



IMPORTANT DATES AND INFORMATION REGARDING THE FALL SEMESTER OF THE ACADEMIC YEAR 2023/2024

Dear Students,

Please see the below deadlines as a reminder regarding the pre-scheduled exams belonging to the fall semester of 2023/2024:

PRE-SCHEDULED EXAM PERIOD – 2023/2024. fall semester (between August 23 – August 25, 2023)	
TASK	DEADLINE/PERIOD
Enrolment for the next semester in Neptun	August 21, 2023 8am – September 2, 2023 12am (midnight)
Registering for exam courses (in the language taken up previously)	August 21, 2023 9am – September 8, 2023 12am (midnight)
Registering for the pre-scheduled exams in Neptun	August 21, 2023 9am – August 22, 2023 9am

1. Schedule of the academic year and subject registration

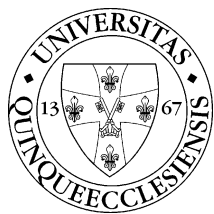
Based on the schedule of the academic year 2023/2024 and the regular [timetable](#) the fall semester will begin with personal presence. Finalizing the timetables on the website of the Registrar's Office: August 18, 2023.

The first day of the instruction period will be September 4, 2023 (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 2023/2024 (between August 21 – September 2, 2023)	
TASK	DEADLINE/PERIOD
Enrolment for the fall semester in Neptun	August 21, 2023 8am - September 2, 2023 12am (midnight)
Taking up and dropping obligatory subjects	August 21, 2023 9am - August 30, 2023 12am (midnight)
Taking up and dropping obligatory subjects for students progressing according to the recommended curriculum to the group registered in Neptun	from August 21, 2023 9am



Taking up and dropping obligatory subjects <u>to the group registered in Neptun</u>	from August 26, 2023 8am
Taking up and dropping obligatory subjects <u>to any group</u>	August 28, 2023, 8am - August 30, 2023 12am (midnight)
Taking up and dropping exam courses (in the language taken up previously)	August 21, 2023 9am - September 8, 2023 12am (midnight)
Registration for the prescheduled exams in Neptun	August 21, 2023 9am – August 22, 2023 9am
Taking up criterion requirements	August 21, 2023 9am - September 8, 2023 12am (midnight)
Dropping criterion requirements	August 21, 2023 9am - September 6, 2023 12am (midnight)
Taking up elective and optional subjects	August 28, 2023 9am - September 8, 2023 12am (midnight)
Dropping elective and optional subjects	August 28, 2022 9am - September 6, 2023 12am (midnight)
Checking own course list (checking the list of registered obligatory subjects)	until September 2, 2023 12am (midnight)

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:

- ✓ From the first day of the registration period till the **fifth day**, 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.
- ✓ On the **sixth day of the first week** of the course-registration period (**Saturday**) from 8am every student is entitled to sign up in the given subject to the group assigned for them in Neptun.
- ✓ On the **first day of the second week** of course-registration period (**Monday**) from 8am 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 30, 2023 (Wednesday) 12am (midnight)

We would like to **call your attention** that the students' registration for a certain group in case of small-grouped classes (seminar/practice) is only an expression of intention, setting up the final groups is the course director's authority.

IMPORTANT: The virtual, so-called T0 course groups will only be available **on the last two days [August 29 (Tuesday) - August 30 (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..

2. Unsettled debts and tuition fee payment obligation

We would like to inform you that the Faculty had set a first payment deadline (**August 11, 2023**) for the students' payment obligations of the 2023/2024 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 11, 2023 will not be entitled to take exams in the prescheduled exam period.

3. Health aptitude test

We call your attention that according to Article 15 (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

Monday – Wednesday – Friday: 9.00 – 12.00

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 a link also available under the Contacts option.

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 colleagues regarding the administration process of residence permit or any questions arising during the procedure on the below contacts or during personal customer service:

Sámócziné Magó Barbara (+36-72-536-000 ext.: 39501, enterhungary1@aok.pte.hu)

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

Illi Zoltán (+36-72-536-000 ext.: 36014 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