

Rules of Organisation and Operation of the MAB (Hungarian Higher Education Accreditation Committee)

(Rules of Organisation and Operation of the MAB, as adopted under Resolution No. 2019/9/X/1 of the MAB Board, consolidated with the amendments adopted under Resolution No. 2025/4/IV.)

Budapest, 10 July 2025



M A B

MAGYAR FELSŐOKTATÁSI
AKKREDITÁCIÓS BIZOTTSÁG

Effective from 10 July 2025

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RULES OF ORGANISATION AND OPERATION OF THE MAB

These guidelines set out the detailed rules governing the organisational structure and operations of the MAB, with regard to Act CCIV of 2011 on National Higher Education (Nftv.), Government Decree No. 19/2012 (II.22.) on certain aspects of quality assessment and enhancement in higher education (hereinafter: Quality Management Decree), and point 5.7 of the Deed of Foundation of the MAB. These guidelines establish the structural and operational framework of the MAB. The provisions herein shall be interpreted jointly and in alignment with the provisions of the Deed of Foundation.

I. ORGANISATIONAL STRUCTURE OF THE MAB

1. § (1) The MAB consists of the MAB Board (hereinafter: Board), the separate Board of Appeals, the Secretariat operating alongside the Board and the Board of Appeals, and the separate Supervisory Committee operating in accordance with Act CLXXV of 2011 on the Freedom of Association, Non-profit Status and the Operation and Support of Civil Organisations (Civil Act).

(2) To carry out its tasks, the Board may establish colleges, permanent or ad hoc committees, and working groups. The colleges, committees, and working groups of the MAB are preparatory bodies (hereinafter: preparatory bodies); their recommendations and opinions are not binding for the Board.

(3) Subject to the approval of the Board, the President of the MAB may appoint an ad hoc agent and may establish an ad hoc committee or working group for a definite period to perform a task also approved by the Board. The ad hoc agent shall report to the Board on the work carried out and the results achieved.

(4) All members of the MAB Board and of any preparatory body, as well as all persons participating in preparatory work, shall sign a confidentiality agreement, by which they acknowledge the obligations therein and the legal consequences of breaching them.

I.1. BOARD

2. § (1) The Board is the main decision-making body of the MAB.

(2) The MAB Board

- a) Adopts the rules governing its operations based on the applicable regulatory framework,
- b) Establishes the procedural system in accordance with the applicable regulatory framework and issues decisions with legal effect in procedures falling within the competence of the MAB, with the exception of appeal procedures,



- c) Adopts the set of assessment criteria, guides, and additional procedural rules (assessment documents) applicable to procedures within the competence of the MAB,
- d) Adopts the Mission Statement, Strategy, Quality Policy, Rules of Organisation and Operation, and the Deed of Foundation of the MAB, as well as the fundamental rules and procedures affecting the operation and financial management of the MAB; approves reports and accounts related to operations,
- e) Elects the officers of the board, the presidents, vice presidents and members of the colleges, the presidents and members of the permanent and ad hoc committees and working groups, and the members of the advisory bodies,
- f) Issues opinions and recommendations concerning other matters affecting the MAB,
- g) Reviews regulatory amendments proposed by the president, and formulates draft amendments to legislation.

(3) In the case of draft legislation submitted for review by the competent ministry, or other authority, or individual, the President of the MAB shall decide whether the involvement of the Board is necessary in the review process.

(4) A request for review may be submitted against decisions of the MAB Board made pursuant to point b) of paragraph (2), and a complaint may be submitted in all procedures.

3. § (1) The appointment and dismissal procedure of the members of the MAB Board is regulated by the Nftv. and the Government Decree No. 19/2012 (II.22.) On Certain Aspects of Quality Assessment and Enhancement In Higher Education (A felsőoktatási minőségértékelés és -fejlesztés egyes kérdéseiről szóló 19/2012. (II.22.) Kormányrendelet) (hereinafter: Quality Management Decree).

(2) The members of the Board, in performing their duties to improve the quality and maintain the competitiveness of higher education, carry out impartial and objective evaluation activities and deliver expert opinions as part of board decisions. They do so by taking into account the academic and research standards relevant to their respective disciplines and the applicable quality assurance standards of the European Higher Education Area (EHEA – European Higher Education Area), specifically the ESG – Standards and Guidelines for Quality Assurance in the European Higher Education Area. Their evaluations are independent of the organisation or the person that delegated them, and of any employment or other contractual relationship maintained during their Board membership.

(3) Only those decisions adopted in the form of resolutions by the MAB Board, along with their justification, may be considered the expert opinion of the MAB under the Nftv.

(4) The members of the Board are required to thoroughly prepare for all matters presented to the Board; prepare written submissions when necessary; attend the meetings; and actively participate in the discussion of agenda items and in the development of the MAB's positions, resolutions, and expert opinions.

(5) Members of the Board may also be elected to serve as Chairs of decision-preparing colleges, depending on case type and their disciplinary affiliation. Based on assignments from the President of the MAB, members of the Board also carry out additional ad hoc tasks.



The detailed responsibilities of the Board members are set out separately in the document titled “Duties, Rights and Responsibilities of the Members of the MAB Board.”

(6) The members of the Board are required to familiarize themselves with the legislation governing higher education and the activities of the MAB, including the MAB’s Deed of Foundation and its Rules of Organisation and Operation, as well as other regulations, procedural rules, operational procedures, and guidelines related to the performance of expert tasks.

(7) If a member of the Board fails to fulfil their obligations despite a notice recorded in the minutes or delivered in writing, their dismissal may be initiated pursuant to point d) of § 9 of the Quality Management Decree.

I.2. THE PRESIDENT OF THE MAB

4. § (1) Pursuant to the Quality Management Decree, the President of the MAB is the Chair of the MAB Board.

