



Dear Student,

We would like to bring the following into your attention about the rotational year practices of General Medicine major.

At the faculty [Dean's Order no. 6/2020 \(May 28\)](#) is the regulation in force which details the rules about digital education and examination set up due to the emergency situation of COVID-19 epidemic. It also includes the rules of clinical professional practices. According to Article 6 of the Dean's Order **students may enter the area of the Clinical Center of the University of Pécs for the period of clinical professional practices and may complete summer practices and rotational year practices of General Medicine major.**

Registration for practices will be possible in Neptun **from 15:00 16th June (Tuesday) according to registration guide and as follows.** Before that the practice registration page is not available in Neptun.

Please note, the period of the rotational year practices is in accordance with the prior decision of the Faculty Council: **29th June, 2020 – 2nd May, 2021.**

**Exclusively electronical (Neptun) registration is considered to be valid application both for the clinics of the University of Pécs, and for practice places out of Pécs (headcount-limited spots in Pécs may be registered exclusively from the list in Neptun).** To validate the practice registrations it is necessary to sign up for the rotational year subjects in the period of the rotational year registration period (22nd June, 2020-27th June, 2020).

After the practice the **completion forms** may be submitted **to the course director via Neptun**, the forms will be evaluated electronically. Uploading period of the completion form will be announced in a later brief.

[Detailed guide](#) of Neptun practice registration page is available on the website of the Registrar's Office at [Professional Practices](#) menu. Please read the step-by-step guide carefully, and follow its instructions. Registration and registration-finalizing deadline related to the particular practice week is 1 week before the first day of the practice (24:00 Sunday).

In case you face technical error during the registration, please send **e-mail** to your R.O. officer **with attached screenshot** about the problem **immediately, within the practice registration period.**



About counting in the voluntary work you might completed [Dean's Order no. 2/2020 \(April 6\)](#) disposes. **It is the course director of the proper summer practice who makes decision at which rate he/she accepts the completed hours of voluntary work.** At Obligatory Professional Practices page in Neptun a new „Voluntary work”-named site has been added to the proper summer practices, where instead of the usual acceptance letter you have to upload your **contract** related to the voluntary work.

Certification of practice completion by voluntary work works with [Certificate on volunteer work during the public health emergency caused by the coronavirus pandemic](#) form. Acceptance of completion is always up to the course director. Important: completed hours of volunteer work may be divided on the certification and may be recognized for multiple practices based on the decision of the course director(s), but already in-counted hours cannot be recognised for further practices. In case you ask for acceptance of **volunteer work as rotational year practice**, at Practice Place section in Neptun **choose „Volunteer work”** practice place **and do not register for practice by selecting clinic of the University of Pécs.** This is to avoid overburdening capacities of the clinics in Pécs and to make sure you do not take the limited spot from students who need to do the practice.

According to the report of the Primary Health Care Department and the course director, **Family Medicine Practice** may be completed **by volunteer work or by writing case study** for which they defined the formal and content requirements. In case of completed volunteer work please follow the abovementioned administrative procedure. If you are going to complete it by submitting case study please choose „Primary Health Care” practice place to be able to upload the documents. For further details please turn to the department/course director.

If you have further question related to the administration of rotational year practices, please turn to your R.O. officer. If your question is about the acceptance of the volunteer work or about the rate of its acceptance please contact the course director of the summer practice to be completed.

Yours sincerely,

Bernadett Potos  
Registrar