

## **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 collectively referred to as: 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 collectively referred to as: Health Science Programs), as well as the Doctoral Programs not falling within the scope of the Medical and Health Science Programs (hereinafter: Non-Medical Doctoral Programs)
  - ii. on or before the preceding 15th June in the case of every other Program not falling within the scope of the Medical and Health Science Programs (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 Doctoral Programs
  - ii. on or before the preceding 15th November in the case of every other Non-Medical Program

- iii. on or before the preceding 1st 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 scanned copies of the following documents or their official English translations (where applicable) need to be submitted during the application procedure:

- a) Valid, filled-in and signed application form (this document may be submitted online, that is through the online application platform of the University, as well);
- 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) High school or university/college transcript in accordance with the academic level of the program of choice;
- d) Detailed résumé
- e) Certificate or proof of citizenship and/or permanent residence;
- f) 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;
- g) In the case of Applicants applying to any of the Non-Medical Programs whose first language is not English, proof of English language proficiency;
- h) In the case of Applicants applying to any of the Doctoral Programs two recommendation letters from former instructors/lecturers of the higher education institute of graduation; furthermore a proposal for a research topic chosen from the list provided by the doctoral school, or a newly proposed research topic with a detailed description

(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 the admission committee prior to the entrance examination. Should the committee come to a decision that on the basis of his/her previous study results the underage applicant does not meet the requirements to be accepted at the University the application shall be rejected without further explanation and the applicant informed accordingly.

(9) All requests concerning subject exemptions – including the necessary documentation that is a filled in credit transfer request form and the relevant course descriptions in English – may be submitted together with the application. Applicants indicating their request(s) concerning subject exemption on the University application form may provide the necessary documentation separately, but not later than 30<sup>th</sup> June of the relevant academic year, as no subsequent requests in this matter shall be accepted. Once the application is finalized and the transfer request is forwarded to the Committee there is no chance to submit further documentation

## **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 in Biology, Chemistry and Physics. At the oral part only Biology is compulsory, Chemistry or Physics has to be chosen as the second subject.

(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) 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.

(4) 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.

(5) 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.

(6) 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, the English language proficiency and the commitment of the Applicant to study at the University. In case the language of instruction during the Applicant's previous studies was other than English, the Applicant shall sit for a written test in English language.

(7) 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.

(8) As an exception to the general rule stipulated above transfers between majors within the BMC I and BMC II programs may be permitted by the Director of the CCIE. Further regulations of this matter are stipulated in 14.§.

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

### **1/B.§**

(1) For students applying for any of the 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 aiming for 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 or in case of exams taking place outside Hungary to the local representative hosting the exam prior to the examination/interview in order to allow an Applicant to sit for the entrance examination/interview. The entrance examination fee is non-refundable even if the Applicant does not show up for the entrance examination. The only exception to this regulation is the following: in case the Applicant informs the admission office about cancellation of his registration for the exam the latest one week before the exam, the exam fee may be postponed to a subsequent exam one time, or the fee may be refunded, too.

## **Postponement and Interruption of Studies**

### **1/D.§**

(1) Applicants may request to postpone their studies in writing and for a maximum period of one year.

(2) Requests need to be submitted within one month subsequent to the entrance examination. The new LOA for the subsequent academic year to which the student requested to postpone his/her studies shall be issued only in case the seat reservation fee was paid.

(3) Requests for postponement might be accepted after the deadline with the special permission of the Director of the CCIE, and only in case the seat reservation fee was paid within the deadline specified in the original LOA.

(4) The paid seat reservation fee shall be put over and considered for the next academic year in case the request for postponement was submitted until the preceding 15 July in case of admission to the Fall semester and until the preceding 30 November in case of admission to the Spring semester. Exceptions can be made only in case the reason for the postponement is a rejected visa application.

(5) Should the Applicant fail to submit a request to postpone his/her studies as well as to pay the seat reservation fee within the given deadlines a postponement is possible only if he/she has passed a newly taken entrance examination.

(6) 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.

(7) In the case of students who have postponed or 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. Only students having an active student status at their current university may apply for a transfer.