(2) The duties and powers of the President:

- a) Represents the MAB in official legal matters.
- b) Plans, organises, and directs the professional activities of the MAB.
- c) Coordinates the activities of the decision-preparing bodies and the Board.
- d) Exercises control over the MAB’s budget; plans, directs, and supervises the MAB’s financial management.
- e) Ensures, within the limits of the budget, the personnel and material conditions necessary for the operation of the MAB Secretariat (hereinafter referred to as the Secretariat).
- f) Carries out the duties assigned to the representative under the legislation governing the operation of the MAB.
- g) Directs the professional activities of the Secretariat and exercises employer’s rights over its employees.
- h) Convenes and chairs the meetings of the MAB Board through the Secretariat.
- i) Decides on matters that do not require a resolution by the Board, or that have been delegated to their authority by the Board.
- j) Ensures, through the Secretariat, the publication of the MAB’s internal procedural rules and professional evaluation criteria, as well as the reports and statements required by legislation.
- k) Maintains relations with international higher education bodies and organisations, and represents the MAB at their events and meetings.

(3) The President shall exercise their right of representation independently.

(4) The President may delegate their duties defined in paragraph (2) in accordance with the provisions of this regulation – on an ad hoc basis in the case of point a), and otherwise by specifying groups of matters. Delegated authority may not be further delegated.



(5) The work of the President is supported by the Secretariat.

(6) In the event of the President's prolonged incapacity or if the presidential position is vacant, the Director General of the Secretariat shall immediately convene the Board, whose members shall elect an Acting President from among themselves for the duration of the incapacity or vacancy.

I.3. HONORARY PRESIDENT

5. § (1) Upon the recommendation of the President, the honorary title of President may be conferred.

(2) The title of Honorary President is a mark of distinction and professional recognition, awarded to individuals who have provided outstanding support to the operation of the MAB or have previously played a significant role in its development.

(3) The title of Honorary President does not confer voting rights or representative authority.

(4) The appointment of the Honorary President is decided by the MAB Board based on the President's recommendation.

(5) The title of Honorary President may be revoked by the decision of the MAB Board.

(6) At the President's request, the Honorary President may serve in a representative role, provide advisory support, and, if invited, participate in the MAB's decision-preparatory and decision-making meetings in a consultative capacity.

(7) The Honorary President does not hold representative authority but may, at the President's request, attend official events and functions on behalf of the organisation.

(8) The Honorary President is not considered a senior officer of the organisation.

I.4. VICE PRESIDENT(S)

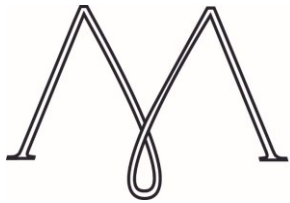
6. § (1) Upon the recommendation of the MAB President, the MAB Board may elect up to two Vice Presidents from among its members by secret ballot, with a simple majority of those present. The Vice Presidents are appointed by the MAB President for the duration of the term.

(2) The specific responsibilities of each Vice President are defined concurrently with their election.

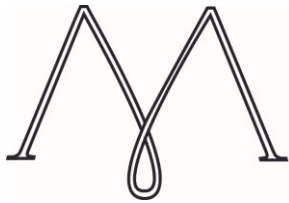
(3) The vice-presidential mandate may be revoked upon the President's proposal if the Board adopts a qualified majority decision. The Vice President also has the right to resign from the mandate without providing a justification.

I.5. COLLEGES

7. § (1) In order to perform its tasks, the MAB operates the following colleges:



- (a) University Professors' College (hereinafter: ETK): responsible for evaluating applications for university professorships. Upon the request of the head of an institution (higher education institution, Hungarian Academy of Sciences, Hungarian Academy of Arts, Hungarian Olympic Committee), the MAB evaluates applications submitted in the procedure related to the conferral of the university professor title.
- (b) Theological College (hereinafter: HTK): responsible for procedures conducted by the MAB concerning higher education institutions offering ecclesiastical training.
- (c) Training Programmes College (hereinafter referred to as "KK"): responsible for MAB procedures related to training programmes, except for those covered under point b).
- (d) Accreditation College (hereinafter: AK): responsible, with the exception of point b), for the accreditation procedures of higher education institutions and their doctoral schools, including both domestic and international accreditation processes.
- (e) Doctoral Accreditation College (hereinafter: DOK): responsible for accreditation procedures related to doctoral schools until its integration into the Accreditation College.
- (f) Medical Education College (hereinafter: OK): responsible for MAB procedures related to medical education.
- (g) The colleges defined in paragraph (1) carry out decision-preparatory, evaluative, and advisory activities within their respective areas of responsibility.
- (h) The Colleges draft their rules of procedure, which are then approved by the Board.
- (i) The Guidelines containing the evaluation criteria and principles of the procedures, as well as the Evaluation Sheets, are adopted by the Board. However, the adoption and maintenance of other annexes to the Guidelines (e.g. procedural rules) fall within the competence of the Colleges.
- (j) The colleges also hold the authority to make simple, straightforward modifications to the documents they have developed, solely for the purpose of aligning with changes in legislation.
- (k) It is the responsibility of the Colleges to monitor, regularly develop and review the documents referred to in paragraphs (3) to (5).
- (l) It is the responsibility of the Colleges to continuously update and maintain the list of eligible experts (hereinafter referred to as: list/database). Colleges have the opportunity to add new experts to the database or to delete an expert from it with a justification. Deletion may only occur due to insufficient, substandard performance of expert duties, failure to meet contractual obligations, or continuous non-compliance with expert selection criteria. The Colleges perform the selection and appointment the evaluators and site-visit committee members, utilising in each procedure the list of experts.
- (m) The Chairs, Co-Chairs, and members of the Colleges are elected by the Board from among its members, MAB external experts, and institution-affiliated experts. The Chairs of the Colleges are elected by the Board upon the recommendation of the MAB President.



