



**BUDAPEST UNIVERSITY OF TECHNOLOGY AND ECONOMICS
FACULTY OF ARCHITECTURE**

**Dean's instruction number 1/2020. (02.08.)
on the criteria applicable during judgement of student payment allowance applications
and on the Faculty's procedures**

Valid from: 08.02.2020

Organisation regulation instrument(s) rendered invalid simultaneously with the entering into force of the present instrument for the purpose of amendment tracking:

Dean's instruction number 3/2019. (09. 24.) on the criteria applicable during judgement of student payment allowance applications and on the faculty's procedures

Review:

- Professional conformity: Dean's Office
- Legal conformity: Legal Directorate

Person responsible: Dr György Alföldi Dean

Issued by: Dr György Alföldi Dean

Contents

Article 1 [*The purpose of the instruction, the principles of its interpretation and implementation*] 3

Article 2 [*The applicability of the Instruction*] 3

Article 3 [*Financial cover for the payment allowances*]..... 3

Article 4 [*Joint payment allowance rules*] 4

Article 5 [*Rules relating to exemptions from payment of tuition fees*]..... 4

Article 6 [*Rules relating to payment by instalment and payment deferment*] 5

Article 7 [*Rules for the calculation of payment allowances*] 6

Article 8 [*Closing provisions*] 6

On the basis of the authorisation received in Article 4(1) of joint rector and chancellor instruction number 9/2019. (VIII. 15.) on the procedures relating to the allowances that may be granted in the case of student payment obligations, I hereby issue the following instruction proceeding in my scope of tasks specified in Article 41(1) of the Organisation and Operation System of the Budapest University of Technology and Economics:

Article 1 [*The purpose of the instruction, the principles of its interpretation and implementation*]

- (1) The purpose of this Instruction is to establish a uniform system of criteria to ensure the compliance of the Faculty of Architecture (hereinafter: Faculty) with the stipulations included in Articles 10 and 14(7) of Senatorial decision number IX./3./2018-2019. on the payment and allowance regulations (hereinafter: PAR) of the Budapest University of Technology and Economics (hereinafter: University).
- (2) The provisions of the present Instruction must be interpreted in accordance with
 - a) Senatorial decision number X./10./2015-2016. on the University academic and examination regulations (hereinafter: AER) and the PAR; furthermore
 - b) Joint rector and chancellor instruction number 9/2019. (VIII. 15.) on the procedures relating to the allowances that may be granted in the case of student payment obligations (hereinafter: JRCI).
- (3) Unless this Instruction requires otherwise, the provisions of the AER, the PAR and the JRCI must applied accordingly with respect to the calculation of deadlines, the form the decision takes, its content and communication, and to the assessment of applications.

Article 2 [*The applicability of the Instruction*]

- (1) This Instruction applies to the following persons
 - a) all persons with student status at the University who are students on courses organised by the Faculty in accordance with Article 2(1)-(3) of the PAR (hereinafter: student);
 - b) persons with status as participants on a Faculty minor course;
 - c) persons with status as guest student on a Faculty course;
 - d) the Dean and the Deputy Deans responsible for education affairs; and
 - e) the President and members of the Faculty Academic Committee (FAC).
- (2) The subject of this Instruction extends to the payment allowances that may be granted in connection with the tuition fees and the extra credit fees as payment obligations, and to the procedure relating to the assessment of applications for such allowances.

Article 3 [*Financial cover for the payment allowances*]

- (1) Up to 80 percent of the amount allocated according to paragraph (6), but a maximum amount of HUF 3,000,000 may be used per semester as financial cover for full or partial exemption from fee payment for students on the BSc/BA, joint BSc-MSc/BA-MA, and MSc/MA courses.
- (2) Up to HUF 2,000,000 may be used per semester as financial cover for full or partial exemption from fee payment for persons enrolled on the doctoral courses to the burden of the Faculty's own income (on the recommendation of the council of the student's doctoral school, on the basis of the income of the student's doctoral school).

- (3) Up to HUF 1,000,000 may be used per semester as financial cover for full or partial exemption from fee payment for persons enrolled on specialisation further training courses to the burden of the Faculty's own income (on the recommendation of the head of the organisation unit (department) responsible for the student's specialisation further training course, on the basis of the income of the student's specialisation further training course)
- (4) Up to 5 percent of the amount allocated according to paragraph (6), but a maximum amount of HUF 200,000 may be used per semester as financial cover for full or partial exemption from fee payment for persons with student status on minor courses and for guest students.
- (5) Up to 15 percent of the amount allocated according to paragraph (6) may be used as financial cover for exemption from extra credit fees.
- (6) A payment allowance may be authorised per academic semester for the persons according to paragraphs (1), (3)-(5) equal to up to 10 percent of the average tuition fee of the previous two semesters prescribed for students required to pay tuition fees and enrolled at the Faculty to the burden of the Faculty's own income.
- (7) The actual semester amounts allocated according to paragraphs (1)-(5) are determined by the Dean and are published on the Faculty website 15 days before the first day of the study period of the given semester.
- (8) The Dean may reallocate the amounts determined according to paragraphs (1), (4) and (6) and published according to paragraph (7) with consideration to the number of persons applying for fee exemption.

