



## IMPORTANT DATES AND INFORMATION REGARDING THE FALL SEMESTER OF THE ACADEMIC YEAR 2024/2025

Dear Students,

Please see the below deadlines as a reminder regarding the pre-scheduled exams belonging to the fall semester of 2024/2025:

PRE-SCHEDULED EXAM PERIOD – 2024/2025 fall semester (between August 21 – August 23, 2024)	
TASK	DEADLINE/PERIOD
Enrolment for the next semester in Neptun	August 15, 2024 8am – August 31, 2024 12am (midnight)
Registering for exam courses (in the language taken up previously)	August 15, 2024 9am – September 6, 2024 12am (midnight)
Registering for the pre-scheduled exams in Neptun	<b>August 15, 2024 9am – August 16, 2024 12pm (noon)</b>

### 1. Schedule of the academic year and subject registration

Based on the schedule of the academic year 2024/2025 and the regular [timetable](#) the fall semester will begin with personal presence. Finalizing the timetables on the website of the Registrar's Office: August 14, 2024.

**The first day of the instruction period will be September 2, 2024 (Monday).**

You can find the detailed deadlines and duties of the semester start in the [schedule of the academic year](#) on the website of the Registrar's Office. Please read it thoroughly in order to successfully keep the deadlines.

**ATTENTION!** The most important deadlines of the registration period are listed below and can be checked in detail on the abovementioned link.

REGISTRATION PERIOD – fall semester 2024/2025* (between August 15 – August 31, 2024)	
TASK	DEADLINE/PERIOD
Enrolment for the fall semester in Neptun	<b>August 15, 2024 8am - August 31, 2024 12am (midnight)</b>
Taking up and dropping obligatory subjects	<b>August 15, 2024 9am - August 28, 2024 12am (midnight)</b>
Taking up and dropping obligatory subjects for students progressing according to the recommended curriculum to the group registered in Neptun	<b>from August 15, 2024 9am</b>



Taking up and dropping obligatory subjects <u>to the group registered in Neptun</u>	from August 24, 2024 8am
Taking up and dropping obligatory subjects <u>to any group</u>	August 26, 2024, 8am - August 28, 2024 12am (midnight)
Taking up and dropping exam courses (in the language taken up previously)	<b>August 15, 2024 9am -</b> September 6, 2024 12am (midnight)
Registration for the prescheduled exams in Neptun	<b>August 15, 2024 9am – August 16, 2024 12pm (noon)</b>
Taking up criterion requirements	<b>August 15, 2024 9am -</b> September 6, 2024 12am (midnight)
Dropping criterion requirements	<b>August 15, 2024 9am -</b> September 4, 2024 12am (midnight)
Taking up elective and optional subjects	August 26, 2024 9am - September 6, 2024 12am (midnight)
Dropping elective and optional subjects	August 26, 2024 9am - September 4, 2024 12am (midnight)
Checking own course list (checking the list of registered obligatory subjects)	until August 31, 2024 12am (midnight)

**\*ATTENTION!** August 19-20. are not working days.

**IMPORTANT!** Please read the detailed schedule of the registration period thoroughly, with specific attention to the subject- and course registration, especially the registration of obligatory subjects which will be carried out as follows in accordance with the above dates:

- ✓ In **the first period** of the obligatory course registration, those students who progress in line with their recommended curriculum are entitled to sign up in the given subject to the group assigned for them in Neptun. After this, students lose their advantages coming from following the recommended curriculum regarding the given subject and can register for their study group only there are free places.
- ✓ In **the second period** of the obligatory course registration every student is entitled to sign up in the given subject to the group assigned for them in Neptun.
- ✓ In **the last period** of obligatory course registration every student is entitled to sign up to any groups recorded in Neptun depending on the number of free spots. **Registration for obligatory subjects closes on August 28, 2024 (Wednesday) 12am (midnight)**

**Please be aware** that one's registration for small-headcount activities (seminars and practices) is merely an indicative measure towards the course director. Changing and altering the size of the study groups, as well as determining their final structure is entirely within the authority of the course directors.

**Furthermore, in order to avoid having overlaps in the course schedule, students who are considered to follow their curriculum should pay special care to register their obligatory subjects in their own assigned study groups** and not sign up for spots in the other groups during the course registration period.

**IMPORTANT:** The virtual, so-called T0 course groups will only be available **on the last two days [August 27 (Tuesday) - August 28 (Wednesday)]** of the registration period of obligatory subjects. Please only register for this group only if there are no more free places in your own group or in other groups.



**IMPORTANT:** In order to be able to sign up for pre-scheduled exam(s), first you have to register the exam course. You will see the dates of pre-scheduled exams of a given subject in Neptun only after registering the exam course.

