabó CEO
Application Management System	**András Handler, private entrepreneur** Seat: 2072 Zsámbék, Diófa utca 2/B. A ép. Registration No.: 35536931

The privacy policies of companies who take part in the student data processing, which operate by user registration – and thereby through the acceptance of data processing guidelines, are available here:

Skedda: https://support.skedda.com/en/articles/663173

M365: https://privacy.microsoft.com/hu-hu/privacystatement

The University shall take appropriate measures to protect the personal data of students against, inter alia, unauthorized access or alteration. In addition to regulation, it also technologically ensures that personal data is only accessed to the necessary extent, only by authorized persons, and by the persons and users specified here.

The data is processed partly on paper, and partly in electronic systems. The system is protected by a multi-level access control system. The data itself is stored on the server, not on the operators' computers.

The University does everything in its power to prevent personal data breaches, and it will respond to the breach within the time period set in the GDPR, Article 25/J Paragraph (1) of the Information Act, and its internal regulations (within 72 hours), and it will also make the appropriate announcements.

The University tests, and commissions testing of the effectiveness of its technical and organizational measures taken to guarantee the security of data processing, on a regular basis.

Last updated: 28 June 2023

X. Students' rights regarding data processing:
1. right to access
2. Right to rectification
3. Right to restriction of processing
4. right to erasure

As a student, you have the right to request from the University access to and rectification or erasure of your personal data, or restriction of processing thereof (this is not possible for data processed by law), to object to processing, and to request information about the processing of your personal data at any time. Staff members of the University will respond to requests as soon as possible, but no later than 15 days of receiving them.

Contact: adatkezeles@zeneakademia.hu

XI. Enforcement of your rights related to data processing:

1. In case of a complaint about data processing please first contact the data protection officer of the Liszt Academy, who will investigate the procedure in question.

2. 2. If you consider that the University has abused your personal data, you may also turn to the Hungarian National Authority for Data Protection and Freedom of Information. (seat: Hungary - 1055 Budapest, Falk Miksa utca 9-11. E-mail: privacy@naih.hu; Website: www.naih.hu/general-information.)

3. 3. In the event of experiencing unlawful data processing you may refer the data controller to the court. The case will be given priority in court.

Last updated: 28 June 2023

Annex of Data Categories:

Personal data category	Data content
Student's contact information	Address type Postcode City Country County Street name Street type Street number Building Floor Stairway Door Email address type (type) E-mail address Phone number type (type) Phone number Priority (contact person) Relationship (contact person) Name (contact person) Phone (contact person) Address (contact person) E-mail address (contact person) Website (student)
Student ID card data	Nek identification number Fir status Student's study programme (for student ID card) Student's address (for student ID card) Reason for request (for student ID card) Date of online submission Serial number (of student ID card) Date of arrival (of student ID card) Issued (student ID card) Valid (student ID card) Status (student ID card) Type of study (for student ID card) Reason for withdrawal (of student ID card) Date of withdrawal (of student ID card) Status (of validity sticker) Reason for cancellation (of validity sticker) Date of cancellation (of validity sticker) Date of issue (of validity sticker) Sticker serial number
Doctoral candidate's data	Discipline Supervisor Associate supervisor Graduation date

Last updated: 28 June 2023

	Name of the degree
	Result of comprehensive examination
	Result of thesis defence
	Dissertation, publication
	Date of applying for graduation
	Submission date
	Date of dispatch
	Return date
	Date of notification
	Date of submission of copies
	Performer of pre-evaluation
	Proposal
	Name of higher educational facility (data of previous Doctoral programme)
	Name of the programme (data of previous doctoral programme)
	Prior doctoral programme (data of previous doctoral programme)
	Supervisor (doctoral comprehensive examination)
	Result (doctoral comprehensive examination)
	Questions / answers (doctoral comprehensive examination, written)
	Discipline (doctoral comprehensive examination)
	Time of comprehensive examination (doctoral programme)
	Topic (doctoral dissertation defence)
	Supervisor(s) (doctoral dissertation defence)
	Title of dissertation (doctoral dissertation defence)
	Language of dissertation (doctoral dissertation defence)
	Place of defence (doctoral dissertation defence)
	Time of defence (doctoral dissertation defence)
	URL (doctoral dissertation)
	Date of pre-defence (doctoral dissertation defence)
	Date of dispatch (doctoral dissertation defence)
	Date of arrival (doctoral dissertation defence)
	Defence result (doctoral)
	Dissertation, publication (doctoral dissertation defence)
	Discipline (doctoral dissertation defence)
	Name (participant of doctoral dissertation defence)
	Om code (participant of doctoral dissertation defence)
	Referee type (participant of doctoral dissertation defence)
	File name (referee's report of doctoral dissertation)
	Description (referee's report of doctoral dissertation)

