

**Dean's order 6/2023. (14<sup>th</sup> Dec.)<sup>1</sup>**  
**on the procedures of fee reduction requests**  
**at the Faculty of Humanities and Social Sciences**  
**for students accepted via the institutional procedure (DreamApply)**

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 Pecs 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 — can provide mitigation from the tuition fee based on academic grounds as stated in the TJSZ 48 § (1), in the given academic semester, 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 students accepted via the institutional procedure (DreamApply) at the Faculty:

- a. fee reduction (on academic 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 — on the basis of the applications submitted for the fee reduction tenders announced for each academic semester.

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 6/2023 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, 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.

(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.

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<sup>1</sup> modified 14.12.2023.

(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, 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 accepted via the institutional procedure (DreamApply) or via Felvi.hu,
- b) does not pursue studies in state-funded training at the Faculty, at other Faculties of the University, or at other higher education institutions,
- c) has an active student status at the Faculty,
- d) exceeded the training time stated in the program completion and exit requirements of the given major by a maximum of two semesters,
- e) at the time of submitting the application, there is no retrospective tuition fee or interest owed to the University,
- f) 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,
- g) has at least 2 valid completed semesters as a student of the Faculty in the applied major,
- h) the mathematical average of their corrected credit index of the last two active semesters is at least 4,5 (without rounding); — the average is calculated based on the statistics generated on 10th September and 10th February – and completion of at least 30 credits per semester.
- i) 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.

(3) The amount of reduction cannot be higher than the 30% of the tuition-fee.

## **III. Tuition fee reduction on academic grounds**

**§ 3. (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) got accepted via the institutional procedure (DreamApply) or via Felvi.hu,
- b) 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.

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.

**§ 4. (1) The Dean may grant the student a payment deferment or payment in instalments** 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 Instruction period,
- 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.

(2) The student must apply for a payment deferment or payment in instalments by submitting a separate request to the Registrar's Office. The request must be formatted as an official letter addressed to the Dean, and must contain the student's full name, Neptun code, training programme and the exact date until which they are requesting the deferment.

## V. Closing and Enacting Provisions

(1) This order shall come into effect on the day of its announcement.

(2) With the entry into force of this Instruction, the Dean's Instruction 6/2023. is repealed.

(3) This order must be published on the Faculty's website and sent in writing to all relevant organizational units.

Pécs, 14th December 2023.



Dr. BENE Krisztián

Dean