



General information about the Graduation Ceremony for graduate students of Faculty of Architecture, Civil Engineering and Transport Sciences of Széchenyi István University in 2023/2024 spring

Dear graduate students, dear alumni,

## **Graduation Ceremony for the Faculty of Architecture, Civil Engineering and Transport Sciences**

**Date of the Graduation Ceremony for: 20<sup>th</sup> July 2024 (Saturday)**

**Beginning time: 10:00**

**Venue: University Sports Hall (9026 Győr, 1 Egyetem tér)**

Students can get the free invitation cards for their guests online from the [alumni.sze.hu](http://alumni.sze.hu) website from 14<sup>th</sup> June 2024.

**Only students who passed the final examination and obtained a degree in the final examination period of the spring semester of the academic year 2023/2024 can participate in the Graduation Ceremony.**

During the Graduation Ceremony professional photographers will take photographs of *each student at the moment of receiving the diploma, and before the event portrait pictures will be taken*. These will also be available for each student online. Before the Graduation Ceremony portrait pictures of each graduate student in gowns will be taken in set studio conditions. These pictures will be collected in digital photo collages. The products are available for everybody in an online form.

We would like to ask the graduating students to arrive at the venue of the Graduation Ceremony **no later than 1 hour before the event** in order to be able to get to know the general information about the course of the ceremony and to have the portrait pictures for the photo collages taken. **Our colleagues will seat you to your registered places.**

**The guests can occupy the empty seats in the order of their arrival. The guests can take their seats half an hour before the ceremony the earliest.**

### **Graduate package:**

Graduate students will be provided a uniform package at the Graduation Ceremony.

**The cost of the package is 15.000 HUF** (*it must be paid for at the designated spot*).

The package includes:

- the rental fee of the gown
- white gloves
- SZE badge with the year of graduation
- photographs taken at the moment of receiving the diploma [in an online form] – they will be available on the website [alumni.sze.hu](http://alumni.sze.hu) 2-3 months after the ceremony
- SZE photo collages by majors or faculties [in an online form] – they will be available 4-5 months after the ceremony
- live broadcast of the Graduation Ceremony – it will be available on the website [alumni.sze.hu](http://alumni.sze.hu) 2-3 months after the ceremony
- event organisation and technical fees

**The graduate package costs a uniform amount of 15.000 HUF for each student. This amount, together with the deposit related to the rental of the gown must be paid on the spot. (15.000 HUF/package + 20.000 HUF deposit). The deposit of 20.000 HUF will be refunded after returning the gown.**

Each of the graduate students will receive the gown, the white gloves on the spot.

**Date and venue of the rental of the gown:**

University Sports Hall (9026 Győr, 1 Egyetem tér)

20<sup>th</sup> July 2024 8:30 – 9:30

**Date and venue of returning the gown:**

University Sports Hall (9026 Győr, 1 Egyetem tér)

20<sup>th</sup> July 2024 no later than half an hour after the end of the ceremony

**Preliminary IMPORTANT information about the rental of the gown:**

- **The rental fee of the gown is included in the Graduate package** (*the Graduate package costs 15000 HUF, which must be paid for at the designated spot*)
- **Deposit to be paid for the gown: 20.000 HUF** (*must be paid at the entrance*)
- Please try to pay with the exact amount at the rental.
- **The Graduate package can also be paid by debit card but we can accept the payment of the deposit only in cash.**
- The statement for the receipt of the gown can be filled in at the following link: [LINK](#)
- The gown can be rented and returned only at the announced times. The gowns must be returned in their original, impeccable condition on the day of the rental, in the given times.
- Please try to take the gown and the gloves as soon as possible at the rental in order to ensure smooth operation. (No later than half an hour after the end of the ceremony!)
- **The receipt given at the rental must be kept until returning the gown.** Otherwise we will not be able to take them back or we will not be able to refund the deposit.
- In case any damage will occur to the gown, the renter is obliged to pay the amount corresponding to the damage based on the announced damage list on the spot.
  - Changing and sewing the lace: 5.000 HUF/piece
  - Changing and sewing the velcro: 1.000 HUF/piece
- In case the gown is torn, broken off or burned out, the whole amount of the deposit will be forfeited.

**The gowns can be tried on beforehand** (it is NOT compulsory) in the University Service Centre and Dormitory in the Alumni, Career and Information Centre (ÚT 106), during the opening hours:

Opening hours of the University Service Centre and Dormitory:

**Monday – Thursday 08:00 – 16:00**

**Friday 08:00 – 14:00**

***We look forward to welcoming you and your family at the Graduation Ceremony!***

## **Privacy statement**

Related to the Graduation Ceremony

We would like to inform you that Széchenyi István University dedicates particular importance to the protection of personal data and it wants to ensure individuals' right to self-determination in all circumstances.

Széchenyi István University processes any personal data which it learned according to the provisions of Act CXII of 2011 on the right to informational self-determination and freedom of information and of the REGULATION (EU) 2016/679 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 27 April 2016 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).