(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 which grade the student may be admitted to
- b) Letter of Motivation,
- c) Resume/CV
- d) Filled-in Credit-Transfer Request Form

The deadline to submit the documents above is 30th June of the relevant academic year. Once the documents have been forwarded to the Sub-Committee for Educational Matters and Credit-Transfer (hereinafter: SEMC) by the CCIE no further documents may be submitted for evaluation.

(3) Transfer requests of Transfer Students applying for any of the Medical or Health Science Programs shall be evaluated by the 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. Admission of the transfer student shall be the result of a positive decision made by the SEMC and a successful entrance interview.

(4) In case the applicant fails to meet the academic requirements or fails the entrance interview, he/she might request to sit for an entrance examination to the first year by signing a declaration that no credit-transfer is possible based on his/her previous studies.

(5) Transfer requests of Transfer Students applying for any of the Non-Medical Programs shall be evaluated by the SEMC of 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).

(6) 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.

(7) 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 of the relevant University Faculty.

(8) 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.

(9) In the case of Applicants of the Non-Medical Programs the final, irreversible decision of the SEMC of the relevant University Faculty concerning any exemptions shall be attached to the LOA. Applicants of the Medical and Health Science Programs shall be notified prior to the beginning of the relevant academic year in writing. Regulations applying for changing major within the UD are set by the relevant Faculty. Students submitting an application to change major shall have no debt to the university.

## **Registration**

### **3.§**

(1) International students admitted to the first year of 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 the fall and spring semesters, respectively. Second- and upper-year students as well as students admitted to the first year of a non-medical program by completing the IFY (International Foundation Year) or IFS (Intensive Foundation Semester) programs at the UD are required to register through the online registration system of the University.

In extraordinary circumstances (i.e. pandemic or other emergency situations) international students admitted to the first year of any of the programs of the University can register online with the special exposal that they have to show up in person at the Coordinating Center For International Education after arriving in Hungary.

Students admitted to the first year of a medical or health science program by completing the BMC I or BMC II are required to register through the online registration system of the University and the Registrar's Office of the relevant Faculty.

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

- a) Original copy and/or official translation 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.

(8) Student status certificate and/or tuition fee certificate that confirms the active status of the student cannot be issued until the end of the registration period.

(9) Those students who received any of the above documents stated in Art.8. cannot change their student status in the respective semester after the issuance of the certificate.

### **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 as defined in the Appendix containing the Faculty features 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 starting their studies for the first time at the University is due as defined in the Letter of Acceptance. 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 prior to registration. Students who do not need a visa to enter Hungary might be allowed to pay the yearly tuition fee instalmentally in case of certain programs – as defined in the study agreement. From the second spent year on, in case of programs where instalmental payment of the tuition fee is possible, the deadline for submitting the tuition fee payment is 31st October for the first semester and 31st

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, a late payment fee 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.

Students of the Medical Programs, whose tuition fee is received by the first of day of the registration period will be able to register for the Required Elective Subjects and Freely Chosen Courses in the Neptun system one day earlier than students, who pay their tuition fee during and after the registration period

(6) 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.

(7) Students admitted to the IFS program are obliged to pay the tuition fee of the IFS program as well as the half of the yearly tuition fee of the program which the student will start upon the successful completion of the IFS program.

(8) Due to foreign-policy considerations the payable tuition fee might differ from the regulations defined in the current section. In such cases the Letter of Acceptance shall be considered as primary source of information.

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

#### **5.§**

(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) 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 and/or more than 15 credit points 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**

#### **6.§**

(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) In principal, the maximum credit load which a student enrolled full-time may register for is 34 credit points/semester.

