



THE MOST IMPORTANT PROCEDURES AND DEADLINES FOR THE SPRING SEMESTER OF THE ACADEMIC YEAR 2022/2023

Dear Students,

We would like to let you know about some of the most important pieces of information and deadlines concerning the spring (second) semester of the academic year 2022/2023:

1. Schedule of the Academic Year and Subject Registration

The spring semester of the academic year of 2022/2023 is scheduled to continue with the regular [timetables](#) and offline education in mind, therefore personal attendance of the courses shall be considered mandatory. The timetables of the spring semester are to be listed on the website of the Registrar's Office on January 20, 2023.

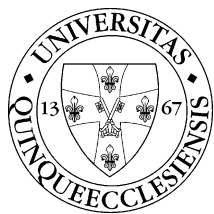
Educational break: January 30, 2023 – February 3, 2023

The first day of the instruction period is scheduled to be February 6, 2023 (Monday).

The detailed deadlines and procedures concerning the new semester are to be found on the website of the Registrar's Office under the [schedule of the academic year](#). Everyone's kindly asked to carefully read the information contained within the schedule so that they would not experience any problems or setbacks due to not being aware of the deadlines.

BE ADVISED! From the first semester of 2022/2023 there are CHANGES IN THE PROCEDURES of the semester registration period:

The most important deadlines of the registration period are to be found below. A detailed list of these is included in in the schedule of the academic year (linked in the previous section). The most important changes are marked with red:



REGISTRATION PERIOD – Spring Semester 2022/2023 (January 23, 2023 – February 4, 2023)	
EVENT	DATE
Registering for the next semester in Neptun	between January 23, 2023, 8:00 AM and February 4, 2023, 24:00 (midnight)
Registering and dropping of obligatory courses	between January 23, 2023, 9:00 AM and February 1, 2023, 24:00 (midnight)
Registering and dropping of obligatory courses to one's assigned group, for those who follow the curriculum	January 23, 2023 from 9:00 AM
Registering and dropping of obligatory courses to one's own assigned group	January 28, 2023, from 8:00 AM
Registering and dropping of obligatory courses to <u>any group</u>	between January 30, 2023, 8:00 AM and February 1, 2023, 24:00 (midnight)
Registering and dropping of exam courses (in the same language they were previously registered)	between January 23, 2023, 9:00 AM and February 10, 2023, 24:00 (midnight)
Registering of criterion requirements	between January 23, 2023, 9:00 AM and February 10, 2023, 24:00 (midnight)
Dropping of criterion requirements	between January 23, 2023, 9:00 AM and February 8, 2023, 24:00 (midnight)
Registering of elective and optional courses	between January 30, 2023, 9:00 AM and February 10, 2023, 24:00 (midnight)
Dropping of elective and optional courses	between January 30, 2023, 9:00 AM and February 8, 2023, 24:00 (midnight)
Checking one's own course list (the list of registered subjects in Neptun)	until February 4, 2023, 24:00 (midnight)

IMPORTANT CHANGES! Everyone is kindly asked to thoroughly read the detailed schedule of the registration period, with special attention dedicated to the sections pertaining to the subject and course registrations, and especially with a consideration for the information relating to the registration of obligatory subjects and courses, which is about to be conducted slightly differently from previous years:

- ✓ Those students who are following the curriculum may register to their assigned Neptun study group from the first day of the registration period until the **third** day of the second week following this beginning date.
- ✓ Every student may register to their study group assigned in Neptun from 8:00 AM from the **sixth day (Saturday)** of first week of the course registration period.
- ✓ From 8:00 AM on the **first day (Monday)** of the second week of the subject and course registration period, every student may sign up to any of the study groups available in Neptun, depending on the number of still available spots. **Registration to obligatory subjects concludes on February 1, 2023 at 24:00 (midnight), registering obligatory subjects through the system would no longer be possible after that!**



Please be advised that for the small-headcount activities (seminars and practices) serves only indicative purposes for the course directors and they have the authority to make changes before finalizing the actual study groups for their subject.

IMPORTANT: the virtual, so called „buffer” groups with the T0 designation would only become available in the **last two days (January 31, Tuesday and February 1, Wednesday)** of the course registration period. Please only in those cases sign up to these groups if the headcount for your own or any other group is already full.

Elective and optional subjects: Please be aware that the lists and detailed descriptions of elective and optional subjects available at the Faculty are to be found on the website of the Registrar's Office under the [course descriptions](#) section.

Please be aware that for ensuring the most optimal way of progression, it is recommended to take around 32 credits worth of courses each semester. The list of elective and optional subjects recommended by the course directors and the Faculty are made available to view on the website of the Registrar's Office under the [Curricula](#) section until the commencement of the registration period. Furthermore, for anyone interested in the possibilities provided by the [Undergraduate Research Society](#) and the [Circle of Demonstrators](#), information about that is likewise available on the website.

2. Pending Debts and Obligations Concerning the Payment of the Tuition Fee

The deadline for paying the first instalment (40%) of the spring (second) semester tuition fee is **January 13, 2023**.

