

Essential information regarding the 1st semester of the academic year 2019/2020

Important dates:

Neptun ranked course registration: from August 19 to August 24, 2019

Neptun regular course registration period for medical students: August 28, 2019 20:00 – September 15, 2019 23:59

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

Neptun exam registration period for medical students: from November 27, 2019 20:00

Deadlines:

Tuition fee has to be credited in full by September 16, 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 for the semester: September 20, 2019

Thesis to be submitted: January 24, 2020 (6th year med. students)

Thesis topics to be submitted: April 30, 2020 (4th year med. students)

Credit transfer requests to be submitted (for 1st year medical students **only**): September 4, 2019 high noon

Papers proving your attendance of physical education sessions (gym cards) are due by: December 6, 2019 high noon

Academic periods:

1st semester:

Education period: September 2, 2019 – December 7, 2019

Examination period: December 9 – December 20, 2019 and January 2 – January 25, 2020

Repeat examination period: January 27 – February 1, 2020

Fall break: October 30 – November 1, 2019

Winter break: December 23, 2019 – January 1, 2020
(The university is closed: There are no examinations.)

Holidays: October 23, November 1

2nd semester

Education period: February 3 – May 16, 2020

Examination period: May 18 – June 27, 2020

Repeat examination period: June 29 – July 4, 2020

Spring break: April 10 – April 17, 2020

Holidays: March 15, April 10, April 13, May 1, June 1

NEPTUN course registration:

Make sure to 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](#). If you run into any difficulty, contact us immediately.

Please note that it is both 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 **October 4, 2019** 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.

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 refer to [the tuition fees section](#) of our website and [the regulations on the reduction of tuition fees at the Faculty of Medicine](#).

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, the 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(s)	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 included.

Obtain an active student status: You are required to obtain an active student status each semester. Once you complete all the registration requirements, your status will switch to active on Neptun.

Requirements of obtaining an active student status:

- **Tuition fee** has to arrive to the University's bank account by September 16, 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.
- 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 Occupational Health Service).
- 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 OBTAIN AN ACTIVE STUDENT STATUS BY THE DEADLINE, YOUR STUDENT STATUS WILL SWITCH TO PASSIVE AND YOUR COURSES WILL GET DELETED ON NEPTUN. Furthermore, you are not eligible to receive any certificates or academic transcripts until your student status is active.

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 or later can repeat an examination in a subject 5 times during the whole course of studies (6 examination chances altogether in any given subject).

Fourth examination chance: 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. 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. Please note also that it is your responsibility to check for subject preconditions when you register for subjects on NEPTUN.

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

E-library:

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