



Pécs, July 30, 2009

Dear Student,

Although the first semester of 2009/2010 seems far away, and you are surely doing your summer practice or having a holiday, I'd like to inform you on the following deadlines and things to do:

<i>Enrolment/activation</i> (how: Administration → Change status):	August 17, 8:00 – September 5 (Saturday), 24:00
<i>Requests to make passive status into active (late activation)</i> (deadline to submit requests at the RO)	Until September 25
<i>Requests to make active status into passive (late passivation)</i> (deadline to submit requests at the RO)	Until October 2
<i>Taking up and dropping exam courses</i> (how: Registrations → Course registrations) (You cannot drop an exam course with any reason if you signed up for a pre-scheduled exam and you did not sign off from that until August 28, 12.00!)	August 24, 8:00 – September 5, 24:00
<i>Signing up on and signing off from pre-scheduled exams</i> (you can sign up on an exam date after you have signed up on the exam course concerned) (how: Registrations → Exam registrations)	August 24, 8:00 – August 28, 12:00
<i>Taking up and dropping obligatory courses</i> (how: Registrations → Course registrations)	August 29, 8:00 – September 5, 24:00
<i>Taking up elective and optional courses and criterion requirements</i> (how: Registrations → Course registrations)	August 29, 8:00 – September 11, 24:00
<i>Dropping elective and optional courses and criterion requirements</i> (how: Registrations → Course registrations)	August 29, 8:00 – September 9, 24:00
<i>Taking up obligatory courses in the RO</i> , after submitting a request, paying the extra procedural fee and obtaining the approval of the course director – see CSE 2/A§ (2) below	From September 7

ATTENTION!

**In case of courses that have parallel prerequisites,
please sign up on the courses one after the other in the ETR.
Always click 'CHECK COMPLETENESS' after you have taken your courses.**

Before you log in to the ETR, please allow pop-up windows and receiving course mail on your computer so that you can get all the information.

**Until SEPTEMBER 11, 24.00
please CLOSE YOUR COURSE REGISTRATIONS in the ETR.
(Click 'Check completeness' and then 'Close', both on your major program and on Criterion Physical Education as well!!)**

Other deadlines:

Submitting certificates of summer practices in the RO	September 7
Taking up obligatory courses in another language (deadline for submitting requests in the RO)	August 13

**After a deadline is over, we are unable to help you!
Please send your complaints, notices by email or personally to your administrative officer
BEFORE THE DEADLINE IS OVER.**



Timetables

Timetables of obligatory courses are available after August 15 on the website of the Registrar's Office:
(www.aok.pte.hu → switch to English → Administration → Registrar's Office → Timetables)

Attendance of classes

During the semester, attendance of classes is compulsory. You can only attend practices if you have taken up the course in the ETR. If you took up an exam course, you cannot attend practices! It is the students' responsibility to check the correctness of their courses in the ETR. After September 5, you can only take up an obligatory course late based on 2/A. § (2) of the 2nd appendix of the CSE. (See **Taking up an obligatory course after the deadline** below.)

Elective and optional courses

Those instructors who do not decide on the time of their elective or optional course until the beginning of instruction, will be given an opportunity to hold a first meeting with the interested students until September 9 at the latest. You can get information on these first meetings in the ETR during registration period by clicking on the (orange) code of the course and a pop-up window will come up.

According to 2/A. § (5) of the 2nd appendix of the CSE, rules concerning the elective and optional courses have changed:

„If fewer students signed up for an elective or optional course than the minimum given at the course announcement, the course director has the right not to hold the course. The students have to be informed about the cancellation by the fourth day of the instruction period at the latest. If the students are not informed, the course has to be held even with only one student.”

Exam courses

1. You can only sign up on an exam course if you have set your semester active.
2. You can only sign up on an exam course in the ETR (not in the Registrar's Office!)
3. You will only get information on the headcount limits for exam courses in the ETR during course registration.
4. You can only sign up on the pre-scheduled exam of an exam course in the ETR. If you are not on the exam sheet, you cannot take the exam. As you will not take your gradebook to the exam with you, you will have to identify yourself with your passport or ID card. The RO will register the result received at the exam in your gradebook during the semester based on the ETR.
5. More information on exam courses: 2/A. §. of the 2nd appendix of the CSE, and on the website of the Medical School (Registrar's Office, Codes and guidelines, Exam course FAQ – coming soon in English.)

Taking up an obligatory course after the deadline

According to the Code of Benefits and Charges (coming soon in English) and 2/A. § of the 2nd appendix of the Code of Studies and Examinations, you can take up obligatory courses after the deadline the following way:

„You have an opportunity to take up obligatory courses late (including exam courses) by paying the extra procedural fee as regulated by the Code of Benefits and Charges. The request has to be submitted along with the receipt of the payment of the extra procedural fee in the Registrar's Office. In case of courses other than

exam courses, the student has to attach a certificate from the course director declaring that the student has been attending the course and the absences do not reach 15% of the total number of classes.”

The extra procedural fee is 5000 HUF/course.

The Registrar's Office will only register the obligatory course requested in the ETR, if the student has submitted the approval of the course director (request form downloadable from the website soon) and the receipt of the payment of the extra procedural fee in the RO.



Requests to take up a course in another language or at a different major/program

The deadline to submit these requests to the RO is August 13. You can download the necessary form from the Medical School website, under Registrar's Office, Downloadable forms. I'd like to remind you that the course director concerned has to approve your request on the form!

According to 2/A. § (4) of the 2nd appendix of the CSE:

„The student has the opportunity to take up a subject at the Medical School in a language other than his/her language of training. The precondition is the adequate level of knowledge of that language. The student takes the exam in the language of the course taken. The student has to submit the request with the approval of the course director to the Registrar's Office 5 workdays before the beginning of the registration period at the latest. The Registrar's Office registers the course requested in the ETR and in the student's gradebook. The course director has the right to restrict the number of students taking the course in a different language for education organizational reasons. A student can take obligatory courses in a different language up to maximum 30 credit points during his/her studies. There is no such limit for elective and optional courses. In regards to the tuition fee, a course taken up in a different language is considered to be a course taken in the original language of training.”

For more information, please read the 'SPECIAL REGULATIONS CONCERNING THE MEDICAL SCHOOL' section of the 2nd appendix of the Code of Studies and Examinations (coming soon in English).

After the renovation, the Registrar's Office will welcome you back in its newly furnished environment with the usual helpful service from the end of August. We kindly ask you – due to the increased client traffic in September – that only one student should sit at one administrative officer. Please be tolerant with each other and our colleagues, and you should wait outside on the corridor. Our colleagues can only serve you precisely and patiently with your helpful cooperation.

Opening hours of the Registrar's Office:

Until August 24, due to the reconstruction, we are only available by email and personally (email: registrars.office@aok.pte.hu or you can find the email address of each officer on the webpage).

Aug. 24 – Sept. 11: 08.00 – 16.00

From Sept. 11 until the exam period: Monday, Tuesday, Wednesday, Friday: 08.00-12.00, Thursday 12.00-16.00.

Outside the opening hours our officers are available by telephone and email, between 8.00-16.00 between Monday and Thursday, and between 8.00-13.30 on Friday.

Adrienn Bognár
Deputy registrar
UPMS Registrar's Office