



LISZT ACADEMY

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Privacy Policy

for the processing of student / doctoral candidate data

This privacy policy shall cover the processing of personal data of persons with an active student / doctoral candidate status 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 László Zoltán Szentgyörgyvölgyi, Chancellor;

web: zeneakademia.hu/contact-us, lfze.hu/contact-us

The **data controller** 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. Eszter Miklós, legal adviser (e-mail: adatkezeles@zeneakademia.hu or miklos.eszter@zeneakademia.hu ; tel: +36 (1) 462 46 00/156, Address: 1077 Budapest, Wesselényi utca 52.; postal address: 1391 Budapest, Pf. 206.).

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I. Basic concepts:

1. **personal data:** any information relating to the data subject that may be in connection with the data subject, and any deduction from the data relating to the data subject;
2. **data subject:** a natural person identified or identifiable by any information;
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:** performing technical tasks related to data processing, regardless of the method and device used for executing the tasks, or the location where they are performed, provided that such technical tasks are performed on the data;
 14. **processor:** a natural or legal person, or organization without a legal personality who, under a contract (including a contract under the provision of the law), processes data;
 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 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 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):

– 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;
– the Department of International Affairs and Development in case of the foreign students;
– 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 ANHE¹:

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; ab) data on the secondary school leaving examination; ac) secondary school data; ad) data necessary for assessment of the application for admission;
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¹ in accordance with the ANHE, Annex 3, I / B. [obligatory data processing]



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	<p>ae) the data of the admission procedure, the application identification number;</p> <p>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.)</p>
b) data pertaining to student status	<p>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;</p> <p>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;</p> <p>bc) places and dates of courses taken at other higher education institutions abroad</p> <p>bd) credits collected and recognised in the course of the programme, validated studies;</p> <p>be) data on student allowances, data necessary for the assessment of eligibility (social situation, data on parents, data on maintenance),</p> <p>bf) data on student employment</p>



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	<p>bg) data on disciplinary and damages cases involving the student,</p> <p>bh) data necessary for the assessment of eligibility for special treatment as a disabled student;</p> <p>bi) data on accidents involving the student;</p> <p>bj) serial number of student identity card, identification number of master data sheet;</p> <p>bk) student identification number, social security number;</p> <p>bl) 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;</p> <p>bm) data necessary for the exercise of rights and fulfilment of obligations arising from student status;</p>
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) if the student receives student assistance, childcare assistance, childcare benefit, regular child protection allowance or housing assistance, data on these	
h) in the case of scholarships, data on the scholarship 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	



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 processing²:** 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 ANHE³ as follows:
 - i. all data may be transferred to the maintainer (the Ministry of Human Capacities), 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 Security⁴ 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. the following data of persons borrowing a student loan may be transferred to the Student Loan Centre
 - the data listed in subpoints ba) and bb) of V. point b), with the exception of the purpose of stay in the territory of Hungary and the name and number of the document entitling to stay or the document certifying the right of residence in the case of non-Hungarian nationals, and with the exception of the data on the assessment of student performance, examinations and the period of funding used,
 - of the data listed in V. point f), the actual amount of self-funded costs payable to the higher education institution by the student, for the purpose of the examination of eligibility for a student loan, or the

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



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cessation thereof, and the establishment of the existence or suspension of repayment obligations,

- the data listed in subpoints ba) and bk) of V. point b), with the exception of the social security number, for the purpose of keeping contact with customers and the related administration, in order to enable the exercise of rights and the fulfilment of obligations arising from the loan agreement,
 - the data listed in subpoints ba) and bb) of V. point b), with the exception of the data on the assessment of student performance, examinations and the period of funding used
 - of the data listed in subpoint bl) of V. point b), the data on the pre-degree certificate and the final examination (doctoral defence), for the purpose of a risk analysis related to the projected repayment of outstanding student loans and for risk-measure-based customer management;
- vi. 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 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

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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:** data may be transferred only to the bodies defined in ANHE Annex 3 I/B. 4.

VII. 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: fze.hu/for-students/neptun]

personal information	legal basis	purpose	duration
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	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.



