

**Dean's order no. 1/2012 (January 2) of the Medical School modified by
Dean's order no. 3/2015 (August 15)**
**on the order of paying the tuition fee and requests for tuition fee reductions
and the tuition fee scheme of the students completing practical studies in the rotational
year**

A. General provisions

1. § The effect of the Dean's Order

The scope of this order shall extend to all students with a student's legal status at the University of Pécs, Medical School (hereinafter the Faculty or UPMS).

2. § Payment of the tuition fee¹

(1)² The Faculty Council shall determine the initial tuition fees per majors until October 15 of the year preceding the admission procedure.

(2) The starting amount of the tuition fee in regards of the given training programme shall not change until the end of the fee paying studies of the student.

(3) Where the present Order mentions the term "fee-paying", it shall also refer to the term "self-financed" – except if the term "self-financed" is mentioned separately in the given paragraph.

(4) The student is obliged to pay the tuition in the currency that is determined in his/her fee-payment agreement. The amount of tuition fee payable shall not include the charges of the banks (e.g. transfers, currency conversion etc.). These costs in addition to the tuition fee shall be incurred by the student according to Article 58 (3) of the Code of Charges and Benefits of Annex 6 of the Statutes of the University of Pécs.

(5)^{3 4} Based on the decision of the Faculty Council, the Faculty shall publish the deadlines regarding tuition fees in the schedule of the academic year. The deadline of the payment of the tuition fee and other fees are determined according to Article 52 (1) of the Code. The onset of the amount may take even 2 weeks, which period shall be taken into consideration by the student when paying the fees. In case the debts is not settled in the electronic studies record system (hereinafter: Neptun), the amount shall be considered as unsettled debt and the student is not entitled to use the services (e.g. enrolment, exams) that are related to the payment of the tuition fee.

(6)⁵ The student is obliged to submit the receipt of the payment to the Registrar's Office within the deadline determined in paragraph (5). The receipt shall be a document that

¹ Modified compared to the Dean's Order no. 3/2014 (December 22).

² Modified compared to the Dean's Order no. 1/2014 (September 1).

³ Modified compared to the Dean's Order no. 3/2013 (July 10). Effective: from the first day of the second semester of the academic year 2014/2015.

⁴ Modified compared to the Dean's Order no. 1/2014 (September 1).

⁵ Built in to the Dean's Order no. 1/2014 (September 1) on 1st September 2014. Effective: from the first day of the second semester of the academic year 2014/2015.

confirms the payment of the tuition fee (swift copy). The receipt shall dependably contain the following:

- Place and time of issuing
- The sender's bank account and the recipient's bank account (IBAN)
- The exact amount with numbers and with letters
- The student's name and student identification code in the remarks field
- Receipts can be accepted only in Hungarian, English or German
- Only original receipt or its authentic photocopy can be accepted

In case the student proves the payment of the tuition fee with a receipt that does not contain all the above mentioned contents, it cannot be accepted and the student is obliged to submit the proper receipt of payment within 8 days, otherwise the UPMS may apply the legal consequences of the delay of the payment.

(7)

(8)⁶ If the fee-paying student who has activated the semester and taken up courses announces the termination or the temporary termination (passivation) of student's legal status after the start of the semester, he/she is obliged to pay 40% of the tuition fee for the semester and the pro rata portion of the tuition fee for the period of semester before the month of notification. Every incomplete month shall be considered a whole month.

(9) The student who has paid the tuition fee whole or in part before the medical checkup which ascertains that the student is inapt to pursue medical studies, upon request the Faculty shall refund the whole amount of tuition fee paid by the student.

(10) The student whose student's legal status had been terminated and he/she has been admitted again to the Faculty, as well as the student who has transferred from another higher education institute, or other majors or programs of the UPMS, is obliged to pay the amount of tuition fee determined by his/her recommended curriculum of the semester of re-admission or transfer – according to the Article 1 (5) of the Special and Provisions Pertaining to the Medical School – Annex 2 – of The Code of Studies and Examinations (hereinafter CSE) of the Statutes of the University of Pécs.

(11) The student is obliged to pay a fine for delayed fee payment according to the Code and based on the contract between the student and the Faculty.

3. § Basic principles of tuition fee reduction⁷

(1) In the scope of authority delegated in Article 48 (1) of the Code, the Dean of the Faculty may grant allowance for fee paying students in the tuition fee payment based on their academic performance, social situation or any other equitable circumstance.

