

UNIVERSITY OF NYÍREGYHÁZA



NYÍREGYHÁZI
EGYETEM

· 1914 ·

RULES OF PROCEDURE FOR THE HANDLING OF STUDENT CARDS

Accepted:

22 May 2012, in effect from: 24 May 2012

Last Amended:

18 April 2023, in effect from: 1 May 2023

Taking into account the provisions of the Government Decree No. 362/2011 (XII. 30.) on educational identity cards (hereinafter referred to as the Decree), the University of Nyíregyháza (hereinafter referred to as the Institution) regulates the procedure for the management of student identity cards as follows.

I. The student card

1. An authentic instrument issued pursuant to Act CXC of 2011 on National Public Education (hereinafter: Nkt.), Act LXXX of 2019 on Vocational Education and Training (hereinafter: Szkt.) and Act CCIV of 2011 on National Higher Education (hereinafter: Nftv.), which is subject to the Government Decree on the Protection of Security Documents. The student card is a card under Act LXXXIII of 2014 on the Unified Electronic Card Issuance Framework, which is a authentic instrument.

2. The student card shall contain the following data:

- a) the student's photograph,
- b) the student's name, date and place of birth, address and signature,
- c) the educational identification number,
- d) the date of issue and expiry date of the card,
- e) validity date,
- f) the data chip identifier of the card, which serves as an identification of the card,
- g) an indication of the type of card,
- h) the name and the location of the institution, up to a maximum of two, with which the student has a legal relation,
- i) an indication of the work schedule.

3. Student ID cards are valid in higher education until 31 March of the 9th year from the date of issue. Validation is proof of eligibility for discounts.

4. **A student may have only one higher education student card at a time.** If you are studying at more than one institution at the same time, or in another course within the same institution, or in more than one location (city), you can indicate this on the student card you are applying for. You can start your application for a student card at the institution where you have an active status. If you are studying at more than one level at the same time (e.g. full-time and part-time), you can use the card that offers better benefits.

II. Eligibility for a student card

1 Eligible for a student card:

- a) a student of the Institution,
- b) a foreign student who is enrolled at the Institution on the basis of an intergovernmental or other educational cooperation agreement or convention.

2. The validity of the student card is confirmed by the validation sticker for the given semester

If the student

- a) his/her student status ends in the first semester, by 31 March following the end of his/her student status,
 - b) the student's student status ends in the second semester, by 31 October following the end of the student's student status
- until 31 October of the end of the student's term of residence.

3. If the student enters into a new relationship with the institution within the period of eligibility for the student card after the termination of the relationship entitling him/her to use the card, and the information on the student card remains correct, the student card shall continue to be valid.

III. Types of student card

1. Types of student cards: full-time, evening, correspondence, distance learning and other specific student cards. A student card shall be issued to the student in accordance with the work schedule of the course.

IV. Procedure for applying for a student card

1. The student card can only be applied for electronically. The application procedure can be followed on the web site <https://diakigazolvany.hu>.

2. Procedure for applying for a new student card or for replacing a damaged or lost student card:
 - a) To apply for a student ID card, new applicants must first apply for a so-called NEK ID form at the Record Office/Government Office by taking a photo and a signature picture (can be done free of charge at any Record Office in the country). To apply for a NEK ID, the applicant must present his/her official identification document (passport, driving licence) and address card.

The form you receive contains a 16-character identification code, which is essential for applying for a student card.

If the NEK form is lost, a copy can be obtained free of charge from the Records Office.

In case of a change of data, a new form will be required. You can apply for an NEK form at any Government office.

- b) The enrolled student initiates the application in the Neptun study system. Before applying, the student must check the personal data recorded in Neptun against the NEK form.

- c) The student registers the application in the Neptun system in the Student Web under Administration/Student Card Application:

- in the tab "new admission" the student card application,
- in the field "serial number" the NEK ID,

- the "type of application" (first application, change of data, lost, new application due to wrong data),
- saves the application.

d) The student card administrator of the Student Services Centre's Study and Admission Unit (hereinafter: SSC SAU) checks the application, and if necessary, reminds the student to fill in the missing information.

e) In the case of an incomplete application, within 15 days of receiving the application, the student card administrator shall record the fact of the application and the IT officer of the SSC SAU shall forward the application to the data controller.

f) The data controller shall compare the data sent with the data in the Higher Education Information System (hereinafter referred to as "HEIS"). Any discrepancy is automatically indicated in the "HEIS status".