Last updated: 28 June 2023

	Proposal (referee's report of doctoral dissertation) File name (referee's report of doctoral dissertation, candidate's response) Description (referee's report of doctoral dissertation, candidate's response) File name (referee's report of doctoral dissertation) Description (referee's report of doctoral dissertation) Name of higher educational facility (data of previous Doctoral programme) Name of the programme (previous doctoral programme) Prior doctoral programme (previous doctoral programme)
Student equal opportunity data	Type (basis for preferential treatment of student) Date of issue (certificate of preferential treatment of student) Date of submission (certificate of preferential treatment of student) Issuer of certificate (preferential treatment of student) Address of issuer of certificate (preferential treatment of student) Start date of eligibility (preferential treatment of student) End date of eligibility (preferential treatment of student) Disability rating in % (preferential treatment of student)
Official data of student	Citizenship Start of citizenship End of citizenship Nationality Residence permit (foreign students) Name on bank account Bank account number Last login (student's in the system) Student loan (type dh2) contract number Marital status Number of children Private pension fund Outstanding library fines Unreturned library books Photo (uploaded) Old NEPTUN code University e-mail address University user id

Last updated: 28 June 2023

	Unique code
	Time of entry (previous student entries)
Student status data	Start of student status
	End of student status
	Type of student status
	Number of state-subsidized semesters (student status)
	Extra semesters due to disability (student status)
	Number of state-subsidized semesters before 2006 (student status)
	Number of state-subsidized semesters in a doctoral programme before 2006 (student status)
	Status (completed semesters in a given study programme)
	Status (of certificate)
Study programme information	Start of student status
	End of student status
	Reason for establishment of student status
	Reason for termination of student status
	Type of study programme
	Expected date of completion (of study programme)
	Credit required (to complete study programme)
	Number of active / passive semesters (in the study programme)
	Name of study programme (taken by the student)
	Status (of student in a given study programme)
	Registration number (of student)
	Number of semesters (completed by the student in the given study programme)
	Expected number of semesters (completed by the student in the given study programme)
	Date of acceptance (of student to the given study programme)
	Financial status (of student in the given study programme)
	Administrator (of student in the given study programme)
	Administrative unit
	Location
	Scholarship contract number
	Scholarship contract date
	Date of last movement
	Type of last movement
	Successful progress
	Failed to complete
	Home institution
	Examination registration number
	Number of registered obligatory courses

Last updated: 28 June 2023

	Total registered obligatory course credits
	Number of registered elective courses
	Total registered elective course credits
	Number of registered optional courses
	Total optional course credits
	Number of state-subsidized semesters in the study programme
	Tuition fee payment method
	Study contract number
	Date of study contract
	Tuition fee contract (status, condition)
	State-subsidized semesters / within the university
	Changing the type of course
	State-subsidized semesters / previously used
	State-subsidized semesters
	State-subsidized semesters / total
	Date of pre-degree certificate
	Date of registering the language examination
	Date of fulfilling the prerequisite of passing the language examination
	For graduation
	Fir language exam exemption type
	Comment status (of student in a given module)
	Financial status (of student in a given module)
	Start date (of studies in a given module)
	End date (of studies in a given module)
	First semester (of student in a given module)
	Last semester (of student in a given module)
	Reason for establishing student status (by student in a given module)
	Reason for termination (of student status)
	Student study extra
	Extra1
	Date of pre-degree certificate (in study programme)
	Partial results of final examination
	Overall result of final examination
	Type (graduation examination)
	Result by grade (graduation examination)
	Result (graduation examination)
	Examination date (graduation examination)
	Notes
	Degree result by grade
	Type (graduation examination)
	Result (graduation examination)
	Examination date (graduation examination) notes (graduation examination)
	Type
	Value
	Start date (location / change of study programme)

