

# UNIVERSITY OF SZEGED FOREIGN STUDENTS' SECRETARIAT

Faculty of Medicine, Faculty of Dentistry, Faculty of Pharmacy



## A GUIDE TO CHECKING YOUR ACADEMIC COMPLETIONS

### INTRODUCTION

This is a brief guide, helping you check your own study progress yourself. The first step is to go through the study plan, which is a list of subjects you are recommended to complete in each semester. The next is to be aware of which educational program (curriculum) you are a part of – the old or the new one, how they work and how subjects relate to one another. You can then learn about the fixed order in which certain subjects can be taken in the subject preconditions section. The section that follows shows you how you can check your academic completions in the dynamic curriculum of the ETR. You can also check your official notes on the ETR – this next section lets you know how. Finally, the last section centers around the university regulations you can familiarize yourself with.

## THE STUDY PLAN

If you wish to know what subjects you must sign up for in each semester, please consult the study plan for [medicine](#), [dentistry](#) and [pharmacy](#). There are four categories in each semester – compulsory subjects, criteria subjects, compulsory elective subjects and elective subjects. Compulsory subjects are straightforward, as they must be completed without fail. The only difference between compulsory subjects and criteria subjects is that the subjects in the latter category have no credit points assigned to them, but are just as obligatory to complete as compulsory subjects. In order gain entry to a subsequent module, every one of the compulsory and criteria subjects in the module must be completed. You must also collect a set amount of credit points from the compulsory elective and the elective subject categories. The exact amount is determined by each faculty themselves. It is a good idea to complete some compulsory elective subjects and elective subjects every semester so that you can collect the required number of credit points bit by bit by the end of your studies. The very last column of the study plan contains the subject precondition(s) associated with the subject in the row. (You can learn about subject preconditions in the section bearing the same name below.) Following the guidance of the study plan – especially signing up for and completing every compulsory and criteria subject in the semester indicated – is highly recommended. For additional and more detailed information, please check the curriculum of the Foreign Language Programs.

## EDUCATIONAL PROGRAMS

It is essential for you to be aware of which educational program (more commonly referred to as 'curriculum') you are a part of. The new curricula were introduced in the academic year 2013/2014. Their codes are

- 9001AK\_N\_2013 for the English Language Medical Program and
- 9002AK\_N\_2013 for the English Language Dental Medicine Program.

If you started your studies in or after the academic year 2013/2014, you have to follow the new curricula above. Those students who started their studies before the academic year 2013/2014 but had to repeat a year shifted into the new curriculum.

Students who have started their studies before the academic year 2013/2014 and who did not have to repeat a year are studying according to the old curriculum. Their codes are

- 9001AK\_N for the English Language Medical Program,
- 9002AK\_N for the English Language Dental Medicine Program, and
- 9003AK\_N for the English Language Pharmacy Program.

You can find these codes on the study plans and on the ETR (by logging in and clicking on 'Training' > 'Orientations, trainings').

The always up-to-date curricula can be checked online for

- the [9001AK\\_N\\_2013 English Language Medical Program](#),
- the [9001AK\\_N English Language Medical Program](#),
- the [9002AK\\_N\\_2013 English Language Dental Medicine Program](#),
- the [9002AK\\_N English Language Dental Medicine Program](#), and
- the [9003AK\\_N English Language Pharmacy Program](#).

Although these curricula are in part in Hungarian, it's not difficult to figure out what means what. The column 'Megnevezés' stands for 'Title'. The title of the **subject** is in the top row in the larger grid (separating the **subjects** from one another by alternating between white and light brown as their background color from top to bottom) and is in boldface type (e.g., **Anatomy for Dental Students**). Its components – the subject elements – come under the **subject** itself in the grid (e.g., Anatomy for Dental Students I., Anatomy for Dental Students II. and so on).

The **subject** row tells you how many credits you have to collect in order to complete the **subject** by completing its subject elements one by one ('*Teljesítendő: min. 12 kredit*' = '*You must collect at least 12 credit points to complete this **subject***').