- (n) All members of the University Professors' College (Egyetemi Tanári Kollégium, ETK) must hold the title and appointment of university professor, or the title of research professor, or the title of Professor Emeritus.
- (o) With the exception of the ETK, each College includes one student member delegated by the National Conference of Student Governments (Önkormányzatok Országos Konferenciája, HÖÖK) and one by the Association of Hungarian Ph.D. and DLA Candidates (Doktoranduszok Országos Szövetsége, DOSZ), in accordance with the conflict of interest rules applicable to students as set out in this Rules of Organisation and Operation. The duration of the mandate of the delegated student members is governed by § 12 (2).
- (p) The Board elects College members for terms of up to 3 years. The same person can be re-elected for multiple consecutive terms and may serve in more than one College during the same term. To ensure the uninterrupted professional work of MAB, the election of College members and the length of their mandates must be arranged so that the Colleges continue to operate smoothly until the new members officially take office. When the Board's term ends, the mandates of College members remain in effect until the newly elected members of the Colleges begin their mandates. This applies even if other rules, such as those in § 11 (5), state otherwise.
- (q) The Colleges are bodies that meet regularly in the presence of their members or online in accordance with their work schedules.
- (r) The remuneration of College members must be determined based on the tasks they perform, such as attending meetings, preparing reports, providing opinions, and other expert activities.
- (s) The work of the Colleges is supported by the Secretariat.

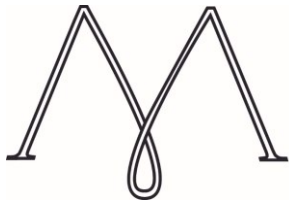
I.6. REVIEW AND SUPERVISORY COMMITTEES OF THE MAB

8. § (1) In accordance with the provisions of the Quality Management Decree and the Higher Education Act (Nftv.), the MAB operates a Review Committee to ensure that, if a new expert opinion or assessment is needed within the same procedure on the same subject or person, it is based on impartial, unbiased, and objective criteria.

(2) A request for review may be submitted against decisions of the Board under § 2 (4), while complaints may be submitted regarding other matters related to MAB procedures.

(3) A request for review may only be submitted by a rector, while a complaint may be submitted by anyone. The request for review must be submitted directly to the MAB, or, in the case of a university professorship application, to the ministry responsible for higher education.

(4) A request for review may be submitted against the Board's decision in the main proceedings, based solely on the documents available during those proceedings. It must be submitted within thirty days of the communication of the Board's decision. The request for



review cannot be based on new circumstances that have arisen since the decision in the main proceedings was made.

(5) In the event of the expiry of the mandate of the Review Committee, the outgoing committee shall act as a caretaker committee until the new committee is appointed, unless otherwise provided by law or by the minister responsible for overseeing the legality of MAB's operations. This ensures the uninterrupted handling and transition of review cases.

(6) The work of the Review Committee is supported by the Secretariat.

§ (1) The MAB operates a Supervisory Committee, which is established and functions under the rules of the Civil Act and the Quality Management Decree.

(2) The Supervisory Committee monitors the operation and financial management of the MAB. Its work is supported by the MAB Secretariat.

1.7. SECRETARIAT OF THE MAB

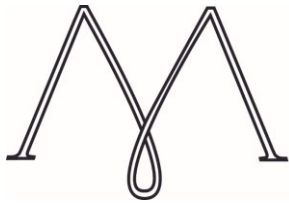
10. § (1) In addition to the operational, legal, organisational, financial, and administrative functions defined by legislation and this regulation, the Secretariat of MAB (hereinafter: Secretariat) also performs preparatory, advisory, and evaluative tasks as well, as specified in this regulation.

(2) The Secretariat is an organisational unit without independent legal personality.

(3) The Secretariat may perform the tasks specified in paragraph (1) under either an employment contract or another contractual arrangement governing the performance of work. Specific provisions regarding individual roles and working conditions are set out in the Labour Regulations.

(4) The functions and competences of the Secretariat are as follows:

- a) Contributing to the formulation, monitoring, revision, and implementation of MAB's strategy.
- b) Ensuring the operation of MAB and its professional activities by performing the tasks specified in Section 9 (1);
- c) Developing and reviewing foundational and operational documents, procedures, and evaluation frameworks, and participating in the development of assessment tools;
- d) Ensuring the continuous compliance of MAB's regulations, rules of procedure, information materials, other documents, and procedures with applicable legislation;
- e) Aiding the administrative and technical preparation of the meetings of the Board, the colleges, and other decision-preparatory bodies; operational management of the meetings; chairing sessions; presenting items; participating in professional debates with consultative rights; monitoring frameworks and legislation; and supporting compliance during procedures;
- f) Holding technical consultations within all types of procedures for the heads of institutions and the professional coordinators of the institutions;
- g) Maintaining contact with experts and developing expert training programmes;



- h) Organising, preparing, coordinating, and supporting MAB procedures; primarily for the purpose of conveying and monitoring MAB's assessment criteria, as well as handling administrative matters;
- i) Ensuring the continuous facilitation of decision-preparation processes;
- j) Providing professional support for the development and operation of higher education institutions' quality improvement programmes, in line with the objectives and tasks set out in Section 70 (1) of the Nftv. as defined for MAB;
- k) Performing the internal quality assurance tasks of the MAB;
- l) Preparation of MAB's annual report;
- m) Maintaining contact with higher education institutions, ministries, public administration bodies, other higher education organisations, and professional organisations related to MAB's activities;
- n) Undertaking responsibilities of an international nature – monitoring recommendations, procedural rules and assessment criteria, and liaising with international organisations;
- o) Professional preparation of evaluations required for external international membership, registration, and recognition, active participation in such processes;
- p) Continuous monitoring and support of the work of the Board, the Review Committee, the Supervisory Committee, the President, and the decision-preparatory bodies;
- q) Performing tasks related to MAB's financial management;
- r) Performing legal tasks related to the operation and professional responsibilities of the MAB;
- s) Performing tasks related to the IT support of MAB's activities;
- t) Delivering presentations and talks at the request of professional partners;
- u) Participation in events, trainings, webinars, and conferences relevant to MAB's professional activities;
- v) Participation in the preparation of relevant legislation;
- w) preparing technical documents, reports, thematic analyses, providing data, giving opinions, formulating textual proposals;
- x) Receiving delegations; participating in the staff mobility programme;
- y) Performing the organisational tasks required for missions involving MAB (travel, programme coordination);
- z) Maintenance of MAB's databases;
- aa) Operation of MAB's electronic systems; execution of tasks assigned within them;
- bb) Full execution of the administrative and clerical tasks necessary for the operation of the MAB;
- cc) Performing MAB's communication tasks; maintaining contact with the press;
- dd) Organising and running MAB events from start to finish;
- ee) Maintaining and managing the MAB archives.



