

**Important dates:**

**Neptun ranked course registration** for medical students:

January 21 – January 26, 2019

**Neptun regular course registration period:**

January 30, 2019 20:00 – February 17, 2019 23:59

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

**Neptun exam registration period:**

from May 8, 2019 20:00

**Academic periods:**

**2nd semester**

**Education period:** February 4, 2019 – May 18, 2019

**Examination period:** May 20, 2019 – June 29, 2019

**Repeat examination period:** July 1, 2019 – July 6, 2019

**Spring break:** March 25, 2019 – March 29, 2019

**Holidays:** March 15, April 19, April 22, May 1, June 10

**Deadlines:**

**Tuition fee has to be credited in full by:** February 18, 2019. **NOTE that this is the ARRIVAL deadline, and not a payment deadline. You have to pay well in advance (i.e., preferably weeks) if you wish to be certain that your fees arrive in time.**

**Registration deadline:** February 22, 2019

**Thesis topics** to be submitted: April 30, 2019 (4<sup>th</sup> year med. students)

**Thesis** to be submitted: January 25, 2019 (6<sup>th</sup> year med. students)

**Acceptance letters for the summer practices** to be submitted: May 6, 2019

**Papers proving your attendance of physical education session** (gym cards) are due to be submitted by May 18, 2019

**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](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 **February 22, 2019** by submitting [this form](#). After this deadline, late course registration is only possible by using one of your three exceptional permissions made available by the Dean.

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

**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, ETR/NEPTUN code, name of the program (medicine) and your year (first, second etc).**

Payments can be made via wire transfer to the following bank account:

University of Szeged  
 IBAN: HU94-10004012-10008016-00220332  
 Bank name: Hungarian State Treasury, Swift code: HUSTHUHB  
 H-1054 Budapest, Hold u. 4.  
 (correspondent: Hungarian National Bank, SWIFT code: MANEHUHB  
 H-1054, Budapest, Szabadság tér 9.)  
 Note: 5S094 A207

Cash payment is not possible.

**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 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. **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 arrive to the University's bank account by February 18, 2019. Please make sure that your fees are paid well in advance so that they arrive by the deadline.
- Valid **residence permit**. Please check on [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 at 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 applicable)
- 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.

**UNLESS YOU 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 on 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.

## **ATTENTION!**

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 an examination in a certain subject 5 times during the whole course of studies (6 examination chances altogether in any given subject).**

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 at least one—or more—course(s), you are required to fill in the [course registration plan](#). Please read the declaration at the bottom of the plan and note that the list of courses you put on the course registration plan has to be identical to the courses you register for on NEPTUN. If you make any changes to your NEPTUN course registration, you are obligated to fill in or correct your course registration plan. Please note also that you are required to sign up for your courses on NEPTUN yourself at all times, and therefore nothing you put on the course registration will be registered for you.

You can refer to **academic regulations** [here](#).

## **Summer Practices**

1<sup>st</sup>, 3<sup>rd</sup> and 4<sup>th</sup> 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 for your summer practice to be accepted, you are required to

- 1.) sign up for the summer practice on NEPTUN (as you sign up for any course in the course registration period),
- 2.) submit at the Foreign Students' Secretariat a "Letter of Acceptance" ([downloadable from our website](#)) and a certificate that the hospital/clinic is accredited by the country concerned **by May 6, 2019 12.00**
- 3.) have your supervisor properly fill in, sign, stamp the "Evaluation Sheet" ([downloadable from our website](#)). The sheet has to be shipped (postal/courier service) directly from the hospital to the Foreign Students' Secretariat or handed in by the student in person at the Foreign Students' Secretariat in a sealed envelope. Note that the original copy (signed with actual ink) is required; photocopies, pictures taken with a camera or cellphone, or e-mail attachments are NOT accepted and your summer practice will not be fulfilled without handing in the original copy.

In order to ensure the recognition of your diploma it is recommended to complete the practices (especially in case of 3<sup>rd</sup> and 4<sup>th</sup> 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 [www.szegedmed.hu](http://www.szegedmed.hu).

For further details on summer practices (medical program), please check [the summer practices section](#) of our website.

## **E-library:**

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