



**ORGANIZATIONAL AND OPERATIONAL REGULATIONS OF
SEMMELWEIS UNIVERSITY**

**PART III
STUDENT STANDARDS**

**CHAPTER III.13
ON CERTAIN RIGHTS AND OBLIGATIONS OF STUDENTS ATTENDING
FOREIGN-LANGUAGE, SELF-FINANCED PROGRAMS**

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CHAPTER III.13 ON CERTAIN RIGHTS AND OBLIGATIONS OF STUDENTS ATTENDING FOREIGN-LANGUAGE, SELF-FINANCED PROGRAMS¹

1. § [Scope of the Regulation]

The Scope of the Regulation applies to Semmelweis University students attending not-state-subsidised, foreign-language, self-financed study programs in Hungary.

2. § [Establishing student status]

(1) ²An applicant can become a student of Semmelweis University in a foreign-language program:

- a) with admission by examination in the framework of the admission procedure,
- b) with admission with exemption from the admission examination in the framework of the admission procedure,
- c) in higher years with transfer in the framework of the transfer procedure between other universities or colleges and the faculties of the University.

(2) ³Specific rules of procedure under subsection (1)(a), other than the general rules, shall be laid down in the Admission Guide/Bulletin.

(3) ⁴Student status is established on the day of enrolment.

(4) The number of study semesters in the foreign-language program is not limited, but the student may not benefit from the advantages provided for in these regulations if they have started more than sixteen semesters in the case of medical training, sixteen semesters in the case of dental training and fourteen in the case of dentistry and pharmacy, and twelve semesters in the case of programs offered by the Faculty of Health Sciences.

(5) In the case of students who have established a new student status in the same program/specialization after five years from the end of their student status, for the purposes of applying the provisions of paragraph (4), semesters begun before the interruption of the student status shall not be considered.

¹ Established by the Annex 1 to Senate Resolution 48/2020 (30.VII), Annex 1. Effective from 01.08.2020

² Amended by the Annex to Senate Resolution 59/2023 (29.VI). Effective from 11.07.2023

³ Amended by the Annex to Senate Resolution 59/2023 (29.VI). Effective from 11.07.2023

⁴ Amended by the Annex to Senate Resolution 59/2023 (29.VI). Effective from 11.07.2023

3. §⁵ [*Payment of self-financed fee and other fees, the University's obligation to refund.*]

(1) ⁶The fees and remuneration claims to be paid by students attending foreign-language, self-financed programs, and the amounts of these are set each year by the Centre for International Training Programs in agreement with the faculties.

(2) ⁷About the amount of the self-financed fee and other fees (together referred to as "tuition fee") students shall be informed in the Admission Guide/Bulletin.

(3) ⁸A student who has been admitted but is not yet enrolled at the university should pay the first semester's tuition fees by the deadline specified in the Admission Guide/Bulletin. If they fail to fulfil this obligation even within 30 days of the first day of the term, their student status will be terminated immediately.

(4)⁹ Students admitted for the German-language program at the Faculty of Medicine, or the Faculty of Dentistry should pay the first semester tuition fee and the enrolment fee in one lump sum in by the deadline specified in the Admission Notification. Enrolment for the first semester in the first year of the German-language program at the Faculty of Medicine, Faculty of Dentistry is subject to the payment of tuition and registration fees by the specified deadline.

(5) In the event that the student gives written notice of termination or suspension of their student status before the beginning of the study period, the university shall refund the full amount of the tuition fee paid for the training period in question, or, in the case of the first semester of the program, the amount of the tuition fee less the amount of the non-refundable deposit shall be refunded to the student.

(6) In the event that the student gives written notice of termination of their student status after the beginning of the study period, within 30 days of the first day of the term, the university shall refund 75% of the tuition fees paid for the training period in question, or, in the case of the first semester of the program, the 75% of the amount of the tuition fee less the amount of the non-refundable deposit shall be refunded to the student.