(5) Ensuring the continuous preparation of matters for decision-making and the uninterrupted administration of procedural sub-processes not requiring a decision by the Board, even in the event of the Board's temporary unavailability.

(6) The Secretariat is led by the Director General, who exercises employer's rights over the staff of the Secretariat under delegated authority. The professional activities of the Secretariat are directed by the Director General under the professional guidance of the President. The internal structure of the Secretariat is established within the competence of the Director General. Professional activities are coordinated by appointed directors and managers according to their job descriptions. Professional tasks are carried out with the involvement of senior officers, officers and administrators.

I.8. ORGANISATIONAL SYSTEM OF DECISION PREPARATION

11. § (1) Prior to the decision of the MAB Board, the decision-preparatory bodies referred to in Section 1 (2) shall proceed. The decision-preparatory bodies may be permanent or ad hoc. The Colleges are permanent bodies, while the visiting committees, established in institutional accreditation procedures, are ad hoc decision-preparatory bodies.

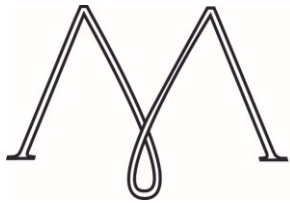
(2) Decision-preparatory bodies may be established upon the initiative of any member of the Board, by decision of the Board, their mandate shall last until the establishment of new decision-preparatory bodies elected by the newly appointed Board.

(3) A chairperson may be elected to lead the decision-preparatory bodies, by decision of the Board upon the recommendation of the President, for a term not exceeding the duration of the mandate of the decision-preparatory body.

(4) The members of the decision-preparatory bodies – excluding the site-visit committees referred to in Section 26 (2) – are proposed by the chairperson of the respective decision-preparatory body, in consultation with the President of MAB. Members must have relevant experience in terms of academic discipline, scientific field, higher education, or professional expertise that aligns with the decision-preparatory body's scope, enabling it to perform its duties effectively and at a high professional standard. Members of permanent decision-preparatory bodies are elected by the Board.

(5) The mandate of non-student members of the decision-preparatory body shall last no longer than the duration of the body's assignment. If a non-student member is elected during a given board cycle, their mandate also lasts until the end of the decision-preparatory body's mandate.

12. § (1) With the exception of the ETK, each decision-preparatory body must include one student member delegated by a national or international student organisation. It must be verified whether any member of the decision-preparatory body has a hierarchical or academic relationship with the student – such as instructor-student or supervisor-supervisee – that could affect the student's academic progress. If such a relationship exists,



the nominating student organisation must propose a new member until no disqualifying relationship remains.

(2) The mandate of student members shall be for a fixed term of three years; however, it may not exceed the duration of the mandate of the decision-preparatory body.

13. § (1) The decision-preparatory bodies are the bodies that meet regularly with the personal participation of the members (in person or online), and their rules of procedure are adopted by the Board, taking into account the regulations of the MAB. The rules governing the activities of site-visit committees are specified by the relevant accreditation procedure's regulations.

(2) The special rules applicable to Colleges, as decision-preparatory bodies, are set out in Section I.4.

14. § (1) External reviewers and experts are also involved in the decision-preparatory process, performing their duties under a contractual relationship rather than as members. They provide written opinions and evaluations based on the assessment criteria relevant to the specific case type, with their names indicated – except in the case of university professorship applications, where the reviewer remains anonymous to third parties.

(2) Reviewers are selected from the MAB's expert database by the authorized person, in accordance with the relevant procedural rules, to carry out specific professional tasks, prepare evaluations, or participate in site-visit committee activities.

(3) The reviewers' responsibilities are defined in detail their service contract. The reviewers receive remuneration for carrying out evaluation tasks. However, if the review fails to meet the required assessment criteria, or is not completed by the deadline, the reviewer forfeits their right to payment.

I.9. ADVISORY BOARDS

15. § (1) In order to ensure continuous and direct feedback on the activities of the MAB, the Board may establish advisory bodies. The purpose and tasks of these bodies shall be determined by the Board at the time of their establishment.

(2) The work of the advisory bodies shall be coordinated and chaired by a person appointed by the Board. At its inaugural meeting, the advisory body shall determine and adopt its rules of procedure in accordance with the provisions of this regulation.

(3) The advisory bodies shall convene at least once a year. In line with the purpose defined in subsection (1), they shall formulate proposals and prepare reports in areas falling within their scope of responsibilities. The Board may also directly request their opinion on individual matters.

(4) The members of the advisory boards shall be nominated by the Chair, and elected by decision of the Board. Their term of office shall be for a minimum of three years, but no longer than until the end of the year following the expiry of the mandate of the Board that elected them.



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(5) A former member of the Board, Supervisory Committee, or Review Committee, as well as any individual committed to improving the quality of higher education, may be elected as a member of the advisory body. However, active members of the Board, College, Supervisory Committee, or Review Committee, and individuals employed by MAB may not be elected to the advisory body.