Incorrect applications will be corrected by the student card administrator of the SSC SAU, upon request of the student. Once corrected, the SSC SAU IT officer will forward the application to the data controller.

h) If the application is correct, the student card will be issued. The completed student card will be delivered to the higher education institution, and the student will be informed of its arrival and the possibility of receiving it via a Neptun message.

V. Responsibilities of the Institution in the administration of the student card

1. The institution

- a) Provide data in the manner specified by the data controller in relation to certain processes of application and validation of the student card.
- b) Store the unused validation sticker in a secure and locked place.
- c) Participate in the application and its delivery to the entitled person
- d) Validates student ID cards in use and revokes invalid student ID cards.
- e) Keeps records as specified in paragraph 3 point (k).

2. Tasks of the IT specialist:

- a) supervise and maintain the operation of the Neptun system,
- b) prepare the claims summary and forward the approved claims,
- c) report the serial number of the validation sticker and the fact of validation to the controller.

3. Duties of the student card administrator:

- a) provide information to the student about the student card application,
- b) to inform the student of the application for the validation stickers and to send the application electronically to the data controller by 15 July for the validation stickers for the first semester and by 15 December for the validation stickers for the second semester,
- c) validate the student cards in use,

- d) withdraw and discard invalid or damaged student cards and notify the controller as required by law,
- e) destroy the stickers not used during the school year by 30 November following the end of the school year,
- f) keep a record of the scrapping and destruction of the stickers and ensure its safekeeping in accordance with the Records Management Regulations,
- g) issue a uniquely numbered certificate valid for 60 days from the electronic application form for a student card until the permanent student card is received
- h) store the validation stickers securely and locked away,
- i) withdraw the student card upon termination of student status and issue a uniquely numbered certificate until the date of entitlement to the student card,
- j) keep records in the Neptun study system:
 - the date of sending the application,
 - the unique identifier of the student card,
 - the time of ordering the validation stickers,
 - the date of arrival of the validation stickers ordered,
 - the time of validation of the student card, the serial number of the validation sticker issued,
 - the reason and time of withdrawal of the student card,
 - the unique data chip identifier of the student card,
 - the details of the temporary certificate.
- l) within 10 days of the validation deadline, report to the controller, via the electronic interface used for the application, the fact of validation and the serial number of the sticker issued.

VI. Validation of the student card

1. Student cards are validated for students enrolled and logged in for the semester in question by affixing a holographic validation sticker and reporting to the data controller via the electronic interface. The validation of student ID cards is carried out continuously for the semester in question after enrolment and recording of the student status in the Neptun system. The validation and reporting to the data controller is carried out by the SSC SAU staff (student card administrator, IT specialist). The validation of student cards is carried out at the designated office during the specified opening hours.
2. The student is not entitled to validate his/her student card during the period of suspension.
3. The validation procedure:
 - a) the student presents his/her student card at the office where the validation is taking place,
 - b) the student card administrator checks the student's details and the validity of the student status in the electronic system,
 - c) if the student is eligible, the administrator assigns and records the serial number of the validation sticker to the student's student ID number and sticks the holographic sticker on the student ID,

d) the student signs a record of receipt of the sticker in the register booklet provided for this purpose.

VII. Fees related to the student card

1. In the case of loss of the validation sticker, the fee for replacing the sticker is HUF 3500. In the event of loss of the student card, the fee for the loss of the validation sticker shall be paid.

VIII. Clause

1. The present Rules of Procedure were accepted by the Senate of the College of Nyíregyháza with the resolution RH/26-62/2012 (22 May 2012), effective from 24 May 2012. Together with the acceptance of the new Rule, The Student Card Regulations, which is Annex 31 of the Rules of Procedure, adopted by the College Council of the College of Nyíregyháza with the resolution I/2-2/37-42/2004 (2 November 2004), will be repealed.

2. The present Rules of Procedure have been amended by the Senate of the College of Nyíregyháza with effect from 21 May 2015, by Resolution No. IHK/111-83/2015 (19 May).

3. The present Rules of Procedure were amended by the Senate of Nyíregyháza College by Resolution No. IHK/111-211/2015 (15 December), with effect from 17 December 2015.

4. The present Rules of Procedure have been amended by the Senate of the University of Nyíregyháza by Resolution No. 37-105/2016 (14 June) with effect from 16 June 2016.

5. The present Rules of Procedure have been amended by the Senate of the University of Nyíregyháza by Resolution No. IHK/44-39/2023 (18 April), with effect from 1 May 2023.

Nyíregyháza, 18 April 2023.

On behalf of the Senate:

Dr. György Szabó

Rector