



**Extract of Dean's order 1/2023. (I. 18.)
on the procedures of fee reduction requests
at the Faculty of Humanities and Social Sciences**

On the basis of the authorization given in § 48. (1) of Annex No. 6 (Code of Charges and Benefits, hereinafter: TJSZ) of the Organisational and Operational Regulations of the University of Pécs (hereinafter: PTE SZMSZ), the Dean of the Faculty of Humanities and Social Sciences acting in his discretion may grant the students of the Faculty a reduction on the payment of fees on academic grounds or upon proof of social need (hereinafter: fee reduction).

I. General Provisions

§ 1. (1) In accordance with § 3. (3) of the Rector's and the Chancellor's joint order 1/2015, the Dean – except in special cases of equity – can provide mitigation from the tuition fee based on academic or social grounds, in the given academic semester, up to the sum cumulated at a faculty level, but up to a maximum of 5% of the amount actually paid for the BA, MA, and undivided programs until the registration deadline of the relevant semester.

(2) Fee reductions applicable to the Faculty:

- a. fee reduction (on academic grounds, on social grounds, special cases of equity)
- b. payment deferment, payment in installments.

(3) The Dean decides on the granting and the extent of the fee reduction – and at the same time on the distribution of the available financial framework – on the basis of the applications submitted for the fee reduction tenders announced for each academic semester. Fee reduction requests on social grounds are based on the Social Situation Assessment Form in force, which is part of Annex No. 6 of the PTE Organisational and Operational Regulations (TJSZ), and the uniform point system indicated there (TJSZ Annex No. 2/2).

For fee reduction requests, based on social ground, the application form and the Social Situation Assessment Form must be submitted through the Neptun System.

For fee reduction requests, based on academic ground, or in special cases of equity, the application form must be submitted through the Neptun System.

(4) The call for tenders, the filling-in instructions, the scoring system and the present Dean's order 1/2023 serving as the base for all of the above, is published by the Faculty on the Faculty website.

Applications prepared for decision are presented to the Dean by the ad hoc Committee invited by the Dean. The members of the Committee are the head of the Faculty's Registrar's Office, the Faculty's Rapporteur of Finances, the Neptun key operator of the Faculty, and a delegated representative of the Faculty's student union.

(5) The duration of the reduction is one academic semester; different types of reductions cannot be combined.



(6) Applications can be submitted during the registration period, until the last day of the period. Relevant deadlines can be found in the academic calendar on the Faculty's website. Failure to meet the deadline will result in loss of legal rights, and applications received after the deadline cannot be accepted.

(7) Attachment of missing certificates may be allowed by the end of the evaluation period at the latest, if the applicant indicates in advance that s/he was prevented from obtaining these documents.

(8) Based on the submitted applications, the Dean makes a decision within 15 working days from the submission deadline, notifying the applicant of the result by post, and at the same time informs the Central Registrar's Office.

(9) In the event of a rejected application, the decision provides for the deadline of the payment of the tuition fee, the legal consequences of non-payment, and the amount of late payment interest and the beginning of its cumulation.

(10) According to § 57. (2)-(3) of Act CCIV of 2011 on Higher Education (hereinafter: Nftv.), the student can file a legal appeal against the decision of the higher education institution within 15 days from the date of notification. In accordance with § 12. of the Code of Studies and Examinations, the appeal claim shall be dealt with by the Secondary Educational Committee set up by the Rector. The request for legal appeal must be addressed to the Secondary Educational Committee and submitted to the Registrar's Office of the Faculty of Humanities and Social Sciences.

II. Detailed regulations of tuition fee reduction

Persons entitled to submit an application in BA, MA and undivided study programs

§ 2. (1) A student participating in a self-financed study program is entitled to submit an application if s/he

- a) does not pursue studies in state-funded training at the Faculty, at other Faculties of the University, or at other higher education institutions,
- b) has an active student status at the Faculty,
- c) exceeded the training time stated in the program completion and exit requirements of the given major by a maximum of two semesters,
- d) at the time of submitting the application, there is no retrospective tuition fee or interest owed to the University,
- e) paid at least 40% of the total amount of the tuition fee for the given semester by the payment deadline specified by the Central Registrar's Office and attached a copy of the proof of payment,
- f) has at least 2 valid completed semesters as a student of the Faculty in the applied major,
- g) was not placed in a self-financed status as a result of a reclassification procedure for academic reasons conducted by the Faculty.



