

**POLICY OF THE FACULTY OF AGRICULTURE
UNIVERSITY OF SZEGED
ON THE REDUCTION AND REIMBURSEMENT OF STUDENT FEES
AND CHARGES**

1. With regard to self-financed courses, the Council of the Faculty of Agriculture, University of Szeged shall determine the cost of higher educational vocational training, bachelor (BA), master (MA) and postgraduate programmes in the following admission information by 31 May at the latest in each academic year.

*Pursuant to Act CCIV of 2011 on National Higher Education (hereinafter: Nftv.) article 47, paragraph (1) a person may participate in tertiary programmes funded through full or partial Hungarian state scholarships, including tertiary vocational, bachelor and master programmes, for a total period of **twelve semesters** (hereinafter referred to as “period of funding”). For students participating in single-cycle long programmes the duration of which exceeds ten semesters according to the programme requirements, the period of funding shall **not exceed fourteen semesters**.*

(...)

*(3) In the programme referred to in paragraph (1) the period of funding available for obtaining a given degree (diploma) may be **up to two semesters** - by applying paragraph (4) up to 6 semesters - **longer** than the duration of the corresponding programme. The period of funding provided for a given programme shall include all earlier periods during which funding was received for the same programme. Students who are unable to obtain the given degree (diploma) during the period of funding thus determined **shall complete** the remaining part of the programme **in self-funded form** even if the period of funding available pursuant to paragraph (1) has not been exhausted.*

*(4) Higher education institution may extend the period of funding determined in paragraph (1) **by up to four semesters** for students with disabilities. Such discount may be used to obtain several degrees (diplomas), provided that the total period of support used in accordance with this paragraph may not exceed four semesters.*

(...)

*(8) If the period of funding available pursuant to this article has ended, **Higher education studies may be continued only in self-funded form**.*

The following regulations apply to students who have been admitted prior to the academic year 2012/2013:

Pursuant to Act CXXXIX of 2005 on Higher Education (hereinafter: Ftv.) article 40, paragraph (3) students shall be assigned to state-funded or fee-paying training for the period of one academic year.

Article 56, paragraph (2) The number of semesters in fee-paying training shall be unlimited. However, the student shall not be eligible for the bursaries, benefits, and services stipulated in laws if the number of semesters he/she has enrolled for – including the duration of the state-funded programme – exceeds sixteen semesters. This provision shall not apply to students who acquire new student status after the elapse of five years from the termination of a former student status.

2. Student fees and charges can be found in the **Faculty's admission information**. The deadline for the payment is provided by the Academic and Examination Regulations of SZTE (hereinafter: TVSZ), as well as the Policy of the University of Szeged on Student Fees and Charges (hereinafter: HJSZ).

Pursuant to TVSZ item 6.2 if the fee-paying/self-financed student does not meet his or her financial obligations or has not submitted a request concerning the postponement of settling payment obligations by the end of the course registration period, the student's status will be interrupted in the semester concerned.

3. The TVSZ items 6.8, 6.9, 6.10 determine the reclassification options between the state-funded and self-financed programmes.

4. The policy of student fee refund:

HJSZ article 28, paragraph (6)

*If the student requests a passive student status in accordance with TVSZ items 6.3 and 6.4., the suspends or terminates their student status, **a proportional amount of the tuition fee shall be reimbursed as stipulated in the Faculty's policy.***

TVSZ items 6.3 and 6.4:

*6.3. The student may opt for a passive semester after having begun an active one. Taking the semester off — as passive — is **to be announced to the Academic Office through Modulo**. The number of passive semesters used cannot exceed the length of the programme — it may be six semesters at the most in single-cycle programmes.*

6.4. The student may request to be permitted to take a passive semester provided that there is an exceptional reason involved as a cause of his or her request. Such requests may be submitted by the end of the course registration period and may be permitted by the academic board of the faculty.

HJSZ annex 7, article 6, paragraph (1-3)

(1) If the student announces (requests) the suspension of their student status until the last day of the enrolment/registration period, the University of Szeged shall reimburse the whole amount of the tuition fee for the student.

