



SEMMELWEIS UNIVERSITY

ORGANIZATIONAL AND OPERATIONAL REGULATIONS

PART 3

STUDENT STANDARDS

RIGHTS AND OBLIGATIONS OF STUDENTS

PARTICIPATING IN SELF-FUNDED FOREIGN LANGUAGE PROGRAMS

BUDAPEST

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CHAPTER 3.13
RIGHTS AND OBLIGATIONS OF STUDENTS
PARTICIPATING IN SELF-FUNDED FOREIGN LANGUAGE PROGRAMS¹

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1. The scope of the regulations

These regulations apply to students of Semmelweis University participating in non-state-funded, self-funded foreign language programs in Hungary.

2. Establishing a student status

- (1) One may become a student of foreign language programs at Semmelweis University:
 - a) by enrolment procedure with entrance exam,
 - b) by enrolment procedure with exemption from the entrance exam,
 - c) by admission within the framework of a transfer procedure, in the case of higher grade students of another university or college and other faculties of Semmelweis University.
- (2) The special rules of the procedure under point (1) a), which differ from the general ones, are contained in the Admission and Academic Bulletin.
- (3) The student status is established on the day of the enrolment/registration.
- (4) The number of semesters in the foreign language programs is not limited, however, a student may not benefit from the allowances included in these regulations, if the number of semesters started exceeds sixteen in medical training, twelve in the case of training in dentistry and pharmaceutical sciences, and twelve in the case of any training announced by the Faculty of Health Sciences.
- (5) Those who establish a new student status more than five years after the termination of their previous student status in the same training/specialization do not have to take into account the semesters started before the termination of the student status when applying the provision of paragraph (4).

¹ Set by the 148/2020. (VII.30.) Senate Decision, appendix 1.

3. Payment of fees and the University's obligation to refunding

- (1) The fees to be paid by students participating in self-funded foreign language training programs, as well as the amount thereof, are determined each year by the Center of Education of International Studies in accordance with the faculties.
- (2) Students must be informed of the costs and other fees to be paid (hereinafter: tuition fees) in the Admission and Academic Bulletin.
- (3) A student who has been admitted but has not yet enrolled in the university must pay the tuition fee for the first semester by the deadline specified in the Bulletin. If they do not fulfil this obligation within 30 days from the first day of the study period, the student status will be terminated with immediate effect.
- (4) If the student notifies in a written form before the beginning of the training period that he/she terminates or suspends his/her student status, the full amount of tuition fee paid for the given semester shall be refunded to the student. In the case of the first semester of the training, however, the amount to be reimbursed is reduced by the sum of the non-refundable deposit.
- (5) If the student notifies in a written form within 30 days after the beginning of the training period that he/she terminates his/her student status, 75% of the amount of the tuition fee paid for the given semester shall be refunded to the student. In the case of the first semester of the training, however, the amount to be reimbursed is 75% of the tuition fee above the non-refundable deposit.
- (6) If the student notifies in a written form within 30 days after the beginning of the training period that he/she suspends his/her student status, the amount of the tuition fee paid for the given semester shall be refunded to the student, or upon the student's request, credit it as part of the student's tuition fee for the next active semester.
- (7) If the student notifies in a written form more than 30 days after the beginning of the training period that he/she suspends his/her student status, with the permission of the committee competent in educational and examinational affairs, the university refunds the remaining part, but not more than 75% of the total amount of the tuition fee paid for the given semester on a pro rata basis, or upon the student's request, credits it as part of the student's tuition fee for the next active semester.
- (8) When a full or partial tuition fee is reimbursed according to paragraphs (6) or (7), the student shall be informed that the (bank) costs related to the reimbursement shall be borne by the students – except for a transfer to an IBAN account number where the bank charges are shared. In other cases, tuition fee refund is only possible in the case(s) specified in the Study and Examination Regulations.

