



Pécs, August 01, 2012.

Dear Student,

hereby I would like to inform you on the following deadlines and things to do in the fall semester of the academic year 2012/2013:

Enrolment/activation:	August 20, 8:00 – September 01. (Saturday), 24:00
<b>Pre-scheduled exam period exclusively for exam courses</b>	August 27-28-29, 2012
<b>Requests to turn passive status into active</b> (late activation) (deadline to submit requests at the RO addressed to the Educational Committee)	September 03, 2012 – September 21, 2012
<b>Requests to turn active status into passive</b> (late passivation) (deadline to submit requests at the RO addressed to the Educational Committee)	September 03, 2012 – September 28, 2012
Taking up and dropping exam courses (Exam courses cannot be dropped after registering for a pre-scheduled exam, only in case the registration to the exam is cancelled till August 24, 12:00!)	August 20, 8:00 – September 01, 24:00
Registration for pre-scheduled exams and cancelling the registration (only after taking up the relevant exam course)	August 20, 8:00 – August 24, 12:00
Taking up and dropping obligatory courses	August 25, 12:00 – September 01, 24:00
Taking up elective and optional courses and criterion requirements	August 25, 12:00 – September 07, 24:00
Dropping elective and optional courses and criterion requirements	August 25, 12:00 – September 05, 24:00
Taking up obligatory courses in the RO, after submitting a request, paying the extra procedural fee and obtaining the approval of the course director – see 2/A. § (2) of the 2 <sup>nd</sup> Annex of the Code of Studies and Examination (CSE) below	from September 03, 2012 till the exam dates have been made public.

**ATTENTION!**

- In case of courses that have parallel prerequisites, please sign up on the courses directly one after the other in the ETR. Always click on '**CHECK COMPLETENESS**' after you have chosen your courses.
- Before you log in to the ETR, please **allow pop-up windows** and receiving course mail and RO emails on your computer so that you can get all the necessary information.



**PLEASE CLOSE YOUR COURSE REGISTRATIONS IN THE ETR UNTIL SEPTEMBER 07, 24:00.** (Click on 'Check completeness' and then 'Close', both on your major program and on Criterion Physical Education as well!!)

Other deadlines:

Submitting summer practice certifications to the RO	September 03, 2012
Taking up obligatory courses in another language (deadline for submitting requests in the RO)	August 13, 2012

**After the deadlines are over, we are unable to help you.**

**Please send your complaints, notices by email or personally to your administrative officer**

**BEFORE THE DEADLINE!**

### **Timetables**

Timetables of obligatory courses are available in the second half of August on the website of the Registrar's Office: ([www.aok.pte.hu](http://www.aok.pte.hu) → switch to English → Administration → MS Registrar's Office → Timetables)

### **Attending courses**

Attending courses (not exam courses) in the semester is obligatory. Practical courses may be attended only by students, who have enrolled for the course in the ETR (but not by those students who have booked the course as an exam course!). Checking one's own course list on the ETR is the responsibility of the students. After September 01, 24:00 courses can only be enrolled for according to 2/A§ (2) of the 2<sup>nd</sup> Annex of the CSE. (See "**Late enrolment for obligatory courses**" below)

### **The E-grade book**

At University of Pécs Medical School from the first semester of the academic year 2012/2013 on the traditional paper grade book will be replaced by the so called E-grade book (electronic registration book). Since this is a recently introduced system, only the grade books of students who are starting their studies in the academic year 2012/2013 will be processed electronically.

Administration of the grades of students enrolled before 2012/2013 and having a paper grade book will be processed in both ways (in the paper grade book and electronically). The students' tasks concerning these grade books (paper) will be taken over by the Registrar's Office from the academic year 2012/2013 on.

What does it mean practically? In the exam period students will not receive their grade books any more, examiners and course directors will register the grades (unlike earlier practice) on the exam sheet, or on student's request also on course registration and results sheet (printed out from ETR by the student). Completions registered in the ETR will be administered by the RO administrators in the same form as the list of booked courses after the exam period is closed. Students will receive their grade books only after graduation or in case of terminating their student status.

Although this procedure eases the administrative tasks of students, it requires more attention by checking their data registered in the ETR. **Please check your course booking in the registration period and the correctness of your grades in the exam period in the ETR continuously.** In case of problems with course registration, please turn to your administrative officer in the RO, and in case of problems concerning your grades turn to the course director.