(6) Membership in an advisory body may be terminated by decision of the Board upon the Chair's proposal, if the member fails to attend any meetings during the given calendar year. Membership also ceases upon the member's written resignation.

II. THE TASKS OF MAB, GENERAL RULES OF EXECUTING OF TASKS

16. § (1) The primary task of MAB is to conduct the evaluation and accreditation (quality certification) procedures defined in this regulation and its procedural rules for Hungary's higher education institutions, programmes, and doctoral schools. These procedures are initiated directly by the particular higher education institutions with MAB.

(2) At the request of higher education institutions, the Educational Authority (Oktatási Hivatal, hereinafter: OH), or the minister, the MAB shall provide an expert opinion in the procedures specified in the legislation.

(3) In addition to the tasks defined in subsections (1) and (2), MAB prepares analyses and evaluations on quality development issues, and cooperates with domestic and international higher education, and accreditation organisations.

(4) With regard to MAB's task performance, provisions are set out in the National Higher Education Act, and partly in the Quality Management Decree. The procedures and criteria of MAB must not conflict with these provisions.

17. § (1) In carrying out its tasks, MAB defines its evaluation criteria and develops its evaluation system in line with the current standards of the European Higher Education Area (EHEA) – specifically the Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG) – as well as the principles laid down in ministerial declarations and communications.

(2) The evaluation documents (evaluation criteria, guidelines) of the MAB are adopted by the Board, and published on its website (publication) in accordance with the Quality Management Decree.

(3) MAB reviews its evaluation documents – such as assessment criteria and guidelines – in the event of legislative changes, but at least every two years, and publishes any modifications.

(4) Prior to initiating any procedure, MAB provides a preliminary consultation. This consultation may serve to clarify questions related to the interpretation of the relevant procedural rules, evaluation documents, and review criteria. It may be requested in writing before the procedure begins, accompanied by a brief description of the case and the questions requiring clarification.



(5) No consultation may be initiated in connection with an ongoing procedure, and no information may be provided on the status of the case until the Board has made its decision.

(6) In the course of performing its tasks, MAB is obliged to inform the authority responsible for legal supervision of any violation of the law it detects in connection with the case.

II.1. ACCREDITATION ACTIVITIES OF THE MAB

18. § (1) At the request of a higher education institution, including foreign higher education institutions, MAB can prepare a quality assessment of the quality assurance system of the higher education institution and the doctoral school, and conducts an accreditation procedure.

(2) As part of the accreditation procedure, MAB evaluates the quality assurance system and operational functionality of the higher education institution and its doctoral school. This evaluation is based on the self-assessment document, prepared by the institution on the basis of the accreditation evaluation document that has been made publicly available, and a site visit conducted either in person, online, or in a hybrid form. During the evaluation, MAB simultaneously formulates recommendations for institutional and programme development.

(3) The detailed rules governing accreditation procedures are set out in the Institutional Accreditation Regulations, the Guidelines, and the procedural rules of the collegiate bodies.

(4) In the accreditation procedure, the Board makes its decision based on the report prepared by the site-visit team, which is returned to the institution for comments, and on the evaluation proposal submitted by the competent collegiate body. No formal review can be initiated against the Board's decision. However, the institution may file a complaint regarding the procedure. If, through complaint handling, it is determined that a procedural error occurred which materially influenced the Board's accreditation decision, the Board annuls the decision and issues a new one based on both the findings of the complaint process and the site-visit report.

(5) The decision concluding the accreditation procedure by the Board, together with the report of the visiting committee, shall be made public following the decision. It will be published on the platforms of MAB and DEQAR, as well as on the EQAR results database (<https://www.eqar.eu/qa-results/search/>).

II.2. THE EXPERT ACTIVITIES OF THE MAB

19. § (1) The MAB shall prepare an expert opinion

- a) to authorize the operation of the higher education institution,
- b) to review the operating license of the higher education institution,
- c) at the request of the higher education institution or the Educational Authority, for the launching of higher education vocational training, bachelor's and master's programmes by the higher education institution,



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d) at the request of the higher education institution or the Educational Authority, for the establishment of a doctoral school, the launching of its doctoral training, and the initiation of training in a new discipline within the doctoral school,

e) at the request of the foreign higher education institution or the Educational Authority, to authorize the operation of the foreign higher education institution in Hungary.

(2) The MAB prepares an expert opinion on the programme to be established, at the request of the minister or the higher education institution, based on the relevant legislation.

(3) At the request of the rector of the higher education institution, the Hungarian Academy of Sciences, the Hungarian Academy of Arts, the Hungarian Olympic Committee, or the minister, MAB prepares an expert opinion to support the proposal for the conferral of the title of university professor.

(4) The expert opinion issued in the course of the expert activity consists of the decision of the Board and the reasoning thereof. The decisions made by the Board in the procedures listed in paragraphs (1) and (2) shall be made public once the review and complaint handling deadlines applicable to the individual procedures have expired, and the initiating party has not submitted either a request for review or a complaint. In the case of a review or complaint handling procedure, the reasoning adopted by the Board shall also be made public following the conclusion of the procedure.

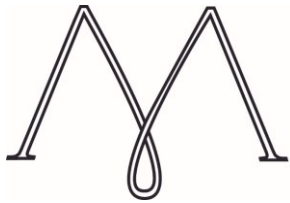
(5) The expert opinion prepared by MAB for the conferral of the title of university professor may be issued exclusively to the party requesting the evaluation. In this procedure, the decision of the Board may be made public solely by indicating MAB's unique identifier and whether the decision is supportive or not supportive.

II.3. ADDITIONAL RESPONSIBILITIES OF MAB

20. § (1) The MAB monitors the harmonisation of the quality development activities in the higher education sector with the guidelines for the development of the European Higher Education Area, and actively participates in the activities of international higher education quality organisations.

(2) The MAB prepares summary thematic analyses on the subject of quality assurance in higher education, which are regularly published on its website.

