

Important dates:

Neptun ranked course registration for medical and pharmacy students:

January 22 – January 27, 2018

The Neptun regular course registration is subject to change. Please keep checking [this page](#).

For medical students: **January 31, 20:00** – February 18, 2018, **23:59**

For pharmacy students January 31, **20:00** – February 18, 2018, **23:59**

Exam registration period

- for medical students: May 10, 2018 **20:00**

- for pharmacy students: May 9, 2018 **20:00**

Deadlines:

Tuition fee has to be credited in full: February 19, 2018

Registration deadline: February 23, 2018

Thesis topics to be submitted: April 30, 2018 (4th year med. students)

Thesis to be submitted: January 26, 2018 (6th year med. students)

Thesis to be submitted: March 12, 2018 (5th year pharmacy students)

Academic periods:

2nd semester

Education period: February 05 – May 18, 2018

Examination period: May 22 – June 29, 2018

Repeat examination period: July 02 – July 07, 2018

Spring break: March 26 – April 2, 2018

Holidays: March 15, March 16, March 30 – April 2, April 30, May 01 and May 21, 2018

Neptun course registration:

Make sure you sign up for all your courses:

- lectures and practices / seminars
- examination courses
- Physical education (2 semesters required)

For course registration use the recommended study plans: www.szegedmed.hu (Should you experience any kind of problems, contact us **immediately**.)

As per [the Academic and Examination Regulations of the University of Szeged](#) – in exceptional cases – change in course registration or late course registration is possible solely between **February 19 and 23, 2018** (5 days). Please register for your courses properly.

Tuition fee:

Students are required to pay their tuition fee according to the academic year in which they have started their first year studies at the University of Szeged. To find out more, please check www.med.u-szeged.hu/fs/tuition-fee.

Payment can be made **by money transfer only** to the following bank account:

University of Szeged
IBAN: HU94-10004012-10008016-00220332
Bank name: Hungarian State Treasury
(correspondent: Hungarian National Bank, SWIFT code: MANEHUHB)
Bank address: H-1054 Budapest, Hold u. 4.
Swift code: HUSTHUHB

Cash payment is not possible.

Make sure that the exact amount of your tuition fee is credited to the University's account.

In case the students' academic progress does not follow the study plan, they have to request a tuition fee reduction by filling in [the course registration plan](#). Tuition fees are calculated according to the following scheme:

Fee of attending <u>three or more</u> compulsory subjects	100% of one semester's tuition fee*
Fee of attending <u>one or two</u> compulsory subjects	max. 50% reduction of one semester's tuition fee can be requested*
Fee of attending solely compulsory elective / elective / criteria subjects	max. 50% reduction of one semester's tuition fee can be requested
Fee of taking subject(s) that do not involve class attendance	max. 80% reduction of one semester's tuition fee can be requested

*Examination course fee / compulsory elective / elective / criteria subjects are included!

Registration: You are required to **register for each semester** in order to have an active student status.

Registration requirements:

- **Tuition fee** has to be credited to the University's bank account in full before registration.
- Valid **residence permit**. Please check in the [NEPTUN](#) (under My Data/ Personal Information / Records) whether you have submitted a copy of your valid residence permit. If it was renewed recently, please present the original and a copy to the Secretariat.
Please note that you have to apply at the Immigration Office for a renewal of your residence permit card 30 days before it expires!
- Valid **health insurance** (If it was renewed recently please present the original and a copy at the Secretariat)
- **Summer practice** evaluation sheet (if required)
- Settled outstanding balance for **youth hostel fees** and **medical treatment costs**
- Valid **Medical Fitness Certificate** (completed medical check-up by the University Doctor)

IF YOU DO NOT REGISTER PROPERLY BY THE DEADLINE, YOUR ACTIVE STUDENT STATUS AND COURSE REGISTRATIONS WILL BE SUSPENDED!
Furthermore, you are not eligible to receive any certificate or transcript until your registration is complete.

