



PAPER REGISTRATION

– How can I register for a semester?

All new students and all stipendium hungaricum scholarship holder students, who would like to be an active student, have to complete the personal “paper registration” at the Coordinating Centre for International Education (Room 212 of the Education Center). After the deadline you have to pay 15000 HUF/week.

– What happens if I miss the paper registration?

Your exam registration will be blocked if you miss the paper registration.

SUBJECT REGISTRATION

– How can I register for subjects?

STEP 1 - Declaration of semester status

First you should make a statement in “Administration” menu - “Enrollment/Registration” sub-menu whether you wish to be an active or passive student in this semester. Click on “[+]” at the end of the row of 2024/25/1 term. Then, in a pop-up window you have to declare your required status by choosing “Active” or “Passive”.

STEP 2 - Subject registration in case of choosing “Active” status Go to “Subjects” menu - “Register for subject” sub-menu!

Set “Terms” 2024/25/1!

By selecting „Subjects currently offered only” you can be sure to have only those subjects displayed on the subject list which is offered in the selected semester.

Then click on “List subjects”!

STEP 3 - Course registration

If you have found the required subject, click on the name of it and then a pop-up window appears with data of the selected subject. Under the “Subject’s courses” tab you can find the available courses listed.

Subjects can consist of 1, 2 or 3 courses: Lecture (Theoretical) and/or Seminar and/or Practical.

You have to select one from each course type, otherwise your subject registration will be unsuccessful.

Practices and in most cases Seminars can be found by groups. The group number is indicated at the end of the course code. e.g.: AOIGA03T9_Pr_03 => Practice for Gr.3. You will be able to sign up only for the course that belongs to your group. If you select a course with an incorrect group, your subject registration will be unsuccessful. You can check your group number in “Studies”/“Term data” menu, “Basic term data” tab, Study group.

- Why cannot I activate the semester/register for subjects?

- In case you cannot activate your semester/register for subjects in the Neptun system, most likely it means you have not paid your tuition fee of the previous semester yet. You



can inquire about your tuition fee balance via e-mail, at the following address: fercsak.eszter@edu.unideb.hu

- Or you might also have missing medical examinations. You can enquire about the details at the following address: lakatos.ildiko@edu.unideb.hu

- You will be able to activate your semester and register for the subjects if you do not have expired payment obligation in the NEPTUN.

Those students, who have EXPIRED and ACTIVE (=UNPAID) payment obligation(s) in the NEPTUN, will not be able to sign up for any exams. Until the fulfillment your exam registration will be blocked automatically.

– **When can I activate the semester/register for subjects?**

According to the Rules and Regulations a student has to declare at the beginning of the semester which subject(s) s/he would like to complete in the given semester. If you fail to sign up for a subject until the final deadline, you are not allowed to attend the classes and sit for the exam of that subject, even if you repeat a year because of that.

Attendance will be monitored from the first day on so it is highly recommended to register for all the compulsory subjects by that time in Neptun.

– **Can I register for subjects/deregister from subjects after the deadline?**

Taking/Cancelling subjects after the deadline with the Dean's permission only with paying late fee.

Neptun late fee

- 1-4 subjects: 15000 HUF
- 5-10 subjects: 45000 HUF
- 11 or more subjects: 75000 HUF

– **How many times can I register for a subject?**

According to the Rules and Regulations of the University of Debrecen students can register for a subject maximum 6 times in one-tier program.

If a student fails to complete a subject after 6 subject registrations, his/her student status will be automatically cancelled!

CREDIT

– **How many credits do I need to complete to obtain my degree?**

In order to obtain a medical degree, you need to collect 360 credit points during your studies.

The total of 360 credits should be accumulated by completing compulsory, required elective and freely chosen courses.

The amount of credits, a student has to collect from compulsory and required elective courses, depends on the academic year in which she/he started his/her studies.

