



Dear Student,

Pécs, January 09, 2017

hereby I would like to inform you on the following deadlines and things to do in the spring semester of the academic year 2016/2017:

[Schedule of the academic year](#)

Enrolment/activation:	16 January, 2017. 08:00 – January 28, 2017. (Saturday!) 12:00
Requests to turn passive status into active (late activation) (deadline to submit requests at the RO addressed to the Educational Committee)	January 30, 2017. – February 17, 2017.
Requests to turn active status into passive (late passivation) (deadline to submit requests at the RO addressed to the Registrar)	January 30, 2017. – 24 February, 2017.
Taking up and dropping obligatory courses	23 January, 2017. 8:00 – January 28, 2017. (Saturday!) 12:00
Late registration of obligatory courses (deadline for submitting request in the RO)	30 January, 2017. – 24 February, 2017.
Taking up obligatory courses in another language (deadline for submitting requests in the RO)	until 9 January, 2017., 12:00
TAKING UP elective and optional courses and criterion requirements	23 January, 2017. 8:00 – 3 February, 2017. 24:00
DROPPING elective and optional courses and criterion requirements	23 January, 2017. 8:00 – 1 February, 2017. 24:00
Lecture rooms assigned for elective and optional become visible in the course data	28-29 January, 2017
Cancelling courses due to low number of registrations	2 February, 2017
Dentistry 10 th semester enrolment/activation and taking up and dropping obligatory courses	16 January, 2017 08:00 – 21 January, 2017 (Saturday) 12:00

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 Neptun, please **allow pop-up windows** on your computer.
- Please read all the messages in Neptun, 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 Neptun. After the course registration is over the RO will delete the courses that are registered without the completed, valid parallel prerequisite.

INFORMATION ON COURSE REGISTRATION

General rules

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



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

Course registration is **only valid in Neptun** (both with course registration by the student in Neptun 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 Neptun** (has a valid course registration in Neptun). The course director shall not have the right to exempt either partially or fully a student admitted to the course from attending classes. The extent of acceptable absences and how to make up for them is described in the course description of the given subject.

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 / has completed the parallel prerequisites if there is any / did he/she registered or been re—assigned by the course director from group T0 to the actual group until February 26) is the student's responsibility, it has forfeiture deadlines, therefore it is suggested to regularly check your course list in Neptun within the course registration deadlines.

Obligatory subjects – normal courses

Taking up and dropping obligatory courses is possible until the **Saturday noon** preceding the instruction period (28 January).

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 (24 February), 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 Neptun.

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 Neptun only during course registration.
- 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.
- It is not possible to take a pre-scheduled exam in the spring semester!

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 Neptun. 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 (1 February, 24:00), after that only registration is possible (until 3 February, 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 2 February. The concerned students will be notified by RO in e-mail. The student can register other courses instead of the cancelled ones until 9 September, 24:00.



- Regarding the place of the courses of the Department of Languages for Specific Purposes, the department will give information in the first days when the participants of the course meet in front of the Department and go to the seminar room together.

Provisions pertaining to enrolment for courses and to exam courses

(Article 2/A (16) of Annex 2 of the CSE)

- In the first three days of the course-registration period (**23-25 January**), those students **who progress in line with the recommended curriculum** are entitled to sign up in the given subject for the group assigned for them in the Neptun.
- On the fourth day of the course-registration period (**26 January, Thursday**) from **08:00 every student** is entitled to sign up in the given subject for the group assigned for them in the Neptun.
- On the fifth day of the course-registration period (**27 January**) from 08:00 **every student** is entitled to sign up **to any groups** recorded in Neptun depending on the number of free spots.
- Since the even distribution shall come true in case of small-group classes for the sake of effective instruction, the students' registration for a certain group is only an expression of intention, the course director is not obliged by it when setting the final groups.

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: 9 January, 2017, 12:00.
- The student has to fill out the relating form (different language/different major), get it signed (in case of courses to be taken up in a different language with the head of the Department of Languages for Specific Purposes after successfully taking the language test) and 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.

*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 homepagev from the second half of January, under [Timetables](#) tab. The timetables might change during the first 2 weeks of the instruction, therefore, please check the page regularly.

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 Neptun.

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



The student's check-up responsibility

Since there is no other registry, please **continuously and regularly check your Neptun** 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.

For further information please read Annex 2. of the CSE, which provides „SPECIAL PROVISIONS PERTAINING TO THE MEDICAL SCHOOL”.

Opening hours of the Registrar's Office:

In the exam period, until January 27, 2017: Monday-Friday: 8:00-12:00

In the term-time (30 January, 2017 – 12 May, 2017) the Office will be open as follows:

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 colleagues are available by phone and e-mail on Monday – Thursday: 8:00-16:00, on Friday: 8:00-13:30.

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

Best regards,

Bernadett POTOS
Registrar