



Dean's Order no. 6/2022 (May 4) - in a consolidated structure with all amendments -of the Faculty of Pharmacy on the order of paying the tuition fee and requests for tuition fee reductions

Article 1. The effect of the Dean's Order¹

The scope of this order shall extend to all students with a student's legal status at the University of Pécs, Faculty of Pharmacy (hereinafter referred to as the Faculty) and to all natural persons who have been admitted to a foreign language training programme of the Faculty, but have not established student's legal status yet.

Article 2. Payment of the tuition fee

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

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

(3) Where this Order mentions the term "fee-paying", it shall also refer to the term "self-financed" – except when a given article refers to "self-financed" separately.

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

(5)² Based on the decision of the Faculty Council, the Faculty shall publish the deadlines regarding payment of 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 receipt of the paid amount may take up to 2 weeks, which shall be taken into consideration by the student when paying the fees. In case the debts are not settled in the electronic studies record system (hereinafter: ES), the amount shall be considered as unsettled debt and in case the student does not have permission for delayed payment, he/she is not entitled to use the services (e.g. enrolment, exams) of which the payment of the tuition fee is a pre-condition.

(6)³ Students are obligated to submit the proof of payment to the Registrar's Office of the Faculty of Pharmacy (hereinafter referred to as RO) by the deadline determined in Section (5). The RO is obliged to track the actual credit of the payment and in case of any failure it is obliged to block the utilization of the services determined in paragraph (5) in Neptun ES. The proof of payment shall be a document that confirms the payment of the tuition fee (swift copy). This document shall dependably contain the following:

- Place and time of issue
- The sender's bank account number and the recipient's bank account number (IBAN)

¹ Modified on July 17, 2023.

² Modified on July 17, 2023.

³ Modified on July 17, 2023.



- 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 or English
- Only the 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 elements, it cannot be accepted and the student is obligated to submit an appropriate proof of payment within 3 days, otherwise the Faculty may impose the legal consequences of delayed payment.

(7)⁴ The person who has been admitted to fee-paying training and submitted his/her matriculation request in the ES during the registration period and announced his/her intention to commence studies at the Faculty, but had not submitted the signed matriculation sheet to the RO after filling it out in the ES within the determined deadline, then he/she is obliged to pay 40 % of the full tuition fee determined for the fall semester as availability fee. The Dean may reduce the amount to be paid to 20 % of the full tuition fee determined for the fall semester with equity, provided that extraordinary circumstances are properly certified.

(8)⁵ The fee-paying student who announces the termination or temporary termination (passivation) of his/her student's legal status after the registration period or his/her student's legal status becomes passive for another reason after the enrolment, is obliged to pay 40% of the full tuition fee determined for the given semester and the pro rata portion of the tuition fee for the period of the semester lasting until the month of notification. Every incomplete month shall be considered a whole month. In case the student requested tuition fee reduction before the termination of the student status, the setting of a passive semester or the temporary termination of the student status, the prerequisite of determining the fee to be paid by the student is the decision on their tuition fee request. In regards of this Article, the full tuition fee determined for the student shall refer to the amount to be paid according to the decision made on the request for tuition fee reduction in these cases.

(9) The Faculty shall issue a refund to the student who has paid the tuition fee in full or in part before the medical check-up, if it ascertains that the student is inapt to pursue his/her studies at the Faculty.

(10) The student whose student's legal status had been terminated, but he/she has been admitted again to the Faculty after his/her student status was terminated, 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 Faculty of Pharmacy – Annex 15 – 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.

⁴ Built in July 17, 2023.

⁵ Modified on July 17, 2023.



Article 3. Basic principles of tuition fee reduction

(1) In the scope of authority delegated in Article 48 (1) of the Code, the Dean of the Faculty may grant fee-paying students tuition fee reduction based on their academic performance, social need, academic progress and student excellence.

(2) Based on Article 4 (7) of the Code, the decisions on tuition fee reduction requests, payment instalment and late payment are made by the Dean. In cases detailed in Article 6, the Dean makes the decision based on the suggestion of the Education Committee. In cases detailed in Article 7, the Dean makes the decision based on the applications.

