

User's guide to Neptun 6th year practice registration

You can do the administration of registering for the blocks and places of the rotational (6th) year practices in Neptun. The surface of registration you can find under Studies → **Studies / Obligatory professional practices**

During the registration you can sign up for the practices of the 8 obligatory rotational year subjects (that are determined in the curriculum) within the registration period. You can sign up either for PTE clinics or affiliated PTE teaching hospital or other Hungarian or foreign, but accredited teaching hospitals.

The practice registration is obligatory, only the finalised Neptun registrations are considered valid and give legal basis to help any problem with registrations.



Practice subjects

You have to register to the rotational year subjects on two surfaces:

1. during the practice registration period (June-April) under the 6th year practices surface in Neptun, where you can choose the practice places and the blocks (dates)
2. during the enrolment and course registration period (end of June) you have to register the subjects themselves under Subject registration and course registration, like in the previous years to be able to sign up for exams (note: the rotational year is one, undivided year, but technically in Neptun it is 2 semesters, although the course registration will be necessary only the first semester, the second semester will only have to be active)

Studies/ 6. year outer praxis

Filters Themes with actual registration period: Yes, Registered subjects: No

Themes with actual registration period: Registered subjects: [List](#)

Actions: [Add to favourites](#)

Outer practice subjects

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Period Time interval

2016/17 szigorló év 4/6/2016 - 5/6/2018

Name	Interruption type	Obligatory/Registered/Approved weeks	Minimum interruption	Max. number of interruptions	Registered	Fulfilled
Internal Medicine (rotation year)	Időben és térben	8//	1	2		+
Obstetrics and Gynaecology	Időben és térben	5//	1	1		+
Psychiatry (rotation year)	Nem szakítható meg	3//	0	0		+
Family Medicine (rotation year)	Nem szakítható meg	2//	0	0		+
Paediatrics	Nem szakítható meg	5//	0	0		+
Emergency Medicine (rotation year)	Nem szakítható meg	2//	0	0		+
Surgery - Traumatology (rotation year)	Csak térben	5//	1	1		+
Neurology (rotation year)	Nem szakítható meg	3//	0	0		+

Number of results: 1-1/1 (374 ms)

Requirements for the practice place types

Practice place type	Deadline of registration for practice	How to choose the practice place	Required attachment	Remarks
PTE Clinics	1 week before the practice starts (till Sunday midnight)	From the Neptun list	none	
Teaching hospital / Hungarian accredited practice places	1 week before the practice starts (till Sunday midnight)	From the Neptun list	Acceptance letter	
Foreign accredited practice place	1 week before the practice starts (till Sunday midnight)	From the Neptun list	Acceptance letter	*
Foreign university hospital	1 week before the practice starts (till Sunday midnight)	Student has to record/type in the date	Acceptance letter	*
Hungarian or foreign hospital not accredited yet	1 week before the practice starts (till Sunday midnight)	Student has to record/type in the date	Acceptance letter + accreditation certificate	
PTE family doctors OR family medicine practice place not affiliated with PTE	2 weeks before the practice starts (till Sunday midnight)	Student has to record/type in the date	Acceptance letter	

* Students who are participating in the ERASMUS or the Humsirc program have to temporarily upload a confirmation of the host institution (in case of ERASMUS program preferably the learning agreement containing the requirements of the given practice as determined in the course description and/or the acceptance letter), then he/she will have to additionally upload/send the filled out and verified PTE acceptance letter as well at latest until the end of the first week of the practice.

The registration for the practice places and blocks you can do by clicking on the + sign next to the name of the subject, then choosing the „Apply/Details” button. In the pop-up window of practice places you will see two fields of lists. In the upper field you can find the „Registered sites” (= already registered practice places). In the lower field you can see the „Outer field practice locations” (= the list of practice places where you can

choose from). Here you can see the name and the type of practice place. In case of PTE clinics and family doctors, the headcount limit and number of free spots per blocks will also be shown.

You can apply to the chosen place by clicking on Apply/Details under the + sign.