The fee of these credit points equals 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**

#### **7.§**

(1) Faculty of Medicine and Faculty of Dentistry students – with the exception of the students of the preparatory courses – are 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
- d) having an active student status at the same grade in both semesters

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

(6) The following discounts shall be available for students of the University:

- a) alumni: students of the Non-Medical Programs who have graduated from the University and decide to pursue further studies at the institute are entitled to a 10% discount on their annual tuition fee.
- b) family:
  - a. in the case of Medical and Health Science Programs: at least three siblings of whom pursue studies at the University and have an active student status are entitled to a 10% discount on their annual tuition fee each
  - b. in the case of Non-Medical Programs: siblings and spouses both of whom pursue studies at the University and have an active student status are entitled to a 10% discount on their annual tuition fee each; the discount shall be available until at least two of the siblings or both of the spouses have an active student status at the University
- c) bilateral or inter-university agreements:
- d) individual/case-by-case discounts: students of the Non-Medical Programs may be entitled to a discount based on the decision of the Program Coordinator with both the extent and the duration of the discount determined by him/her

(7) Students of the MSc Public Health program can also apply for an alumni discount in case they pursued their BSc studies at the University of Debrecen.

(8) Students of Faculty of Public Health are only entitled to one type of discount thus in case they are eligible for more than one they have to make a decision on which one to apply for.

(9) Grantees of the Stipendium Hungaricum Scholarship Program and the Scholarship for Christian Young People are not eligible for tuition fee discounts.

## **Tuition Fee Reduction**

### **8.§**

(1) University students – except for Stipendium Hungaricum Scholarship and Scholarship for Christian Young People 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) Students of the International Foundation Year, Intensive Foundation Semester and the Doctoral Programs of the University are not eligible for the Reduction.

(5) Preconditions of eligibility are as follows:

- a) Registered, full-time enrollment status
- b) No debt to the UD concerning the previous semester or academic year
- c) Standard academic progression in accordance with the model curriculum laid down in the relevant Course Bulletin
- d) Stipend Index (hereinafter: SI) of 4.50 or higher in the preceding semester (or two semesters in the case of equivalency of the SIs of two or more students) in the case of students of the Medical Programs
- e) SI score of 4.00 or higher in the preceding two semesters in the case of students of the Non-Medical Programs

(6) Based on their academic achievement – that is the SI 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 SI score. Students pursuing their studies at the University as the holders of the Stipendium Hungaricum Scholarship or the Scholarship for Christian Young People shall not be taken into account when determining the above mentioned headcount of a particular class.

(7) 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.

(8) In case of the medical programs each semester the RO shall forward the list of students with a SI 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 SI score concerning the relevant semester(s). Should a student disagree with his/her SI 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.

(9) 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.

(10) In case of the Faculty of Public Health, students shall submit an application for the reduction to the RO by the deadline announced by the Faculty in the beginning of each semester.

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

#### **9.§**

(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 week of the respective semester the student was enrolled in shall be taken into account when calculating the extent of the refund due which is based on the full tuition fee of the respective program. 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 first-year 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. Under the exceptional circumstances above the residence permit or visa is to be cancelled by the student at the issuing authority.

(4) No refund of the tuition fee is to be paid in case of false or falsified documents used by the student during the admission and/or the visa procedure.

(5) No refund of the tuition fee may be submitted by Visa-bound students who are enrolled to the university.

(6) 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. 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

(7) 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.
- (8) 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**

#### **10.§**

- (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 – or update in the online registration system of the University – 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**

#### **11.§**

- (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.

(5) Students of the Non-Medical Programs may attend beginner and basic level Hungarian language courses for a total period of two semesters during their studies, one semester each. Further regulations are defined in the Bulletin.

### **Compulsory Medical Examination**

#### **12.§**

(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 the 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**

#### **13.§**

(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. The core tuition fee (50% of the respective tuition fee) applies to 12 weeks, while the full tuition fee covers 35 weeks of sixth-year clinical practice. In case a student fails to fulfil the required practices within 35 weeks he/she has to pay an additional fee for the extra weeks. No minimum weeks are determined to be spent at the UD.

(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 the fee payable for extra weeks that are necessary to take on top of the 35 weeks, in case the student fails to complete the required practices within the 35 weeks.

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

#### **14.§**

(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 wishing to change their majors within the BMC I or BMC II programs shall submit a request to the Director of the CCIE. The decision about such requests is made on the basis of the student's academic performance throughout the BMC, as well as the capacity of the given program the student is aiming for. In the case of granted requests students shall pay a fee of 1,500 USD and transfer the sum directly to the bank account of the University within the deadline defined in the request decision, otherwise the request shall not be considered. The transfer in this matter shall only be valid, if the fee has been credited to bank account of the University. Requests of such matter may be submitted at any time of the academic year, but no later than one week after the last final examination date.