(3) The basis of the tuition fee reduction is the tuition fee determined in Article 2 (1) – (3) of this Order.

(4) 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.

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

(6) The student can apply for tuition fee reduction in multiple semesters.

(7)⁶ The benefits related to the tuition fee (reduction or delayed payment) 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 Education Committee of the Faculty by the deadline given in the timeline of the academic year at the latest. Within 7 calendar days from the deadline the student must transcribe the late fee stipulated in Annex 1. of the Code of Charges and Benefits in the ES and only along with the confirmation of the payment can he/she submit the request after the deadline. Requests submitted after the 7th calendar day from the deadline without an application for extension shall be rejected without decision on the merits. If the student can certify an extraordinary circumstance supported with documents that prevented him/her from submitting the request within the deadline, he/she is entitled to submit an application for extension within 15 calendar days from the expired deadline in order his/her request for tuition fee reduction can be submitted. The student is obliged to attach his/her request related to the tuition fee and its supporting documents to the application for extension. The Educational Committee is entitled to make a decision on the application for extension. If the student justified the extraordinary circumstances and therefore the Educational Committee accepted the application for extension, the student's request related to the tuition fee can be evaluated in the framework of Dean's equity. In case the application for extension is missing any document, there is no possibility to submit it later, the application that is not certified properly shall be rejected without decision on the merits. In case of requests submitted after the deadline the services determined in Article 2 (5) cannot be provided for the student until the the requests are evaluated, submitting the request does not have suspensive effect regarding the completion of tuition fee payment.

(8) The student who has been involved in cheating in an examination according to the Dean's Order no). 4/2017. (May 12) of the Faculty of Pharmacy or provided data on their request or its appendixes that is not valid or true may not apply for a tuition fee reduction.

⁶ Modified on July 17, 2023.



(9)⁷ The student who has any expired debt towards the University at the time of submitting the request is not eligible to request benefits related to the payment of the tuition fee reduction.

B. Types of tuition fee reduction

Article 4. Request for tuition fee reduction based on academic achievement

(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 only for the fall semester until the deadline specified in Article 2 (5) of this Order;
- b) Evaluation is based on the weighted average of the subjects completed exclusively at the Faculty in the last two active semesters of the previous academic year (mean average of the the preceding two active semesters' weighted academic average indicated in the Neptun ES);
- c) Tuition fee reduction may be granted for the next active semester following the academic year that is the basis for calculation;
- d) Only students who have completed all the obligatory subjects of their recommended curriculum (in the academic year that is the basis for calculation or earlier), have completed minimum 26 credit points in both semesters, and have not had credit transfer of an obligatory course in the given two semesters are entitled to receive the tuition fee reduction.

(2)⁸ The reduction is calculated on the following rate groups:

- | | |
|-----------------|-----|
| a) 4,01 – 4,49: | 50% |
| b) 4,50 – 4,74: | 60% |
| c) 4,75 – 5,00 | 70% |

(3) If the student has completed compulsory subjects of their curriculum in a semester preceding the one suggested by the curriculum, their application shall be assessed on an individual basis by the Dean.

Article 5. Request for tuition fee reduction based on the number of credits taken

(1) Upon request, students may be granted tuition fee reduction, if

- a) they completed at least two active semesters with the same legal student status at the Faculty and
- b) they have 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 ES within 3 working days following the registration period.

(2) 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.

(4) If the student takes up additional courses during the semester after the reduction is determined - before the deadline specified in CSE or after this deadline with the permission of the Educational

⁷ Modified on July 17, 2023.

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Committee - and this would change the amount of reduction granted, a new reduction rate must be determined for them.

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

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

(7)⁹ The student, who has active student status in the given semester, but has not registered any courses, can be granted tuition fee reduction exclusively upon request according to Appendix 1 of this Order.

Article 6. 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) The student may be granted tuition fee reduction based on social needs if they can certify with documents that extraordinary circumstances necessitating the reduction had occurred in their living conditions in the one 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 with injunction without decision on the merits 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 particularly justified cases longer, but at most 15 days – for the submission of the missing documents.