Attendance of classes: If the absence does not exceed **15%** of the total number of classes, students are not obliged to provide a certificate justifying the absence. If the absence falls between 15% and 25% of the total number of classes, students may only make up for the missed classes if they provide a certificate. The departments have the right to refuse the acceptance of a semester if the student missed more than 25% of the practices and did not make up for the absences.

Obligation to report changes to the Secretariat: If there is a change in your personal data (address, e-mail address, telephone number etc.) you are required to *notify the Secretariat and correct the data in the [NEPTUN](#) yourself* (under My Data/ Contact Information).

If you have to leave Szeged for a longer period of time during the lecture period due to reasons beyond your control (hospitalization, extraordinary family issues), you need to request permission in writing. Requests have to be handed in at the Foreign Students' Secretariat.

Medical students only: According to the [Faculty Academic Regulations of the Faculty of Medicine](#), a maximum of 2 failed courses can be carried over to the forthcoming semester as an **examination course** (if it is announced by the Department concerned). **Incomplete courses can be taken as examination courses a single time only if the student had at least one examination attempt (failed (1) examination).**

Please pay close attention to the number of your course registration chances. You are entitled to sign up for a course for a maximum of 3 times depending on the number of exhausted examination chances: For example, **1 first course registration, 1 examination course, 1 complete repeat.**

Under the present Higher Education Act, students who started their studies in the academic year 2012/2013 or later can repeat the examination in a certain subject 5 times during the whole course of studies.

Medical students who started their studies in the academic year 2013/2014 and later – ATTENTION! According to the [Faculty Academic Regulations of the Faculty of Medicine](#), a minimum of **15 Compulsory Course credits** have to be collected by the end of the second active semester and, furthermore, a **minimum of 20 compulsory course credits** have to be collected by the end of the fourth active semester. The University shall terminate the status of those students who do not meet the above requirements.

If you need to repeat a course you have to fill in the Course Registration Plan which can be downloaded from here: <http://www.med.u-szeged.hu/fs/current-students/downloads>. The completed form has to be submitted in person at the Foreign Students' Secretariat.

For further important changes regarding the **Academic Regulations** please check the following link: <http://www.med.u-szeged.hu/kulfoldi-hallgatok/regulations/regulations-150603>

Summer Practices

1st, 3rd and 4th year **medical students** are required to complete a four-week compulsory summer practice in a hospital or clinic which must be accredited by the country concerned.

In order to ensure the recognition of your diploma it is recommended to complete the practices (especially in case of 3rd and 4th year practices) at the clinics of the University of Szeged or hospitals/clinics abroad which are accredited by the Hungarian Accreditation Committee.

For the list of accredited hospitals/clinics please check the following website: www.szegedmed.hu

A "Letter of Acceptance" issued by the hospital/clinic, furthermore, a certificate that the hospital/clinic is accredited by the country concerned has to be presented at the Foreign Students' Secretariat **until May 7, 2018**. For further details on summer practices, please check [the summer practices section](#) of our website.

At the completion of the practice an evaluation form must be filled in, signed, stamped and sent **directly from the hospital/clinic** or submitted by the student **in a sealed envelope**. (The form is available on our website.)

2nd and 3rd year **pharmacy students** are required to complete a four-week compulsory summer practice in a public pharmacy which must be accredited by the country concerned.

4th year pharmacy students have to perform a 2-month compulsory practice in a pharmacy (August, September).

A "Letter of Acceptance" issued by the pharmacy has to be presented at the Foreign Students' Secretariat until **May 7, 2018**. For further details on summer practices, please check [the summer practices section](#) of our website.

At the completion of the practice an evaluation form must be filled in, signed, stamped and sent **directly from the pharmacy** or submitted by the student **in a sealed envelope**. (The form is available at the Secretariat and on the website.)

E-library:

This is to remind you that the Elsevier's medical e-library "ClinicalKey" is accessible across the University network: <https://www.clinicalkey.com>

Information on the **new repeat examination fee payment system** will be provided in due course.