(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 the relevant Medical Program (i.e. students of the BMC-Medicine Program for the Medicine Program, students of the BMC-Dentistry for the Dentistry Program). These students

might be allowed to repeat the BMC I or II Program once with the permission of the Director of the CCIE. Request has to be submitted the latest one week after the last final exam. 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 classes than allowed for repeater students - as defined in the Bulletin.

Should the repeater student fail to complete the first semester of the course successfully, his/her student status shall be suspended automatically, and no refund of the tuition fee may be requested

### **Special Regulations Concerning International Foundation Year and Intensive Foundation Semester Students**

#### **15.§**

(1) The supervision concerning the International Foundation Year (hereinafter: IFY) and Intensive Foundation Semester (hereinafter: IFS) Programs shall be conducted by the Program Coordinator of the Non-Medical Programs of the CCIE (hereinafter: Program Coordinator), 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 IFY and IFS Programs may request a transfer to the Program in writing and within the first 8 weeks of the course. The request in this matter needs to be addressed to the Program Coordinator. The fee for the procedure is 1,000 USD, or – if the transfer concerns a course specialization – 300 USD.

(3) Students unable to finish their studies concerning the IFY or IFS Program with satisfactory results (that is a minimum GPA score of 4.00 and 3.50 respectively and where applicable) shall be allowed to sit for an entrance examination aiming to be accepted to the first year of any of the Non-Medical Programs in front of the respective Faculty Committee. The fee for sitting for the entrance examination is 150 USD. The entrance examination shall take place at the end of the relevant course.

(4) These students shall be allowed to repeat the IFY or IFS Program once with the permission of the Program Coordinator. Students who have received the respective permission shall be allowed to redo the Program in its entirety (that is all 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.

(5) Those students who finish their studies concerning the IFY or IFS Program with satisfactory results shall be allowed to start their first year studies in the Non-Medical Program of their choice without having to sit for an entrance examination.

### ***Entering the University of Debrecen premises***

#### **16. §**

(1) Entering and using the university premises is possible in accordance with relevant regulations in force. In extraordinary circumstances (i.e. pandemic or other emergency

situations) special rules may apply, students are timely informed about those rules via Neptun messages.

Debrecen, 31 Aug 2020

Prof. Attila Jenei  
Director  
Coordinating Center for International Education

## FEES FOR EXTRA PROCEEDINGS

Application fee	150 USD
Entrance fee (non-medical programs)	350 USD
Entrance examination/interview fee (in Debrecen)	350 USD
Changing major within BMC	1,500 USD
Replacement of the Lecture	
Book/Study results booklet:	15,000 HUF
Replacement of lost Student Card sticker:	3,500 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
*Transcript certificate at the mhsc programs:	2000 HUF
**2 <sup>nd</sup> and further copies of certificates at the mhsc programs:	500 HUF
**Other certifications at the mhsc programs	500 HUF
(no fees are to be paid for certifications to the Immigration Office)	
Replacement of lost University Card:	3,000 HUF
Medical checkup new appointment	5,000 HUF
Replacement of checklist:	5,000 HUF
Library fines for overdue books:	50 HUF/day
Repeated exams after the second chance	2,000 HUF
Improving exam	1,000 HUF
Late SAS registration	15,000 HUF
Late NEPTUN registration fee (only with the dean's permission)	15,000 HUF
Late NEPTUN registration 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 or 50 USD/lesson
Insurance fee for passive students:	39,000 HUF
Insurance fee for the relatives of UD students:	44,500 HUF
Courier fee:	15,000 HUF / 50 USD
COVID test administrative fee - 3.000 Ft	
COVID test 1 - 15.000 Ft	
COVID test 2 - 30.500 Ft	
COVID extra service fee - 11.000 Ft	

### Transcript fees:

\*Transcript for loan purposes is free and posted/faxed immediately to the loan company.

\*\* Transcript and certification fees of the non-medical programs are defined by the faculties