Registered sites

Location name	Planned time interval	Student degree theses	Status
Sunderby Sjukhus (Boden/Luleå), Sweden, Belgyógyászat	7/18/2016 - 8/28/2016		Accepted registration
Freeman Hospital, UK, Belgyógyászat	12/12/2016 - 2/5/2017		Registration planned by student
1st Department of Internal Medicine	10/3/2016 - 10/16/2016		Accepted registration
St. Bonifatius Hospital Lingen, Germany, Belgyógyászat	10/31/2016 - 11/13/2016		Registration planned by student
1st Department of Internal Medicine	1/23/2017 - 3/19/2017		Accepted registration
DEOEC Kazincbarcikai Kórház, Belgyógyászat	4/10/2017 - 5/7/2017		Registration planned by student
Evangelisches Krankenhaus Bielefeld, Belgyógyászat	1/30/2017 - 3/12/2017		Registration planned by student

Number of results: 1-7/7 (452 ms)

Outer field practice locations

Actions: **Add new practicum site**

Location name	Code of place	Place type
St. Bonifatius Hospital Lingen, Germany, Belgyógyászat		Foreign accredited practice place

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Adding new practice places

In case your desired practice place does not appear in the Neptun lists, you have the possibility to add it. Click on Apply/Details under the + sign next to the practice's name, so you get the pop-up window of registration.

Click on the „Add new practicum site” button, then fill out the necessary data in the pop-up window. Very important data: name and type of practice place, language of communication.

Add new outer practice site

Outer practice site

- ❖ Outer practice site name:
- ❖ Outer practice site type:
- ❖ Communication language:
- ❖ Practicum start in block:
- ❖ Practicum end in block:
- ❖ Description:

Please take into consideration that the newly added practice places will be checked by the administrative officers of the Registrar's Office and in case any supplement will be needed (e.g.: accreditation certificate), the registration will be sent back to you for correction.

Registration for the practice blocks

After clicking on Apply/Details you will see the practice blocks and their dates (blocks 1-44) in the pop-up window. The chart of blocks you can also check on the Registrar's Office (RO) website under Graduating years. The registration is possible **ONLY** for the (weekly) blocks determined by the UPMS and only with the

attachment of the required documents. You can choose the weeks by clicking on the blocks, then press Save to finalize it.

Minimum block numbers to registers (1 week = 1 block)

Internal Medicine: min. 8 weeks és min. 300 hours (max. 10 weeks) – min. 2 weeks (60 hours) in Pécs!!!

Family Medicine: min. 2 weeks és min. 60 hours (max. 2 weeks)

Paediatrics: min. 5 weeks és min. 180 hours (max. 6 weeks)

Emergency Medicine: min. 2 weeks és min. 60 hours (max. 2 weeks)

Neurology: min. 3 weeks és min. 120 hours (max. 4 weeks)

Psychiatry: min. 3 weeks és min. 120 hours (max. 4 weeks)

Obstetrics-Gynaecology: min. 5 weeks és min. 180 hours (max. 6 weeks)

Surgery-Traumatology: min. 5 weeks és min. 180 hours (max. 6 weeks)

The blocks that you can choose are orange, the ones you cannot choose are grey. Those blocks that you cannot choose anymore (e.g.: the spots are full or you registered to these blocks for another subject) are red. The ones you already registered from the given subject are green. In the block field you can see the following information: week, date, number of free spots, status of registration.

IMPORTANT: Please re-refresh the pop-up window of blocks, to make sure it shows the correct number of available spots (the refreshing can trace of the continuous changing of free spots due to the simultaneous registrations)

The screenshot displays the 'Internal Medicine' section of the 'Teszt rendszer' (Exam System). The main content area is titled 'Apply to blocks of outer practice' and shows a grid of registration blocks. Each block contains information such as the week number, date range, and the number of available spots. A 'Success' pop-up window is overlaid on the grid, indicating a successful registration. The interface also includes a 'Details' button and a 'Save' button. At the bottom, there is a 'Registered sites' table with columns for 'Location name', 'Planned time interval', 'Student degree theses', and 'Status'. The table shows one registered site: 'UNN Tromsø, Norway, Belgyógyászat' with a planned time interval of '10/3/2016 - 11/13/2016' and a status of 'Hallgatói tervezés'. The page size is set to 20.

Location name	Planned time interval	Student degree theses	Status
UNN Tromsø, Norway, Belgyógyászat	10/3/2016 - 11/13/2016		Hallgatói tervezés

Intermissions (splitting practices)

Some of the rotational year practices can be split, meaning they can be completed in different part sin time and space (eg.: if you complete Internal Medicine outside the PTE clinic, you have to split it at least once, since 2 weeks is boligatory to spend at the PTE clinic). Detailed summarizing chart of the intermission can be found on RO homepage under Graduating years.