Article 4 [*Joint payment allowance rules*]

- (1) The tuition fees determined by the Faculty according to Article 10(2) of the PAR are published on the official webpage serving for this purpose on the Faculty's website listed according to the date the course starts (<https://www.epitesz.bme.hu>). These same data may also be found in the "Frequently Asked Questions" section of the official website of the Central Academic Office (<http://www.kth.bme.hu>).
- (2) If the tuition fee is charged in two instalments in the semester and the 1st instalment is the basic fee and the 2nd instalment is the credit fee proportionate to the number of credits studied in the given semester, then payment of the 1st instalment is a condition of enrolment for an active semester.
- (3) Failure to meet a deadline specified in other regulations for the submittal of applications aimed at fee exemption, payment of fees by instalment, and at the amendment of payment deadlines (hereinafter: deferment) will involve disqualification.

Article 5 [*Rules relating to exemptions from payment of tuition fees*]

- (1) Full or partial exemption from the basic fee of the tuition fees may only be applied for on the basis of equal opportunities via a Neptun application including the recommendation of the Student Equal Opportunities Committee (JRCI Article 3(4)).
- (2) Students may apply for a reduction of the credit-proportionate part of the fixed tuition fee, and of the tuition fee consisting of the basic fee and the credit fee in a Neptun application according to two criteria (the reduction may be applied for separately or jointly according to the two criteria):
 - (a) On the basis of the academic results achieved in the last two active semesters,
 - (b) On the basis of social criteria.

- (3) The tuition fee reductions according to the various criteria are combined, however the amount of the reduction may not exceed the amount of the prescribed credit fee.
- (4) The Faculty Academic Committee makes a proposal on the amount of the reduction, however the Dean makes the decision on the actual reduction.
- (5) The reduction only applies to that academic semester in which the Student submitted the tuition fee reduction application.
- (6) The extra credit fee according to Article 12(4) of the PAR only contains a credit-proportionate part, and reduction applications for this fee type may be submitted in the Neptun application provided for this purpose according to the stipulations in Article 7 of the JRCI. The system of criteria and the amount of the reduction that may be awarded correspond to the criteria system and amount relating to the credit-proportionate part of the tuition fee.
- (7) Partial fee payment exemption is to be determined rounded to the nearest thousand HUF according to the rounding rules.
- (8) If the calculated amount of the payment exemption exceeds the payment obligation of the part of the payment obligations for which the exemption may be awarded, then the amount of the payment obligation relates to the payment obligation or to its part that may be reduced by exemption (exclusion of refund).

Article 6 [*Rules relating to payment by instalment and payment deferment*]

- (1) Irrespective of the amount of the allowance awarded with respect to the waiver or reduction of the tuition fee, Students may request amendment of the deadline of the payment of both parts of the tuition fee, and payment of the parts of the tuition fee in several instalments (JRCI Article 3(3) and (4)).
- (2) With the exceptions included in paragraphs (3)-(4) applications for deferment of payment of the fixed fee, the basic fee or the credit fee are approved by the decision-maker according to Article 3(9) of the JRCI
 - a) according to the recommendation of the FAC as long as there are fewer than forty-five days between the original and amended payment deadlines and the payment deadline is no later than the day before the day when registration for examinations starts; or
 - b) a maximum of forty-five days' deferment will be approved or the payment deadline will be set on the day before the day when registration for examinations starts if the original application or the recommendation of the FAC relates to deferment in excess of this.
- (3) A maximum of thirty days' deferment may be awarded in the case of the basic fee.
- (4) With the exception of the basic fee, deferment may be awarded for the same payment obligation a maximum of two times.
- (5) In the case of tuition fees, in the subject of an application for payment by instalments, the decision-maker according to Article 3(9) of the JRCI will approve the application if the payment deadlines and division of the payable fee included in it conform with the stipulations included in Article 10(8) of the PAR.
- (6) Payment by instalment may be approved in the case of the extra credit fee if its amount is in excess of thirty thousand HUF.
- (7) In the case of deferment with respect to the extra credit fee, the latest day of the payment deadline is the day before the day when registration for examinations starts, in the case of payment by instalment the payment deadline for the last instalment is the day before the day when registration for examinations starts.

- (8) Deferment and payment by instalment are not awarded for expired payment obligations.
- (9) In the case of payment by instalment awarded on the basis of application
 - a) the amount payable may be divided into a maximum of five instalments; and
 - b) amendment of the deadline for the payment of instalments may not be approved on the basis of an additional application.

Article 7 [*Rules for the calculation of payment allowances*]

The faculty rules for the calculation of payment allowances are included in annex number 1.

Article 8 [*Closing provisions*]

- (1) The present instruction enters into force on the day following the day on which the chancellor grants approval and its provisions must be applied in proceedings launched following its entry into force.
- (2) On the entry into force of the present instruction, Dean Instruction number 2/2016. (07. 23.) on the opportunities available for the reduction of tuition fees/charges and on the evaluation system of related applications will be repealed.
- (3) The present instruction falls under the competence of the Dean's Office of the Faculty of Architecture.
- (4) The present instruction may be found and downloaded on the website of the Faculty of Architecture at <https://www.epitesz.bme.hu/egyetemi-kari-szabalyzatok-utasitasok-tajekoztatok>.
- (5) The official abbreviation code of the present instruction: EPK-Fk-DU.