(2) Students of the post-graduate major of Specialized Translator/Interpreter in Health Sciences (in English) (hereinafter: Specialized Translator/Interpreter major) may only be granted tuition fee reductions listed in Section (1) based on their social situation.

⁶ Modified compared to the Dean's Order no. 1/2014 (September 1).

⁷ Modified compared to the Dean's Order no. 3/2014 (December 22).

(3)⁸ According to Article 4 (7) of the Code requests related to tuition fee reduction and permission concerning payment by installments and delay shall be granted by the Dean. In cases specified in Article 7 of this Order the decision shall be made by the Dean based on the proposal of the Educational Committee, or in case of the Specialized Translator/Interpreter major, based on the proposal of the head of the Centre for Postgraduate Education.

(4) The basis of the tuition fee reduction is the tuition fee determined in Article 2 (1) of this Order.

(5)⁹ Unless regulated otherwise in present Order, if the student is entitled to tuition fee reduction by multiple titles, he/she may only be granted one type of reduction within the same semester, the one that is most favorable for him/her, and that is granted by the Dean after comparing the decisions made according to Article 3 (3) of this Order.

(6) If based on Article 2 (8) of this Order the student has been granted reduction, he/she is obliged to pay the pro rata portion of the reduced amount that exceeds 40% of his/her initial tuition fee.

(7) The duration of a tuition fee reduction is one semester.

(8) The student can apply for tuition fee reduction in several semesters.

(9)¹⁰ The reduction of the tuition fee can only be permitted if the request and the receipt of the payment specified in Article 2 (6) of this Order is submitted to the Registrar's Office of the Faculty (hereinafter RO) or – in case of students of Specialized Translator/Interpreter major - to the Centre for Postgraduate Education on the last workday preceding the enrolment period of the given semester at latest. Missing the deadline shall result in the loss of rights, request submitted subsequent to the deadline shall be rejected without decision on the merits.

B. Types of tuition fee reduction

4. § Request for tuition fee reduction based on academic achievement (scholarship)

(1) Upon request, fee paying students may be granted tuition fee reduction based on their academic achievement, according to the following:

a) requests shall be submitted for the fall semester until the deadline laid down in Article 2 (5) of this Order;

b) evaluation is based on the weighted average of the subjects completed exclusively at the UPMS in the last two active semesters preceding the year of submission;

c) tuition fee reduction may be granted for the consecutive active semester after the academic year that is the basis for calculation;

d) only the student is entitled to receive the scholarship who has completed all the obligatory subjects of his/her recommended curriculum* (in the academic year that is the basis for calculation or earlier), has completed minimum 26 credit points in both semesters, and has not had credit transfer of an obligatory course in the given two semesters.

⁸ Modified compared to the Dean's Order no. 1/2014 (September 1).

⁹ Modified compared to the Dean's Order no. 1/2014 (September 1).

¹⁰ Modified compared to the Dean's Order no. 1/2014 (September 1).

* The recommended curriculum and the numbers of the semesters can differ.

(2) The reduction is calculated on the following rate bands:

- a) 4,01 – 4,49: 25%
- b) 4,50 – 4,99: 45%
- c) 5,00 – 70%

5. §. Request for tuition fee reduction based on the number of credits taken¹¹

(1)¹² Upon request, the student may be granted tuition fee reduction,

- a) who has had at least two active and closed semesters at the UPMS over the period of one and the same student's legal status
- b) who has taken up a total of 18 or less credit points in the given semester

The final number of credits registered by the student shall be recorded on the student's request by the administrative officer of the RO based on the data of Neptun within 3 workdays following the registration period.

(2)¹³ The tuition fee reduction is proportionate to the credit points taken. The rate of reduction by number of credit points and the method of the calculation is listed in Annex 1 of this Order.

(3) Students meeting the criteria of Section (1) may be granted tuition fee reduction based on the number of credits taken only twice during their studies at the UPMS.

(4) If the student takes up additional courses during the semester after the reduction is determined - before the deadline laid down in CSE or after this deadline with the permission of the Educational Committee - and this would change the amount of reduction granted, a new reduction rate has to be determined for him/her.

(5) Late cancellation of courses permitted by the Educational Committee is not a legal ground for tuition fee reductions.

(6) The reference aid for calculating the credit based reduction shall be published on the website of the RO.