### Elective and optional courses

In case a lecturer has not determined the date and time of an elective or optional course till the start of the semester, s/he has the opportunity to make an appointment with the students interested in the course. You get information about it when clicking on the title of the course in the ETR.

According to 2/A§ (5) of the 2<sup>nd</sup> Annex of the CSE, rules concerning optional courses have changed as follows:

*“If a course-unit has been enrolled for by fewer students than the minimum number of students stipulated when announcing the course-unit, the person responsible for the course-unit shall have the right not to launch the course. Students having enrolled for the course shall be notified about it by the fourth day of term-time (September 06, 2012) at the latest. Failing to effect such notification, the course shall be provided even in the case of one student attending it.”*

Since the course director can notify the students by course mail, please provide allowance for such mails in the ETR.

### Exam courses

1. You can sign up for an exam course only if you have set your semester active.
2. You can only sign up for an exam course in the ETR (not in the Registrar's Office!)
3. You will get information on the headcount limits for exam courses in the ETR only during course registration.
4. Booking pre-scheduled exams for exam courses is possible only in the ETR. The examiner can only examine the student, who is on the exam sheet.
5. For further information, see 2/A§ of the 2<sup>nd</sup> Annex of the CSE. ([www.aok.pte.hu](http://www.aok.pte.hu) → switch to English → Registrar's Office → Announcements → Guidelines...under FAQ “Frequently Asked Questions”)

### Late registration for obligatory courses

According to 2/A§ (2) of the 2<sup>nd</sup> Annex of the CSE, late enrolment for obligatory courses is possible as follows:

*„Late enrolment for compulsory course-units (including examination courses) may be effected on paying the procedural fee specified in the Fees and Grants Regulations. The request together with the certificate of fee payment shall be submitted to the Registrar's Office. From the second week of instruction of the semester in the case of a non-examination course, a certificate from the person responsible for the course-unit shall be attached to the request certifying that the student has attended the classes of the course in the given semester and that his/her absence up till that time has not reached 15% percent of the number of contact hours per semester of the course-unit.”*

Requests to late enrolment for obligatory courses shall be submitted to the RO, along with a receipt certifying the payment of the extra procedural fee and the approval of the course director (the form can be downloaded from the website of the Registrar's Office).

### Requests to take up a course in another language or at a different major

The deadline to submit these requests to the Registrar's Office is August 13, 2012. You can download the necessary forms from the website of the Medical School; please go to the website of the Registrar's Office and then to Downloadable forms. I would like to remind you that the course director concerned has to approve your request on the form.

2/A.§ (4) of the 2<sup>nd</sup> Annex of the CSE specifies this procedure as follows:

*„The student may take up a course-unit with a language of instruction other than that of his/her training. Its condition is an adequate knowledge of the language. The student shall take the examination in the language of the course-unit taken up. The student shall, not later than five working days prior to the commencement of the registration period, submit a request to this effect containing the consent of the person responsible for the course-unit to the Registrar's Office, where enrolment for the requested course-unit shall be recorded in*



ETR and in the student's registration book. The person responsible for the course-unit may limit the number of students taking up the course-unit with a different language of instruction due to education-organisational reasons. During the course of his/her studies the student can take up compulsory course-units with a different language of instruction worth altogether 30 credits at the most. There is no such limit in the case of optional course-units. Course-units enrolled for with a different language of instruction shall be considered as course-units taken up in the original language in respect of determining the tuition fee."

**For more information, please read the 'SPECIAL REGULATIONS CONCERNING THE MEDICAL SCHOOL' section of the 2<sup>nd</sup> Annex of the Code of Studies and Examinations.**

**Opening hours of the Registrar's Office:**

August 21, 2012 – August 31, 2012: Monday-Thursday 8:00 - 16:00; Friday: 8:00-12:00

From September 03 to the beginning of the exam period:

Monday, Wednesday, Friday: 8:00-12:00; Tuesday, Thursday: 12:00-16:00

Our administrative officers are available by telephone and e-mail, between 8:00 – 16:00 from Monday to Thursday, and between 8:00 – 13:30 on Friday.

Due to the increased number of students in September, we ask you to come in to your administrative officer one by one, only when your number is called. Please have respect for each other and our colleagues and wait outside on the corridor. Our colleagues can only pay patient attention to you only with your cooperation.

Zsuzsanna Varga

appointed registrar

UPMS Registrar's Office