



Pécs, January 5, 2015.

Dear Student,

hereby I would like to inform you on the following deadlines and things to do in the spring semester of the academic year 2014/2015:

Enrolment/activation:	January 12, 8:00 – January 24, (Saturday), 24:00 2015.
Requests to turn passive status into active (late activation) (deadline to submit requests at the RO addressed to the Educational Committee)	until February 13, 2015
Requests to turn active status into passive (late passivation) (deadline to submit requests at the RO addressed to the Educational Committee)	until February 20, 2015
Taking up and dropping obligatory courses (including exam courses)	January 19, 08:00 – January 24, 24:00 2015.
Taking up elective and optional courses and criterion requirements	January 19, 08:00 – January 30, 24:00 2015.
Dropping elective and optional courses and criterion requirements	January 19, 08:00 – January 28, 24:00 2015.
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 nd Annex of the Code of Studies and Examination (CSE) below (effective from 01 st February 2015)	from February 2, 2015 till the end of the fourth week of the instruction period.

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.

Other deadlines:

Taking up obligatory courses in another language or major (deadline for submitting requests in the RO)	January 12, 2015 12:00
Enrolment to the 10 th semester in Dentistry major and taking up and dropping the obligatory courses	January 12, 08:00 – January 17, 24:00 2015



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 January on the website of the Registrar's Office: (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!).

The E-grade book

At University of Pécs Medical School from the first semester of the academic year 2012/2014 grades have been administered in the so called E-grade book (electronic registration book).

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.

For further information about the E-grade book you can read the CSE (www.aok.pte.hu, Registrar's Office, Codes and Guidelines)

Information about taking up courses

Obligatory courses

Taking up and dropping obligatory courses is possible until the **Saturday midnight** preceding the instruction period. **Please check the successful enrolment (and dropping) until this deadline in ETR carefully!** Consequences of a missed check are the responsibility of the student. Only that student can attend the lectures of a course whose registration in the ETR was set as a normal course.

Taking up an obligatory course after the deadline is only possible till the fourth week of the instruction period with paying a fee and with reasonable case, in the Registrar's Office (RO) more details in 2/A. § (2) of the 2nd Annex of the CSE. **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).

Late registration for obligatory courses

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

„ Late registration for obligatory courses (including exam courses) may be affected on paying the procedural fee specified in the Code of Charges and Benefits until the end of the 4th week of the instruction period. Late registration for obligatory courses shall be accepted by the Educational Committee in reasonable cases only (e.g.: in case of protracted credit transfer). The request along



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-exam course, a certificate from the course director 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 until that time has not reached 15% percent of the number of contact hours per semester of the course. Without attaching the necessary documents, the request shall be rejected without further consideration. Missing the deadline results in forfeiture of the rights. ”

The Registrar's Office will only book the obligatory subject for the student, if he/she submitted the request with the approval of the course director, along with a receipt certifying the payment of the extra procedural fee and after the request was approved by the Educational Committee. The request form can be downloaded from the website of the Registrar's Office.

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 at latest until the Wednesday midnight of the first instruction week. You get information about it when clicking on the title of the course in the ETR.

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

“If a course has been enrolled for by fewer students than the minimum number of students stipulated when announcing the course, the course director shall have the right not to launch the course. The Registrar's Office and the students having enrolled for the course shall be notified about it in the fourth day of instruction period at 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 make sure you allow receiving course 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. For further information, see 2/A§ of the 2nd Annex of the CSE. (www.aok.pte.hu → switch to English → Registrar's Office → Announcements → Guidelines...under FAQ “Frequently Asked Questions”)

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 January 12, 2015. 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.§ of the 2nd Annex of the CSE specifies this procedure as follows:

“(4) The student may take up a course with a language of instruction other than that of his/her training. Its condition is an adequate knowledge of the language provided the student has fulfilled all the prerequisites of the course specified in the curriculum announced at the time of admission to the programme.. The student shall take the exam in the language of the course taken up. The student shall, not later than five working days prior to the commencement of the registration period, submit



request to this effect containing the consent of the course director to the Registrar's Office, where enrolment for the requested course shall be recorded in the ETR and in case of students establishing student status from the academic year 2012/2013 in the student's gradebook. The course director may limit the number of students taking up the course with a different language of instruction due to education-organisational reasons. During the course of his/her studies the student can take up obligatory courses with a different language of instruction worth altogether 30 credits at the most. There is no such limit in the case of elective and optional courses. Courses enrolled for with a different language of instruction shall be considered as courses taken up in the original language in respect of determining the tuition fee.

(15) The student may take up a course on a major other than that of his/her training. The conditions of taking up a course on a major other than the student's training are the same as stipulated in subsection (4) hereof. Considering the maximum credits taken up, the credits taken up in another language or major shall be summed up"

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

Opening hours of the Registrar's Office:

January 19, 2015 – January 22, 2015: 08:00-16:00 (lunch break: 12:00-13:30), January 23, 2015: 08:00-12:00

During the instruction period (January 26, 2015-May 08, 2015):

Monday	08:00 – 12:00
Tuesday	12:00 – 16:00
Wednesday	08:00 – 12:00
Thursday	12:00 – 16:00
Friday	08:00 - 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.

Zsuzsanna Varga
appointed registrar
UPMS Registrar's Office