(3) Upon request, the MAB may issue a certificate regarding the fact and outcomes of procedures it has conducted.



III. RULES OF PROCEDURE AND CONDUCT OF PROCEEDINGS

III.1. GENERAL RULES OF PROCEDURE

21. § (1) The Board and the decision-preparatory committees hold regular meetings with the personal attendance of their members.

(2) In the event that the chair or head of the respective body is unavailable, it is the responsibility of their deputy to convene the meeting. The invitation, which also includes the proposed agenda, shall be sent electronically no later than 5 to 8 days prior to the meeting, indicating the person submitting the matter.

(3) Any member of the respective body, as well as the Secretariat, may propose the inclusion of a matter falling within the competence of the body on the agenda. The proposed agenda item must be submitted in writing to the chair of the body no later than 8 to 10 days prior to the meeting. At the meeting, before the agenda is adopted, any member may propose the inclusion of a new agenda item in justified cases. The inclusion of the new agenda item shall be decided by the body with the unanimous support of the members present.

(4) The meeting of the respective body shall be chaired by the chairperson/leader, or in their absence, by their deputy. If the deputy is also unavailable, a person appointed by the chairperson/leader shall conduct the meeting. In the event of the chairperson's absence, the meeting may also be chaired by the vice-chairpersons, and if they are all unavailable, then by the director of the Secretariat who has been authorized by the body.

(5) A meeting of the body may proceed only if more than half of its members are present. For preparatory decision-making committees, a quorum requires at least half of the members to be in attendance.

(6) A meeting of the body may proceed only if more than half of its members are present. For preparatory decision-making committees, a quorum requires at least half of the members to be in attendance.

(7) In meetings of preparatory decision-making bodies, individuals with the right to participate in discussions may be joined – if justified by the agenda – by invited non-members. Invitations to these guests must follow the same rules as those for regular members. For the public portion of the meeting of the Board, the chairperson determines who will be invited.

22. § (1) Minutes shall be prepared for each meeting. The minutes shall include the names of those present, the agenda of the meeting, the decisions (with voting ratios), the reasoning behind the decisions, and a brief summary of members' contributions, comments, and assigned tasks.

(2) An audio recording may be made to assist in preparing the minutes, and the person chairing the meeting shall inform the members of this at the session. The recording shall be deleted upon the approval of the minutes prepared on its basis.

(3) Except for plenary sessions, the minutes of meetings shall be approved by the chair or head of the decision-preparing body within 10 days following the meeting. The minutes of a



plenary session shall be approved by the body itself at its next meeting by formal decision. The draft minutes must be sent to members at least 8 days before the approving plenary session, and members may submit written comments by the 2nd day before the session. The body shall decide on the minutes amended with the comments.

23. § (1) Decision-preparing bodies shall define in their rules of procedure which matters within their scope of responsibilities require a simple or qualified majority vote.

(2) Decisions are made by the bodies through open or secret voting. Secret voting is required in matters concerning individuals and in any procedure where this is stipulated by the procedural rules. In all other matters, the body may decide to use secret voting instead of open voting, or vice versa, if more than half of its members unanimously support this.

(3) The decisions of the decision-making and decision-making bodies of the MAB are recorded in the Information System of the MAB Secretariat. A paper-based extract of the decisions stored in the information system may be prepared, which must be signed by the MAB president, vice presidents, or the director.

(4) If the decision of the MAB Board affects any MAB criteria, the Secretariat shall ensure its publication within 15 days of the decision in accordance with the Quality Management Decree.

III.2. GENERAL RULES OF PROCEDURE

24. § (1) For all procedures initiated at the MAB, submission of electronic documents is required. These documents must be submitted electronically via the MAB Secretariat's Information System.

(2) In all procedures where the subject of the procedure is the evaluation and opinion of foreign-language training or education, in addition to the Hungarian-language documents, it is also necessary to submit foreign-language documents in accordance with the relevant instructions.

25. § (1) Submissions received by the Secretariat undergo a formal review. If a document does not meet the formatting requirements set out in MAB's relevant evaluation documentation, the Secretariat shall request the institution – either directly or indirectly – to perform the necessary corrections within a specified deadline. If the deadline passes without resolution, MAB proceeds based on the information available at that time.

(2) In the case of launching a programme, certain conditions must be met. If the proposed programme does not yet have officially published Programme and Output Requirements (POR) promulgated by law, or these are not at least available on the website of the ministry led by the minister responsible for higher education, then the evaluation of the programme launch cannot be carried out due to the absence of the POR that serves as the basis for the review. However, this restriction does not apply to joint submissions that cover both the establishment and the launching of a programme.



26. § (1) The submissions and their annexes are forwarded to the competent decision-preparatory body after the Secretariat has carried out a formal check.

(2) In the case of an accreditation procedure, the decision-preparatory body (site-visit team) is established in accordance with the relevant procedural rules, by collegiate appointment from the MAB's list of experts.

27. § (1) The evaluators are appointed in accordance with the procedural rules applicable to each submission, with a minimum of two reviewers per submission where possible. The evaluators provide their opinions based on the MAB's evaluation criteria relevant to the given procedure. Review procedures are an exception to this, as in these cases, reviewers respond directly to the specific arguments presented in the request for review.

(2) The deadline for the preparation of the evaluation is a maximum of 20 working days from the date of the request. Once submitted, the review is subject to a formal check by the MAB Secretariat. If the evaluation is incomplete, or lacks a professional assessment relevant to the substance of the case, a new evaluator may be appointed. No review fee will be paid for an unsubstantiated, erroneous, or insufficiently detailed review, and the reviewer must be removed from the list of eligible experts.

(3) Evaluations are not public. The identity of the evaluator becomes public following the decision of the Board. Except in the case of evaluations related to university professorship applications, evaluations may be disclosed in accordance with the relevant procedural rules, upon a separate written request by the party initiating the procedure.

