



Pécs, January 2, 2013

Dear Student,

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

<i>Enrolment/activation:</i>	January 21, 8:00 – January 26, 24:00
<i>Requests to turn passive status into active (late activation)</i> (deadline to submit requests at the RO)	Until February 15
<i>Requests to turn active status into passive (late passivation)</i> (deadline to submit requests at the RO)	Until February 22
<i>Taking up and dropping obligatory courses</i> (incl. exam courses)	January 21, 8:00 – January 26, 24:00
<i>Taking up elective and optional courses and criterion requirements</i>	January 21, 8:00 – February 01, 24:00
<i>Dropping elective and optional courses and criterion requirements</i>	January 21, 8:00 – January 30, 24:00
<i>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 CSE 2/A§ (2) below</i>	From February 04, 2013 – till the exam dates are announced

ATTENTION!

- Before you log in to the ETR, please **allow pop-up windows** and **receiving course mail** on your computer so that you can get all the necessary information.
- In case of courses that have parallel prerequisites, please sign up on the courses one after the other in the ETR. Always click on **'CHECK COMPLETENESS'** after you have chosen your courses.
- **PLEASE CLOSE YOUR COURSE REGISTRATIONS IN THE ETR UNTIL FEBRUARY 01, 24:00.** (Click on 'Check completeness' and then 'Close', both on your major program and on Criterion Physical Education as well!!)

Other deadlines:

Taking up obligatory courses in another language (deadline for submitting requests in the RO)	January 14, 2013, 12:00
Enrolment, taking up and dropping obligatory courses for Dentistry students in 10 th semester	January 14, 8:00 – January 19, 24:00

After the deadlines, we are unable to accept requests.

Please send your complaints, notices by email or personally to your administrative officer BEFORE THE DEADLINE!



Timetables

Timetables of obligatory courses are available around the third week of January on the website of the Registrar's Office: (www.aok.pte.hu → switch to English → Administration → MS Registrar's Office → Timetables)

To view the place and schedule of elective and obligatory courses in the ETR, click on the course code and choose Timetable in the pop-up window.

Please note that the place of the above mentioned courses will be determined latest in the registration week, lecture and seminar rooms indicated until then are only provisional.

INFORMATION ON COURSE REGISTRATION

Obligatory courses

Students can take up and drop obligatory courses until **Saturday midnight** before the commencement of the instruction period. Students are asked to **check in the ETR** whether the action was successful or not. Consequences due to failure of control shall be faced by the students themselves. Practices may only be attended by students who have a normal course registration in their ETR system (no exam course).

According to the Code of Benefits and Charges and 2/A. § of the 2nd appendix of the Code of Studies and Examinations, students may take up obligatory courses after the deadline in the Registrar's Office only in legitimate cases, by paying an extra procedural fee. **Requests for late enrolment for obligatory courses** shall be submitted to the administrative officers of the RO, along with a receipt certifying the payment of the extra procedural fee and - after the second instruction week - the approval of the course director (the form can be downloaded from the website of the Registrar's Office).

Due to the straitened circumstances and the amount of lecturers, we have to take into consideration a **headcount limit** at the enrolment for some of the courses. This modification was accepted on an international level and previously recorded in 2/A. § (14) of the 2nd appendix of the CSE. The application of students who register for a course for the first time during their studies will automatically be accepted. Some of the re-takers might not "fit in" though. The refusal of their registration will be determined by the ETR's algorithm in view of the number of applicants at the end of the registration period. The decision will exclusively be based on the order of application dates of the re-takers. Students will be warned by the ETR about this procedure. Those whose registration was rejected will be warned by an e-mail on Sunday. Students who dropped out of a course will automatically be registered for an exam course, provided that an exam course is offered in this semester. The registration of students who dropped out of a course may be deemed null and void free of charge, upon request (personally or by e-mail) in the Registrar's Office until Monday midnight.

Elective and optional courses

Students can drop elective just as well as optional courses until **Wednesday midnight** on the first week of the instruction period. Instructors of electives and optionals have to coordinate the date and time of their courses until that Wednesday at the latest, so that everyone can be fully aware of the possible collision of their classes. **Dropping** elective and optional courses **after this deadline is not possible in any way at all**. (In case the time of a course is not determined until the deadline, it is advisable to drop it.)



If fewer students signed up for an elective or optional course than the minimum given at its announcement, the course director has the right to cancel the course until Thursday midnight, the fourth day of the instruction period. Therefore students are asked to check in the ETR on Friday if the elective or optional of their choice has already been deleted or not. Students can take up other elective or optional courses until Friday midnight. This opportunity is mainly offered to those who cancelled their registration due to collision of their classes and to those whose course has already been cancelled on Thursday. **Taking up** elective or optional courses **is not possible** in any way at all **after Friday, 24:00**.

Exam courses

You can sign up on an exam course if you have set your semester active. Signing up in the Registrar's Office is not possible, you can only do it in the ETR! You will get information on the headcount limits for exam courses in the ETR only during course registration.

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 the fifth day before the registration period starts. You can download the necessary forms from the website of the Medical School: please go to Registrar's Office, then Downloadable forms. I'd like to remind you that the course director concerned has to approve your request on the form. Specific details can be found in the Code of Studies and Examinations (2/A. § (4) of the 2nd appendix of the CSE).

For more information, please read the 'SPECIAL REGULATIONS CONCERNING THE MEDICAL SCHOOL' section of the 2nd appendix of the Code of Studies and Examinations.

Opening hours of the Registrar's Office:

Between January 21, 2013 and January 24, 2013 8:00 – 16:00
On January 25, 2013 8:00 – 12:00

Opening hours of the Registrar's Office in the instruction period (between January 28 and May 10):

Monday	8:00 – 12:00
Tuesday	12:00 – 16:00
Wednesday	8:00 – 12:00
Thursday	12:00 – 16:00
Friday	8:00 – 12:00

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.

Dr. Valér Csernus
Vice-Dean for Education