(7) ¹⁰ By derogation from paragraphs (5) - (6), the tuition fee paid for a given period of study in the German-language programs at the Faculty of Medicine, Faculty of Dentistry shall not be refunded in whole or in part.

(8) In the event that the student gives written notice of suspension of their student status after the beginning of the study period, within 30 days of the first day of the term, the university shall

⁵ Amended by the Annex to Senate Resolution 59/2023 (29.VI). Effective from 11.07.2023

⁶ Amended by the Annex to Senate Resolution 59/2023 (29.VI). Effective from 11.07.2023

⁷ Amended by the Annex to Senate Resolution 59/2023 (29.VI). Effective from 11.07.2023

⁸ Amended by the Annex to Senate Resolution 59/2023 (29.VI). Effective from 11.07.2023

⁹ Established and numbering amended in the Annex to Senate Resolution 59/2023 (29.VI) Effective from 11.07.2023

¹⁰ Established and numbering amended in the Annex to Senate Resolution 59/2023 (29.VI) Effective from 11.07.2023

refund the full amount of the tuition fee paid for the training period in question, or, if the student so requests, credit it as part of the tuition fee for the student's next active semester.

(9)¹¹ In the event that the student enrolled for the German-language program at the Faculty of Medicine, Faculty of Dentistry or registered for higher semester gives written notice of suspension of their student status within 30 days of the first day of the term, the university shall credit the full amount of the tuition fee paid for the training period in question as the tuition fee for the student's next active semester.

(10) In the event that the student in the study period, after 30 days of the first day of the term - with the permission of the competent committee for studies and examinations – suspends their student status, the university shall refund to the student the pro rata temporis balance of the tuition fee paid for the training period in question up to a maximum of 75% of the total amount, or, if the student so requests, credit it as part of the tuition fee for the student's next active semester.

(11)¹²In the event of the refund of the tuition fee, the student must be informed that the (bank) costs of the refund – except for transfer to an IBAN account bank account, where the bank charges are shared – will be borne by the student. Otherwise, the refund of the fee is only possible in the case(s) specified in the Study and Examination Regulations.

(12)¹³ Students who fail to meet their tuition fee obligations by the officially announced payment deadline may be subject to a late fee payment of 500 USD for English-language programs at the Faculty of Medicine, Faculty of Dentistry, Faculty of Pharmaceutical Sciences if the amount owed exceeds 200 USD, of 500 EUR for German-language programs at the Faculty of Medicine, Faculty of Dentistry, Faculty of Pharmaceutical Sciences if the amount owed exceeds 200 EUR, or of 500 EUR for the programs at the Faculty of Health Sciences if the amount owed exceeds 200 EUR.

(13)¹⁴The late payment fee is due for debts older than 30 days from the first day of the academic term.

4. § *[Benefits for students on foreign-language, self-financed programs]*

- (1)¹⁵ Students enrolled in foreign language self-financed programs may apply for:
- a) in the case of students at the Faculty of Medicine, Faculty of Dentistry, Faculty of Pharmaceutical Sciences, the reduction of the amount of the fee,
 - b) exemption from paying the equipment use fee in year III, IV, V at the Faculty of Dentistry,
 - c) payment by instalments,

¹¹ Established and numbering amended in the Annex to Senate Resolution 59/2023 (29.VI) Effective from 11.07.2023

¹² Amended by the Annex to Senate Resolution 59/2023 (29.VI). Effective from 11.07.2023

¹³ Established by the Annex to Senate Resolution 59/2023 (29.VI). Effective from 11.07.2023

¹⁴ Established by the Annex to Senate Resolution 59/2023 (29.VI). Effective from 11.07.2023

¹⁵ Amended by the Annex to Senate Resolution 59/2023 (29.VI). Effective from 11.07.2023

- d) deferred payment, or
- e) exemption from late payment fee.

(2) An application for a benefit under paragraph (1) shall be submitted by the student at the time of enrolment/registration, but no later than 15 September in the autumn semester and 15 February in the spring semester to the Division of English Language Programs at the Directorate of International Studies, or to the Division of German Language Programs at the Directorate of International Studies, - by the students at the Faculty of Health Sciences to the Registrar's Office at the Faculty of Health Sciences.

