

Dean's Instruction No. 5/2025 (14 May)

on the conditions for completing compulsory courses parallel to the master's program and the related procedures at the Faculty of Humanities and Social Sciences of the University of Pécs

Pursuant to the provisions of Ministerial Decree No. 18/2016 (VIII. 5.) of the Ministry of Human Capacities (EMMI) amending Government Ministerial Decree No. 8/2013 (I. 30.) of the Ministry of Human Capacities on the training and outcome requirements for higher education vocational programmes, bachelor's and master's degree programmes, as well as the common requirements for teacher training and the training and outcome requirements of specific teacher training specialisations, and having regard to Annex 5 to the Organizational and Operational Regulations of the University of Pécs (hereinafter: **PTE SZMSZ**), the Code of Studies and Examinations of the University of Pécs (hereinafter: **TVSZ**) § 9, and Annex 7/b to the PTE SZMSZ, the Admission Regulations for Master's Programmes and Postgraduate Specialist Training Programmes at the University of Pécs § 22, the following rules are established for the Faculty of Humanities and Social Sciences (hereinafter: **the Faculty**) with regard to courses that are required to be completed concurrently with Master's studies:

I. Purpose of the Instruction

§ 1 The purpose of this Instruction is to regulate, within the Faculty, the conditions, procedures, costs, and administrative requirements for the completion of courses required to be taken concurrently with Master's studies.

II. Scope of the Instruction

§ 2 This Instruction shall apply to any Master's degree student whose programme's training and outcome requirements (hereinafter: **KKK**) stipulate, based on the decision of the Faculty's Education and Credit Transfer Committee (hereinafter: **KÁB**) during the admission procedure, that one or more courses must be completed concurrently with the Master's programme, as well as to the Faculty's teaching and administrative staff involved in implementing the provisions of this Instruction.

III. Definition and Content of Courses Required Concurrently with Master's Studies

§ 3 (1) In the case of Master's degree programmes, the training and outcome requirements define which previous Bachelor's programs are acceptable for admission, as well as the amount of credit in specified subject areas that must be verified as having been earned prior to admission.

- (2) A Master's student may be required to earn additional credits if their admission was based on a qualification that cannot be accepted for full credit transfer to the given programme.
- (3) If the applicant does not meet the required number of credits in the subject areas stipulated as admission requirements, they must earn the missing credits within the first two semesters following admission.

IV. Procedural Rules Concerning Courses Required Concurrently with Master's Studies

§ 4 (1) Applicants whose prior qualification is acceptable for admission to the desired Master's programme only with partial credit transfer must submit a credit recognition request to the KÁB through the Faculty's Admission and Academic Affairs Office (hereinafter: **the Office**) during the admission procedure.

- (2) The request must be submitted to the Office using the programme-specific form available on the Faculty's website.

- (3) The KÁB shall conduct its procedure in accordance with the provisions of § 9 of the TVSZ and shall make its decision within 30 days from the submission of the request. Where stipulated in the training and outcome requirements, the KÁB decision shall specify the conditions for obtaining the missing credits through concurrent studies.
- (4) The outcome of the credit recognition process during the admission procedure may be:
- a) The required number of credits for admission cannot be recognised — the applicant cannot be admitted to the programme and is excluded from the admission procedure;
 - b) The required number of credits for admission can be fully recognised — the applicant may be admitted to the programme;
 - c) The required number of credits for admission can be partially recognised — the applicant may be admitted, but must complete a specified number of credits in relevant subjects from the bachelor's programme during the first two semesters of their Master's studies. The decision shall include the assessment of the studies proposed for recognition, the number of recognised credits, the codes, titles, and credit values of the courses to be completed, their recommended semester according to the programme's curriculum, and — in all cases — information on the available remedies.
- (5) Credit recognition requests must be submitted electronically by the deadline specified in the admission announcement and published on the Faculty's website.
- (6) The request must be accompanied by a copy of the diploma(s) or credit certificate(s) forming the basis for recognition, as well as the syllabus of any course to be recognised.

§ 5 (1) The decision shall be sent electronically by the Office to the applicant's email address provided during the admission procedure.

(2) Following a successful admission and the student's registration in the electronic study system, the Office shall record the credit recognition decision in the student's official records and send the list of students required to earn additional credits to the Head of the Registrar's Office and its administrators, including each student's Neptun code, name, programme, and the number of missing credits.

V. Financial Provisions Relating to Courses Required Concurrently with Master's Studies

§ 6 (1) Regardless of the funding form of the student's active programme, tuition fees shall be payable for courses required to be completed concurrently with the Master's studies, calculated on the basis of the credits registered.

(2) Hungarian-language programmes, the fee per credit shall be one-thirtieth of the semester tuition fee of the related bachelor's programme, rounded to the nearest 100 HUF, but not exceeding HUF 180,000 per semester.

(3) For foreign-language programmes, the fee per credit shall be one-thirtieth of the semester tuition fee of the related bachelor's programme, rounded to the nearest 5 EUR, but not exceeding EUR 500 per semester.

§ 7 (1) The student's academic progress is monitored by the student's study administrator. The head of the Registrar's Office requests the Central Registrar's Office to assess the students' payment obligations after the deadline for withdrawing from courses for the given semester has expired, in accordance with the courses that are actually starting.

VI. Entry into Force

§ 8 (1) This Instruction shall enter into force on the date of its publication.

(2) This Instruction shall be published on the Faculty's website.

Pécs, 14 May 2025


Dr. Krisztián Bene
Dean