(7)¹⁴ The student, who has active student status in the given semester, but has not registered any courses, can be granted tuition fee reduction by request according to Annex 1 of this Order.

6. §. Special provisions for the students of the German language programs

(1)¹⁵ Students of General Medicine and Dentistry in German Program who have successfully completed all the obligatory courses of the first 4 semesters of the recommended curriculum are entitled to a reduction of 20% of their tuition fee upon request. This request can be submitted before the end of their studies regarding a maximum of 8 subsequent semesters. The decision is made by the Dean. The above reduction may be combined with another type

¹¹ Modified compared to the Dean's Order no. 1/2011 (January 3) of the Medical School

¹² Modified compared to the Dean's Order no. 1/2014 (September 1).

¹³ Modified compared to the Dean's Order no. 1/2014 (September 1).

¹⁴ Modified compared to the Dean's Order no. 1/2014 (September 1).

¹⁵ Modified compared to the Dean's Order no. 1/2014 (September 1).

of reduction. When granting the above reduction, in case of entitlement for further reduction(s), the further reduction(s) shall be considered as deducted from the tuition fee already reduced with 20 %.

(2)

(3)

(4)¹⁶ The amount of tuition fee for students taking part in the EVKB (Evangelisches Krankenhaus Bielefeld) programme of the UPMS shall be 40% of the tuition fee determined by the Student's recommended curriculum of the semester of admission or transfer to the UPMS, which the student shall pay per semester until the deadline set by the schedule of the academic year, approved by the Faculty Council. Students of the rotational year are obliged to pay for the University of Pécs after the rotational year has ended – in addition to the basic tuition fee – 1,5 % of the above mentioned tuition fee for every commenced 30 hours of practice that they have completed at the UPMS, in case the amount of practice hours spent at the University exceeds 120 hours.

(5) The reduction mentioned above in paragraph (4) cannot be combined with other reductions specified by this Order.

7. § Request for reduction based on social needs

(1) Upon request, the student may be granted tuition fee reduction based on equitable social circumstances by the Dean of the Faculty.

(2)¹⁷ The student may be granted tuition fee reduction based on social needs if he/she can certify with documents that extraordinary circumstances causing the necessity of the reduction had appeared in his/her living conditions in the year directly before the start of given semester or in case of newly admitted students after the decision on admission. The request shall be rejected without decision on the merits, with injunction in the absence of above documents after the deadline for the completion of documents has expired. The administrative officer of the RO may set a deadline of 3 days – in very reasonable cases longer, but at most 30 days – for the completion of the documents.

(3)

(4) Based upon his authority of consideration, the Dean of the Faculty decides on granting reductions of the tuition fee and their rate and the deadline for payments, based on the proposal of the Educational Committee or - in case of students of the Specialized Translator/Interpreter major - based on the proposal of the Head of the Centre for Postgraduate Education. The rate of reduction cannot exceed 70% of the tuition fee.

8. § Request for delayed payment ¹⁸

(1) In case a foreign student wants to pay the tuition fee from loan directly payable to him/her, and the loan is not received until the last workday preceding the enrolment period, the student may request delayed payment in regards of the first instalment of the tuition fee. The request has to be submitted in an official, written form of the Faculty (downloadable from

¹⁶ Modified compared to the Dean's Order no. 3/2013 (July 10).

¹⁷ Modified compared to the Dean's Order no. 1/2014 (September 1).

¹⁸ Modified compared to the Dean's Order no. 3/2014 (December 22).

the website) to the RO by the end of the last workday preceding the enrolment period. Based on the request the student may be granted delayed payment for the first instalment of the tuition fee of the given semester until October 15 in the fall semester, and until March 15 in the spring semester. The request is only acceptable if the student consents that the Faculty shall check the validity of the loan request.

(2) In case the foreign student is a citizen of a country that is affected by international economic sanction and due to the financial restraints his/her tuition fee expectedly will not appear on the university's bank account until the last workday preceding the enrolment period, the student can apply for delay in payment. The request can be submitted according to the rules specified in Article (1). The student may be granted delay of payment of the first instalment of the tuition fee until October 15 in the fall semester and until March 15 in the spring semester based on his/her request. The request can only be accepted if the student agrees on the form that the Faculty checks the validity of the data.

C. Tuition fee to be paid by students completing practical studies in the rotational year¹⁹

9. § (1) In the first semester of the rotational year fee paying students have to pay a tuition fee of 46% of the full fee of the previous, non-rotational year (the deadline of which is to be accepted by the Faculty Council and to be found in the schedule published on the website of the RO), determined according to the following.

