



Dear Student,

Pécs, August 3, 2017

hereby I would like to inform you on the following deadlines and things to do in the autumn semester of the academic year 2017/2018:

[Schedule of the academic year](#)

Enrolment/activation:	21 August, 2017. 08:00 – 2 September, 2017. (Saturday!) 24:00
Requests to turn passive status into active (late activation) (deadline to submit requests at the RO addressed to the Educational Committee)	4 September, 2017. – 22 September, 2017.
Requests to turn active status into passive (late passivation) (deadline to submit requests at the RO addressed to the Registrar)	4 September, 2017. – 29 September, 2017.
Taking up and dropping obligatory courses	21 August, 2017. 9:00 – 2 September, 2017. (Saturday!) 24:00
Taking up exam courses related exclusively to the pre-scheduled exams	21 August, 2017. 9:00 – 25 August, 2017. (Friday!) 12:00
Taking up exam courses	21 August, 2017. 9:00 – 8 September, 2017. 24:00
Late registration of obligatory courses only in very reasonable cases (deadline for submitting requests in the RO)	4 September, 2017. – 22 September, 2017.
Taking up obligatory courses in another language (deadline for submitting requests in the RO)	15 August, 2017., 12:00
TAKING UP elective and optional courses and criterion requirements	28 August, 2017. 8:00 – 8 September, 2017. 24:00
DROPPING elective and optional courses and criterion requirements	28 August, 2017. 8:00 – 6 September, 2017. 24:00

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**.

Valid course registration may be performed **exclusively in Neptun** (both by 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) 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, also to check the completion of the health aptitude test.

Please note, in case you do not possess a valid occupational health aptitude you may not register for those obligatory subjects and courses which requires the aptitude as prerequisite.

Obligatory subjects – regular courses

Taking up obligatory courses is possible **from 21 August 9.00** and **dropping** them may happen **before Saturday (2 September) midnight** on the first week of education.

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 3rd week of the instruction period (22 September)**, 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 first 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) + [Exam course FAQ](#)

- 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 (6 September, 24:00), after that only registration is possible (until 8 September, 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 7-8 September. The concerned students will be



notified by RO in e-mail. The student can register other courses instead of the cancelled ones until 8 September, 24:00.

Provisions pertaining to enrolment for courses and to exam courses
(Article 2/A (16) of Annex 2 of the CSE)

- From the first day of the registration period till the morning of the fourth day of the second week (**21 August, 9:00 - 31 August 8:00**), 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 second week of the course-registration period (**31 August, 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 second week of course-registration period (**1 September**) 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: **15 August, 2017, 12:00**.
- The student has to fill out the relating form (different language/different major), get it signed and with course director of the given subject, then submit the form in the RO.
- Testing the student's language knowledge is in the authority of the Department of Languages for Specific Purposes. In case the level of the student's knowledge is not satisfactory according to the abovementioned department he/she may not register for the proper subject in different language even if the course director of the subject supports his/her request.
- 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 homepage from the middle of August, under [Timetables](#) tab.

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 regular course in Neptun.

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



Pertaining to the electronic gradebook

Students who started in the academic year 2012/2013 or later do not receive paper-based gradebook. For them the course and exam registrations and completions may be registered and checked exclusively electronically in the so-called e-gradebook (via registrations in Neptun). For further information please read the pertaining section of the CSE.

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 term-time (4 September, 2017 – 8 December, 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

In the exam period, from 11 December, 2017 till 26 January, 2018: Monday-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