



INFO SHEET

Essential information regarding the 1st semester of the academic year 2022/2023

Important dates:

- Neptun regular course registration period: 29.08.2022-18.09.2022
- Neptun exam registration period: 28.11.2022-03.02.2022

Academic periods:

- Education period: 05.09.2022-10.12.2022
- Examination period: 12.12.2022-28.01.2023
- Repeat examination period: 30.01.2023-04.02.2023
- Holidays: 01.11.2022, 26.12.2022

Deadlines:

- For the attention of the 2nd, 3rd and 4th year students: **tuition fee** has to be credited in 3 parts through Simple Pay system (online payment with bankcard) in Neptun. You have to pay through the Simple Pay System in Neptun, if you wish to be certain that your fees arrive in time. Right after your online payment in Neptun, the system changes the status of the tuition fee invoice from active to fulfilled.
- **Course registration** should be made from 29th August till 18th September.
- **“Only-exam” course registration** requests should be submitted till 18th September in MODULO.
- **Passive status requests:** from 29th August till 18th September in MODULO.
- **Exceptional study schedule requests:** 18th September in MODULO.
- **“Late” course registration and course dropping requests:** 07th October, 2022 in MODULO.
- **Credit transfer requests:** *for first year students:* from 22th August – 4th September 2022

Neptun course registration:

Please note that it is your right and obligation to sign up for every compulsory course before the course registration period closes (18th September).



Make sure you sign up for all your courses:

- lectures and practices / seminars
- physical education (2 semesters required during your studies)
- optional courses (12 credits required during your studies)

For course registration use the recommended study plans and your timetable!:

Nurse BSc: <http://www.etszk.u-szeged.hu/english/in-english/nurse>

Physiotherapist BSc: <http://www.etszk.u-szeged.hu/english/in-english/physiotherapist>

Timetables: in Coospace/ News from the Secretariat of International Programs

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 07th October, 2022 by submitting your request in Modulo.

The fee for the late course registration: 1500 HUF procedural fee + 500 HUF/ subject (from the 2nd subject).

The fee for the late course *deregistration*: 1000 HUF procedural fee/ subject

Tuition fee:

If you are not able to pay through the Simple Pay system in Neptun, it can be made via wire transfer in the following way:

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, NEPTUN code, name of the program (Physiotherapist BSc or Nurse BSc) and your semester (first, second etc).

Bank account number:

University of Szeged

IBAN: HU79-10004885-10002010-00120335

Bank name: Hungarian State Treasury

Bank address: H-1054 Budapest, Hold u. 4.

Swift code: HUSTHUHB

Cash payment is not possible!

In case the students' academic progress does not follow the suggested study plan, tuition fee might be changed according to the "Regulations on the reduction of tuition fees":

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

Registration

You are required to register for each semester in order to have an active student status. The registration is conducted online: once you complete all the registration requirements, your status will be activated in Neptun.

Registration requirements:

- **Tuition fee** (1st instalment) has to arrive to the University's bank account by 9th September, 2022. Please make sure that your fees are paid well in advance (in the case of wire transfer) so that they arrive by the deadline.

- **Valid residence permit.** Please check in 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 of International Programs.

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:** at the Students' Service Office you can sign the contract and can get the card. Your tuition fee includes the price of the insurance.

- You are required to settle your **repeat examination fees and other fees** before the examination registration period, as uncompleted fees on Neptun might block your examination registration.

UNLESS YOU REGISTER PROPERLY BY THE DEADLINE, YOUR ACTIVE STUDENT STATUS AND COURSE REGISTRATIONS WILL BE SUSPENDED.

Furthermore, you are not eligible to receive any certificate or transcript until your registration is complete.

Attendance of classes:

Please read the requirements of attendance thoroughly in all your practice and lecture *course descriptions* in the university *Coospace* site. They might be different.

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 to the relevant teachers who declare the way

of catching up. These completed requests have to be submitted to the Secretariat of International Programs.

ATTENTION!

- 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.

- Under the present Higher Education Act, students can repeat an examination in a certain subject 5 times during the whole course of studies (6 examination chances altogether in any given subject).

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.*”

Student card

The *first year students* receive detailed information about requesting for a student card.

For the attention of the *second, third and fourth year students*:

The student card stickers for the present semester will be available at the Students' Service Office (in TIK). You can get it, only if you have an active student status in Neptun.