(2) In case the student completes a part of his/her 6th year practices not at the departments of the University or its affiliate hospitals (hereinafter: at the University), he/she may be granted tuition fee reduction according to the following:

- (a) if the total number of practices spent at the University does not exceed 120 hours during the rotational year, the student has to pay 46% of the yearly tuition fee of the previous year;
- (b) if the total number of practices spent at the University exceeds 120 hours, the tuition fee to be paid is increased by 1.5% of the yearly tuition fee of the previous year by every further 30 hours commenced.

(3) In the second semester of the rotational year the RO summarizes the student's practical hours, tells the number of practices completed at the University based on certificates and calculates the tuition fee based on Section (2) (b).

(4) Students can only be granted entry to final closing examination if they have verifiably fulfilled all their payment obligations towards the University.

(5) If the Educational Committee accepts the request of a student who is unable to complete his/her rotation year within a year due to some special circumstances and wants to complete it in two academic years, he/she has to pay the tuition fee of following amounts:

1. semester: 46% of the full tuition fee of the previous, non-rotational year
2. semester: according to Section (2) (b)
3. semester: 30% of the full tuition fee of the previous, non-rotational year
4. semester: according to Section (2) (b)

¹⁹ Modified compared to the Dean's Order no. 1/2011 (January 3).

D. Procedure regarding the tuition fee reductions ²⁰

10. § (1) Students have to apply for the tuition fee reduction in written form. The requests addressed to the Dean have to be submitted to the RO or - in case of students of the Specialized Translator/Interpreter major - to the Centre for Postgraduate Education. To requests based on social needs, the students have to attach all the relating documents published on the webpage of the RO in order to prove the circumstances.

(2) Requests for reduction based on social needs – except for requests of students of the Specialized Translator/Interpreter major - are forwarded by the Registrar to the Head of the Educational Committee of the Faculty, who sends the proposal of the Committee to the Dean. The Registrar informs the student about the Dean's decision and – in case of a positive decision – the Central Registrar's Office.

(3) In case of students of the Specialized Translator/Interpreter major, requests for reduction based on social needs are forwarded by the administrative officer of Centre for Postgraduate Education to the Head of Centre for Postgraduate Education who sends written proposal to the Dean. The Head of Centre for Postgraduate Education informs the student about the Dean's decision in writing and – in case of a positive decision – the Central Registrar's Office.

(4) After the deadline of submission, the administrative officer of the RO proves the data provided in the request, compares it with the data in Neptun and corrects it with his/her remarks if necessary.

(5) The Dean shall approve the rate of the reduction in form of a resolution. The RO shall forward the resolutions to the students concerned.

(6) In case the student has been granted reduction based on the number of credits of courses taken and has subsequently taken up a course after the registration period, and consequently the rate of the reduction specified in Annex 1 of this Order changes, the Dean shall make a new resolution on the rate of the reduction. The administrative process is as described in Section (5). When issuing the new resolution, instructions specified in Article 3 (5) and Article 6 (1) have to be applied.

(7) Students can only appeal against the decision on tuition fee reduction in case of a breach of law or regulation of the Faculty. The appeal is to be addressed to the Head of the Secondary Educational Committee of the University and to be submitted to the RO or - in case of students of the Specialized Translator/Interpreter major - to the Centre for Postgraduate Education within 15 days of the receipt of the resolution along with the documents required for the judgment. The Registrar or the Head of the Centre for Postgraduate Education forwards the appeal without any delay to the Head of the Secondary Educational Committee of the University.

E. Provisions of giving effect to the Order

²⁰ Modified compared to the Dean's Order no. 3/2014 (December 22).

11. § The present order is valid as of August 15, 2015. Simultaneously, the previous Dean's order no. 3/2014. (December 22) of the Medical School regarding tuition fee reductions becomes void.

Pécs, August 10, 2015

Prof. Attila Miseta

Dean

Appendices:

Annex no. 1: Rates of reduction based on the number of credits taken

Forms of the different types of requests

Annex no.1.- Rates of reduction based on the number of credits taken

Credits taken	Rate of reduction
0	50%
1	
2	
3	
4	
5	
6	
7	30%
8	
9	
10	
11	
12	
13	10%
14	
15	
16	
17	
18	
Above 18	0,00%