

## **Appendix V.**

### **SPECIAL RULES AND REGULATIONS FOR ENGLISH PROGRAM STUDENTS**

#### **Application and Admission**

##### 1.§

(1) In accordance with Sub-Section 40.§ (2) of Act CCIV of 2011 on Hungarian Higher Education (hereinafter: HHE Act) international students who have earned a high school diploma and meet the requirements stipulated in the present document may apply to the English language programs of the University of Debrecen (hereinafter: University).

(2) Furthermore, in accordance with Sub-Section 80. § (2) d) of the HHE Act, international students may pursue preparatory studies for a maximum duration of two semesters as registered students of the University.

(3) University applications may be submitted either online, that is through the online application platform of the University or via letter-post addressed to the University.

(4) Applicants may apply to the University as individuals directly or with the assistance of the authorized representatives of the University (hereinafter, collectively referred to as: Applicants).

(5) Application deadlines of the individual programs of the University are as follows:

- a) for the fall semester of each academic year (that is for the September intake)
  - i. on or before the preceding 31st May in the case of the Basic Medicine Course I of the University (hereinafter: BMC Program I), the Medicine, Dentistry and Pharmacy programs (hereinafter: Medical Programs), the BSc in Physiotherapy, BSc in Public Health, MSc in Public Health, MSc in Complex Rehabilitation, MSc in Social Work in Health Care or MSc in Molecular Biology programs (hereinafter: Health Science Programs), as well as the Non-Medical Ph.D. Programs stipulated under sub-Section 1/B.§ (1)
  - ii. on or before the preceding 15th June in the case of every other Non-Medical Program stipulated under sub-Section 1/B.§ (1) (hereinafter: Non-Medical Programs)
- b) for the spring semester of each academic year (that is for the January/February intake)
  - i. on or before the preceding 31st October in the case of the Non-Medical Ph.D. Programs
  - ii. on or before the preceding 15th November in the case of every other Non-Medical Program
  - iii. on or before the preceding 30th November in the case of the Basic Medicine Course II of the University (hereinafter: BMC Program II)

Every program offered by the University has a final application deadline as determined above, however, applications are received and assessed continuously, thus the available program seats in the case of certain programs may reach capacity prior to the actual deadline.

(6) The following documents need to be submitted during the application procedure:

- a) Valid, filled-in and signed application form;
- b) Certificate of education (school leaving qualification, high school diploma, document of graduation or any equivalent; university or college diploma/certificate or any equivalent);
- c) Certificate or proof of citizenship and/or permanent residence;
- d) Citizens, nationals, or permanent residents of the United States of America applying for the Medicine program of the University are required to submit their Medical College Admission Test (MCAT) results;
- e) In the case of Applicants applying to any of the Non-Medical Programs whose first language is not English, proof of English language proficiency.

(7) Applicants who are yet to complete their high school or university studies are required to provide a transcript during the application procedure with reference to their already finished studies. Final diplomas need to be presented in the course of the entrance examination or submitted to the Coordinating Center for International Education (hereinafter: CCIE) subsequent to their obtainment.

(8) Applications of underage applicants who have not completed a minimum of twelve years of primary and secondary education altogether, yet, but possess a high school diploma or any equivalent shall be assessed by a previously designated committee prior to the entrance examination. Should the committee come to a decision that the underage applicant does not qualify for being accepted as a university student at the University the application shall be rejected and the applicant informed accordingly.

(9) All requests concerning subject exemptions need to be submitted together with the application, as no subsequent requests in this matter shall be accepted. Applicants are obliged to provide information in this regard on the University application form.

