



Dear Student,

Pécs, January 8, 2018

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

[Schedule of the academic year](#)

Enrolment/activation:	15 January, 2018, 08:00 – 27 January, 2018 (Saturday!) 24:00
Requests to turn passive status into active (late activation) (deadline to submit <a href="#">requests</a> at the RO addressed to the Educational Committee)	29 January, 2018 – 16 February, 2018
Requests to turn active status into passive (late passivation) (deadline to submit <a href="#">requests</a> at the RO addressed to the Registrar )	29 January, 2018 – 23 February, 2018
Taking up and dropping obligatory courses (including exam courses!)	15 January, 2018, 9:00 – 27 January, 2018. (Saturday!) 24:00
Late registration of obligatory courses (deadline for submitting <a href="#">request</a> in the RO)	29 January, 2018 – 16 February, 2018
Taking up obligatory courses in another language (deadline for submitting requests in the RO)	until 8 January, 2018, 12:00 A.M.
TAKING UP elective and optional subjects, exam courses and criterion requirements	22 January, 2018, 9:00. – 2 February, 2018, 24:00
DROPPING elective and optional subjects, exam courses and criterion requirements	22 January, 2018, 9:00. – 31 January, 2018, 24:00
Lecture rooms assigned for elective and optional courses become visible in the course data	28 January, 2018
Cancelling courses due to low number of registrations	1 February, 2018
Dentistry 10th semester enrolment/activation and taking up and dropping obligatory courses	15 January, 2018, 08:00 and 9:00 – 27 January, 2018 (Saturday) 24:00

**ATTENTION!**

- Please SEND YOUR COMPLAINTS, notices **by email** or **personally** to your administrative officer **BEFORE THE DEADLINE!** In case you send it when the **deadlines** are over, we are unable to help you. Sending a screenshot about the problem attached can help a lot.
- Before you login to 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 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/her 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 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
- having dropped every unnecessary course
- has completed the parallel prerequisites if there is any
- he/she registered or been re-assigned by the course director from group T0 to the actual group until February 25

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 – regular courses**

Taking up and dropping obligatory courses is possible until **Saturday noon** preceding the instruction period (27 January). After that students can change only their group in a given subject as much as the course director of the subject gives opportunity for it.

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 by the 3rd week of the instruction period (16 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 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 on 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 of exam courses exclusively in Neptun in the course registration period at earliest.
- An exam course can only be registered in the 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 may decide to make an agreement with the students to determine the time of the courses. These agreement meetings are to be expected on the 1st – 3rd days of the instruction period, their dates and places will be announced within the Description field of the Basic data tab of the course in Neptun.
- 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 (31 January, 24:00), after that only registration is possible (until 2 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 Thursday of the first week, 1st February. The concerned students will be notified by RO in e-mail. The student can register for other courses instead of the cancelled ones until 2 February, 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)

- From the first day of the registration period till the morning of the fourth day of the second week (**15 January - 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 Neptun.
- After that students lose the benefits which come from progressing in line with the curriculum.
- On the fourth day of the second week of the course-registration period (**25 January, Thursday**) from **08:00 every student** is entitled to sign up in the given subject for the group assigned for them in Neptun.
- On the fifth day of the second week of course-registration period (**26 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: 8 January, 2018, 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.

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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!*

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**Timetable**

The timetable of the obligatory subjects will be available on the RO homepage from the second half of January, under [Timetables](#) tab. The timetables may change during the first 2 weeks of the instruction, therefore, please check the page regularly.

**Attending the classes**

Attending the classes – except for exam courses - is obligatory for each course during the semester. Only those students can attend the classes who registered the given course in Neptun. No exemption can be given from attending the classes. Students who registered for the exam course of a given subject, are not allowed to attend other course types (lecture, practice, seminar) of the subject.

**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 and fully. In case of any course registration problems, turn immediately to the RO before the deadline and possibly in written form. In case of problems with your exam results, please turn to the course director of the concerned subject or to the Registrar's Office within 17 days after the exam period at latest.

**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 26, 2018: Monday, Wednesday, Friday: 8:00-12:00 ; Tuesday, Thursday: 10:00-12:00  
In the instruction period (29 January, 2018 – 11 May, 2018) 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