- (3)¹⁶ The basis and amount of the benefit under paragraph 1(a) may be:
- a) one course registration, 50% tuition fee reduction;
 - b) 6th-year rotation completed abroad, 20% tuition fee reduction.

(4)¹⁷

(5) A decision on an application for a benefit under paragraph (1) shall be taken. The decision granting the benefit must specify the deadline and timetable for compliance and the consequences of non-compliance.

(6)¹⁸ An application under paragraph (1) (a) - (d) shall be considered by head of the Directorate of International Studies in the case of English-language programs at the Faculty of Medicine, the Faculty of Dentistry and the Faculty of Pharmaceutical Sciences, by the Vice-Rector for International Studies in the case of German-language programs and the programs of the Faculty of Health Sciences, and by the Rector in the case of the benefit under paragraph (1) (e).

(7) The student may appeal against the decision on the application referred to in paragraph (1) within 15 days of the date of receipt of the decision with an appeal in paper or electronic form addressed to the Committee for the Review of Students' Judicial Remedy but handed in or sent to the Directorate of International Studies, or in the case of students of the Faculty of Health Sciences to the Registrar's Office at the Faculty of Health Sciences. The regulations of the University's Organizational and Operational Regulations Part III Student Standards Chapter III.7 apply to the assessment of the request for judicial remedy.

5. § ¹⁹[Detailed rules for the reduction]

(1) A 50% reduction of the self-financed fee may be granted to students who have enrolled/registered for a maximum of one normal or FM (exempt from) course in the given semester - regardless of the number of CV (exam only) courses taken.

(2) In the event that the student spends the total authorised time for the VI-year practical trainings at the Faculty of Medicine (except for the trainings that have to be completed at the University, if any) abroad, the student may be entitled to a 20% tuition fee reduction on the

¹⁶ Amended by the Annex to Senate Resolution 59/2023 (29.VI). Effective from 11.07.2023

¹⁷ Repealed by the Annex to Senate Resolution 59/2023 (29.VI.VI.). Effective from 11.07.2023

¹⁸ Amended by the Annex to Senate Resolution 59/2023 (29.VI). Effective from 11.07.2023

¹⁹ Amended by the Annex to Senate Resolution 59/2023 (29.VI). Effective from 11.07.2023

annual tuition fee. For the assessment of the application for tuition fee reduction it shall be accompanied by letters of acceptance from the foreign educational establishments.

(3) Students of English/German-language programs in years III, IV, V at the Faculty of Dentistry on request are exempted from the compulsory payment of the equipment use fee, which is added to the self-financed fee, if they do not register as for a normal (not exam only or exempt from) course for any of the subject-specific subjects defined by the Faculty during the semester in question.

6. §²⁰ [*Rules for payment by instalments, deferred payment, and exemption from late payment fee*]

(1) At the student's request, payment may be deferred until the last day of the academic term.

(2) At the Faculty of Health Sciences, an instalment payment possibility without a late payment fee may be granted on the basis of the student's social situation.

(3) At the request of the student, exemption from the late fee may be granted if on the basis of the certificates set out in the Annex 1 of the Remuneration and Benefits Policy (hereinafter referred to as the "RBP") in the Organizational and Operational Regulations Book III Chapter III.4 the student's exceptional social situation or other circumstances that deserve special consideration justify it.

7. §²¹ [*Scholarships for outstanding academic achievement*]

(1) Students with outstanding academic results may be awarded scholarships following a public call for applications.

(2) The application conditions and details of the evaluation procedure will be published by the issuing department before the beginning of the semester, in accordance with the Organizational and Operational Regulations' rules for the award of scholarships from own resources.

²⁰ Amended by the Annex to Senate Resolution 59/2023 (29.VI). Effective from 11.07.2023

²¹ Established by the Annex to Senate Resolution 59/2023 (29.VI). Effective from 11.07.2023