## **Application for the Medical, Health Science and BMC Programs**

### **1/A.§**

- (1) For students applying for the Medical Programs or for the BMC Program I or II it is obligatory to pass an entrance examination consisting of a written and an oral part. The written part of the examination is made up of two tests: one in Biology and one in Physics or Chemistry and shall be evaluated by the members of a previously designated admissions committee.
- (2) In principal, the admissions committee specified above shall consist of a chairperson and an independent examiner representing the scientific disciplines of Biology, Chemistry, and Physics (hereinafter: Admissions Committee). Both the chairperson and the examiner shall be appointed by the Director of the CCIE.
- (3) If any of the written examination results of the Applicant fails to reach a minimum of 40%, the Applicant may only be admitted to one of the BMC Programs regardless of his/her oral examination results.
- (4) In the course of the oral examination, the Applicant shall demonstrate his/her English language proficiency together with his/her proficiency in Biology and Chemistry or Physics in front of the Admissions Committee.
- (5) Applicants may achieve a score up to one hundred points for each subject and up to one hundred additional points for their language proficiency, with the maximum possible score equaling 300 points. The minimum scores required to be admitted to the first year of the Medicine, Dentistry or Pharmacy Programs, or to one of the BMC Programs are 260, 260, 230 and 150 points, respectively.
- (6) Successful Applicants shall be admitted either to the first year of the Medicine, Dentistry or Pharmacy Programs or to one of the BMC Programs. In any other occurrence, the Applicant shall be rejected.
- (7) For students applying for the Health Science Programs sitting for an entrance interview is obligatory in all cases. The entrance interview shall assess the general ability and the commitment of the Applicant to study at the University.
- (8) Applicants applying for any of the Medical Programs may opt for altering their program of choice prior to taking the entrance examination. Transferring between programs subsequent to the confirmation of the final decision in this matter is not allowed.
- (9) As an exception to the general rule stipulated above transfers between the BMC-Medicine and the BMC-Dentistry programs may be permitted by the Director of the CCIE within one month subsequent to registration. Students wishing to transfer such way shall pay an additional fee of 1,500 USD by transferring the fee in this matter needs to be transferred directly to the bank account of the University. A maximum of 20% of the students may take advantage of this exception.

## **Application for the Non-Medical Programs**

### **1/B.§**

- (1) For students applying for any of the programs not listed under sub-Sections 1/B.§ (1) and (7) (hereinafter: Non-Medical Programs), sitting for an entrance examination or a language proficiency interview is dependent on the qualifications of the Applicant he/she has obtained thus far:
  - a) If the Applicant is unable to provide proof of his/her English language skills such as the result or certificate of an official language proficiency test (IELTS, Cambridge, TOEFL, or any other equivalent), he/she is required to sit for an English language proficiency interview first to demonstrate his/her English proficiency;
  - b) If the Applicant is only able to provide a secondary school leaving certificate (at least with average results), opportunity for participating in a Foundation Program of the University shall be offered to the Applicant;
  - c) Should the Applicant opt for not participating in the Foundation Program of the University as specified above, he/she is required to take an entrance examination in order to be admitted to the first undergraduate year of the relevant program;
  - d) Should the Applicant be able to provide proof of previous studies of secondary or preparatory education, such as AS/A level grades or participation in a Foundation Program, he/she may be exempted from the entrance examination based on the overall results of these studies. Should the AS/A level grades of the Applicant – including those obtained in Math – reach a minimum rate of BBB (i.e. an overall result of 80% or above), he/she shall be offered the opportunity to enter the first year of the undergraduate program of his/her choice; in any other event the Applicant shall be asked to sit for an entrance examination or language proficiency interview as determined above.
  - e) Should the Applicant be able to provide proof of outstanding results concerning previous studies at an internationally recognized higher education institute other than the University – that is an institute accredited by the National Board/Bureau of Accreditation of the country of residence of the higher

education institute (hereinafter: Higher Education Institute) –, he/she may be admitted to the first year of the program of his/her choice directly. Outstanding in this matter shall mean an average result not less than 70% concerning the subjects demanded by the specified program. Students, whose examination results or grades of previous studies do not qualify as outstanding, may be admitted to one of the Foundation Programs of the University.

(2) In the course of the entrance examination, the Applicant needs to demonstrate his/her English language proficiency together with his/her proficiency in the professional subjects dependent on his/her program of choice.

(3) Any decision concerning a compulsory entrance examination or language proficiency interview as stipulated under sub-Section 1/B.§ (1) shall be made based upon the assessment of the documents provided by the Applicant. The assessment in this matter shall be performed by the following personae:

- a) In the case of the Foundation and Undergraduate Programs – the Program Director of the CCIE or a previously designated examiner with the exception of the following programs:
  - i. English and American Studies, BA: the Institute of English and American Studies shall be responsible for the assessment
  - ii. All programs of the Faculty of Music: the Faculty Committee shall be responsible for the assessment
- b) In the case of the Graduate Programs – the Faculty Committee shall be responsible for the assessment
- c) In the case of the Doctoral Programs – the Doctoral Council shall be responsible for the assessment based on the proposal of the Doctoral School.

### **Entrance Examination, Letter of Acceptance**

#### 1/C.§

(1) Repeating an entrance examination in the same academic year of its initial completion is not allowed. Nevertheless, Applicants whose overall result reaches a minimum percentage determined by the Director of the CCIE based on the capacity of the respective program may apply for an extraordinary permission allowing the one-time repetition of the entrance examination for an additional fee of 350 USD. The fee in this matter needs to be transferred directly to the bank account of the University.