(3)¹⁰ The Dean of the Faculty regards it as a circumstance worthy of special consideration and grants tuition fee reduction based on the request of the students in the Hungarian language training programme if the student has been assigned to self-paying form of financing from the Hungarian state scholarship supported form of financing based on his/her academic achievements after the semester preceding the submission of his/her request. In this respect the reduction cannot exceed 50 % of the tuition fee determined for the student and the benefit can only be granted in two consecutive semesters for the student.

In case the student reached the last third of his/her studies based on his/her academic progress és has been assigned to self-paying form of financing because he/she used up all the available number of the Hungarian state scholarship supported semesters, then upon the student's request the Dean of the Faculty regards it as a circumstance worthy of special consideration if the student is expected to finish his/her studies within 2-4 semesters. In this respect the tuition fee reduction cannot exceed 50 % of the amount of the tuition fee determined for the student and the benefit can only be granted in two consecutive semesters for the student.

(4) The Dean of the Faculty has the authority to decide on granting tuition fee reductions, their rate and the deadline for payments, based on the recommendation of the Educational Committee. The rate of reduction cannot exceed 70% of the tuition fee.

⁹ Modified on July 17, 2023.

¹⁰ Built in on July 17, 2023.



Article 7. Tuition fee reduction request based on progress of studies and student excellence

(1) Fee-paying students who are not eligible for tuition fee reduction based on academic achievements as outlined in Article 4. or are eligible for a higher fee reduction based on the conditions herein, may receive a tuition fee reduction upon request, based on the complex assessment criteria outlined in in paragraph (7).

(2) Students who are recipients of the Stipendium Hungaricum or other scholarships in the semester for which the application is submitted are not eligible for this tuition fee reduction.

(3) As a prerequisite, mathematical average of the corrected credit index (CCI) of two active semesters completed at the Faculty prior to submission of application, must exceed 2.0.

(4) Request for the present tuition fee reduction may be handed in electronically until the deadline determined by Article 2, (5) of the current Order, via the application form available on the website of the Registrar's Office, after obtaining official certificates (signed and stamped) from the organisational units specified in paragraph (7).

(5) A maximum of 25% of students are eligible for tuition fee reduction based on progress of studies and student excellence for any given course in any language. The total number of fee-paying students is determined for the given semester based on the statistics generated on March 1 and October 1, therefore the request can only be evaluated after these dates.

(6) This tuition fee reduction can only be granted in the active semester following the two active semesters serving as the basis of evaluation.

(7) The elements of the complex evaluation system are the following (to be calculated separately for each training programme and language):

1. **Progress of studies based on the curriculum** (max. 40 points)

Points are to be filled by the student based on the Studies – Advancement menu in Neptun. After every academic year completed based on the curriculum, 10 points are awarded, which means a maximum of $4 \times 10 = 40$.

2. **Average based on Corrected Credit Index**, based on the results of the two active semesters preceding the application for the fee reduction.

Points are to be filled by the students based on the Studies – Grade average menu in Neptun. Counting points: Simple mathematical average of the CCI results of the previous two active semesters multiplied by four. Points can only be calculated if the mathematical average of the two previous semester's CCI reaches or exceeds 2,0.

3. **Professional or scientific activity** (max. 20 points)

The suggested point value is certified by the Grants and Scholarship Committee of the Faculty in writing on the request form.

Co-authorship in articles published in English or Hungarian (20 or 10 points);

In presentations or posters (7 points);

Certified TDK, demonstrator or other educator activity (10-10 points); Other professional-scientific activity (e.g. academic prizes, off-campus professional activities, vocational college activity, student mentoring); 5-5 points per activity, maximum of 10 points.

4. **Public/community/ enrolment support activities** (max. 20 points)

The suggested point value is certified in writing by the UPMS Student Service Department, and the leader of the relevant student organisation (HÖK, EGSC).



Work for communities, e.g. participation in open days, high school events, promotion of the Faculty, high school mentorship, student mentor (Peer), organisation of Faculty events; 5-5 points per activity, maximum 10 points. Active participation in the work of a student organisation (HÖK/EGSC), maximum 15 points.

