



Pécs, August 07, 2014.

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 2014/2015:

Enrolment/activation:	August 18, 8:00 – August 30, (Saturday), 24:00 2014.
Pre-scheduled exam period exclusively for exam courses	August 25, 26, 27, 2014.
Requests to turn passive status into active (late activation) (deadline to submit requests at the RO addressed to the Educational Committee)	September 01, 2014 – September 19, 2014
Requests to turn active status into passive (late passivation) (deadline to submit requests at the RO addressed to the Educational Committee)	September 01, 2014 – September 26, 2014
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 22, 12:00!)	August 18, 8:00 – August 30, 24:00 2014.
Registration for pre-scheduled exams and cancelling the registration (only after taking up the relevant exam course)	August 18, 8:00 – August 22, 12:00 2014.
Taking up and dropping obligatory courses	August 22, 08:00 – August 28, 24:00 2014.
Taking up elective and optional courses and criterion requirements	August 22, 08.00– September 05, 24:00 2014.
Dropping elective and optional courses and criterion requirements	August 22, 08:00 – September 03, 24.00 2014
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	from August 29, 2014 till the end of the seventh 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.



PLEASE CLOSE YOUR COURSE REGISTRATIONS IN THE ETR UNTIL SEPTEMBER 05, 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 01, 2014
Taking up obligatory courses in another language (deadline for submitting requests in the RO)	August 11, 2014

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 → 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 **Thursday 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 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 enrolment for compulsory course-units (including examination courses) may be effected on paying the procedural fee specified in the Fees and Grants Regulations **until the end of the seventh week of the instruction period**. 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. Where the necessary documents are not attached, the request shall be rejected without decision on the merits. Failure to meet the deadline shall result loss of 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-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 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 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. 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 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 August 11, 2014. 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 2nd 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 the 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 2nd Annex of the Code of Studies and Examinations.

Opening hours of the Registrar's Office:

August 18, 2014 – August 29, 2014: Monday-Thursday 8:00 – 12:00; 13:30 - 16:00; Friday: 8:00-12:00

From September 01 until the beginning of the exam period:

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.

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