(2) The entrance examinations shall either take place in Debrecen, Hungary or at one of the recognized examination centers of the University in a previously designated country. Applicants affected by this decision shall be notified accordingly and in a timely manner.

(3) Every Applicant is required to pay application and entrance examination/interview fees. Payment of the application fee must be performed together with submitting the application form and any additional documents that are necessary to the University. Applications will not be considered and processed until payment of the application fee has been received and confirmed by the University.

(4) The entrance examination/interview fees must be transferred to the bank account of the University prior to the examination/interview in order to allow an Applicant to sit for the entrance examination/interview.

(5) Applicants admitted to any of the programs of the University may start their studies in the academic year specified in their Letter of Acceptance (hereinafter: LOA). Applicants may request to postpone their studies in writing and for a maximum period of one year. Requests need to be submitted within one month subsequent to the entrance examination along with paying the seat reservation fee specified in the LOA. Should the Applicant fail to register at the University within the previously determined period, he/she shall only be allowed to start his/her studies if he/she has passed the newly taken entrance examination – in the event of its necessity –, completed the payment of the seat reservation fee and fulfilled any additional terms and conditions specified in the newly issued LOA. The LOA in this matter shall only be valid in the academic year of its issuance and shall be deemed as an official – that is legally binding – agreement between the Applicant and the University.

(6) In the case of students who have interrupted their studies – that is taken one or two semesters off – for any reason whatsoever and re-enrolled to their program of study at the University at a later stage, the same rules, regulations and financial obligations shall apply as of the students of the class the respective student has re-enrolled in.

### **Special Regulations Concerning Transfer Students and Exemption Requests**

#### 2.§

(1) Students with previous studies concerning a specific program at a Higher Education Institute willing to transfer to the University to an identical one (hereinafter: Transfer Students) may only request a transfer prior to the

beginning of each academic year. The deadline to submit such a transfer request is 30th June of the relevant academic year.

(2) In addition to the documents stipulated under sub-Section 1.§ (6) Transfer Students need to submit the following documents during the application procedure

- a) A detailed transcript along with the descriptions of the courses the Transfer Student has taken previously at the Higher Education Institute, on the basis of which an admission committee may decide what level the student may be admitted to
- b) Letter of Motivation,
- c) Resume/CV
- d) Filled-in Credit Transfer Request Form

(3) Transfer requests of Transfer Students applying for any of the Medical or Health Science Programs shall be evaluated by the Sub-Committee for Educational Matters and Credit-Transfer (hereinafter: SEMC). Should the evaluation result in a positive resolution the Transfer Student shall be requested to sit for an entrance interview in order to have his/her proficiency in English and general ability and commitment to study at the University assessed.

(4) Transfer requests of Transfer Students applying for any of the Non-Medical Programs shall be evaluated by the relevant University Faculty. Should the evaluation result in a positive resolution, sitting for an entrance examination or a language proficiency interview shall be dependent on the qualifications of the Transfer Student he/she has obtained thus far, as stipulated under sub-Section 1/B.§ (1).

(5) Transfer Students whose overall result has been determined as satisfactory shall be admitted to the program of their choice. In the case of Transfer Students applying for any of the Medical and Health Science Programs the LOA containing the resolution in this matter shall be issued by the Admission Committee, or – in the case of Transfer Students applying for any of the Non-Medical Programs – by the CCIE.

(6) Students with previous studies at a Higher Education Institute may apply for an exemption with respect to previously studied subjects as part of their application procedure. If a particular subject in this matter is relevant from the perspective of the curriculum of the specific program, it shall be accepted and taken into consideration in the case of a 75% correspondence of the syllabuses. The request in this matter needs to be submitted to the CCIE prior to 30th June of the relevant academic year. The CCIE shall be responsible for forwarding the exemption request to the SEMC in the case of students of the Medical and Health Science Programs and to the relevant University Faculty in the case of students of the Non-Medical Programs.

(7) Students applying for an exemption as stipulated under sub-Section 2.§ (6) are required to undergo the application and admission procedure as stipulated under Sections 1-1/C.§ to be admitted to the first year of their program of choice. Those students admitted to one of the BMC Programs are not eligible to apply for subject exemptions, not even in the event of completing the respective BMC Program.

(8) The final, irreversible decision of the SEMC or the relevant University Faculty with respect to any exemptions shall be included in the LOA in the case of Applicants of the Non-Medical Programs. Applicants of the Medical and Health Science Programs shall be notified prior to the beginning of the relevant academic year in writing.