During the registration you can save the practice that you want to split the following way: **after choosing each practice part, press Save and sign up for the different practice parts individually.** This also helps updating the current number of available spots per blocks (which contiuiously change with the simoultaneous registrations).

IMPORTANT: In case of a split practice, please make sure that you choose the blocks of the practice part sin chronological order, otherwise the system will not let you save it.

IMPORTANT: You have to finalize your registration!

Statuses of registration

You can follow the statuses of your registration according to the following:

- In case of PTE clinics the registration changes to „**Accepted registration**” status immediately after successfully finalizing the registatrion, since in these cases the registration is actually reserving a spot within the determined headcount limit.
- „**Registration planned by student**” in case of all the practice place types, after saving the registration, but not uploading the documents and/or not finalizing the registration yet.
- „**Registration finalized by student**” when you submitted the documents required to the given practice place type and finalized the registration with the  button.
- „**Accepted registration**” in case of PTE clinics and PTE family doctors and in case of other practice place types, when the administrative officer of RO (and in case of Family Medicine the course director) has approved your registration

- IMPORTANT:** It is not enough to leave your practice registrations in planning status, **ONLY** the finalized registrations can reserve your spots in case of PTE clinics and can be considered valid registrations even in case of practice places outside the PTE clinics.

Outer field practice locations

Registered sites

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Location name	Planned time interval	Student degree theses	Status
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Number of results: 1-7/7 (16 ms)

Outer field practice locations

Actions: [Add new practicum site](#)

Page size 20

Location name	Code of place	Place type
St. Bonifatius Hospital Lingen, Germany, Belgyógyászat		Foreign accredited practice place
Klinikum Magdeburg GmbH, Germany, Belgyógyászat		Foreign accredited practice place

Uploading the acceptance letters

In case of PTE Clinics you don't have to upload acceptance letter, in case of any other practice place types (even with PTE family doctors), the acceptance letter is required. You have to upload the acceptance letter in Neptun (blank form available on the homepage of the Registrar's Office under Graduating years).

- **Uploading acceptance letters**

In the list of „Registered sites” click on the + sign, then choose the „Attach document” button. Then you can upload the file in the pop-up window by choosing the document type (acceptance letter). **Please upload the document scanned into one PDF-file.**



IMPORTANT: Depending on the practice place type, uploading accreditation certificate might also be required, that you can do in the same surface as the acceptance letter. You need to get this documentation from the accreditation organization (e.g.: university that is affiliated with the given hospital). You can upload the certificate by scanning it into one PDF file.

By clicking on the „Finalize applications” button, the status of the registration will be „Registration finalized by student”. After that the administrative officer of RO will check the registration and the attached documents. The administrative officer will set the status to „Accepted registration” or „Supplement of documents required”. „Supplement of documents required” status is set in case some documents is missing or not correct.

In case of Family Medicine practice the course director will check and accept/reject the registration with acceptance letter.

When the administrative officer approves the registration, the status will be „Accepted registration”.

In cases when the course director's decision is required, the status will be „Waiting for course director's opinion”

Uploading certificate of completion

After the status of your registration is set to „Accepted registration”, you can upload only certificate of completion. **Please upload the document scanned into one PDF-file.** Until the attached certificate is not approved/rejected by the course director, you can delete re-upload it.

Sunderby Sjukhus (Boden/Lulea), Sweden, Belgyógyászat

+ Upload file

Document type: Teljesítési igazolás

Description:

Document contents

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File name	Document type	Description	Acceptance date	Accepted	Download file
Internal Medicine certificate.pdf	Teljesítési igazolás				Internal Medicine certificate.pdf +

Number of results: 0-0/0 (16 ms)

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After uploading the certificate, the status of the registration will be changed to „Certificate of completion submitted”.

IMPORTANT: You have to upload certificate of completion to EVERY practice place that you registered (to PTE Clinics and PTE family doctors as well!)

The uploaded certificates of completion will be checked by the course director for each practice place. When all certificates of completion of all practices places of a given practices are approved, then status will be set to „Completed”, if it’s rejected, the status will be set to „Not completed”. „Supplement of documents required” status is set in case some documents is missing or not correct.