Budapest, 4 February 2020

Dr György Alföldi
Dean

Approval endorsement on the basis of Article 4(3) of joint rector and chancellor instruction number 9/2019. (VIII. 15.) on the procedures relating to the allowances that may be granted in the case of student payment obligations

Budapest, 07.02.2020

Approved:

Attila Bertalan Kotán
Chancellor

Payment allowance calculation rules on the Faculty of Architecture

Students applying for payment allowances are to be processed in four independent student groups on the basis of their courses, and the payment exemption applications from the individual student groups must be evaluated on the basis of the documents attached to the applications and the data retrieved from the study system in accordance with the method specified in points 1 to 4 of this annex according to the scores relating to the individual.

The specified scores must be totalled for the entire group (group score), and then the score ratio of the individual applicants must be determined as the ratio of the individual score and the group score. The payment allowance granted to the applicant (amount of fee waived) must be determined on the basis of the product of the budget allocated to the group and the score ratio.

If the payment allowance determined according to the above method does not reach the fee for one credit on the student's course, then the student will not be awarded a payment allowance.

1. *Calculating the score for applicants in the BSc/BA, joint BSc-MSc/BA-MA, and MSc/MA course group*

The BSc/BA, joint BSc-MSc/BA-MA, and MSc/MA students must be processed in a single group. The individual student score (H_i) serving as the basis of their fee allowance is calculated as follows:

$$H_i = (S + E + T_{CCI} + T_{WGA} + T_k) * k$$

where

S = the social score awarded according to the Unified Social System (USS) scoring criteria (0-100 points);

E = score awarded on the basis of the recommendation of the Student Equal Opportunities Committee (SEOC), with consideration to the nature and severity of the disability, and of the special education needs (0-100 points);

T_{CCI} = academic score, which is fifty times the better corrected credit index (hereinafter CCI) out of the last two (active) semesters, minus 100 points (max, approx. 200 points);

T_{WGA} = academic score, which is twenty times the better weighted grade average (hereinafter WGA) out of the last two (active) semesters, minus 20 points (max approx. 80 points);

T_c = academic score, which is the total of the extra points created on the basis of the recommendation of the FAC according to the student's extra academic performance in the last two semesters (max. 100 points);

c = the course index, which is determined in the following way:

$$c^1 = \left(\frac{\text{student's course credit fee}}{\text{the highest course credit fee paid in the same student group}} \right),$$

and where the minimum academic scores T_{CCI} and T_{WGA} are 0.

2. Calculating the score for applicants in the doctoral student group

Doctoral students applying for allowances relating to payment exemption must be processed as a separate student group per doctoral school, the individual doctoral student score (D_i) forming the basis of the fee reduction for these students is calculated as follows:

$$D_i = S + E + T_d + T_x$$

where

S = the social score awarded according to the USS scoring criteria (0-100 points);

E = score awarded on the basis of the recommendation of the SEOC, with consideration to the nature and severity of the disability, and of the special education needs (0-100 points);

T_d = academic score, the score determined by the competent doctoral school with consideration to the number and quality of the applicant's publications, technical or artistic creations, time spent in doctoral studies (0-100 points);

T_x = score expressing academic performance in addition to that prescribed in the course plan and sample curriculum, which is calculated as follows:

$$X = \left(\frac{\text{average weekly instruction activity expressed in contact hours}}{\text{weekly contact hour ob□□□□□□□□ prescribed in the course plan}} - 1 \right) \cdot 100.$$

3. Calculating the score for applicants in the specialist courses group

Students on specialist courses applying for allowances relating to payment exemption must be processed as a separate student group per specialist course. The specialist engineer individual score (Sz_i) serving as the basis of their fee allowance is calculated as follows:

$$Sz_i = S + E + T_{WGA}$$

where

S = the social score awarded according to the USS scoring criteria (0-100 points);

E = score awarded on the basis of the recommendation of the SEOC, with consideration to the nature and severity of the disability, and of the special education needs (0-100 points);

¹ factor according to the qualification level of the studies (calculated on the basis of the ratios of the credit fees of the Hungarian courses)

T_{WGA} = academic score, which is forty times the weighted grade average of the previous (active) semester (max. approx. 200 points).

4. Calculating the score for applicants on minor courses or studying as guest students

Students on minor courses applying for allowances relating to payment exemption must be processed as a separate student group. The individual score (Sz_i) forming the basis of the fee reduction for these students is calculated as follows:

$$Sz_i = S + E + T_{WGA}$$

where

S = the social score awarded according to the USS scoring criteria (0-100 points);

E = score awarded on the basis of the recommendation of the SEOC, with consideration to the nature and severity of the disability, and of the special education needs (0-100 points);

T_{WGA} = academic score, which is forty times the weighted grade average of the previous (active) semester (max. approx. 200 points).