## **Registration**

### 3.§

(1) International students admitted to any of the programs of the University are required to register at the CCIE and – in the event of its necessity – the Registrar’s Office of the relevant Faculty (hereinafter: RO) in person at the beginning of each semester.

(2) During registration students need to submit the following documents to the personnel of the CCIE:

- a) Original copy of certificate of education (school leaving qualification, high school diploma, document of graduation or any equivalent; university or college diploma/certificate or any equivalent)
- b) Passport
- c) 1-4 passport photos depending on the program of choice of the student
- d) Proof of payment of the complete tuition fee.

(3) Once the above documents have been submitted, students will be provided with a valid University Health Insurance and – in the case of students of the Medical and Health Science Programs – a University Card. The University Card shall serve the purpose of verifying the identity of the student at classes and examinations.

(4) Applying for a Student Card entitling students to certain discounts is optional in all cases.

(5) Subsequent to completing the registration at the CCIE students who have been admitted to the first year of any of the Medical or Health Science Programs (hereinafter: MHSC Freshmen) need to present the following documents to the personnel of the RO:

- a) Registration form signed and sealed by the CCIE
- b) One passport photo.

(4) The registration procedure of the MHSC Freshmen shall be finalized by the personnel of the RO by providing these students with a valid code for the electronic academic system of the University (hereinafter: Neptun Code and Neptun System, respectively) and a lecture book (hereinafter: Lecture Book). The first year subjects of the MHSC Freshmen shall be registered in the Neptun System by the personnel of the RO as part of the registration procedure. Second and upper year students shall perform the electronic registration individually, the RO shall only verify that the courses each student registered for are entered in the Lecture Book properly. Students shall provide any additional information necessary for registration on the registration form. Changes of any kind are to be announced in the course of enrollment, or within 15 days subsequent to their occurrence during the academic year.

(5) Should a student fail to enroll to – that is complete the registration procedure concerning – the program or register for the subjects of his/her choice in the Neptun System on or before the previously specified deadline, he/she shall be responsible for and bear every consequence ensuing from – such as repeating a semester, or paying the tuition fee repeatedly – and shall pay a late registration fee stipulated under the “Fees for Extra Proceedings” Chapter of the present document. The University in this matter shall not be held liable for and shall not accept any liability, obligation or responsibility whatsoever for the incidental failure of the Neptun System. Students are obliged to report any system breakdown or defect of such nature immediately to the RO in written form should any of these be noticed.

(6) If a student enrolled in any of the programs of the University is in debt to the University by more than 1,000 USD or does not undergo the compulsory medical examination pursuant to sub-Section 13.§ (1) properly and in a timely manner he/she shall not be permitted to register for the forthcoming semester or the exams of the relevant semester unless the Dean of the Faculty the student is enrolled in issues a permission in this respect.

(7) In addition to sub-Section (6) students in debt to the University – regardless of the amount overdue – shall not be provided with any certificates unless their balance in this respect is fully settled.

## **Tuition Fee**

### 4.§

(1) The tuition fee for each University program conducted in English language is set by the Chancellor of the University for each academic year based on the joint proposal of the Dean of the relevant Faculty and the Director of the CCIE. The extent of the tuition fee shall remain unchanged during the entire study period of the student, provided that he/she does not repeat a year due to unsatisfactory academic performance and/or does not postpone his/her studies.

(2) Nevertheless and in accordance with the present document, the University shall be authorized to readjust the extent of the tuition fee in the case of a significant change or changes in the exchange rate of the local currency compared to the currency of the US Dollar. Significant in this matter shall mean a minimum rate of 20 % within

the period of one fiscal year. The readjustment shall not affect the fees already paid and shall come into effect in the subsequent semester/academic year of the decision made in this respect.

(3) The tuition fee shall include the fees concerning the compulsory health insurance, the compulsory medical examination pursuant to Section 13. § and the seat reservation where applicable. The seat reservation fee serves the purpose of reserving the seat for a student for one University program and for the duration of one academic year only – as indicated in the LOA.

(4) The tuition fee for students admitted to the first year of any University program is due before the beginning of the registration period of the relevant semester. For second and upper year students the deadline for submitting the tuition fee payment is 31<sup>st</sup> October for the first semester and 31<sup>st</sup> March for the second semester of the relevant academic year. Any payment transferred to the University shall be considered received when appearing on the bank account of the University. In the case of a late payment, an interest of 5% shall be applied to the outstanding principal balance each and every month.

(5) Students of the Medical Programs are allowed to pay their tuition in two installments prior to registration at the beginning of each semester.

