

Procedure for taking the courses of Scientific Work 1, 2, 3, and 4 (GYTKKAM1481, GYTKKAM1482, GYTKKAM1483, GYTKKAM1484)

Consider! Scientific Work courses **cannot be** taken in parallel with the Preparation of Diploma Work courses on the same topic!

I. If the Scientific Work is carried out in the departments of Faculty of Pharmacy

1. The student and the supervisor announcing the topic of the Scientific Work agree on their cooperation to start the scientific work, and then they fill in the data in the header of the "Scientific Work" sheet, which can be downloaded from the faculty website.
2. The head of the department advertising the topic of the scientific work certifies that he/she ensures the conditions for carrying out the scientific work in the department by signing and sealing the "Scientific Work" sheet.
3. The sheet of the "Scientific Work" should be submitted to the departmental study administrator after the acknowledgement of the head of the department.
4. The course data is recorded in Neptun by the departmental study administrator. The instructor of the course is the supervisor of the scientific work. The course receives a code referring to the department and the student:

GYTKKAM1481-<code of the department>-<initials of the student>-two-digit number

Letter codes referring to the departments of the Faculty:

Department of Pharmacognosy: phcog

Institute of Pharmaceutical Analysis: anal

Institute of Pharmaceutical Chemistry: chem

Department of Pharmacodynamics and Biopharmacy: phdyn

Department of Pharmaceutical Technology and Regulatory Affairs: tech

Department of Clinical Pharmacy: clin

The number following the student's monogram is used to distinguish students with the same monogram, and its allocation starts from 01 and proceeds continuously in consecutive academic years without number omissions.

E.g., The course code of Jennifer Smith who carries on a scientific work in the Institute of Pharmaceutical Chemistry:

GYTKAMM1481-chem-js-01

A single student can register for each course, i.e., the announced course gets a unique code that clearly distinguish the student and the department.

It is possible to announce and register for the course in the course registration period only. If the agreement between the student and the supervisor (the beginning of the scientific work) falls within course registration period, the student is already entitled to register for the course in that semester. If the agreement between the student and the supervisor (the beginning of the scientific work) falls after the course registration period, the student is entitled to register for the course in the following semester. Late registration for the course is not possible.

5. In the case of shared supervision, the names of all supervisors must be provided as instructors in Neptun along with the percentage of their contribution (except for the name of an external supervisor that cannot be provided as an instructor).
6. After recording the course in Neptun, the departmental study administrator gives the student his/her individual course code. The student should register for the course during the course registration period.
7. The departmental study administrator should submit the "Scientific Work" sheet to the person who is responsible for the student's scientific work in the department. Hereinafter, the person responsible for the student's scientific work carries on the administrative tasks related to the Scientific Work course in the department.
8. At the end of the semester, the supervisor evaluates the student's scientific work (five-grade evaluation). The evaluation is recorded on the Scientific Work sheet by the supervisor. The result then is recorded in Neptun by the departmental study administrator.

The supervisor of the scientific work will automatically give the best grade to a student who has given a talk at a local, national or international Student's Scientific Conference during the semester.

9. In the following semesters, 2nd, 3rd and 4th courses of the Scientific Work will be announced for the students by the departmental study administrator. The course codes remain as in the example above:

GYTKAMM1482-chem-js-01, GYTKAMM1483-chem-js-01 and
GYTKAMM1484-chem-js-01

The student must state whether he/she wishes to take the course in the following semester(s).

10. If the student continues the topic of the scientific work as a Preparation for Diploma Work from the seventh semester, he/she is no longer eligible to register for the Scientific Work course(s). If the student chooses a different topic for his/her diploma work then he/she can continue the scientific work in parallel and he/she is still entitled to take the courses of Scientific Work. Scientific Work courses 1, 2, 3 and 4 can be taken continuously once each starting from the 2nd semester.

II. If the Scientific Work is carried out in the departments of Faculty of General Medicine or Faculty of Science and Informatics participating in the training of pharmacists:

1. The student and the supervisor announcing the topic of the Scientific Work agree on their cooperation to start the scientific work, and then they fill in the data in the header of the "Scientific Work" sheet, which can be downloaded from the faculty website.
2. The head of the department advertising the topic of the scientific work certifies that he/she ensures the conditions for carrying out the scientific work in the department by signing and sealing the "Scientific Work" sheet.
3. The sheet of the "Scientific Work" should be submitted to the Registrar's Office of the Faculty of Pharmacy after the acknowledgement of the head of the department.

