

Dean's order 7/2024. (17 XII.)

**on the procedure of fee reduction requests for students admitted to the Faculty of
Humanities and Social Sciences**

Based on the authorization given in 48. (1) of Annex No. 6 (Code of Charges and Benefits, hereinafter: TJSZ) of the Organizational and Operational Regulations of the University of Pécs 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 (hereinafter: fee reduction).

I. General Provisions

§ 1. (1) The Dean - except in special cases of equity – may grant a mitigation from the tuition fee based on academic and social grounds as stated in the TJSZ 48 (1), in the given academic semester, up to a maximum of 5% of the amount actually paid until the registration deadline of the relevant semester.

(2) Fee reductions applicable at the Faculty:

- a. fee reduction (on academic, social, and extraordinary social grounds),
- b. payment deferment, payment in instalments.

(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 - based on the applications submitted for the fee reduction tenders announced for each academic semester. The basis for social based fee reduction requests is the Social Situation Assessment Form, which is part of Annex 6 of the Organizational and Operational Regulations of the University of Pécs (TJSZ), and the uniform scoring system indicated thereon (Annex 2/2 TJSZ).

The application form and the Social Situation Assessment Form must be submitted in the Neptun Study System for the application for social based fee reduction.

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

11/2023 serving as the base for all 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, Vice-Dean for

Student Affairs, 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, except for those whose payment requirement is, for some reason, due in September (or later) for the autumn semester and in February (or later) for the spring semester. In this case, the deadline for submission of the application is 8 days from the date of the payment notice, but no later than the payment deadline date.

(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 decides 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 paragraph (2)-(3) of Act CCIV of 2011 on Higher Education, 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) got admitted during the admission procedure,
- 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,

- a) 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,
 - b) has at least 2 valid completed semesters as a student of the Faculty in the applied major,
 - c) was not placed in a self-financed status as a result of a reclassification procedure for academic reasons conducted by the Faculty.
- (2) If all requirements in § 2. (1) are met and the student has applied for a Student Loan, the copy of the loan agreement must be attached to the fee reduction request.

III. Tuition fee reductions

§ 3. (1) Students who are eligible for benefits under § 2. (1) and who have been admitted to the Faculty through the admission procedure (via DreamApply) may be granted for fee reduction on social ground if they submit the application form and the Social Situation Assessment Form via the Neptun Education System by the given deadline.

(2) The reduction of the tuition-fee shall not exceed 50% of the tuition-fee.

(3) The verification of the data contained in the Social Situation Assessment Form, which is the basis for the assessment of the applications, is carried out by the Committee with the participation of a member of the Faculty Student Union (HÖK) of the University of Pécs Faculty of Humanities and Social Sciences appointed by the University Student Union (EHÖK). The Commission will establish a ranking based on the social situation ascertained from the applications.

(4) Calculation of the reduction: determination of the amount per point (the specified budget divided by the total score of the students who submitted the successful application) the score obtained by the student multiplied by the HUF value of one point.

(5) On social ground, a student may apply for several semesters.

§ 4. (1) Fee reduction may be granted to a student who is eligible under paragraph § 2 (1) and who has been admitted to the Faculty through the central admission procedure (via Felvi.hu), who has not yet exceeded his/her training period and has a weighted average of at least 4.5 (without rounding) in the last two active semesters; and the average of the taken and completed credits in the last two active semesters must be at least 30.

(2) The reduction of the tuition-fee shall not exceed 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) admission obtained through the central admission procedure (general, supplementary and cross-semester),

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) (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.

- c) The student can apply for the reduction if they are beyond the training period, but only in the following 2 active semesters.
- d) 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 fulfils 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 70% 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 70% of the amount of the tuition fee applicable to the student, the actual amount to be paid by the student is 70% of the tuition fee applicable to them.

If the student is completing an individual school placement in a one-tier teacher education program, the credit value of the individual school placement outside the institution does not count towards the credit value recorded, so only the credit value of the accompanying seminar(s) and the portfolio(s) will be considered in accordance with paragraph § 6. (1).

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

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

§ 7. Reductions on tuition fees due to social changes in the student's living conditions during the semester:

- (1) In the cases specified in this paragraph, the reduction may be claimed by students with an active student status, participating in any training level of Faculty of Humanities and Social Sciences (BTK) in any training course with self-financing, according to the conditions set out in § 7. (2).
- (2) If extraordinary circumstances have arisen in the student's living circumstances after the start of the given semester that justify the fee reduction, a request must be submitted to the Registrar's Office of the Faculty of Humanities and Social Sciences, addressed to the Dean. The student must provide proof of the extraordinary changes in his/her living circumstances. In special cases of equity, the Dean may grant a discount on an extraordinary social ground to students whose living circumstances have suddenly changed, based on attached proofs. If the student decides to have late semester passivation, due to a change in his/her living circumstances, he/she will be required to pay the pro-rata tuition-fee.