(6) Transfer Students and students classified as third-country nationals requiring a visa to enter Hungary (hereinafter: Visa-bound Students) are obliged to pay the total amount of their previously defined yearly tuition in one installment prior to registration at the beginning of each academic year.

(7) Students admitted to any of the BMC Programs shall pay the yearly or bi-yearly tuition fee in its entirety prior to the beginning of the registration period.

### **Core Tuition, Part-time and Full-time Enrollment Status**

#### 6.§

(1) In the case of the Medical and Health Science Programs – excluding the programs of the Faculty of Public Health – the twenty-five percent of the yearly tuition fee shall be considered as core tuition.

(2) Students admitted to any of the programs of the faculties stipulated under sub-Section (1) who are to maintain an active student status at the University shall pay the core tuition and register for

- a) at least one main subject, or
- b) one main subject and an indefinite number of elective subjects with the combined credit value of the two subject categories not exceeding 15 credit points altogether, or
- c) elective subjects of a maximum credit value of 15 credit points

per semester. Main subject in this context shall mean the subjects stipulated in in the relevant Course Bulletins as compulsory subjects.

(3) Students fulfilling the criteria stipulated under sub-Section (2) shall be granted a part-time enrollment status.

(4) Students admitted to any of the programs of the University registering for more than one main subject shall pay the tuition fee in its entirety and shall be granted a full-time enrollment status. A student enrolled full-time shall be affiliated with the class and shall pay the tuition fee concerning the academic year for which the majority – that is the portion above 50% – of his/her main subjects has been registered. If a student registers for the same number of subjects concerning two or more different classes he/she shall be affiliated with the class of the lower year, and shall pay the tuition fee relevant to that year.

(5) Students of the Faculty of Medicine in their final, sixth year (hereinafter: Sixth-Year Students) shall be considered enrolled full-time in the case they pay the yearly tuition fee and spend their final year (that is the 35-week long clinical practice) in its entirety at the University.

### **Calculation of the Tuition Fee, Maximum Credit Load**

#### 7.§

(1) The yearly/bi-yearly tuition fee of an individual student shall be calculated on the basis of the number, type and credit value of the subjects recorded in the Lecture Book the student has registered for.

(2) The maximum credit load which a student enrolled full-time may register for is as follows:

Medicine 1st – 5th Year: 34 crp/Semester

Dentistry 1st – 5th Year: 34 crp/Semester

Pharmacy 1st – 5th Year: 34 crp/Semester

BSc in Physiotherapy 1st – 4th Year: 34 crp/Semester

BSc in Public Health 1st – 4th Year: 34 crp/Semester

The fee of these credit points equals to the tuition fee of the specific year per the official credit points of the specific year.

(3) If a student registers for subject(s) subsequent to the end of the registration period, this shall eventuate in an additional tuition fee payment obligation on his/her side. The amount in this respect shall be added to the initial amount of the tuition fee by definition and without further notice. Furthermore, this supplementary amount shall appear as a tuition debt in the balance of the student unless settled.

(4) In accordance with the present document, the University shall be authorized to verify/audit/revise any tuition related payments within five years of their completion and call on the respective students to settle their outstanding balances if any. The transfer date of the respective payment shall be accepted in this matter in the case the payment was transferred to the bank account of the University within two weeks of initiation. No appeal shall be accepted against the decision.

(5) The supplementary amount calculated pursuant to sub-Section (4) may not be decreased or annulated on any ground whatsoever.

### **Tuition Fee Discounts**

#### **8.§**

(1) Every University student – with the exception of the students of the preparatory courses of the University – is eligible for a tuition fee discount (hereinafter: Discount) should he/she fulfill the conditions stipulated herein.

(2) Sixth-Year Students shall only be eligible for the Discount if they spend the entire academic year – that is the 35-week clinical practice – at the University.

(3) The extent of the Discount shall be indicated together with the tuition fee, and shall be made public accordingly.

(4) Preconditions of eligibility are as follows:

- a) Registered, full-time student status
- b) Payment of the yearly tuition fee in its entirety prior to 31<sup>st</sup> October of the 1st semester of the relevant academic year
- c) Settled balance with the University, that is no debt concerning the tuition fee in any way whatsoever

(5) No Discount in respect of a payment made after the date stipulated under sub-Section (4) b) shall be available.

### **Tuition Fee Reduction**

#### **9.§**

(1) University students in their second and upper years are eligible for a tuition fee reduction (hereinafter: Reduction) up to 20% of the full tuition fee should they fulfill the conditions stipulated herein.

