



PÉCSI TUDOMÁNYEGYETEM

UNIVERSITY OF PÉCS
International Centre

UP INTERNATIONAL STUDENT REFERRAL PROGRAM

GUIDELINES

Pécs, 2024.



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Introduction

The purpose of the UP International Student Referral Program (hereinafter the Program) is to reward international UP students who refer new applicants to UP's English-taught, tuition-paying, international study programs.

The Program is organized by the **University of Pécs**.

The conditions for participation

To participate in this Program, you shall be a

1. full-time international student with an active student status at the University of Pécs in a degree program, regardless of your nationality and form of financing, who
2. completed at least 18 credits in your last active semester recorded in the Neptun study system.

In the first round of assessment, the submitted applications will be evaluated by the particular Faculties of the University of Pécs.

We (UP's International Centre) will inform you about the result of your application by e-mail.

The program will run until the 1st of October 2024.

Tasks for the participants

If admitted into the program, you will be responsible for recommending UP to your peers and referring new applicants to UP's international study programs.

Remuneration

In the framework of this Program, you will be rewarded on the basis of your referral performance.

You will also receive a personalized certificate for your participation.



Fee, eligibility criteria, payment

If you refer a student, you will be eligible to receive a fee equal to 10 % of the first year's tuition fees of the referred student if the referred student enrolls in a self-financed training program, has an active student status in the first 2 semesters and pays their tuition fee for this period. Please note that your eligibility is subject to the conditions outlined in these guidelines. Please note that the total referral fee you are entitled to will be reduced by 15% for tax reasons.

To be eligible for a referral fee, the referred students must apply directly to UP in the academic year 2024/25 without the assistance of a recruitment agent or being recruited by the Study Portals advertising partner of the UP.

To be eligible for a referral fee, the referred student shall enter your Neptun code in the textbox provided for this purpose on the application form when they apply to UP. You are eligible for a referral fee if the student entered your tracker code (Neptun code) first.

To be eligible for a referral fee, it shall be the first time the referred student establishes a student status (enrolls) at UP.

You shall not be eligible to a referral fee if you engage in:

- a conduct that damages or endangers the reputation of the University,
- a conduct that may lead to disciplinary proceedings, or
- other conduct that is incompatible with the ethos of the University,

in which case you will not be remunerated for your referrals.

You shall not be eligible for a referral fee if you violate any University regulations (in particular UP's [Privacy Policy](#), UP's [Communication and Conduct Manual](#), or the relevant central and Faculty-level Branding Manuals), in which case you will not be remunerated for your referrals. You shall not be eligible for a referral fee if you use your role in any of UP's student recruitment-related programs (recruitment activities) to advertise your activities in this referral program. In this case, you will not be remunerated for your referrals.

To be eligible for a referral fee, you shall have a Hungarian bank account.

The referral fee will be due and payable according to the following terms: after the recommended student has enrolled in a self-financed training program, had an active student status in the first 2 semesters, and paid their first-year tuition fees.

In preparation for payments, we will prepare a performance report after each enrollment period (by 25 October for autumn enrollment and 25 March for spring enrollment), which forms the basis for the payment. The statement will be verified by the Faculties and by you (by 15 November for autumn enrollment and 15 April for spring enrollment). Faculties will have access only to their own students' data, while individual students will have access only to their own data (i.e., the data they provided). The Faculties will then transfer the required amount to a dedicated account, from which fees will be paid by the University. The internal transfers will be made by 25 November during the autumn enrolment period and will be paid to the referring students by 10 December. For the spring enrolment period, the deadline for internal transfers is 25 April, and payments are made by 15 June. This is the planned schedule for payments, but UP upholds the right to diverge from these dates.

There is no upper limit on the referral fee per person.



Other Provisions

Please note the following clauses and proceed to apply into the program in light of these.

Your activities shall be solely carried out for the purpose of promoting the University and referring new students. You will not be employed by or otherwise affiliated with the University in any capacity and will not be entitled to make any legally binding statement on behalf of the University. You will not be entitled to accept any award from any third party on behalf of the University. You shall inform any third party concerned of this fact.

You are expected to exercise the utmost care and diligence in your activities and shall protect and promote the reputation of the University. Conduct that damages or jeopardizes the reputation of the University, conduct that may lead to disciplinary proceedings, or other conduct that is incompatible with the ethos of the University will result in an immediate banning from the program.

You are required to read and comply with the University's policies, in particular UP's Privacy Policy (Data Protection Regulation), UP's Communication and Conduct Manual, and the relevant central and Faculty-level Branding Manuals. If you violate any of the University's policies in the course of your activities under the Program, you will be immediately banned from the Program.