If you look at the large column on the far right ('Szemeszter' = 'semester'), subdivided into ten or twelve smaller columns depending on the educational program (Medicine, Dental Medicine, Pharmacy), you can see a number in the intersection of each subject element and the smaller columns. Those numbers are the credit points awarded for the successful completion of the subject elements. These smaller columns represent the semesters of your educational program (1, 2, 3 and so on). If the number is in column 2, for example, then it is recommended to sign up for and complete the subject element in the second (spring term) semester. Recommended means, of course, that you must complete it in the semester indicated if you wish to complete your studies in five or six years (depending, again, on the length of your educational program: Medicine, Dental Medicine, Pharmacy).

The very first row contains the codes of the **subjects** and subject elements.

The subject element rows give you information on the type of the subject element – lecture, practice, seminar etc. –, the duration of the class each week ('2 óra' = '2x45 minutes'), what the subject element concludes with (an examination, a term mark, an evaluation etc.), and the subject preconditions of the subject element – the codes and the type of preconditions.




## SUBJECT PRECONDITIONS

This section details subject preconditions, explaining what subjects you can take and when you can take them, as some subjects cannot be taken before first completing others.


In order to check subject preconditions, you either have to refer to the last column in the study plan of your program or the curriculum of your program explained in detail above. Here we explain the notations used in the curricula.


subject preconditions: “The range of subjects or other obligations whose completion is the precondition of taking another subject or fulfilling another educational obligation.” (From the [Academic and Examination Regulations of the University of Szeged](#).)


There are three kinds of preconditions.

1.  Examination requirement: If subject B is an examination requirement of subject A, then you can take both of the subjects in the same semester, but you can only take an examination in subject B if you have already passed the examination in subject A.
2.  Subject requirement: If subject B is a subject requirement of subject A, then you can only take subject A if you have already completed subject B in a previous semester. That is, the order is fixed; you cannot take both subject A and subject B in the same semester.
3.  Parallel requirement: If subject B is a parallel requirement of subject A, then you must not take subject A without taking subject B simultaneously – you have to take both of them in the same semester.

 This is a compulsory subject.


 The course code that follows the green arrow is an examination requirement of the subject in the row.

 The course code that follows the red arrow is a subject requirement of the subject in the row.

 The course code that follows the blue bidirectional arrow is a parallel requirement of the subject in the row.

Clicking on the subject precondition (code) in the curriculum takes you right to (one of) the subject(s) whose completion is a requirement – of one of the three varieties – of signing up for the subject in question.

## CHECKING YOUR COMPLETIONS IN THE DYNAMIC ETR CURRICULUM

You can check whether or not you have completed a subject or its subject elements in the dynamic curriculum on the ETR. To access it, log into the ETR, click on 'Training' > 'Orientations, trainings' > . If you have completed a subject, you should find a green tick next to the subject's code.

Due to the fact that it is possible – though unlikely – that some of your completions don't get entered into the ETR even though you have completed them, it is highly recommended that you regularly check the dynamic curriculum to see if what you completed actually appears as completed in the ETR. If it doesn't, please contact the department responsible for the subject without delay, because if you don't have everything completed in a module by the time you are already about to enter the next one (after the basic module – before entering the pre-clinical module; after the pre-clinical module – before entering the clinical module) then, you will not be permitted to enter the next one (nor will you be able to graduate without everything appearing completed in the ETR).

**In fact, we urge you to check your completions right now, as well as immediately after every examination period.**

## OFFICIAL NOTES

There are certain decisions – permissions or rejections mostly – concerning your studies ranging from late course registration permissions to credit transfer permissions. These decisions are available and printable on the ETR as soon as they are uploaded: Log in, click on 'Training' > 'Orientations, trainings' > 'Official notes'.

## UNIVERSITY REGULATIONS

The University and its faculties have their own regulations. If there are any areas you're not sure you understand or wish to learn more about, you can look up

- the main [Academic and Examination Regulations of the University of Szeged](#),
- the [Faculty Academic Regulations of the Faculty of Medicine](#), and
- the [Academic Regulations of the Faculty of Dentistry](#).

In closing, be sure to check out [the website of the Foreign Students' Secretariat](#), where you can find additional information, updates and news. In hope that you will find this guide useful, allow us to wish you good luck and many successful examinations!