(2) Sixth-Year Students shall only be eligible for the Reduction concerning the tuition fee of the first semester.

(3) Transfer Students shall only be eligible for the Reduction if they have spent at least two semesters at the University as registered students regardless of the number of semesters they had spent at other institutions previously.

(4) Preconditions of eligibility are as follows:

- a) Registered, full-time enrollment status
- b) Payment of the yearly tuition fee in its entirety prior to 31<sup>st</sup> October of the 1st semester of the relevant academic year
- c) Standard academic progression in accordance with the model curriculum laid down in the relevant Course Bulletin
- d) Grade point average (hereinafter: GPA) of 4.50 or higher in the preceding semester (or two semesters in the case of equivalency of the GPAs of two or more students)

(5) Based on their academic achievement – that is the GPA score of the preceding semester(s) –, a 20% Reduction shall be offered to the top 5% of the students of a specific class, whereas a 15%, 10% and 5% Reduction shall be offered to the subsequent 5% of the same class, respectively. The maximum number of students eligible for the Reduction shall equal 20% of the student headcount of the particular class of an academic year. If more than 20% of the students of a particular class meet the criteria stipulated herein, the Reduction shall only apply to the exact 20% with the highest GPA score.

(6) The list of students entitled to receive the Reduction shall be established by a committee subsequent to 31<sup>st</sup> October and 31<sup>st</sup> March concerning the fall and spring semesters, respectively. The committee in this matter shall be appointed by the head of the CCIE and shall consist of instructors of the University.

(7) Each semester the RO shall forward the list of students with a GPA score of 4.50 or higher concerning the preceding semester to the committee, thus students are not required to apply for the Reduction directly under any circumstances. Students in this matter shall only bear responsibility for monitoring their GPA score concerning the relevant semester(s). Should a student disagree with his/her GPA score indicated in the Lecture Book/Neptun System, he/she is entitled to submit an official complaint to the RO prior to the end of the registration period of each semester. No subsequent appeals concerning the final decision of the committee shall be accepted in any form whatsoever.

(8) Each student is entitled to waive his/her right concerning the Reduction by submitting an official request on this matter in writing to the RO prior to the end of the registration period.

### **Initiating the Refund of Overpaid Amounts**

#### 10.§

(1) In the event of discontinuation of the legal relationship between the University and the student for any reason whatsoever, furthermore, in the case of an overpayment made by the student, the student may demand a refund according to the regulations stipulated herein.

(2) In the case the student terminates his/her student status or if his/her student status gets terminated for any reason whatsoever, each started month of the respective semester the student was enrolled in shall be taken into account when calculating the extent of the refund due. Nevertheless, the University shall not issue any refunds concerning overpayments made by students unless the particular student has been removed from the University register definitively.

(3) With the exception of a rejected visa application, no refund may be requested concerning the tuition fee paid by Visa-bound Students. Furthermore, the seat reservation fee paid by these students – and also by any other University student –, in principle, shall not be refundable. The only exception in this matter shall concern those cases when a particular student provides a written proof of his/her visa application being rejected by authorities or if exceptional circumstances, such as a serious disease, accident or injury, justify a request of such nature, and the student affected provides a written proof of this – including comprehensive medical documentation – verified by the medical examiner appointed by the University.

(4) The tuition concerning the BMC I and II Programs shall only be refundable prior to the half of each course – that is 4.5 months and 3 months, respectively and pro rata temporis.

(5) In the case of an overpayment made by the student with respect to the tuition fee concerning the relevant semester or academic year, the extent that exceeds the amount due may be refunded in the form of a bank transfer according to the following regulations:

- a) In the event of an overpayment not exceeding the amount of 1,000 USD an administrative fee of 50 USD shall be applied and deducted from the sum of the refund
- b) In the event of an overpayment exceeding the amount of 1,000 USD, an administrative fee of 90 USD shall be applied and deducted from the sum of the refund.

(6) The administrative fee stipulated herein shall not be applied in the following events:

- a) If the student submits a refund request in the final semester of his/her Bachelor, Master or one-tier program in accordance with the respective curriculum
- b) If the visa request of the student gets rejected due to a reason beyond his/her control – concerning the tuition paid thus far
- c) If the entrance examination fee of 350 USD due at the time of the University application had been paid by the student, however, the application was withdrawn and no appearance in the entrance examination was made.

### **Legal Disputes, Change of Address and Documentation Addressed to the University**

#### 11.§

(1) In the event of a legal dispute of any nature – unless stipulated otherwise by any legally binding contract, document or obligation – the University shall only recognize the jurisdiction of the Debrecen Regional Court (Debreceni Törvényszék).

