

Dean's Order 4/2019 (08.23.) of the University of Pécs, Faculty of Sciences, regarding the payment of tuition fees and the possible tuition fee discounts available for students

Based on the authorization stated in Article 48, paragraph (1) of Annex 6 to the Statutes of the University of Pécs (Regulation on Student Fees and Benefits, hereinafter referred to as: Regulation), the Faculty's Dean may grant the students of the Faculty a discount on the payment of the tuition fee/expenses (hereinafter referred to as "tuition fee") based on their academic performance or social need (hereinafter referred to as "tuition fee discount")

Article 1

(1) The scope of the Dean's Order extends to all students of the University of Pécs who possess an active student status at the Faculty of Sciences (hereinafter referred to as "TTK"), and are fee-paying/self-financed students.

(2) In accordance with Article 52, paragraph (1) of the Regulation, the Dean may – on the basis of a written request from the student – grant a reduction of the fees, and a deferred payment deadline.

I. Tuition fee discounts and their general rules

Article 2

(1) Except in cases of particular equity, the Dean may grant a reduction in the tuition fees up to 5% of the Faculty's estimated income for the given academic semester, based on social or other exceptional circumstances. The Faculty's estimated income for one semester consists of the tuition fees paid by the students for that semester, and this is the amount of money, from which the upper limit (5%) of the discount can be calculated.

(2) Applicable tuition fee discounts at the Faculty

- a) reduction of the tuition fee,
- b) deferred payment.

Article 3

(1) The tuition fee discount can be granted upon request by the student or is calculated automatically in the case of credit-based payment. The application must be accompanied by documents justifying the reasons stated in the application.

(2) The duration of the discount is one academic semester.

(3) In the case of an assessed application for a discount, the decision must specify the deadline for the payment of the tuition fee.

Article 4

(1) The student can apply for a tuition fee discount per semester by filling out the corresponding form on the Neptun Study System's (hereinafter referred to as NSS) web interface / or by filling out the corresponding form at the Registrar's Office (hereinafter referred to as RO) by the date specified in the academic year's timetable.

(2) The RO will mark the application with the student's academic record and corrected credit index.

(3) A student who has debts to the University at the moment of the application shall not be granted a tuition fee discount, excluding the debts for the semester, in which the application is submitted.

(4) If the application is submitted after the deadline or the electronic format is not submitted in the NSS, the Dean will reject it without further consideration.

Article 5

(1) The request shall be prepared for the Dean by TTK's Grants and Scholarships Committee (hereinafter referred to as "PÖB" (Pályázati és Ösztöndíj Bizottság)), based on the criteria system defined by Annex 1 to the current Order.

(2) The Dean shall decide on the granting of the tuition fee discount and its amount at his/her discretion.

Article 6

(1) Tuition fee discount can be granted to the student, based on

- a) social conditions, or
- b) academic performance, or
- c) academic progress and registered credits during the given semester.

(2) An application for a tuition fee discount can only be submitted on the basis of 1 condition / semester and the discount can be granted on the basis of 1 condition / semester as well.

(3) A student's social situation or change in living conditions may justify a tuition fee discount.

(4) A student with exceptional academic performance may receive a tuition fee discount.

(5) A student who registers for a semester that exceeds the training period specified in the Training and Outcome Requirements and has already completed at least 80% of the credits required for the pre-degree certificate, that student already pays a reduced tuition fee, and is not eligible for further tuition fee discounts. A further condition is that the student must take courses that are aimed at obtaining the pre-degree certificate.

(6) The reason stated in Article 6, paragraph (1), category c) may justify a tuition fee discount only for a student who registered for subjects worth maximum 16 credits in total. The discounted amount consists of the basic amount and the amount to be paid per credit. The basic amount is 20% of the total tuition fee of the programme. If the amount calculated on the basis of registered credits is less than the basic amount, then the basic amount is paid; if the amount calculated on the basis of registered credits is more than the basic amount, then the amount per credit is paid. The basic amount per programme and the amount to be paid per credit shall be determined by the Central Registrar's Office for each academic year and is published on the Faculty's website.

(7) The full tuition fee shall be paid in the case of more than 16 registered credits.

(8) The full amount of tuition fee set for the specific semester shall be paid, if a student registers for a semester that exceeds the duration of the programme specified in the Training and Outcome Requirements and does not take up any subject in that given semester.

(9) A student who registers for a semester that exceeds the duration of studies specified in the Training and Outcome Requirements of the given programme, and who has dropped all the courses taken in the semester in question without any justification – in accordance with Article 42, paragraph (4) of Annex 5 to the Statutes of the University of Pécs – shall be liable to pay the full amount of the fees for the particular semester.

(10) Only those students can receive the discount specified in Article 6, category c), based on academic progress, who have completed their studies in accordance with the duration specified in the Training and Outcome Requirements of their given programme, in the framework of one student status at the same programme of PTE TTK, and who apply for a semester extension in the same student status framework.

II. Amount of tuition fee discount

Article 7

(1) The amount of tuition fee discount shall not exceed half the amount of the specific programme's tuition fee.

(2) In special cases of equity, a discount of maximum 75% may be granted on up to two occasions in total for a full-time student.

(3) In special cases of equity, the Dean decides on the granting of the tuition fee discount and the amount of it by considering the opinion of the Leaders' Conference as well.

Article 8

(1) Due to the programme specifications, the regulations of the tuition fee discount possibility stated in Article 6, paragraph (1), category c) are inapplicable to undivided teacher training students during the last two semesters in the curriculum, the semesters involving teaching practice.

(2) The Dean may decide on granting tuition fee discount to an undivided teacher training student during the semester involving teaching practice, based on the request of the student, in accordance with the discount possibilities stated in Article 6, paragraph (1), categories b) and c).

III. Payment deadlines

Article 9

(1) In the case of students benefiting from the tuition fee discount, the payment deadlines set in Article 52, paragraph (1) of the Regulations shall apply. In the case of students registering for an extra semester exceeding the duration of studies, the minimum amount of fee - as set out in the Annex to this Dean's Order - shall be paid by the last working day before the beginning of the registration period, and the remaining amount shall be paid by 15th of November in the autumn semester and by 15th of April in the spring semester.

IV. The deferral of payment

Article 10

Upon the student's request, the Dean of the Faculty may, in the case of objective circumstances justified by evidence (e.g. foreign scholarship, late receipt of foreign student loan), allow a payment deadline different from the deadline set in the regulations. The last day of the deadline has to be 15th of October in the autumn semester and 15th of March in the spring semester.

V. Entry into force

Article 11

(1) This regulation comes into force on the day of its announcement, 23rd of August 2019.

(2) On the day of this regulation's entry into force, Dean's Order **DO 2/2017 (VII.01)** shall be repealed.

Pécs, 23rd of August 2019.

DR. HORVÁTH Attila
Dean
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