Everyone is kindly asked to check and pay in any unfulfilled listings they may have in their Neptun finances. Anyone with unfulfilled payments would be prevented from registering for the spring semester of 2022/2023.

We would like to call your attention to the fact that from January 1, 2023, a couple of changes have been implemented in the [Dean's order no. 10/2019 \(July 3\) of the Medical School governing the payment of the tuition fee and the requests for tuition fee reductions as well as the tuition fee scheme of the students completing practical studies in the rotational year](#). To be fully aware of the changes, please do read the document thoroughly.

3. Periodic Health Aptitude Tests

The UPMS Centre for Occupational Medicine (Foglalkozás-egészségügyi és Munkahigiénés Központ - FMK) conducts its scheduled periodic health aptitude tests for upper-year students during the spring semester. The link for the applications is found on the [website of the Registrar's Office](#). You may register for an available appointment as soon as the applications go live. We will send further information on the examinations and the opening of the registration later.

Please be aware that upon not taking part in, or receiving the result of not being fit or temporarily not being fit for work in the medical field, the student shall not be allowed to take part in any activity related to healthcare, which means that they shall not be allowed to take part in the practices



either (summer practices and/or rotation year practices) even if they registered the subject of the practice during the course registration period. Furthermore, students without a valid health aptitude test may be barred from taking part in the exam period of the spring semester.

Due to the dates provided by the Centre for Occupational Medicine being limited, it cannot be guaranteed whether a missed appointment can later be made-up for, therefore everyone is kindly asked to show up to the appointments they registered, so as to avoid any future detriments to their study progress.

Moreover, please understand that according to article Article 51 (12) of the Code of Charges and Benefits any student not showing up to their registered appointment is obligated to pay a penalty fee for missing the appointment.

4. Electronic Administration

From the academic year of 2022/2023 the faculty has introduced electronic administration for handling official study- and university-related matters. In order for the students to be able to receive their various official documents and letters via electronic means, in electronically-signed form (for speeding up and streamlining the administrative procedure, without the need for waiting in line at the Registrar's Office or having to wait for the delivery of the documents by the postal services) they need to have an account for the government's „client gateway” system. Any student who have not opened an account for the client gateway earlier may do so at any of the government offices in Hungary.

Furthermore, in order to be able to enjoy the benefits of electronic administration anyone who has not yet done so would need to give their consent to electronic administration with the university. This is possible in **Neptun** under the **Administration/Requests** option, the request „**AOK-GYTK – Statement of the student on giving consent to the electronic administration**” is to be filled out for this purpose.

5. Services of the Registrar's Office:

Electronic Administration:

During working hours (between 8:00 AM and 4:00 PM), our colleagues are at the students' disposal via phone and e-mail. They may be contacted through the means listed on the website of the [Registrar's Office](#).

The Registrar's Office ensures the means of **electronic administration** for the students without the need for personal visits to the office, by offering the option of issuing electronically signed official documents. Due to the uncertain and time-consuming nature of postal deliveries the Registrar's Office is working on modernizing and updating this process and recommends everyone to open an account for the „client gateway” for handling any such procedures.

Electronic documents and any related deliveries may be sent to the client gateway of the Registrar's



Office. The address (code) of the RO's account for the client gateway is: PTEAOKTH.
For those students who do have an account for the client gateway and have also given their consent to electronic administration, the Registrar's Office sends their official documents to the client gateway account primarily.

Usual Opening Hours of the Registrar's Office:

Monday – Wednesday – Friday: 9:00 AM – 12.00 (noon)

Tuesday – Thursday: 1:00 PM – 3.00 PM

The Registrar's Office is open for handling study-related matters, which happens in the order of arrivals, according to the queue-management system. For the Registrar's Office to be able to help as many students as possible each day, everyone is kindly asked to only come personally to the RO with matters that may be quickly resolved and don't require extended consultations.

In case any student happens to have questions that would require a discussion and advice from our colleagues, we recommend booking an appointment for personal consultation.

Personal Consultations – A New Service Provided by the Registrar's Office

Please be aware that for the means of supporting the students' study progress, from **January 2, 2023**, the Registrar's Office introduced an option for personal consultations during its opening hours. During these appointments, the students may inquire about their progression, their course registrations, transfer options, as well as matters related to passivation and finances from our colleagues.

Students may book an appointment for one of these 30-minute consultations on the *website of the Registrar's Office* on a [link](#) also available under the *Contacts* option.

The consultations are held at the inside offices of the Registrar's Office, therefore everyone who booked an appointment is kindly asked to wait on the corridor until they are called by our colleagues.

There is no possibility for issuing documents or other types of certifications (e.g. student status or credit certificates) during these consultations and the number of appointments is also limited, therefore in these simpler matters that do not require a discussion, please continue to use the available means of electronic administration or the regular service provided by the Registrar's Office.

In case of further questions, the students may contact their administrative officers via the [contacts listed on the website of the Registrar's Office](#).

Wishing Everyone a successful semester!

Kind regards,

dr. Nóra Baán
Registrar