

**Important dates:**

- \* **NEPTUN ranked course registration:** from August 20 to August 25, 2018
- \* **NEPTUN course registration** for medical and pharmacy students: August 29, 2018 20:00 – September 16, 2018 23:59
- \* **Exam registration period** for medical and pharmacy students: from November 28, 2018 20:00

\* Please note that the dates may be subject to change.

**Deadlines:**

- Tuition fee has to be credited in full:** September 17, 2018
- Registration for the semester:** September 21, 2018
- Thesis** to be submitted: January 25, 2019 (6<sup>th</sup> year med. students)
- Thesis** topics to be submitted: April 30, 2019 (4<sup>th</sup> year med. students)
- Credit transfer requests to be submitted** (for 1<sup>st</sup> year med. and pharm. students only): September 7, 2018

**NEPTUN course registration:**

- Make sure you sign up for all your courses:
  - lectures and practices / seminars
  - examination courses
  - Physical Education (2 semesters required)

**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. More: [www.med.u-szeged.hu/fs/tuition-fee](http://www.med.u-szeged.hu/fs/tuition-fee)

Make sure that the exact amount of your tuition fee is credited to the University's account. **When transferring your tuition fee, please keep in mind that the bank commission charges have to be paid by the student. In the Remarks/Comments field please indicate your legal name, name of the program and your year.**

Payment can be made by transfer 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**

**In case the students' academic progress does not follow the suggested study plan, tuition fee is calculated according to the following:**

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 subject	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. **The registration is conducted online: once you complete all the registration requirements, your status will be activated on Neptun.**

**Registration requirements:**

- **Tuition fee** has to be credited to the University's bank account in full before registration.
- Valid **residence permit**. Please check on 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)

You are required to settle your repeat examination fees before the examination registration period – as unsettled fees on Neptun might block your examination registration.

**Academic periods:**

**1st semester**

- Education period:** September 3 – December 8, 2018
- Examination period:** December 10 – December 21, 2018 and January 2 - January 26, 2019
- Repeat examination period:** January 28 – February 2, 2019
- Fall break:** October 22 - October 24, 2018
- Winter break:** December 24, 2018 – January 1, 2019  
(The university is closed: No exams.)
- Holidays:** October 22, October 23, November 01, November 02

**2nd semester**

- Education period:** February 4 – May 18, 2019
- Examination period:** May 20 – June 29, 2019
- Repeat examination period:** July 1 – July 6, 2019
- Spring break:** March 25 – March 29, 2019
- Holidays:** March 15, April 19, April 22, May 1, June 10

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

**Please note that it is your right and obligation to sign up for every compulsory course before the course registration period closes.**

As per the current Academic and Examination Regulations of the University of Szeged, altering your course registration (adding or dropping courses) after the Neptun course registration period is only possible until **September 21, 2018** by submitting this form. After this deadline, late course registration or deregistration is only possible by using one of your three exceptional permissions made available by the Dean.

The fee for the late course registration/deregistration: 1500 HUF procedural fee + 500 HUF/ subject.

**IF YOU DO NOT REGISTER PROPERLY BY THE DEADLINE (SEPTEMBER 21, 2018), 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 completed!**

**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 substantial reasons (hospitalization, extraordinary family issues), you need to request permission in writing. Applications have to be handed in at the Foreign Students' Secretariat.

## **ATTENTION!**

**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 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: **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 and later can repeat the examination in a certain subject 5 times during the whole course of studies!**

In accordance with 14.2 of the Academic and Examination Regulations of the University of Szeged, "*an unsuccessful examination may be retaken twice in a given examination period, except for instances in which the student only has a single unsuccessful examination left in the given examination period, in which case — holding a permit issued by the academic office —, he or she may take a third retake examination.*"

If you need to repeat a course you have to fill in an official 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 the **Academic Regulations** please check the following links:

<http://www.med.u-szeged.hu/kulfoldi-hallgatok/regulations/regulations-150603>

## **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>