Please find below a table that helps you calculate the required amount of credits:



	Compulsory (C)	Required elective* (CE)	Freely chosen elective (E)
start before academic year 2013/2014	286	56	18
start in academic year 2013/2014, 2014/2015, 2015/2016, 2016/2017	291	51	18
start in academic year 2017/2018	293	49	18

* credits for compulsory Hungarian Language subjects and Thesis (4 x 5 crp) go to CE points

Please carefully follow up your achieved credit points in each semester.

You can do that in NEPTUN: Studies / Term data menu

(subject type: obligatory = compulsory | elective = required elective | optional = freely chosen elective)

– When can I be a part-time student?

Students admitted to any of the programs of the faculties stipulated under sub-Section who are to maintain an active student status at the University shall pay the core tuition and register for

a) at least one main subject, or

b) one main subject and an indefinite number of elective subjects with the combined credit value of the two subject categories not exceeding 15 credit points altogether, or

c) elective subjects of a maximum credit value of 15 credit points

EXAM

– How can I register for my exams?

You will be able to sign up for exams if you do not have any expired payment obligation(s) in the NEPTUN.

Registration for the examination is possible until 11:59, noon on the working day before the examination.

Deregistration from an exam is possible until 23:59, midnight two working days before the exam.

Exam date on	Deregistration deadline	Registration deadline
Monday	Thursday 23:59	Friday 11:59
Tuesday	Friday 23:59	Monday 11:59
Wednesday	Monday 23:59	Tuesday 11:59
Thursday	Tuesday 23:59	Wednesday 11:59
Friday	Wednesday 23:59	Thursday 11:59

– How many exam chances do I have?

Students have 6 times 3 exam chances from each subject

If you use all your exam chances without completing the subject, you will not be able to continue your studies and your student status will be cancelled as according to Educational and Examination Regulations of the University of Debrecen the Dean terminates the legal



relationship of the student who started his/her studies in 2012 and later if the student does not get the credits for a subject after taking a total of six exams.

– **How can I register for my 3rd and then every further exam?**

Fee and payment for retake exam

- 1st exam from the same subject: FREE

- 2nd exam from the same subject: FREE

- 3rd and every other exam from the same subject REGARDLESS THE NUMBER OF SUBJECT REGISTRATION: 3000 HUF

If you have already used at least 2 exams from the same subject in the previous semester(s), in this semester you have to pay for the 1st exam.

You can check the number of your exam registration from a particular subject in NEPTUN: Exams / Taken exams; Filters: (Term: "All terms"); Put the "Subject" in alphabetical order!

PROCESS:

You have to pay the repeated exam fee via NEPTUN in advance before the exam registration. Payment method is available on the university website:

http://www.edu.unideb.hu/tartalom/downloads/paying_via_neptun_24_july.pdf

– **Can I improve my exam grade?**

If students wish to improve the grade or assessment that they have already received, they may do so in maximum two subjects per semester and once per subject within the examination period. The assessment and the grade received at the improving examinations shall be final and irrevocable, except if it is failed, which may be then improved in another retake according to the relevant regulations on failed examinations.

The grade received after the retake of a passed examination may not be improved any further.

– **How many exams can I take from one subject in a semester?**

Students can take 3 exams in a semester from one subject.

– **How can I check my grades?**

According to the RULES AND REGULATIONS a student is obliged to check all his/her results recorded in the NEPTUN system.

Your grades can be checked in NEPTUN: Studies menu/Gradebook sub-menu

– **How can I make an objection concerning my grades?**

Students may make an objection concerning their grades recorded in the academic system within two weeks following the end of the examination period at the lecturer/educational unit responsible for the course.



If the objection is justified the grade is to be corrected on the basis of the grade written on the exam paper, in the electronic academic system, on the exam sheet and on the course completion sheet as well.

If the objection is not justified by the lecturer/educational unit responsible for the course and is rejected, the student may turn to the Faculty Educational Committee at first instance and to the Committee for Student Matters of Legal Remedy at second instance.



EXAM COURSE

– What exam courses can I register for?