4. § (1) A student who is eligible under § 2. (1) and has been admitted to the Faculty through the Hungarian central admission procedure (via Felvi.hu), who has not yet exceeded the period of study has a weighted average of at least 4.5 in the last two active semesters, and who has taken and completed an average of at least 30 credits in the last two active semesters, may be granted an **academic discount**.

(2) The academic discount cannot be more than 30% of the tuition fee.

§ 5. (1) A reduction beyond the training period may be granted to a student who is eligible under § 2. (1), who exceeds the training period by a maximum of two semesters, and who is subject to the following additional conditions:

a) who registers for a semester that exceeds the training period specified in the program completion and exit requirements of the given major and has already completed at least 80% of the credits to be obtained for the completion of the study program, provided that the conditions specified in § 2. (1)-(2) are met and the application form is submitted, pays a reduced fee. An additional condition for the payment of the reduced fee is that the student takes courses with the clear aim of completing the study program.

b) The student can apply for the reduction if they are beyond the training period, but only in the following 2 active semesters.

c) In addition to the general conditions defined in § 2. (1), it is only possible to apply for a fee reduction beyond the training period if the applicant fulfills one of the following two conditions:

i) the number of courses taken is a maximum of 5 – in this case their total number of credits does not matter;

ii) the number of courses taken is more than 5, but their total number of credits does not exceed 12.

(2) The amount of fees to be paid is HUF 9,000/credit taken, but at each training level, the student must pay at least 50% of their total tuition fee. In all other cases, the student must pay the full tuition fee.

The amount of the tuition fee to be paid by the student is determined as follows: 40% of the amount paid by the registration deadline, increased by the product of the number of credits taken and the unit price for the specified credit.

If the amount calculated in this way to be paid does not reach 50% of the amount of the tuition fee applicable to the student, the actual amount to be paid by the student is 50% of the tuition fee applicable to them.



§ 6. (1) The Dean may grant the student a payment deferment or payment in installments for a specified period of time based on the student's request:

- a) in terms of the tuition fee of the given semester, by the end of the semester at the latest,
- b) with regard to the additional fees (late payment interest) and fees to be paid, by the beginning of the next academic semester at the latest.

§ 7. Special equity and other fee reductions:

(3) For alumni who previously obtained a degree at the University of Pécs, Faculty of Humanities and Social Sciences, and who are already registered in the Alumni Program of the University of Pécs, and were admitted to the Faculty within the framework of the central admission procedure (via Felvi.hu), the discount is 20% of the tuition fee.

(4) For children of graduates of the University of Pécs, Faculty of Humanities and Social Sciences (who are already registered in the Alumni Program of the University of Pécs) who have been admitted to the Faculty within the framework of the central admission procedure (via Felvi.hu) the amount of the discount is 10% of the tuition fee.

(5) If, after the start of the given semester, the student's life status has been subject to extraordinary circumstances justifying the fee reduction, the application must be addressed to the Dean and submitted to the Registrar's Office of the University of Pécs. The student must provide proof of the extraordinary changes in their life circumstances. Regarding special cases of equity, in the case of students whose life circumstances have suddenly changed, based on the attached certificates, the Dean can exercise individual fairness up to the above-mentioned 5% financial limit. If the student decides on subsequent passivation due to the change in their life circumstances, they must pay the time-proportionate amount of the tuition fee.

IV: Closing and Enacting Provisions

- (1) This order shall come into effect on the day of its announcement.
- (2) This order must be published on the Faculty's website and sent in writing to all relevant organizational units.

Pécs, 18 January 2023

Prof. Dr. Heidl György

Dean