(2) Students of the University are required to report any changes in their Hungarian address within 15 days from their occurrence. Should a student fail to fulfill the aforementioned regulation, this violation shall be considered as a discipline offense and shall be reported to immigration authorities. Accordingly, the student shall bear every consequence resulting therefrom.



(3) All statements, declarations, and requests addressed to the University shall only be considered valid if submitted

- a) in writing
- b) in an English (or Hungarian) language document
- c) personally, by e-mail or via registered mail addressed to the RO or the CCIE .

(4) Requests and inquiries on academic matters are to be addressed to the Dean of the relevant Faculty, whilst those of a financial nature to the Director of the CCIE.

### **Hungarian Language Course**

#### 12.§

(1) Students admitted to the first year of any of the Medical Programs as well as students who have completed the BMC II Program registering for the first year of any of the Medical Programs are obliged to attend an intensive Hungarian language course (hereinafter: Crash Course) subsequent to registration as determined in their LOA. Should a student fail to attend the Crash Course as determined therein, he/she may sign up for the course once again during the relevant academic year for a fee stipulated by the CCIE.

(2) In addition to sub-Section (1) requirements concerning the obligatory Hungarian language course with respect to second and upper-year students of the Medical Programs shall be laid down in the relevant Course Bulletins.

(3) Students holding a certificate of an official language proficiency test or having passed a language proficiency test in Hungarian at the Department of Foreign Languages of the University shall be granted an exemption from further Hungarian language studies.

(4) Students of the BMC I Program who have passed each and every examination concerning the first semester are required to enroll in and regularly attend a Hungarian language course in their second semester as stipulated in the relevant Course Bulletin.

### **Compulsory Medical Examination**

#### 13.§

(1) In accordance with Ministerial Orders No. 40/2004. (IV. 26.) ESZCSM, No. 33/1998 NM (hereinafter: ESZCSM Order and NM Order, respectively) and the rules and regulations of the University, every student admitted to the University is obliged to pass a medical examination assessing his/her physical condition.

(2) In addition to sub-Section (1) students of the Medical and Health Science Programs have to pass regular medical examinations determined in the ESZCSM Order, NM Order and the Occupational Health Policy document of the University as certain chronic or recurring diseases and conditions specified therein may interfere with patient care and safety and may be incompatible with medical training or practice.

(3) Students having completed their medical examination stipulated in the ESZCSM Order, NM Order, and the Occupational Health Policy document shall be provided with a Medical Booklet certifying that the physical condition of the particular student does under no circumstances interfere with patient care or safety.

(4) If the authorized medical specialist responsible for making a diagnosis issues a medical certificate in this matter stating that the student – based upon his/her physical condition – does not qualify for pursuing studies and/or professional practice at the University the medical specialist shall notify the student and the CCIE accordingly and in accordance with Section 16. § of the NM Order.

(5) The University shall only accept the medical examinations conducted at the clinical departments of the University.

### **Special Regulations Concerning Sixth-Year Students**

#### 14.§

(1) Sixth-Year Students are required to register at the RO prior to the beginning of the first semester. Furthermore, they are obliged to pay at least 50% of the respective tuition fee even in the case their sixth-year clinical practice is designated to take place at an institute other than University (hereinafter: Institute) either partially or entirely.

(2) Any outstanding balances ensuing from the clinical practice taking place at an Institute need to be settled prior to the day of the final/state examination. Should the student fail to fulfill this requirement he/she shall only be allowed to take the final/state examination(s) if the Dean of the Faculty of Medicine issues a permission in this respect. Nevertheless, this permission shall under no circumstances implicate that the student may receive his/her diploma, not even in the case of a successful examination – unless any outstanding balances in this respect are settled.

(3) In the case of a clinical practice pursued at an Institute, the tuition fee concerning the respective academic year shall be calculated upon the arrival of the student at the University.

(4) Sixth-Year Students may pursue their studies at the University for a period of four semesters under the regular tuition fee payment terms and conditions stipulated under Section 7.§. Should a Sixth-Year Student extend his/her studies beyond this period, he/shall pay an additional fee equaling the 25% of the yearly tuition. For any additional semesters, the respective student registers for the amount due shall be increased by 25% of the yearly tuition cumulatively (that is the student shall pay the 25% of the yearly tuition in the 5<sup>th</sup> semester, the 50% in the 6<sup>th</sup> and so on). The additional fee in this respect shall not include

### **Special Regulations Concerning Basic Medicine Course Students**

#### 15.§

(1) The supervision concerning the BMC I and II Programs shall be conducted by the Director of the CCIE, thus every decision with regard to the Programs, no matter of their nature, shall be made by him/her.