You can register for an exam course from those subjects that are offered according to the decision of the Dean of the Faculty if you have already got a signature from the subject.

– When can I register for an exam course?

Students have to register for the exam course during the subject registration period! Signing up for an exam course counts as signing up for a regular course and thus it is included in the number of courses/exams a student had signed up for!

CERTIFICATES

– How can I get a certificate/transcript?

You can request a certificate/transcript at the Registrar's Office by email.

– What is the fee of these documents?

Certificate: 500 HUF

Transcript: 2000 HUF

2nd and further copies of transcript: 500 HUF

– When cannot I get my transcript?

If you have tuition fee debt you cannot collect your transcript.

You have to get in contact with Ms. Eszter Fericsák regarding tuition fee related issues. (fericsak.eszter@edu.med.unideb.hu)

PRACTICES

– What practice do I have to complete before starting 3rd year?

Nursing practice:

Medical students at our university have to complete a basic nursing practice after the 1st OR 2nd year.

Duration of the practice is 4 weeks and it has to be spent at an in-patient hospital.

Requirements:

http://www.edu.unideb.hu/tartalom/downloads/clinical_practice_booklet_gm.pdf (page 3-4)

You can fulfil it at the university or outside of Hungary.

Nursing practice is a prerequisite for starting 3rd year.

– What practice do I have to complete before starting 4th year?

Internal medicine summer practice:

3rd year medical students have to complete a 3-week internal medicine summer practice before the 4th year.

You can fulfil it:



- at the university
 - outside the university; at hospitals that were accepted in previous years: You have to apply for the permission of the Sub-Committee for Educational Matters with the letter of acceptance.
 - outside the university; at hospitals that have never been accepted by our university: You have to apply for the permission of the Sub-Committee for Educational Matters with the letter of acceptance and accreditation form.
- Internal medicine summer practice is a prerequisite for starting 4th year.

– What practice do I have to complete before starting 5th year?

4th year summer clinical practice:

4th year medical students have to complete a 3-week summer practice before the 5th year. The aim of the practice is that students complete a practice in a field which is close to their interest. It can be completed in any clinical fields.

You can fulfil it:

- at the university
 - outside the university; at hospitals that were accepted in previous years: You have to apply for the permission of the Sub-Committee for Educational Matters with the letter of acceptance.
 - outside the university; at hospitals that have never been accepted by our university: You have to apply for the permission of the Sub-Committee for Educational Matters with the letter of acceptance and accreditation form.
- 4th year summer practice is a prerequisite for starting 5th year.

– What practice do I have to complete during the 4th year?

Block practices

4th year practices:

- 2*2 weeks Internal Medicine
- 1 week Obstetrics and Gynecology
- 2 weeks Surgery or Small Surgery

In the 1st semester:

2 weeks Internal Medicine

1 week Obstetrics and Gynecology OR 2 weeks Surgery/Small Surgery

In the 2nd semester:

2 weeks Internal Medicine

1 week Obstetrics and Gynecology OR 2 weeks Surgery/Small Surgery

(In case you choose Obstetrics and Gynecology in the 1st semester you have to choose Surgery/Small Surgery in the 2nd semester and vice versa!!!)

You can fulfil it:

- at the university
- outside the university; at hospitals that were accepted in previous years: You have to apply for the permission of the Sub-Committee for Educational Matters with the letter of acceptance.



- outside the university; at hospitals that have never been accepted by our university: You have to apply for the permission of the Sub-Committee for Educational Matters with the letter of acceptance and accreditation form.

– **What practice do I have to complete during the 5th year?**

5th year practices:

- 2*2 weeks Internal Medicine
- 1 week Neurology
- 2 weeks Pediatrics

In the 1st semester:

- 2 weeks Internal Medicine
- 1 week Neurology OR 2 weeks Pediatrics

In the 2nd semester:

- 2 weeks Internal Medicine
- 1 week Neurology OR 2 weeks Pediatrics

(In case you choose Neurology in the 1st semester you have to choose Pediatrics in the 2nd semester and vice versa!!!)