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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			
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2. Application Management System: palyazatkezelو.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 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	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'	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	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)

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<p>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</p> <p><i>The Application Management System shall only store the information of the existence of the following data, and the certificates are processed on paper:</i></p> <p>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 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</p> <p>Basic Aid: Name Year of Birth Occupation Income Basic data of household members Social situation: breadwinner, disabled, large family (certificates are not stored)</p> <p>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)</p>	<p>data, dependant data, etc.), and in the case of admission to the student residence it shall be governed by Chancellor's Decree Nr. 7/2016. 6 (V.12.) on the Admission Policy of the Bartók Béla Student Residence of the Liszt Ferenc Academy of Music.</p>	<p>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.</p>	
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<p>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</p> <p>Extraordinary (one time) social aid: Details of extraordinary event justifying the aid</p> <p>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)</p> <p>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</p> <p>Course and Competition Support: Duration of the course/competition, Results achieved at the event,</p>			
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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			
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3. Additional electronic systems in which the University stores student data:
 - i. Windows domain user records
Stored data: full name, NEPTUN / ETR code (student ID number)
 - ii. Access Control System
Stored data: full name, NEPTUN / ETR code (student ID number)
 - iii. Access Card Database
Stored data: full name, NEPTUN / ETR code (student ID number)
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 Annexes 1/A and 1/B of the University's Records Management Regulations in force as of 1 January 2018.

VIII. Data security measures:

The University stores the above personal data on its own servers in the György Ligeti Building (1077 Budapest, Wesselényi utca 52).

The University does not use the services of another company to store personal data.

All software and software-related data processing at the University is technologically and



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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: 2030 Érd, Retyezáti u. 46. Company registration number: 13-10-011083 Represented by: István Fehér CEO
Application Management System	András Handler, private entrepreneur Seat: 1135 Budapest, Hun utca 1. 8. em. 3. ajtó Registration No.: 35536931

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.

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IX. 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

X. 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. 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 -1125 Budapest, Szilágyi Erzsébet fasor 22/C. E-mail: privacy@naih.hu; Website: www.naih.hu/general-information.)
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.



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 Name of the degree Result of comprehensive examination



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	<p>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) 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)</p>
Student equal opportunity data	Type (basis for preferential treatment of student)

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	<p>Date of issue (certificate of preferential treatment of student)</p> <p>Date of submission (certificate of preferential treatment of student)</p> <p>Issuer of certificate (preferential treatment of student)</p> <p>Address of issuer of certificate (preferential treatment of student)</p> <p>Start date of eligibility (preferential treatment of student)</p> <p>End date of eligibility (preferential treatment of student)</p> <p>Disability rating in % (preferential treatment of student)</p>
Official data of student	<p>Citizenship</p> <p>Start of citizenship</p> <p>End of citizenship</p> <p>Nationality</p> <p>Residence permit (foreign students)</p> <p>Name on bank account</p> <p>Bank account number</p> <p>Last login (student's in the system)</p> <p>Student loan (type dh2) contract number</p> <p>Marital status</p> <p>Number of children</p> <p>Private pension fund</p> <p>Outstanding library fines</p> <p>Unreturned library books</p> <p>Photo (uploaded)</p> <p>Old NEPTUN code</p> <p>University e-mail address</p> <p>University user id</p> <p>Unique code</p> <p>Time of entry (previous student entries)</p>
Student status data	<p>Start of student status</p> <p>End of student status</p> <p>Type of student status</p> <p>Number of state-subsidized semesters (student status)</p> <p>Extra semesters due to disability (student status)</p> <p>Number of state-subsidized semesters before 2006 (student status)</p> <p>Number of state-subsidized semesters in a doctoral programme before 2006 (student status)</p> <p>Status (completed semesters in a given study programme)</p> <p>Status (of certificate)</p>
Study programme information	<p>Start of student status</p> <p>End of student status</p> <p>Reason for establishment of student status</p> <p>Reason for termination of student status</p> <p>Type of study programme</p> <p>Expected date of completion (of study programme)</p> <p>Credit required (to complete study programme)</p> <p>Number of active / passive semesters (in the study programme)</p>