(2) Students who have registered for and started the BMC I Program may request a transfer to the BMC II Program in writing and within the first 8 weeks of the course. The request in this matter needs to be addressed to the Director of the CCIE. The fee for the procedure equals 1,000 USD.

(3) Students unable to finish their studies concerning the BMC I or II Program with satisfactory results shall not be allowed to sit for an entrance examination aiming to be accepted to the first year of any of the Medical Programs. These students shall be allowed to repeat the BMC I or II Program once with the permission of the Director of the CCIE. Students who have received the respective permission shall be allowed to redo the Program in its entirety (that is all three subjects). Furthermore, they must complete the first semester successfully in order to be eligible to register to the 2nd semester and should not miss more than three classes from each subject.

Debrecen, June 22, 2017

Prof. Attila Jenei  
Director  
Coordinating Center for International Education

## FEES FOR EXTRA PROCEEDINGS

Application fee	150 USD
Entrance examination/interview fee (in Debrecen)	350 USD
Change from BMC I to BMC II	1,000 USD
Change from BMC II to BMC I	1,000 USD
Changing major within BMC	1,500 USD
Replacement of the Lecture Book/Study results booklet:	15,000 HUF
Replacement of lost Student Card:	1,400 HUF
Replacement of lost Neptun code/password:	1,800 HUF
Submission of the dissertation after deadline:	
1 <sup>st</sup> week:	3,000 HUF/day
2 <sup>nd</sup> week:	6,000 HUF/day
Submission of the Lecture Book after deadline	15,000 HUF
Library fines for overdue books:	40 HUF/book/day
Transcript certificate:	2000 HUF
2 <sup>nd</sup> and further copies of certificates:	500 HUF
Other certifications	500 HUF
(no fees are to be paid for certifications to the Immigration Office)	
Replacement of lost health insurance card:	7,500 HUF
Replacement of lost University Card:	3,000 HUF
Medical checkup new appointment / replacement of checklist:	5,000 HUF
Library fines:	50 HUF/day
Repeated exams after the second chance	2,000 HUF
Improving exam	1,000 HUF
Late registration (only with the dean's permission)	15,000 HUF/week
Late fee for each course registered/cancelled after the deadline	
1-4 subjects	15,000 HUF
5-10 subjects	45,000 HUF
11 or more subjects	75,000 HUF
Tutorial fee	15,000 HUF/lesson
Transcript fees:	
*Transcript for loan purposes is free and posted/faxed immediately to the loan company.	

### DEADLINES

Application for September	31 <sup>st</sup> May
Transfer request	30 <sup>th</sup> June
Exemption requests	30 <sup>th</sup> June
Application for January BMC	30 <sup>th</sup> November
BMC requests after final exam	1 week after the last exam
Request to change major on BMC	2 weeks after registration
Request to change from BMC I to BMC II	8 weeks after registration
Request to change from BMC II to BMC I	8 weeks after registration

## WHO TO FIND

### **Erasmus Office**

Péter Gara  
Tel: 512-900/23256  
e-mail: [erasmus@med.unideb.hu](mailto:erasmus@med.unideb.hu)  
Villa I., Egyetem tér 1.

Dr. György Vereb  
Tel: 518-600/64307  
e-mail: [erasmus@med.unideb.hu](mailto:erasmus@med.unideb.hu)

### **Advisor for Disabled Students:**

Dr. Habil. Zsuzsanna Vekerdy-Nagy  
Faculty of Clinical Rehabilitation and Physical Medicine

Tel: 255-942  
e-mail: [vekerdy@dote.hu](mailto:vekerdy@dote.hu)

### **Accommodation:**

*Troubleshooter*  
Edit Halász

Tel: 30/2277523  
e-mail: [troubleshooter.debrecen@gmail.com](mailto:troubleshooter.debrecen@gmail.com)

### **Sports and Entertainment:**

*Sport Center*

Dormitory III.  
22. Móricz Zs. krt.  
(52) 411-600/54436

*ISU*

*(International Student Union)*

Tel: 411-717/55376  
e-mail: [isudebrecen@gmail.com](mailto:isudebrecen@gmail.com)

### **Library and Computer Services:**

*Kenézy Life Science Library*  
Márta Virágos  
director

Tel: 518-600  
e-mail: [marta@lib.unideb.hu](mailto:marta@lib.unideb.hu)