You can fulfil it:

- at the university
- outside the university; at hospitals that were accepted in previous years: You have to apply for the permission of the Sub-Committee for Educational Matters with the letter of acceptance.
- outside the university; at hospitals that have never been accepted by our university: You have to apply for the permission of the Sub-Committee for Educational Matters with the letter of acceptance and accreditation form.

– **When can I complete my block practice outside Hungary?**

Block practice period:

- it can be completed in the regular block practice period (week 11-12 and/or week 13-14)
- it can be completed after the end of the semester

Block practice can be done in a different period only at the expense of your examination period.

– **Can I complete my practice outside Hungary?**

You are allowed to complete the Block, Internal Medicine and 4th year summer practice outside of the University only with the prior permission of the Sub-Committee for Educational Matters.

You have to submit your request online via NEPTUN.

Please note the following:

- No request will be accepted after the deadline!
- Completion without permission will not be accepted!



Please contact the practice place beforehand whether it can issue the required document(s) on time. If they cannot assure you, do sign up for at the UD, Faculty of Medicine course as no request will be accepted after the deadline!
Completion without permission will not be accepted!

– **How can I submit the request online?**

In NEPTUN you should go to “Administration” / “Requests” menu, “Available request forms” tab and choose “(...) practice - Request to the Subcommittee for Educational Matters” option!

Fill the necessary fields then click on (Assign document) button and “+ Upload file” in the pop-up window and attach your PDF file(s)!

You will get a system message about the successful upload.

Click on (Back)!

Finally click on (Submit request) button!

You can check your submitted request in “Administration”/“Requests” menu, “Submitted requests” tab.

– **What document(s) do I have to attach?**

If you find the hospital (university) in the drop-down list: letter of acceptance (The list is in alphabetical order of country; town; hospital)

If you do not find it there, you have to choose the “OTHER” option (the last one) and fill the fields having appeared.

In this case you have to attach the letter of acceptance AND the questionnaire (accreditation) form.

Letter of acceptance:

<https://aok.unideb.hu/en/documents-forms>

Accreditation form:

[https://matters.it.unideb.hu/portal/displayDocument/Szervezeti%20t%C3%A1rak/Kari%20t%C3%A1rak/AOK/Dokumentumt%C3%A1r/Oktat%C3%A1s/Gradu%C3%A1lis%20k%C3%A9pz%C3%A9s/Egy%C3%A9b%20dokumentumok/accreditation form for hospitals.pdf](https://matters.it.unideb.hu/portal/displayDocument/Szervezeti%20t%C3%A1rak/Kari%20t%C3%A1rak/AOK/Dokumentumt%C3%A1r/Oktat%C3%A1s/Gradu%C3%A1lis%20k%C3%A9pz%C3%A9s/Egy%C3%A9b%20dokumentumok/accreditation+form+for+hospitals.pdf)

Only our forms are accepted and they have to be FULLY completed!

– **How can I submit the certificate about the completed practice?**

Submission of certificates about completed practices happens via NEPTUN system

You need to complete the following steps:



1. Make sure that all the data were filled in accurately! (location, date, tutor's name and signature, institution/clinic stamp)
2. Write your neptun code above "Certification" inscription! ONLY neptun code!
3. In NEPTUN you should go to "Administration" / "Requests" menu, "Available request forms" tab and choose "Acceptance of (...) Practice completion" option! Choose the practice from the drop-down list, then click on (Assign document) button and "+ Upload file" in the pop-up window and attach the picture of the relevant page of your practice booklet - preferably in pdf! You will get a system message about the successful upload.

Click on (Back)!

Click on (Next) and finally click on (Submit request) button!

You can check your submitted request in "Administration"/"Requests" menu, "Submitted requests" tab.

– **When do I have to submit the certificate about the completed practice?**

Students are obliged to collect the signature right after finishing the practice and upload it in NEPTUN right away.