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	<p>Name of study programme (taken by the student)</p> <p>Status (of student in a given study programme)</p> <p>Registration number (of student)</p> <p>Number of semesters (completed by the student in the given study programme)</p> <p>Expected number of semesters (completed by the student in the given study programme)</p> <p>Date of acceptance (of student to the given study programme)</p> <p>Financial status (of student in the given study programme)</p> <p>Administrator (of student in the given study programme)</p> <p>Administrative unit</p> <p>Location</p> <p>Scholarship contract number</p> <p>Scholarship contract date</p> <p>Date of last movement</p> <p>Type of last movement</p> <p>Successful progress</p> <p>Failed to complete</p> <p>Home institution</p> <p>Examination registration number</p> <p>Number of registered obligatory courses</p> <p>Total registered obligatory course credits</p> <p>Number of registered elective courses</p> <p>Total registered elective course credits</p> <p>Number of registered optional courses</p> <p>Total optional course credits</p> <p>Number of state-subsidized semesters in the study programme</p> <p>Tuition fee payment method</p> <p>Study contract number</p> <p>Date of study contract</p> <p>Tuition fee contract (status, condition)</p> <p>State-subsidized semesters / within the university</p> <p>Changing the type of course</p> <p>State-subsidized semesters / previously used</p> <p>State-subsidized semesters</p> <p>State-subsidized semesters / total</p> <p>Date of pre-degree certificate</p> <p>Date of registering the language examination</p> <p>Date of fulfilling the prerequisite of passing the language examination</p> <p>For graduation</p> <p>Fir language exam exemption type</p> <p>Comment status (of student in a given module)</p> <p>Financial status (of student in a given module)</p> <p>Start date (of studies in a given module)</p> <p>End date (of studies in a given module)</p> <p>First semester (of student in a given module)</p> <p>Last semester (of student in a given module)</p> <p>Reason for establishing student status (by student in a given module)</p>
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	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)

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	<p>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) Country (qualification) Hungarian qualifications framework (qualification) European qualifications framework (qualifications)</p>
Student request data	<p>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)</p>
Student residence data	<p>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)</p>

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	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 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

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	<p>Majors of the degree Degree type 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)</p>
Data of student's identity documents	<p>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)</p>
Student's financial data	<p>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) Date of settlement (of invoice) Deadline (of settlement of invoice)</p>

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	<p>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)</p>
Degree thesis data	<p>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)</p>
Student field practice data	<p>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) 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</p>

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	<p>practice) Title of instructor approving of performance (of field practice) Verified period (of field practice)</p>
Student identification data	<p>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</p>
Student's academic data	<p>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)</p>

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	<p>Reason for change in form of funding (semesters in the given study programme)</p> <p>Foreign funding (semesters in the given study programme)</p> <p>Reason for registered absence from school (semesters in the given study programme)</p> <p>Date of taking registered absence mid-semester (semesters in the given study programme)</p> <p>First academic status (semesters in the given study programme)</p> <p>Grade point average (semesters in the given study programme)</p> <p>Notes</p> <p>Number of state-subsidized semesters used</p> <p>Simultaneous studies (state-subsidized semester)</p> <p>Total state-subsidized semesters used</p> <p>Total semesters spent in study programme</p> <p>Completed and transferred credits in semester</p> <p>Credits taken in the semester</p> <p>Grade point average (per semester)</p> <p>Number of repeat examination-type examinations (per semester)</p> <p>Adjusted credit index (per semester)</p> <p>Credit index (per semester)</p> <p>Scholarship index (adjusted credit index) (per semester)</p> <p>Transferred credits per semester</p> <p>Credits collected in the semester</p> <p>Total credits (completed and transferred) (cumulative)</p> <p>Total credits (cumulative)</p> <p>Cumulative grade point average</p> <p>All repeat examination-type examinations</p> <p>Total adjusted credit index</p> <p>All transferred credits</p> <p>Total credits completed</p> <p>Payment discount</p> <p>Date of registering (for course)</p> <p>Manner of registering (for course)</p> <p>Credit (for course)</p> <p>Requirements (of course)</p> <p>Type of transfer (of course)</p> <p>Decision number (of transfer)</p> <p>Date of decision (of transfer)</p> <p>Date of confirmation (of course result)</p> <p>Date of entry (of course result)</p> <p>Type of entry (of course result)</p> <p>Grade (of course result)</p> <p>Suggestion (of course result)</p> <p>Partial result (of course result)</p> <p>Location of field practice</p> <p>Description (of field practice)</p> <p>Start date (of field practice)</p> <p>End date (of field practice)</p> <p>Verified period (of field practice)</p>
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	<p>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) 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)</p>
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	<p>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)</p>
Dual education programme data	<p>Start date of contract End date of contract Registration number of contract Reason for termination of contract Type of field practice location 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</p>
Student's final examination data	<p>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)</p>

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	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