	End date (location / change of study programme) Location Location / reason for enrolment in new study programme Location / reason for leaving new study programme number of semesters location / type of new study programme previous home institution in Hungary Previous home institution abroad Identification code of institution (previous institution) Decision number (student transfer) Name of study programme (previous home institution) Level of study programme (previous home institution) location of study programme (previous home institution) Language of study (previous home institution) Mode of study (previous home institution) Study programme (form of financing (previous home institution) receiving institution in Hungary receiving institution abroad Identification code of institution (receiving institution) Decision number (receiving institution) Institution (simultaneous study) name of study programme (simultaneous study) Type of study (simultaneous study) Semesters (simultaneous study) Dates (start / end of simultaneous study) Institution (guest studies) Start and end dates (guest studies / partial studies)
Student qualification data	Type (qualification) Institution (qualification) Type of study (qualification) Institutional om code (qualification) Qualification (qualification) Identifier (qualification) Length of studies (in semesters) (qualification) Completion (date, qualification) Evaluation (qualification) Certificate type (qualification) Degree level (qualification) Serial number (qualification) State-subsidised semesters of higher education Qualification (qualification) Qualification level (qualification)

Last updated: 28 June 2023

	Country (qualification) Hungarian qualifications framework (qualification) European qualifications framework (qualifications)
Student request data	Request identifier Template name (request) Status (request) Date of submission (request) Administrator (request) Total points (request) Result (request) Data type (request) Field number (request) Field name (request) Reply (request) Reply2 (request) Reviewer / decision maker Type (of review / decision) Status (of review / decision) Deadline (of review / decision) Date (of review / decision) Decision maker Date of decision Decision (text) Notes (text) Date of verification (attachments of the request) Document type (attachments of the request) Language (attachments of the request) Description (text) Decision (viewed, downloaded) Request attachment (viewed, downloaded)
Student residence data	Name of student residence Building / floor / room Planned date of moving in Planned date of moving out Date of moving in Date of moving out Qualifying study programme (study programme that legitimizes staying In the student residence) Status (of staying at student residence) Student residence status Institutional status Faculty (of student residence cycle) Study programme (of student residence cycle)
Student mobility data	Full name (of student) Direction of mobility Type of mobility Purpose of mobility Type of mobility project

Last updated: 28 June 2023

	Start date of mobility
	End date of mobility
	Fir identifier of partner institution
	Partner institution
	Country of partner institution
	City of partner institution
	Study programme (of mobility)
	Erasmus code
	Mode of study (mobility)
	Type of semesters
	Number of temporal unit
	Type of scholarship programme
	Amount of scholarship
	date of entry (mobility entry line)
	Type of entry (mobility entry line)
	Date of entering grade (mobility entry line)
	Grade (mobility entry line)
	Proposed assessment (mobility entry line)
	Partial result (mobility entry line)
	Instructor (mobility entry line)
Student's language examination data	Language (language examination)
	Level / type (language examination)
	Document number / registration number (language examination)
	Issue date / examination date (language examination)
	Examination centre (language examination)
	Language proficiency type (language examination) Specialized
	Type of document equivalent to language examination certificate (language examination)
	Place of acquisition (language examination)
	Date of localized language examination (language examination)
	Registration number of localized language examination (language examination)
	Start date of localization validity
	End date of localization validity
Student's diploma data	Diploma result
	Diploma result numerically
	Date of diploma
	Registration number of diploma
	Registration number of localization decision
	Date of localization decision
	Date of decision by final examination committee
	Majors of the degree
	Degree type

