

Essential information regarding the 1st semester of the academic year 2023/2024

Important dates:

- * **NEPTUN course registration** for dentistry students:
06 September 2023, 20:00 – 24 September 2023, 23:59
- * **Exam registration period** for dentistry students:
from 06 Dec 2023, 19:00

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

Academic period:

- 1st semester:**
- Education period:** 11 September, 2023 – 16 December, 2023
- Examination period:** 18 December 2023 – 3 February, 2024
- Repeat examination period:** 05 February, 2024 – 10 February, 2024
- Holidays:** -

Deadlines:

In order to pay the tuition fee, please, follow the deadlines below:

- 1st instalment (50%): 11 September 2023
- 2nd instalment (25%): 10 October 2023
- 3rd instalment (25%): 11 November 2023

After you have completed the payment, please, do not forget to send the proof of the transaction to your academic officer.

NEPTUN course registration:

Course registration starts on 06 September 2023 20:00
Make sure you sign up for all your courses:

- lectures and practices/seminars
- examination courses
- Physical Education (2 semesters required in the basic module)

IMPORTANT

Please register for your courses properly. Compulsory courses, and criteria courses must be registered. Do not forget the practices.

NOTE! – It is your responsibility to check the fulfilment of the requirements of courses you wish to register!

Tuition fee:

Please, make sure that the exact amount of your tuition fee is credited to the University's account. Please, note that in order to keep your student status active, the tuition fee must be paid until the deadline. If you fail to fulfil your payment obligation until the given deadline, your NEPTUN status will change to passive and all your registered courses will be deleted.

If you fail to fulfil the 1st instalment of the tuition fee (50%) in NEPTUN until 11 September 2023, your student status in Neptun will be changed to passive and all your registered courses will be deleted. If this happens, after the late payment of the given instalment (when the amount arrived and was booked) your courses will be registered back by the Academic Office.

Payment methods:

1. **by credit transfer:**

When doing the transaction, please, do not forget to indicate your NEPTUN code and name in the comment section. Before transferring, please, ask your bank about intermediary bank 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: HUSTHUB

* If the bank transfer fee will be taken away from your paid fee, your payment will remain uncompleted, which can cause serious problems at the time of the beginning of the exam registration: with this debt, you cannot register for exams; therefore, you might lose the choice to grab the best exam dates.

2. online in NEPTUN (via SIMPLE PAY):

Log in to NEPTUN, go to „Finances/Payments”, tick the instalment(s) you want to pay, click on „Pay In”, then follow the instructions.

Tuition fee reduction:

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

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

IMPORTANT: The request for tuition reduction should be submitted in the MODULO 15 days prior to the tuition fee payment deadline (Interfaculty Forms/ Request form directed at the Academic Board).

Registration:

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

Registration requirements:

- Tuition fee has to be paid by the given deadlines. **Paying the 1st instalment (50%) by 11 September 2023 is compulsory for everyone.**
- You need to **register for at least one of the courses of the program that is worth at least one credit** by the end of the course registration period
- 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**

IF YOU DO NOT 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 completed! Not keeping the deadlines shall entail a penalty of payment and will prevent you 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.

Passive student status:

The request for a passive status should be submitted in Modulo until 24 September 2023 (Interfaculty forms/Request for a passive status).

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 (Tisza Lajos körút 83).

With your academic concerns please, turn to the responsible academic officer according to the following:

your officer is ETELKA CSÁSZÁRNÉ DANCSÓ

email: csaszarne.dancso.etelka@stoma.szote.u-szeged.hu

phone: +36 62 34 2513

your officer is ALEXANDRA CHAPPON

email: chapon.alexandra@stoma.u-szeged.hu

phone: +36 62 34 2513

Wishing you all the best for the upcoming semester.