4. Allowances for students participating in self-funded foreign language programs

- (1) Students participating in self-funded foreign language programs based on request may get
 - a) reduction of tuition fee for students studying at the faculties of Medicine, Pharmaceutical Sciences and Dentistry,
 - b) exemption from payment of material fee for 3rd, 4th and 5th year students of Dentistry,
 - c) instalment discount,
 - d) payment deferral.
- (2) An application for a discount under paragraph (1) must be submitted by the student at the time of enrolment / registration, but no later than 15 September in the autumn semester and no later than 15 February in the spring semester. Applications should be submitted to the Directorate of International Studies, Division of

English or German language program, and, in case of Health Science students, to the Secretariat of the faculty.

- (3) The basis and amount of the discount under paragraph (1) a) can be:
 - a) excellent study record; 10% or 15% reduction of the tuition fee;
 - b) registering for only one subject; 50% reduction of the tuition fee;
 - c) fulfilling clinical practice abroad, 20% reduction of the tuition fee.
- (4) The potential impact of applications received in a given semester on the university budget shall be taken into account when assessing an application for allowances under paragraph (1) a).
- (5) A decision shall be made on the application for an allowance under paragraph (1). The decision on the allowances shall specify the deadline and schedule for payments and the consequences of non-compliance.
- (6) The application pursuant to the provisions of paragraph (1) shall be assessed, in the case of students studying at the faculties of Medicine, Dentistry or Pharmaceutical Sciences, by the director of the Directorate of International Studies, and in the case of students studying in the German language program or at the Faculty of Health Sciences, by the Vice-Rector for International Studies. The decision shall also be signed by the Chancellor as the holder of the right of Chancellor's consent.
- (7) Students may appeal against the decision on the application under paragraph (1) within 15 days of its receipt. The appeal should be addressed to the Appeals Committee and submitted, electronically or on paper, to the Directorate of International Studies, or in case of students at the Faculty of Health Sciences, to the Secretariat of the faculty. The provisions of the University Organizational and Operational Regulations, Part 3 – Student Standards – Chapter 3.7 shall govern the assessment of appeals.

5. Detailed rules of the allowances

- (1) An application for a reduction in the amount of the tuition fee may be submitted by a student who:
 - has at least one completed semester in the same faculty,
 - completed his/her studies in the given closed semester and every subsequent semester without interruption with a weighted average of above 4.50,
 - obtained at least 20 credits at the University in the given semester,
 - has completed the compulsory subjects required by the sample curriculum for the given semester,
 - was not exempted from any subjects in the given semester, and
 - no ethical, disciplinary or criminal proceeding has been initiated against him/her by the time of the application.
- (2) The reduction of the tuition fee according to paragraph (1) applies to one semester, and its extent shall be determined by the weighted average of the semester:
 - between 4.51 and 4.99, the reduction is 10%,
 - in case of 5.00, the reduction is 15%.
- (3) A student who registered for a maximum of one normal or FM (exempted) course in a given semester may receive a 50% reduction in the tuition fee – regardless of the number of CV (exam only) exam courses registered.

- (4) Medical students may receive a 20% discount on their annual tuition fee if they spend the entire permitted period of the 6th year's clinical practice abroad (except for the obligatory internships at the University – if any). The acceptance declarations of the foreign training institutes must be attached to the application.
- (5) A 3rd, 4th or 5th year student of Dentistry are exempted upon request from paying the material fee, which is paid beyond the tuition fee, if he/she does not register for any of the specialization subjects defined by the Faculty in the given semester as a normal (i.e., not CV or FM) course.

6. Rules for late payment, instalment payment and deferred payment

- (1) Students who fail to meet their tuition fee obligations by the last day of the officially announced payment deadline may be requested to pay an additional late payment fee, which is
 - 500 USD for debts exceeding 200 USD (English program at the Faculties of Medicine, Dentistry and Pharmaceutical Sciences)
 - 500 EUR for debts exceeding 200 EUR (German programs at the Faculties of Medicine, Dentistry and Pharmaceutical Sciences)
 - 500 EUR for debts exceeding 200 EUR (Faculty of Health Sciences)
- (2) The late payment fee shall apply to debts exceeding 30 days from the first day of the study period.
- (3) At the request of students, a deferral of payment may be granted until the last day of the Term (before the examination period).
- (4) The Faculty of Health Sciences may also grant an instalment payment without a late payment fee, based on the student's social situation.