### **1. Designation of data controller:**

Széchenyi István University (hereinafter referred to as: University)  
address: 9026 Győr, 1 Egyetem tér  
email: [sze@sze.hu](mailto:sze@sze.hu)  
telephone: +36(96) 503-400  
website: uni.sze.hu

### **2. Legislation on data management:**

- Regulation (EU) 2016/679 of the European Parliament and of the European Council (27 April 2016) 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);
- Act CXII of 2011 on the right to informational self-determination and freedom of information;
- Act CCIV of 2011 on national higher education

### **3. Topic and subjects of data management:**

- The topic of data management is the graduation ceremony of Széchenyi University
- The subjects of data management: people participating at the graduation ceremony

### **4. Scope of processed data, aim, duration, legal basis of data processing, source of data**

#### ***4.1 Data management related to the applicant***

Scope of processed data	Aim of data management	Legal basis of data management	Duration of data management	Source of data
name, Neptun code, identity card number	organization of graduation ceremony, rental of the gown	contractual relationship	within the limitation period	voluntary data provision of the data subject
name, Neptun code, identity card number, study data	organization of graduation ceremony, taking photographs during the ceremony and the publication of	voluntary contribution of the data subject	until consent is withdrawn	voluntary data provision of the data subject, recordings made at the event/photographs taken at the event

	these photographs			
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**4.1.1 Data management process:** The University and the colleagues of the concerned organisational units will process the personal data provided by the data subject only in order to perform the administrative task necessary to conduct the event. The University Service Centre and Dormitory will publish the recordings, photographs of the ceremony on the alumni.sze.hu and the alumni.sze.hu websites.

## **5. Data transfer, data processing**

The University will only transfer personal data to third parties with the permission of the law or with the consent of the data subject in exceptional cases. For the current data processing the University will engage the services of the following data processor:

Mekli Zoltán sole proprietor

address: 9027 Győr, 20 Ipari út, 1<sup>st</sup> floor, door no. 6

email: [mekliz@meklizfotostudio.hu](mailto:mekliz@meklizfotostudio.hu)

telephone: +36309974073

## **6. Data protection measures:**

By the application of the appropriate technical or organisational actions, the University guarantees the adequate security of personal data, including the protection against unauthorized or illegal treatment, accidental loss, destruction or damage of data.

## **7. Your rights related to data management:**

Your data protection rights and your legal remedy and their restrictions are included in the GDPR (especially in articles 15., 16., 17., 18., 19., 21., 22., 77., 78., 79. and 82. of the GDPR). You can ask for information, you can request the rectification, deletion of your data, or the limitation of data management, you can object to data management based on legitimate interest any time.

You can exercise your rights by contacting:

in person: 9026 Győr, 1 Egyetem tér

on the telephone: +3696 503 400

via email: [adatvedelem@sze.hu](mailto:adatvedelem@sze.hu)

name of the data protection officer: dr. Pócz Péter

telephone: +3696/503-400 / extension 3173

### **-Right to information:**

You can ask for information about the processing of your personal data in writing any time, such as:

- which of your personal data is processed
- on what legal basis your personal data is processed
- for what purpose your personal data is processed
- from what sources your personal data is processed
- for how long your personal data is processed
- what data management rights you have
- your personal data is transferred, or not, if yes, to whom

### **-Right to rectification:**

You are entitled to request the University to rectify the inaccurate personal data related to you.

### **-Right to deletion:**

You can ask for the deletion of your personal data from the University in writing. This provision shall not apply in case the data management is necessary: for the purpose of complying with the obligation under European Union or member state law ordering the processing of personal data which the University is subject to, or to submit, enforce or defend legal claims.

**-Right to limitation:**

At the request of the data subject, the data processor limits data processing in case one of the following conditions applies:

- a) the data subject contests the accuracy of the personal data – in this case the limitation refers to the duration which makes it possible for the data processor to check the accuracy of data;
- b) data processing is illegal, and the data subject contests the deletion of data, and instead requests the limitation of their use;
- c) the data processor does not need the personal data for the purpose of data processing any more but the data subject requires them for the submission, enforcement or defence of legal claims.

In the case of a request for limitation of data processing, the reason for requesting the limitation must also be indicated.

**-Right to object:**

For reasons related to your own situation, you have the right to object to data processing based on a legitimate interest. In this case the University examines data processing on the legal basis of the balancing of interests in relation to you, and in case your request is considered justified, your personal data will be deleted. In all cases, you will be informed about the results of the examination.

**-Right to withdraw a voluntary consent:**

The consent to data processing may be withdrawn any time. In case of the withdrawal of your consent, you can ask for the deletion of your uploaded data. The withdrawal of consent shall not affect the lawfulness of data processing based on consent before its withdrawal.

**-Common rules of legal practice:**

Without undue delay and within one month of the receipt of your request, the University shall provide information in writing, in an understandable form about the action taken on the request, or about its refusal and the reasons for it. If necessary, taking into account the complexity of the request and the number of requests, this deadline may be extended by two more months.

**8. Your law enforcement possibilities**

If you consider that data processing is unlawful, you can turn to the National Authority for Data Protection and Freedom of Information (Hungarian abbreviated name: NAIH) or to the courts, according to the following:

*-Official notification*

In case you consider that there has been or is an imminent threat of a breach of rights in relation to the processing of personal data – or the exercise of your rights of access to data of public interest or public data in the public interest - you may initiate an examination at the supervisory authority:

Contact details of NAIH

address:

1055 Budapest, Falk Miksa utca 9-11

postal address:

1363 Budapest, Pf.:9.

telephone number:  
fax:  
e-mail address:  
web:

+36 (1) 391-1400  
+36 (1) 391-1400  
[ugyfelszolgalat@naih.hu](mailto:ugyfelszolgalat@naih.hu)  
<https://naih.hu/>

*-Initiation of authority proceedings*

In case you find that your personal data is unlawfully processed, you may initiate a civil lawsuit against the data controller. Such a lawsuit is subject to the jurisdiction of the general court in Hungary. You can be informed about the jurisdiction and contact details of the courts on the following website: [www.birosag.hu](http://www.birosag.hu)