(8) Progress of studies and student excellence tuition fee reductions are determined based on the following rate groups, by the Finance Office:

- a. The bottom quarter of eligible students receive (Q4) = 15% reduction,
- b. The second quarter of students receive (Q3) = 30% reduction,
- c. The third quarter of students receive (Q2) = 45% reduction,
- d. The top first quarter of students receive (Q1) = 60% tuition reduction

In case of equally matching points, ranking is differentiated based on the higher average CCI. In case the latter is also equal, ranking shall be decided based on the higher total number of credits completed (for the academic year the application is based upon).

Article 8. Request for delayed payment¹¹

(1) In case a student wishes 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 primarily in electronic way specified by the information issued by the RO (eg.: information letter, website) until the deadline determined in the schedule of the given academic year. 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) The assignment of student loan provided by the Hungarian Student Loan Centre shall be requested in the Central Registrar's Office by the student, the Faculty RO is not competent in its administration.

(3) In case the foreign student is a citizen of a country that became affected by international economic sanction after the student commenced his/her studies and due to the financial restraints his/her tuition fee expectedly will not appear on the university's bank account until the payment deadline determined in the schedule of the given academic year., the student can apply for delay in payment. The student is obliged to attach at least one supporting document to his/her request that supply satisfactory proof to the reasoning in his/her request and its consequences on the student's individual circumstances. 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. The Educational Committee is entitled to examine the direct effect of the international sanctions on the student's individual circumstances (period of existence of the international sanctions, currency of the student's tuition fee, etc.) In case of incomplete request the administrative officer of the Registrar's Office determines a deadline of 3 days – or in duly justified cases longer, but maximum 15 days extension –, and if no action has been taken by the time the deadline expires, the request shall be rejected without decision on the merits.

¹¹ Modified on July 17, 2023.



(4) The student who can satisfactorily prove that in his/her living conditions an extraordinary circumstance appeared within 6 months preceding the start of the semester or in case of newly admitted students following the decision on admission, that prevents him/her from paying the tuition fee within the deadline, may request delayed payment for the first instalment of the tuition fee. Provisions and deadlines in Section (1) and (2) shall be applied for submitting the request and the payment deadlines.

C. Procedure regarding the tuition fee reductions

Article 9. Procedure regarding the tuition fee reductions

(1) Students have to apply for the tuition fee reduction in written form. The requests addressed to the Dean have to be submitted primarily in electronic way specified by the information issued by the RO (eg.: information letter, website). To requests based on social needs, the students have to attach all the relating documents published on the webpage of the RO, according to the provisions of Article 6 (2).

(2) Requests for reduction based on social needs are forwarded by the Head of RO to the Head of the Educational Committee of the Faculty, who sends the proposal of the Committee to the Dean. The administrative officer of RO informs the student about the Dean's decision and – in case of a positive decision – the Finance Office and the Central Registrar's Office.

(3) After the deadline of submission, the administrative officer of the RO verifies the data provided in the request, compares it with the data in ES and corrects it with their remarks if necessary.

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

(5) In case the student has been granted reduction based on the number of credits 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 issue a new resolution on the rate of the reduction. The administrative process is as described in Section (4). When issuing the new resolution, instructions specified in Article 3 (3) have to be applied.

(6) Students can only appeal against the decision on tuition fee reduction in case of a breach of law or Faculty regulation. The appeal is to be addressed to the Head of the Secondary Educational Committee of the University and to be submitted to the RO within 15 days of the receipt of the resolution along with the documents required for the judgment. The Head of RO forwards the appeal without any delay to the Head of the Secondary Educational Committee of the University.



D. Enacting provision

Article 10. The current Order comes into effect on May 5, 2022.

(1) With the current Order coming into effect, the 1/2016. (02.12.) Faculty of Pharmacy Dean's Order modified by the 3/2020 (02.06) Faculty of Pharmacy Dean's Order loses effect.

Pécs, May 4, 2022.

Dr. Lajos Botz
Dean

Clause:

The modification of this Order enters into force on July 17, 2023.

Dr. András Fittler
Vice-Dean for General Affairs and Education



Annexes:

Annex no. 1. – Table of credit average tuition fee reductions

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