MEDICAL CHECK-UP

– **What happens if I miss my appointment to the GP's Office?**

You can get a new appointment in room 212 and you'll have to pay 5000 HUF for it. In case of missed medical check-up your subject registration/exam registration will be blocked.

EXTENSION WEEK

– **When can I register for an exam in the extension week?**

Those students can take an exam in the extension week who have only 1 compulsory subject uncompleted from the semester's compulsory subjects if it is offered according to the decision of the Dean of the Faculty.

The exam can be A, B or C chance. (No improvement is possible!)

IMPORTANT!

A student can use extension week for an exam 2 times during his/her studies, but:

- If (s)he passes the exam in the extension week successfully then (s)he can get extension week 2 times again.
- If the student does not appear or fails the extension week exam will lose one of the extension week chances.
- If the student does not appear or fails the extension week exam the 2nd time (s)he cannot get extension week any more during the studies.

EXEMPTION

– **Can I get exemption from a subject?**

All requests concerning subject exemptions need to be submitted together with the application to the University (before the enrollment), as no subsequent requests in this matter shall be accepted. Applicants are obliged to provide information in this regard on the University application form.

GRADE AVERAGE

– **How can I calculate my grade average?**

The stipend index assesses both the quality and the quantity of the work of the students. For the calculation, the product of the credit values of subjects graded a pass or higher multiplied by their grades shall be divided by the total number of credits undertaken.

$$\text{Stipend index} = \frac{\sum \text{completed credits} * \text{grade} (>1)}{\sum \text{credits undertaken}}$$

REDUCTION

– **How can I get tuition fee reduction?**

1. University students in their second and upper years are eligible for a tuition fee reduction up to 20% of the full tuition fee should they fulfill the conditions stipulated herein.

Preconditions of eligibility are as follows:



- Registered, full-time enrollment status
- Payment of the yearly tuition fee in its entirety prior to 31st October of the 1st semester of the relevant academic year
- Standard academic progression in accordance with the model curriculum laid down in the relevant Course Bulletin
- Grade point average (hereinafter: GPA) of 4.50 or higher in the preceding semester (or two semesters in the case of equivalency of the GPAs of two or more students)

2. A new kind of tuition fee allowance has become available in the Academic Year of 2017/2018.

Anyone studying at the University of Debrecen having two or more siblings is entitled to apply for a 5% reduction of the tuition fee in case all the siblings have an active status at the University (that is registered in the Neptun system) in the current semester. The request form has to be submitted at the Coordinating Center for International Education. The application shall only refer to one semester.

The deadline for submission is 31st of October in the 1st semester and 31st March in the 2nd semester.

PHYSICAL EDUCATION

– **How many physical education do I need to complete during my studies?**

Students have to complete 3 physical education during their studies.

The registration is coordinated by the Department of Physical Education in Augustza!

THESIS

– **How can I register for the Thesis?**

It is compulsory to fulfil 4x5 credits Diplomawork courses (Thesis I-IV.) One course/semester. Diplomawork should be fulfilled at the latest second semester in the 6th year!

Step 1 - subject registration

Via the subject registration please choose that course name, which is equal with the name of the Supervisor's department.

Before the subject registration that is practical to agree with the supervisor in connection with the title of the Thesis.

Step 2 - completion of Thesis datasheet (in NEPTUN, Administration/Request menu, "Medicine - Thesis datasheet (...) " request form)

In line with the subject registration a thesis application via NEPTUN („Thesis datasheet") is necessary also. Application should contain the following data:

- Title of the Thesis
- Supervisor of the Thesis
- Supervisor's department
- STAMP of the Department



Before thesis application that is compulsory to agree with the supervisor in connection with the title of the Thesis. Students should fill in and upload the color scan of the form („[Letter of acceptance for thesis](#)”). The form should be certified by the signature of the supervisor. Without the „Letter of acceptance for thesis” the thesis application is not valid, and the subject registration will be deleted.