**Elective and optional subjects:** You can find the list of elective and optional subjects of the School in the [course descriptions](#) on the webpage of the Registrar's Office.

Please note, that in order to ensure an optimal progress of your studies it is suggested to register at least 32 credits per semester.

**ATTENTION!** We hereby inform you that you will be able to reach the new web surface of Neptun for students from September 30, 2024. Until then please choose the "Login to the old Neptun student web" option on the <https://neptun.pte.hu/en/neptun> page. By choosing the Login to the new student web you would get the following error message currently: "No access rights based on institutional settings!". In order to avoid unsuccessful login attempts please choose the Login to the old student web function until September 30.

## 2. Unsettled debts and tuition fee payment obligation

We would like to inform you that the Faculty had set a first payment deadline (**August 9, 2024**) for the students' payment obligations of the 2024/2025 fall semester. Please note that those students who have not settled their previous tuition fee or other debts (C chance fee, fee for uncertified absence from examination, any other previous debt) until August 9, 2024 will not be entitled to take exams in the prescheduled exam period.

**PLEASE BE AWARE** that the rules and methods of cash payment at the University of Pécs have been changed effective from the 30<sup>th</sup> of June, 2024. Detailed information about these may be found at [this link](#). We recommend paying your tuition and the rest of the fees intended for the university primarily through Neptun by card or via bank transfer.

## 3. Health aptitude test

We call your attention that according to Article 2 (5) of Annex 2 of the Code of Studies and Examinations students who do not have valid health aptitude test result issued by the Centre for Occupational Medicine of the University cannot carry out health care activities or in classes with patient contact and will be banned from taking exams in the exam period!

## 4. Services of the Registrar's Office

### Electronic administration:

During working hours (between 8:00 AM and 4:00 PM), our colleagues are at the students' disposal via phone and e-mail. They may be contacted through the means listed on the website of the Registrar's Office.

The Registrar's Office ensures the means of **electronic administration** for the students without the need for personal visits to the office, by offering the option of issuing electronically signed official documents. Due to the uncertain and time-consuming nature of postal deliveries the Registrar's Office is working on modernizing and updating this process and recommends everyone to open an account for the „client gateway” for handling any such procedures.



Electronic documents and any related deliveries may be sent to the client gateway of the Registrar's Office. The address (code) of the RO's account for the client gateway is: PTEAOKTH.

For those students who do have an account for the client gateway and have also given their consent to electronic administration, the Registrar's Office sends their official documents to the client gateway account primarily. Please, give your consent to the electronic administration by submitting the "**Statement of the student on giving consent to the electronic administration**" form in Neptun under **Requests/Available request forms**.

### Customer service of the Registrar's Office

#### Opening hours of the Registrar's Office for students:

Monday – Friday: 9.00 – 12.00  
Wednesday: 9.00 – 15.00  
Tuesday – Thursday: 13.00 – 15.00

The Registrar's Office is open for handling study-related matters, which happens in the order of arrivals, according to the queue-management system. For the Registrar's Office to be able to help as many students as possible each day, everyone is kindly asked to only come personally to the RO with matters that may be quickly resolved and don't require extended consultations.

In case any student happens to have questions that would require a discussion and advice from our colleagues, we recommend booking an appointment for personal consultation.

#### Personal Consultations

Please be aware that for the means of supporting the students' study progress the Registrar's Office introduced an option for personal consultations during its opening hours. During these appointments, the students may inquire about their progression, their course registrations, transfer options, as well as matters related to passivation and finances from our colleagues.

Students may book an appointment for one of these 30-minute consultations on the website of the Registrar's Office [on this link](#) also available.

The consultations are held at the inside offices of the Registrar's Office, therefore everyone who booked an appointment is kindly asked to wait on the corridor until they are called by our colleagues.

There is no possibility for issuing documents or other types of certifications (e.g. student status or credit certificates) during these consultations and the number of appointments is also limited, therefore in these simpler matters that do not require a discussion, please continue to use the available means of electronic administration or the regular service provided by the Registrar's Office.



### Immigration InfoPoint

We would like to draw your attention that the Immigration InfoPoint is available at the Registrar's Office. Please, turn to our colleague regarding the administration process of residence permit or any questions arising during the procedure on the below contacts or during personal customer service:

Ambrus Orsolya Katalin (+36-72-536-000 ext.: 39502 [enterhungary1@aok.pte.hu](mailto:enterhungary1@aok.pte.hu))

In case of further questions, the students may contact their administrative officers via the [contacts listed on the website of the Registrar's Office](#).

We wish you a successful semester!

Sincerely,

dr. Nóra Baán  
Registrar