Last updated: 28 June 2023

	Qualification Completed degree accepted as prerequisite for admission, as indicated on diploma certificate Module in the clause Chairperson of the final examination Dean / president Status of diploma certificate (original / reissued / corrected) Serial number (hard copy) Issue date (hard copy) Status (hard copy) Basis for status (hard copy) End of validity (hard copy) Date of acceptance (hard copy)
Data of student's identity documents	Type (identity document) Subtype (identity document) Identifier (identity document) Place of issue (identity document) Date of issue (identity document) Start date of validity (identity document) End date of validity (identity document)
Student's financial data	Prefix (payer) Surname (payer) Given name (payer) Tax number (payer) Bank account number (payer) Title (of due payment) Amount (of due payment) Status (of due payment) Study programme Semester (of due payment) Completion of service (due payment) Date of confirmation (of due payment) Student loan 1 (status) Student loan 2 contract number Payee's account number Payer's account number Amount (of payment) Type of payment Notes (to payment) Amount to be returned Title (of received payment) Amount (of received payment) Status (of received payment) Semester (of received payment) Date of settlement (of received payment) Date of payment Account number (to settle invoice) Amount (on invoice)

Last updated: 28 June 2023

	Date of settlement (of invoice) Deadline (of settlement of invoice) Account type (for settlement of invoice) Date of issue (of invoice) Person settling the invoice Postcode (for invoice) City (for invoice) Address line (for invoice) Tax number (for invoice) Tax number (for invoice)
Degree thesis data	Thesis status Topic (thesis) Title (thesis) Final title (thesis) Credits (for thesis) Description (thesis) Encryption Date of application (for submission of thesis) Date of withdrawal (thesis) Date of submission (thesis) Date of defence (thesis) Result of defence (thesis) Date of review (thesis) Language (thesis) URL (thesis) Review status (thesis) Referee (thesis) Referee type Date of acceptance (thesis) Result (of referee's report) Assessment (text) Referee's reports (uploaded, downloaded)
Student field practice data	Name of field practice Place of field practice Description of field practice Start date (field practice) End date (field practice) Duration (field practice) Type of field practice Entry line (for field practice) Administrative unit of study programme Organization managing the field practice Date of registration (of grade for Field practice) Date of entry (of grade for field practice) Date of registration type (of grade for Field practice) Grade (for field practice performance) Proposed grade (for field practice performance)

Last updated: 28 June 2023

	Partial results (of field practice)
	Instructor (in charge of field practice subject)
	Date of approval of the performance (of Field practice)
	Name of instructor approving of performance (of field practice)
	Title of instructor approving of performance (of field practice)
	Verified period (of field practice)
Student identification data	Login name
	NEPTUN code
	Student identification number (student id)
	Full name - given name
	Gender
	Full name - prefix
	Full name - family name
	Mother's name - given name
	Mother's name - prefix
	Mother's name - family name
	Name at birth - given name
	Name at birth - prefix
	Name at birth - family name
	Date of birth
	County of birth
	Country of birth
	City of birth
	Tax identification number
	Social security number
	Foreign social security number (foreign students)
	Previous student identification number
	New student identification number
	Date of confirmation (of new student identification number)
	Staff member confirming change (of student identification number)
	Final student identification number
Student's academic data	Type (of official note)
	Date (of official note)
	Topic (of official note)
	Decision number (of official note)
	Semester (of official note)
	Description (attachment to official note)
	File name (attachment to official note)
	Administrative unit
	Serial number of semester (semesters in the given study programme)
	Semester (semesters in the given study programme)
	Year of study (semesters in the given study

	programme)
	Class schedule group (semesters in the given study programme)
	Semester (semesters in the given study programme)
	Financial status (semesters in the given study programme)
	Enrolment / registration (semesters in the given study programme)
	Closing (semesters in the given study programme)
	Tuition fee (semesters in the given study programme)
	Self-financed fee (semesters in the given study programme)
	Reason for change in form of funding (semesters in the given study programme)
	Foreign funding (semesters in the given study programme)
	Reason for registered absence from school (semesters in the given study programme)
	Date of taking registered absence mid-semester (semesters in the given study programme)
	First academic status (semesters in the given study programme)
	Grade point average (semesters in the given study programme)
	Notes
	Number of state-subsidized semesters used
	Simultaneous studies (state-subsidized semester)
	Total state-subsidized semesters used
	Total semesters spent in study programme
	Completed and transferred credits in semester
	Credits taken in the semester
	Grade point average (per semester)
	Number of repeat examination-type examinations (per semester)
	Adjusted credit index (per semester)
	Credit index (per semester)
	Scholarship index (adjusted credit index) (per semester)
	Transferred credits per semester
	Credits collected in the semester
	Total credits (completed and transferred) (cumulative)
	Total credits (cumulative)
	Cumulative grade point average
	All repeat examination-type examinations
	Total adjusted credit index
	All transferred credits

