



Dear Student,

Pécs, August 6, 2015.

hereby I would like to inform you on the following deadlines and things to do in the fall semester of the academic year 2015/2016:

[Schedule of the academic year](#)

Enrolment/activation:	August 24, 2015, 08:00 – September 5, 2015 (Saturday!)
Requests to turn passive status into active (late activation) (deadline to submit requests at the RO addressed to the Educational Committee)	September 7, 2015 – September 25, 2015
Requests to turn active status into passive (late passivation) (deadline to submit requests at the RO addressed to the Educational Committee)	September 7, 2015 – October 2, 2015
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 28, 12:00!)	August 24, 2015, 08:00 – September 5, 2015 24:00
Pre-scheduled exam period exclusively for exam courses	August 31, September 1, September 2, 2015
Registration for pre-scheduled exams and cancelling the registration (only after taking up the relevant exam course)	August 24, 2015, 08:00 – August 28, 2015, 12:00
Taking up and dropping obligatory courses	August 31, 2015, 08:00 – September 5, 2015, 24:00
Late registration of obligatory courses (deadline for submitting request in the RO)	September 7, 2015 – October 2, 2015
Taking up obligatory courses in another language or major (deadline for submitting requests in the RO)	until August 13, 2015, 12:00
TAKING UP elective and optional courses and criterion requirements	August 31, 2015, 08:00 – September 11, 2015, 24:00
DROPPING elective and optional courses and criterion requirements	August 31, 2015, 08:00 – September 9, 2015, 24:00
Submitting summer practice certifications to the RO (please take into consideration that the Hospital Care summer practice is a prerequisite, thus its certificate shall be submitted earlier)	until September 18, 2015



ATTENTION!

- 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!
- 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 do not turn off ETR system messages, otherwise you will miss important information and notifications.
- 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.

INFORMATION ON COURSE REGISTRATION

General rules

The student is obliged to **enrol** in each semester: setting his status to active or passive in ETR.

Only that student is able to register courses who has set his/her status to **active**.

Course registration is **only valid in ETR** (both with course registration by the student in ETR within deadline and by the RO based on an approved request).

Only that student is entitled to attend the classes of a normal course whose name is in the **course's name list in ETR** (has a valid course registration in ETR).

Only that student is entitled to sign up for the exam in a course whose name is in the given course's name list.

Checking the course list of the student (whether having signed up for all the necessary courses or having dropped every not necessary courses) is the student's responsibility, it has forfeiture deadlines, therefore it is suggested to regularly check your course list in ETR within the course registration deadlines.

Obligatory subjects – normal courses

Taking up and dropping obligatory courses is possible until the **Saturday midnight** preceding the instruction period (September 5).

Late registration for obligatory courses (Article 2/A (2) of Annex 2 of the Code of Studies and Examinations, hereinafter CSE):

- can be requested at latest until the 4th week of the instruction period (October 2), after this deadline it can only be allowed in very reasonable cases
- The student is obliged to fill out the relating request form (from the second week of the instruction period it also needs to be signed by course director) and submit it in the RO. The decision will be made by the Educational Committee.
- The student is obliged to attach the payment receipt of the procedural fee to his/her request form.
- In case of positive decision on the request, the RO will register the course to the student's course list in ETR.

Obligatory subjects – exam courses (Article 2/A (2) of Annex 2 of the CSE)

- You will get information on the headcount limits for exam courses in the ETR only during course registration.
- You can only sign up for an exam course and then for the pre-scheduled exam **exclusively in the ETR**. The student whose name is not in the exam sheet, cannot sit for the exam.
- An exam course can only be registered in that language in which the student previously registered the course and in which he/she completed the course's mid-semester requirements.

Elective and optional subjects

- You can get information on the **prospective courses** from the course descriptions (which you can download from the Booklets and curricula tab of the RO homepage).
- Information on the **courses that will be actually commenced** (groups, headcount limits, place and time) will be announced in ETR (Course registration, by clicking on the course code, in the Basic data and Timetable



- pop-up windows). The course director has the right to make an agreement with the students to determine the time of the courses. These agreement meetings are to be expected in the 1st – 3rd days of the instruction period, their dates and places will be announced within the Timetable tab.
- I would also like to call your attention that you can deregister elective and optional courses only until midnight of the 3rd day of the instruction period (September 9, 24:00), after that only registration is possible (until September 11, 24:00).
- **In case the number of students registered for the given course is less than the determined minimum headcount limit**, certain courses might be cancelled on the 4-5th day of the instruction period. The concerned students will be notified by RO in e-mail. The student can register other courses instead of the cancelled ones until September 11, 24:00.

Courses taken up in another language or major (Article 2/A (4) and (15) of Annex 2 of the CSE)

- Deadline for submitting the request in the RO: August 13, 2015.
- The student has to fill out the [relating form](#), get it signed with course director of the given subject, then submit the form in the RO.
- The RO checks whether the student has completed the prerequisites of the subject.
- The student is obliged to take the exam in the language of the course.
- The student is allowed to take up subjects in another language/major up to 30 credits during his/her studies.
- In regards of the imposing of the tuition fee, a course taken up in another language counts the same as a course taken up in the original language of student's training programme.
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*The indicated articles of the CSE contain the detailed regulation pertaining to the above cases.
Please read the whole detailed regulation, do not rely only on the emphasized parts hereby!*

Timetable

The timetable of the obligatory subjects will be available on RO homepage, under [Timetables](#) tab from the second half of August.

Attending the courses

Attending the classes of normal courses is obligatory during the semester. The classes shall be attended only by those students who registered the given normal course in ETR.

The student who registered the exam course, is not allowed to attend the classes of the normal course.

The e-gradebook

At University of Pécs Medical School from the first semester of the academic year 2012/2013 the students do not receive the traditional, paper format gradebooks, their course and exam registrations and completions will be administered only electronically, in the so called **e-gradebook** (in the form of ETR entries). You can find more information on the e-gradebook in the relating articles of the CSE.

The student's check-up responsibility

Since there is no other registry, please **continuously and regularly check your ETR** in the registration period to see if your course list is correct and in the exam period to see if your exam results are recorded correctly. In case of any course registration problems, turn immediately to the RO, in case of problems with your exam results, please turn to the course director of the concerned subject.



Opening hours of the Registrar's Office:

Personal administration:

- | | | |
|---|--|---|
| • until August 28, 2015 | Monday-Friday | 08.00 - 12.00 |
| • August 31, 2015 – September 8, 2015.: | Monday-Thursday
Friday | 08.00–12.00 and 13.30 - 16.00,
08.00 – 12.00 |
| • from September 9, 2015 until the exam period: | Monday, Wednesday, Friday
Tuesday, Thursday | 08:00 – 12:00
12:00 – 16:00 |

On the phone:

- Monday-Thursday 08.00 – 16.00 Friday: 08:00 – 12:00

Please take into consideration that

- certain colleagues will not be available on the orientation day (September 2)
- during the administration students who turn up personally will take priority: when the administrative officer is dealing with student, he/she cannot take the phone calls.

Due to the increased client traffic at the end of August – beginning of September, **only that student shall be with the administrative officer one at a time** who was called by the administrative officer by his/her number from the queue machine.

Please be thoughtful of each other and our colleagues and wait on the corridor!

Our colleagues can be at your service patiently and thoughtfully only with the help of your cooperation.

I wish you a smooth semester start and a successful semester!

Best regards,

Lívia CSIDEI
Registrar