

Essential information regarding the 1st semester of the academic year 2023/2024
UNIVERSITY OF SZEGED, FACULTY OF PHARMACY

Important dates:

- * **NEPTUN ranked course registration:** from August 28 to September 02, 2023
- * **NEPTUN regular course registration** for pharmacy students:
September 06, 2023 20:00 – September 24, 2023 23:59
- * **Neptun exam registration period** for pharmacy students:
from December 06, 2023 19:00

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

Deadlines:

Tuition fee has to be credited in full: September 26, 2023
Registration for the semester: until September 24, 2023
Thesis to be submitted: March 10, 2024 (5th year pharm. students)
Thesis topics to be submitted: October 03, 2023 (4th year pharm. students)
Credit transfer requests to be submitted (for 1st year pharm. students only):
between August 28 and September 10, 2023 **ONLY IN MODULO**

Academic periods:

1st semester

Education period: September 11 – December 16, 2023
Examination period: December 18 – December 23, 2023
and January 2 - February 03, 2024
Repeat examination period: February 05 – February 10, 2024
Fall break: -
Winter break: December 24, 2023 – January 1, 2024
(The university is closed, no exams.)
Holidays: October 23, November 1

2nd semester

Education period: February 12 – May 18, 2024
Examination period: May 21 – June 29, 2024
Repeat examination period: July 01 – July 06, 2024
Spring break: March 28 – April 02, 2024
Holidays: March 15, May 1, May 20

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: <http://www.pharm.u-szeged.hu/english/for-students/study-plan/study-plan> (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 **not possible!**

ATTENTION! After this deadline, late course registration or deregistration is only possible by submitting your request to the Dean by using this form: <http://www.pharm.u-szeged.hu/english/late-course-registration/late-course-registration>

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: <http://www.pharm.u-szeged.hu/english/for-students>

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.**

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

University of Szeged
IBAN: HU79-10004885-10002010-00120335
Bank name: Hungarian State Treasury
(correspondent: Hungarian National Bank, SWIFT code: MANEHUHB) Bank address: H-1054 Budapest, Hold u. 4.

Cash payment is not possible.

In case the students' academic progress does not follow the suggested study plan, tuition fee is calculated as follows:

In case of 1-6 taken credits	-70% reduction of one semester's tuition fee*
In case of 7-15 taken credits	- 50% reduction of one semester's tuition fee*
In case of 16-20 taken credits	- 30% reduction of one semester's tuition fee*
In case of 21 or more taken credits	full (100%) semester's tuition fee* is requested

*Examination course fee/compulsory elective/elective/criteria subjects are 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 into active on Neptun.

Please don't forget: **course registration= payment obligation!!!** If you don't drop your courses until the end of the Neptun course registration period, you have to pay tuition fee for your taken courses!!

Registration requirements:

- **Tuition fee** has to be credited to the University's bank account by September 26, 2023. Please make sure that your fees are paid well in advance so that they arrive by the deadline.
- 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 Registrar's Office.
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 Registrar's Office.)
- **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.

UNLESS YOU OBTAIN AN ACTIVE STUDENT STATUS BY THE DEADLINE 13th of October 2023, 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. Please note, with the deletion of your courses your payment obligation will remain! You can continue your studies after paying your debt.

Attendance of classes: About the possible absences please ask the instructors of the related departments!

Obligation to report changes to the Registrar's Office: If there is a change in your personal data (address, e-mail address, telephone number etc.) you are required to *notify the Registrar's Office 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 Registrar's Office.

ATTENTION!

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).**

The University of Szeged has **abolished the three course registration limit per subject**. Currently, students can decide to take a non-completed subject as a regular course or as an examination course. Taking a subject as an examination course is still limited in that 1) it can only be taken if the student had previously failed an examination in the subject in question at least one time, 2) not all subjects are offered as examination courses by the departments in every semester, and 3) no more than two examination courses can be taken in any given semester.

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 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.

The completed form has to be submitted in person at the Registrar's Office or by email.

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

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>