(2) If the student announces (requests) the suspension of their student status until the end of the fifth week of the study period, the Faculty is entitled to refuse the reimbursement of the tuition fee proportionally.

(3) If the student announces (requests) the suspension of their student status later, the – even partial - reimbursement of the tuition fee paid by the student may be paid back only in accordance with TVSZ item 6.4, a Faculty decision determines the amount of a possible reimbursement for the student.

a) Students are entitled for a 50% tuition fee refund in case they put in a request for a passive semester or the termination of their studies until October 15 or March 15 in the given semester.

b) No refund is possible if requests for a passive semester or the termination of studies are submitted after the deadlines above.

c) In case of students in postgraduate programmes it is possible to deviate from the provisions of items a and b provided that there is an exceptional reason involved as a cause of his or her request, in case of submitting an application for dean's fairness.

5. Reduced student fees and charges

HJSZ annex 7, article 3, paragraph (3)

(3) Those students, who shall perform less than the half of the compulsory credit amount determined by the curriculum for the last semester in order to apply for the final examination, a discount on the payment of the tuition fee may be given in equitable manner, in proportion to the number of credits, and such discount could be more than 50% of the tuition fee.

If the student only needs to complete one or two subjects in order to complete his or her studies (obtain a pre-degree certificate), he or she will pay the following tuition fee in case of taking the subject:

- in case of one subject 50%
- in case of two subjects 75%

The reduced tuition fee is not applicable if one of the student's subjects is the Engineering Internship course.

6. Method of submitting applications, order of assessment

a.) Students participating in tertiary vocational, bachelor (BA), master (MA) and postgraduate programmes may submit their applications for the reduction and reimbursement of the tuition fee to the Study Committee through the MODULO system.

b.) Applications submitted through the MODULO system will be formally reviewed by the Student Registration Office and forwarded to the Chair of the Study Committee for consideration.

c.) The submission of the application for the reduction of the tuition fee is not in itself deferred. In case of rejected applications, the amount of tuition fee must be paid. In case of overdue payment exceeding 10 days, the student must also pay the imposed service fee.

HJSZ annex 7, article 4, paragraph (1) – (5)

(1) Any request on tuition fee shall be submitted 15 days prior to the payment deadline of the given tuition fee (but no later than 25th October or 25th March).

(2) Students are entitled to request to the reduction of the tuition fee (release of an instalment) and/or the changing the payment deadline. In a request to change the payment deadline, the requested new payment deadline cannot be later than the payment deadline of the last instalment.

(3) If the student submitted a request mentioned in paragraph (2), deadlines detailed in article 3, paragraph (1) shall be calculated with the following difference: the earliest possible payment deadline of the given instalment shall be the 10th day following the decision upon the request, but the payment deadline cannot be later than the payment deadline of the last instalment.

Payment deadlines detailed in article 3, paragraph (1) shall be prolonged by the time of the procedure of the decision-making upon the request submitted.

(4) Requests detailed in paragraph (2) shall be submitted exclusively on the corresponding form of MODULO electronic system.

*(5) **The assigned decision-maker is obliged to decide the request and adopt a decision within 15 days after the submission.***

7. Appeal

The student may appeal against the decision in accordance with the Rules of Requests for Legal Redress of the University of Szeged. Within 15 days of publication in MODULO system, the student may file an appeal against the decision to the Faculty's Dean (body acting on first instance) addressed to the Rector. The dean will consider the appeal within 8 days or submit it to the Deputy Rector of Education together with all the documents in the case.

Hódmezővásárhely, 4 November 2021

Dr. Levente Komarek,
Vice dean of Education, sgd.

These regulations were adopted by the Council of the Faculty of Agriculture, University of Szeged during its meeting on 4th November 2021 with No. 52/2021-2022 Faculty Council decision. The rules of procedure shall enter into force on the date of the adoption by the Faculty Council.