Last updated: 28 June 2023

	Total credits completed
	Payment discount
	Date of registering (for course)
	Manner of registering (for course)
	Credit (for course)
	Requirements (of course)
	Type of transfer (of course)
	Decision number (of transfer)
	Date of decision (of transfer)
	Date of confirmation (of course result)
	Date of entry (of course result)
	Type of entry (of course result)
	Grade (of course result)
	Suggestion (of course result)
	Partial result (of course result)
	Location of field practice
	Description (of field practice)
	Start date (of field practice)
	End date (of field practice)
	Verified period (of field practice)
	Duration (field practice)
	Course
	Course code
	Course title
	Semester
	Credits
	Requirements
	Type of course registration
	Examination starts
	Examination ends
	Examination type
	Time of registration (for examination)
	Time of cancelling (registration for examination)
	Type of registration for examination
	Name (study programme)
	Short name (study programme)
	Module type
	Module category
	Language (of study programme)
	Type of period
	Default course code
	Default course name
	Language (of course)
	Course code
	Course type
	Course fee
	Index number
	Date of migration (student's school records)
	Migration type (student's school records)

Last updated: 28 June 2023

	Modifier (student's school records)
	Number of courses completed
	Credits collected
	Date of registration (special records)
	Recognition type (special records)
	Subject requirements (special records)
	Decision number (special records)
	Date of decision (special records)
	Earlier course name (special records)
	Notes (special records)
	Course (special records)
	Credits (special records)
	Semester (special records)
	Manner of registration (special records)
	Date of completion (special records)
	Date of entry (result of special records)
	Date of confirmation (result of special records)
	Entry type (result of special records)
	Grade (result of special records)
	Instructor (result of special records)
	Default course code
	Default course title
	Language (of course)
	Semester / cycle
	Course fee
	Course code
	Course code
	Time of registration (for examination)
	Type of certificate
	Certificate template
	Certificate serial number
	Certificate type
	Issue date (of certificate)
	Time interval (of class schedule)
	Semester (of class schedule)
	File name (document affiliated with student)
	Description (document affiliated with student)
	Type (document affiliated with student)
	Score (document affiliated with student)
	Date of acceptance (document affiliated with student)
	Staff member accepting the document (document affiliated with student)
	Valid until (document affiliated with student)
Dual education programme data	Start date of contract
	End date of contract
	Registration number of contract
	Reason for termination of contract
	Type of field practice location

Last updated: 28 June 2023

	Name of field practice location
	Address of field practice location
	Tax identity number of field practice location
	EU professional tax number of field practice location
	Group tax number of field practice location
Student's final examination data	Module (registrations for final examination, and results)
	Final result (registrations for final examination, and results)
	Final result with number (registrations for final examination, and results)
	Date of registration (registrations for final examination, and results)
	Date of cancelling registration (registrations for final examination, and results)
	Room
	Start date / end date of examination period
	Start time / finish time of examination
	Attendance
	Description (registrations for final examination, and results)
	Topic (registrations for final examination, and results)
	Result (registrations for final examination, and results)
	Result numerically (registrations for final examination, and results)
	Examination committee (registrations for final examination, and results)
	Exact time (registrations for final examination, and results)
	Date of registration (registrations for final examination, and results)
	Description (registrations for final examination, and results)
	Result (registrations for final examination, and results)
	Result with number (registrations for final examination, and results)
	Results of final examination topics
User data (NEPTUN, application management system)	User name
	User ID
	E-mail address

Last updated: 28 June 2023