(4) If a positive and a negative evaluation is submitted, a third evaluator must be appointed.

(5) In the opinion it prepares, the decision-preparatory body is obliged to justify any deviation from the evaluations.

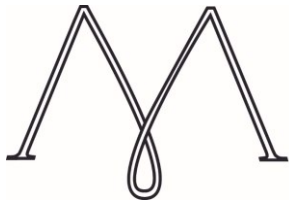
28. § (1) The decision-preparatory bodies formulate their opinions in accordance with the procedures set out in their rules of operation. The opinion or proposal supported by a simple majority is submitted to the Board. In the event of a tied vote, no new vote is held; in such cases, the matter must be submitted with reference to the tied vote.

29. § (1) Based on the opinions of the decision-preparatory bodies, the Board may adopt a decision that aligns with or differs from those opinions. The Board is not bound by the preparatory opinions.

(2) The Board – taking into account the procedural deadline of the given submission – may refer the case back to the decision-preparatory body once, or if the opinion produced during the preparatory phase is not suitable for decision-making, or if the written opinion does not meet the evaluation criteria, or if a procedural error occurred during the decision-preparation process.

(3) If a tie occurs during a Board decision, the vote must be repeated. If the repeated vote also results in a tie, the vote of the President – or, in their absence, the presiding Vice President – shall decide the outcome.

(4) The reasoning provided by the Board must include a detailed account of the facts underlying the decision and an evaluation of those facts.



(5) The President, through the Secretariat, shall notify the applicant of the Board's decisions within 10 working days following the Board meeting, and shall upload the resolutions to the DEQAR electronic platform.

30. § (1) In accordance with Section 19 (1) of the Quality Management Decree, MAB must ensure the conditions for forming an impartial, unbiased, and objective professional position in its decision-preparatory and decision-making procedures. In order to ensure this, any person with a conflict of interest may not participate in the preparation or adoption of decisions.

(2) A person shall be deemed to have a conflict of interest if, they are or were in an employment relationship (including public service employment) at the time of the decision or within the preceding two years, or in any other work-related legal relationship with the higher education institution initiating the case (the applicant), or if, for any other reason, they cannot reasonably be expected to assess the case impartially.

(3) A person who is considered to have a conflict of interest:

- a) may not appoint an evaluator,
- b) may not be a member of the evaluating, referring, or site-visit team,
- c) may not inspect the evaluation or be informed of its contents,
- d) may not be present at the discussion of the case,
- e) may not be contacted by members of the committee in connection with the case,
- f) may not be present at a vote.

(4) Any person with a conflict of interest is required to immediately disclose the conflict to the chair of the decision-preparatory and decision-making body, both verbally and in writing.

(5) In certain procedures, the applicable procedural rules may prescribe additional conflict of interest provisions specific to that procedure.

(6) If a conflict of interest arising from factual circumstances, as defined in paragraph (2), does not apply to a person, but other factors exist that may impair or compromise impartial judgment, the person is required to immediately disclose the conflict of interest in accordance with paragraph (4). In such cases, the specific basis for the perceived bias does not need to be disclosed.

IV. GENERAL RULES OF MAB'S FINANCIAL MANAGEMENT

31. § (1) The financial management activities of the MAB are governed by Act C of 2000 on Accounting, the Civil Act, and the Labour Code (Mt.), with due regard to the provisions of MAB's Deed of Foundation.

(2) Regarding the legal status of the MAB, it qualifies as a public benefit organisation that is not registered in the court register of public benefit entities, pursuant to the National Higher Education Act (Nftv.) and the Quality Management Decree. Accordingly, its operation is governed by the provisions of the Act on the Right of Association, the legal status of public



benefit organisations, and the Civil Act, within the framework of the National Higher Education Act.

(3) The MAB manages its allocated financial resources and own revenues independently. Its financial operations are planned, directed, and supervised by the President, based on the annual financial plan and report approved by the MAB Board. The procedures for undertaking financial commitments are governed by the MAB Commitment Regulation (Kötelezettségvállalási Szabályzat).

(4) The detailed rules governing MAB's financial management are set out in the MAB Financial Management Regulation (Gazdálkodási Szabályzat) and its annexes, which constitute separately maintained annexes to the present Rules of Organisation and Operation (Szervezeti és Működési Szabályzat, SZMSZ). The maintenance of the financial regulations falls under the responsibility of the financial manager. Amendments necessitated by changes in legislation are implemented with the signature of the President, while comprehensive amendments not arising from legislative changes fall within the competence of the Board.

(5) The procedural fees of MAB are determined pursuant to Section 20 of the Quality Management Decree, which enters into force on 1 September 2025. The fees established by MAB within its own competence – forming part of the Rules of Organisation and Operation (SZMSZ) as its annex – are adopted by the Board through resolution, based on the principles set out in MAB's Cost Calculation Regulation. MAB reviews its procedural fees annually and may amend them by Board decision if justified by the rate of inflation.

V. RULES OF DATA PROCESSING

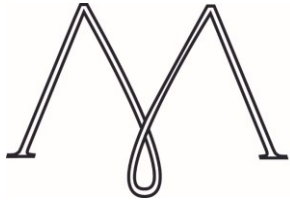
32. § (1) In the course of performing its activities, MAB pays special attention to ensuring the enforcement of rights related to the protection of personal data, the transparency of public interest data managed by MAB, and the prevention of unauthorized use of personal data managed under its control.

(2) The detailed rules governing MAB's data processing are set out in its Privacy Policy and Privacy Notices, which were established in accordance with Act CXII of 2011 on the Right to Informational Self-Determination and Freedom of Information, and with Regulation (EU) 2016/679 of the European Parliament and of the Council (General Data Protection Regulation), which repealed Directive 95/46/EC. These documents are published on MAB's official website.