4. The course data is recorded in Neptun by the administrators of the Registrar's Office. The instructor of the course is the supervisor of the scientific work. The course receives a code referring to the faculty and the student:

GYTKKAM1481-<code of the faculty>-<initials of the student>-two-digit number

Letter codes referring to the faculty

Faculty of General Medicine: fgm

Faculty of Science and Informatics: fsi

The number following the student's monogram is used to distinguish students with the same monogram, and its allocation starts from 01 and proceeds continuously in consecutive academic years without number omissions.

E.g., The course code of Samuel Geoffrey Carpenter who carries on a scientific work in the Department of Biochemistry in Faculty of General Medicine:

GYTKKAM1481-fgm-sgc-01

A single student can register for each course, i.e., the announced course gets a unique code that clearly distinguish the student and the faculty.

It is possible to announce and register for the course in the course registration period only. If the agreement between the student and the supervisor (the beginning of the scientific work) falls within course registration period, the student is already entitled to register for the course in that semester. If the agreement between the student and the supervisor (the beginning of the scientific work) falls after the course registration period, the student is entitled to register for the course in the following semester. Late registration for the course is not possible.

5. In the case of shared supervision, the names of all supervisors must be provided as instructors in Neptun, along with the percentage of their contribution (except for the name of an external supervisor that cannot be provided as an instructor).
6. After recording the course in Neptun, the administrator of the Registrar's Office gives the student his/her individual course code. The student should register for the course during the course registration period.
7. The administrator of the Registrar's Office in the Faculty of Pharmacy transmits the Scientific Work sheet to the supervisor. Hereinafter, the supervisor carries on the administrative tasks related to the scientific work course in the department.
8. At the end of the semester, the supervisor evaluates the student's scientific work (five-grade evaluation). The result is recorded on the Scientific Work sheet. The result then is recorded in Neptun by the supervisor. The sheet of the "Scientific Work" should be submitted to the Registrar's Office of the Faculty of Pharmacy.

The supervisor of the scientific work will automatically give the best grade to a student who has given a talk at a local, national or international Student's Scientific Conference during the semester.

9. In the following semesters, 2nd, 3rd and 4th courses of the Scientific Work will be announced for the students by the administrator of the Registrar's Office. The course codes remain as in the example above:

GYTKKAM1482-fgm-sgc-01, GYTKKAM1483-fgm-sgc-01 and GYTKKAM1484-fgm-sgc-01

The student must state whether he/she wishes to take the course in the following semester(s).

The administrator of the Registrar's Office in the Faculty of Pharmacy transmit the Scientific Work sheet to the supervisor.

10. If the student continues the topic of the scientific work as Preparation for Diploma Work from the seventh semester, he/she is no longer eligible to register for the Scientific Work course(s). If the student chooses a different topic for his/her diploma work then he/she can continue the scientific work in parallel and he/she is still entitled to take the courses of Scientific Work. Scientific Work courses 1, 2, 3 and 4 can be taken continuously once each starting from the 2nd semester.

III. In the case of Scientific Work under the supervision of an external supervisor and an internal supervisor:

1. The student and the external supervisor announcing the topic of the Scientific Work agree on their cooperation to start the scientific work, and then they fill in the data in the header of the "Scientific Work" sheet, which can be downloaded from the faculty website.
2. The student and the internal supervisor agree on their cooperation to supervise the scientific work, and then they fill in the data in the header of the "Scientific Work" sheet, which can be downloaded from the faculty website.
3. The head of the department supervising the topic of the scientific work certifies that he/she ensures the conditions for supervising the scientific work in the department by signing and sealing the "Scientific Work" sheet.
4. If the Scientific Work is supervised by one of the departments of the Faculty of Pharmacy, then the procedure described in point I. shall be followed.
5. If the Scientific Work is supervised by one of the departments of Faculty of General Medicine or Faculty of Science and Informatics participating in the training of pharmacists, then the procedure described in point II. shall be followed.