

Important dates:

- * **NEPTUN** ranked course registration: 20 --25 August, 2018
- * **NEPTUN** course registration:
29 August, 2018 20:00 – 16 September, 2018 23:59
- * **Exam registration period:** 28 November, 2018 20:00 – 1 February, 2019 23:59

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

Deadlines:

Tuition fee has to be credited in full: 15 September, 2018

Academic periods:

1st semester

Education period: 3 September – 8 December, 2018
Examination period: 10 December, 2018 – 26 January, 2019
Repeat examination period: 28 January – 2 February, 2019
Autumn break: 22 October – 24 October, 2018
Holidays: 23 October, 1 November
Winter break: 24 December, 2018 – 1 January, 2019

NEPTUN course registration:

Make sure you sign up for all your courses:
 - lectures and practices / seminars
 - examination courses
 - Physical Education (2 semesters required)

IMPORTANT

Under the present Study and Examination Regulations of the University of Szeged – in exceptional cases - change in course registration or late course registration is only possible between 17-21 September, 2018 (5 days!). Please register for your courses properly.

NOTE!- It is your responsibility to check the fulfillment of the requirements of courses you wish to register!

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. Only one semester can be paid at one time. The amount of the tuition fee appears in NEPTUN in HUF for which a fixed rate of exchange will be decided by the University of Szeged.

More: www.med.u-szeged.hu/fs/tuition-fee

Make sure that the exact amount of your tuition fee is credited to the University's account. Before transferring the amount ask your bank about intermediary banks and transfer fees. Please note that in order to keep your student status active the tuition fee must be paid until the deadline (The bank transaction must to be started by the deadline). If you fail to fulfill your payment obligation until the given deadline after getting warned: your NEPTUN status will change to passive and all your registered courses will be deleted.

Payment can be made the following ways:

1. **by credit transfer:** *Please note: NEPTUN code, name of the student, the semester paid*
Before transferring ask your bank about intermediary banks and transfer fees!

University of Szeged
 USD account: IBAN: HU94-1000-4012-1000-8016-0022-0332
 EUR account: IBAN: HU79-1000-4885-1000-2010-0012-0335
 Bank name: Hungarian State Treasury
 (correspondent: Hungarian National Bank, SWIFT code: MANEHUHB)
 Bank address: H-1054 Budapest, Hold u. 4.
 Swift code: HUSTHUHB

2. **by card online in NEPTUN:** *check your limit, NEPTUN HUF amount should be paid*

3. **by card at the Students' Service Office:** *check your limit, NEPTUN HUF amount should be paid*
 University of Szeged Study and Information Centre
 Szeged, Ady tér 10

Cash payment is NOT POSSIBLE!

According to the 4.3 paragraph of the Rules and Regulations of Tuition Fee-Paying Students of the Faculty of Dentistry students may request a reduction of the tuition fee:

Fee of attending <u>three or more</u> compulsory and additional compulsory elective or elective courses	100% of one semester's tuition fee*
Fee of attending <u>two</u> compulsory and additional compulsory elective or elective courses	75% of one semester's tuition fee have to be paid*
Fee of attending <u>one</u> compulsory and additional compulsory elective or elective courses	50% of one semester's tuition fee have to be paid
Fee of taking courses that do not involve class attendance (exam course)	20% reduction of one semester's tuition fee can be requested

*Examination course fee / compulsory elective / elective / criteria subjects are included!

The request for tuition reduction should be submitted in the MODULO 10 days prior to the tuition fee payment deadline.

Registration: You are required to **register for each semester** in order to have an active student status.

Registration requirements:

- **Tuition fee** has to be credited to the University's bank account in full.
- Valid **residence permit**. Please check in 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 Secretariat.
Please note that you have to apply at the Immigration Office for a renewal of your residence permit card 30 days before it expires!

- Settled outstanding balance for **youth hostel fees** and **medical treatment costs**
- Valid **Medical Fitness Certificate** (completed medical check-up by the University Doctor)

IF YOU DO NOT REGISTER PROPERLY 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 completed! Not keeping the deadlines shall entail a penalty of payment and will prevent the student from registering for examinations. In case of paying after the deadline or failing to request a tuition fee reduction you may submit a request for the Dean's permission in the MODULO.

Attendance of classes: If the absence does not exceed 15% of the total number of classes, students are not obliged to provide a certificate justifying the absence. If the absence falls between 15% and 25% of the total number of classes, students may only make up for the missed classes if they provide a certificate. The departments have the right to refuse the acceptance of a semester if the student missed more than 25% of the practices and did not make up for the absences.

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

Essential information regarding the 1st semester of the academic year 2018/2019

ATTENTION!

Examination Course (if it is announced by the Department concerned). **Incomplete courses can be taken as examination courses only as a second course registration. Requests for exam courses have to be submitted in MODULO on a Request Form Directed at the Academic Board.**

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.

Dentistry Program Credit Requirements: Basic Module 80 credits, Preclinical Module 52 credits, General Clinical Module 103 credits, Dental Clinical Module 25 credits; compulsory elective courses 25 credits, elective courses 15 credits

ATTENTION! NO INDEX BOOK

• In accordance with the decision of the Faculty of Dentistry, from the academic year 2016/2017, the index book was gradually withdrawn from the academic administration. Academic progress is recorded in [NEPTUN](#). The examination results are registered directly in [NEPTUN](#) by the Departments. In case of any discrepancy concerning the written examination results, the test-paper should be investigated.

• In case of oral examinations, students have to print the "Course & Mark Registration Sheet" (under Studies/ Grade Book / "Print fulfillment page") from their own [NEPTUN](#) site, which has to be presented before starting each oral examination. Students must prove their identity with an official document bearing their picture and their personal data (passport/ID card/student card).).

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>