VI. FINAL AND TRANSITIONAL PROVISIONS

33. § (1) This regulation shall enter into force following its adoption by the Body and its subsequent approval by the Minister.

(2) Pending the adoption of the procedural and operational rules referenced in this regulation, the provisions of the Rules of Organisation and Operation, approved by



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AKKREDITÁCIÓS BIZOTTSÁG

Effective from 10 July 2025

Resolution No. 2015/1/III of MAB, and endorsed by the Minister on April 15, 2015 shall remain applicable.

(3) The amendments to the Rules of Organisation and Operation, adopted by Resolution No. 2019/9/X/1 of the MAB Board, were approved by the Board at its meeting held on July 10, 2025, by Resolution No. 2025/4/IV.

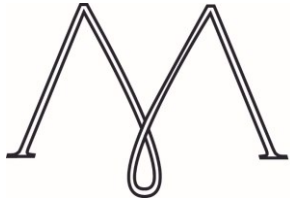
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Dr. János Ede Szilágyi

President (electronically signed)

Approved by the Minister responsible for Higher Education:

Dated: Budapest, 2025.



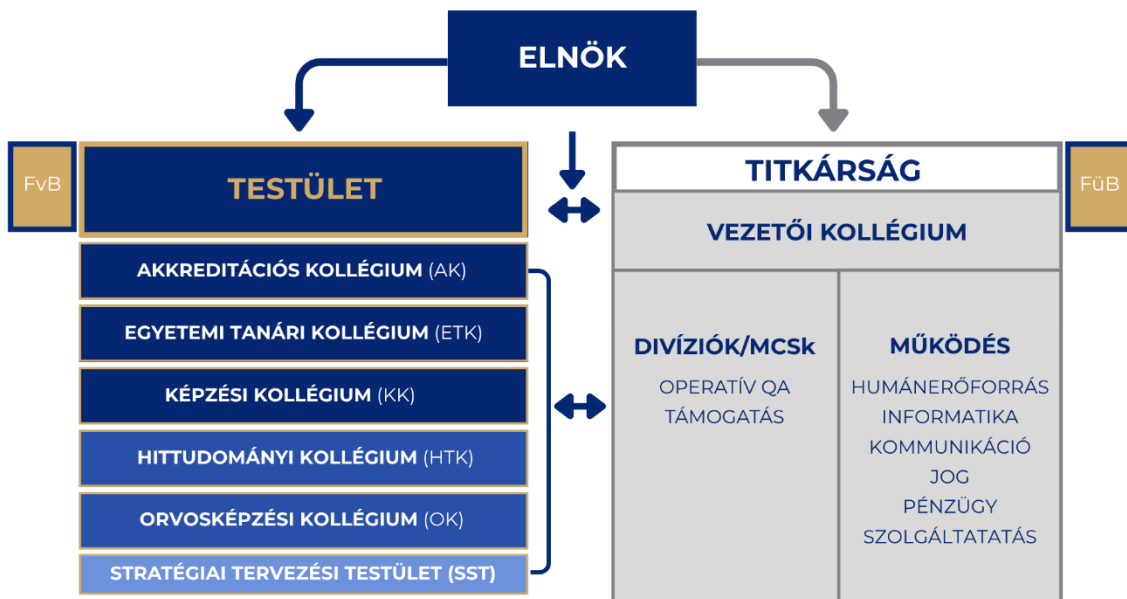
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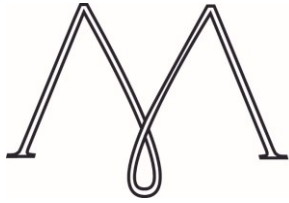
Effective from 10 July 2025

VII. ANNEXES

APPENDIX NO. 1

ORGANISATIONAL STRUCTURE OF THE MAB





APPENDIX NO. 2

MAB PROCEDURAL FEES EFFECTIVE FROM SEPTEMBER 1, 2025:

The pricing of procedural and other service fees of MAB is based on the cost calculation regulation, adopted by the Board through Resolution No. 2024/4/VIII (dated 06 September 2024). The fees for individual services were determined through equivalent unit-based costing, in accordance with the calculation scheme set out in the regulation.

	Expert activities	Fee	Note	Decision
1.	Expert opinion related to the awarding of the university professor job title	HUF 980,000		Adopted by Resolution No. 2024/6/XVIII of the Board (18.10.2024)
2.	Establishment of a programme	HUF 750,000		Adopted by Resolution No. 2024/6/XVIII of the Board (18.10.2024)
3.	Launching of a programme	HUF 750,000		Adopted by Resolution No. 2024/6/XVIII of the Board (18.10.2024)
4.	Base fee for institutional accreditation	HUF 6,200,000	The fee represents a minimal baseline, which is precisely determined during negotiations with the institution, taking into account its specific characteristics, and is recorded in the institutional accreditation contract.	Adopted by Resolution No. 2024/6/XVIII of the Board (18.10.2024)
5.	Establishment of a doctoral school	HUF 2,450,000		
6.	Review committee procedure and second-instance procedure in connection with a programme launch/establishment procedure	HUF 650,000		
7.	In the review committee	HUF 750,000		



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AKKREDITÁCIÓS BIZOTTSÁG

Effective from 10 July 2025

	procedure and in the second-instance procedure Other matters			
8.	Doctoral accreditation procedure fees	HUF 1,750,000	Single discipline doctoral school with max. 14 core members	Adopted by Resolution No. 2019/8/IX/1 of the Board (13.09.2019)
		HUF 2,250,000	Single discipline doctoral school with 15-20 core members	
		HUF 2 750 000	Single discipline Doctoral school with more than 20 core members	
		HUF 2,250,000	Two disciplines Doctoral school with up to 20 core members	
		HUF 2 750 000	Two disciplines Doctoral school with more than 20 core members	
		HUF 2 750 000	Doctoral school with three or more disciplines	

The fee rates remain in effect until revoked or amended.