

**Procedure of the students' request (in Nurse BSc and Physiotherapist BSc training programs)**

**2024/2025 academic year 1st semester**

<b>Type of the request</b>	<b>Decision maker</b>	<b>Period for submission</b>	<b>Place of submission in Modulo</b>	<b>Route</b>	<b>Paper form</b>	<b>Notes</b>
<b>Request form directed at the Dean</b>	Dean	continuous, excepted: Exceptional exam requests directed at the Dean (specified period)	Interfaculty forms / Request form directed at the Dean (Appeal against the Academic Board's decision, Exceptional exam request, Other)	Suggestion of the Secretariat of International Programs – Suggestion of the relevant Department, if it is needed – Dean – closing: Hungarian Reg. Department	∅	Justification is required! Attaching documents verifying the justification is required!
<b>Request for a passive status (simple)</b>	Academic Board	course registration period 02.09.2024 – 22.09.2024	Interfaculty forms / Request for a passive status	Suggestion of the Secretariat of International Programs – Academic Board	∅	<i>“The number of passive semesters used cannot exceed the length of the programme” (Academic and Examination Regulation of the University of Szeged 6.3. point) “By means of a unilateral declaration, the university terminates the student status of students who have not registered for the upcoming semester three times in succession.” (Academic and Examination Regulation of the University of Szeged 6.7 point)</i>
<b>Request for a passive status (first semester)</b>	Academic Board	course registration period 02.09.2024 – 22.09.2024	Interfaculty forms/ Request for a passive status	Suggestion of the Secretariat of International Programs – Academic Board	∅	<i>“A student may request a passive semester in the first semester of their studies on justifiable grounds (childbirth, illness, accident or other unexpected cause beyond the control of the student)” (Academic and Examination Regulation of the University of Szeged 6.5 point) Justification is required! Attaching documents verifying the justification is required!</i>

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<b>Request for a passive status after the deadline</b>	Academic Board	till the finalization of the student legal statuses 23.09.2024 – 11.10.2024	Interfaculty forms / Request for a passive status after the deadline	Suggestion of the Secretariat of International Programs – Academic Board	∅	<i>In the case of childbirth or accident or illness or other unforeseen circumstances – reasons beyond the student's control</i> (Academic and Examination Regulation of the University of Szeged 6.6 point) Justification is required! Attaching documents verifying the justification is required!
<b>Requests for the reduction of the tuition fee</b>	Academic Board	HJTSZ 31§ (Regulations on fees) and Appendix no. 7 4§ of HJTSZ: The deadline is 15 days before the due date of the given instalment, but 25 <sup>th</sup> October or 25 <sup>th</sup> March is the latest!	Students' Service Office / Request for reducing the tuition fee (on the basis of the number and type of subjects)	Suggestion of the Secretariat of International Programs – Academic Board (financial order)	∅	Justification is required! Attaching documents verifying the justification is required!
<b>Request for course registration after deadline</b>	Academic Board	till the finalization of the student legal statuses 23.09.2024 – 11.10.2024	Interfaculty forms –/ Request for course registration	Suggestion of the Secretariat of International Programs – Suggestion of the Nursing or Physiotherapy Department – Academic Board (financial order: late fee: yes / no) - closing: Hungarian Reg. Department	∅	Justification is required! Attaching a document about the Instructor's support is required!
<b>Request for course deregistration after deadline</b>	Academic Board	till the finalization of the student legal statuses 23.09.2024 – 11.10.2024	Interfaculty forms / Request for deregistering from a course after deadline	Suggestion of the Secretariat of – Suggestion of the Nursing or Physiotherapy Department – Academic Board (financial order: late fee: yes / no) - closing: Hungarian Reg. Department	∅	Justification is required! Attaching a document about the Instructor's support is required!
<b>Request for an exceptional study schedule</b>	Academic Board	course registration period 02.09.2024 – 22.09.2024	Interfaculty forms / Request for an exceptional study schedule	Suggestion of the Secretariat of International Programs – Academic Board	∅	Justification is required! Attaching a document about the Instructor's support is required!

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<b>Request for an examination course / “onlyexam” course</b>	Academic Board	course registration period 02.09.2024 – 22.09.2024	Interfaculty forms / Request form directed at the Academic Board / Only exam course request	Suggestion of the Secretariat of International Programs – Suggestion of the Nursing or Physiotherapy Department Academic Board - closing: Hungarian Reg. Department	∅	Justification is required!
<b>Request for changing to another study program</b>	Academic Board	for the autumn semester 30 June (completion of a missing document until 15 July) for the spring semester 15 January (completion of a missing document until 30 January) (Academic and Examination Regulations of the Faculty Appendix No. 8.)	Interfaculty forms / Request form directed at the Academic Board – / Request for changing to another training program	Suggestion of the Secretariat of International Programs – Suggestion of the Nursing or Physiotherapy Department Academic Board - closing: Hungarian Reg. Department	∅	Justification is required!

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<b>Request for getting an exemption from completing a subject</b>	Academic Board	till the end of the educational period 09.09.2024 – 14.12.2024	Interfaculty forms / Request form directed at the Academic Board / Request for exemption from accomplishing a course	Suggestion of the Secretariat of International Programs – Suggestion of the Nursing or Physiotherapy Department - Academic Board - closing: Hungarian Reg. Department	∅	<i>“The acceptance of a previous completion occurs via exemption in cases of study units without credits assigned to them (physical education, professional training), which comes under the authority of the competent professional committee.”</i> (Point no. 3.2. of the Appendix no. 4. of the Academic and Examination Regulations of the USZ) It is obligatory to attach a certificate about completing the subject and a certified copy of the course description.
<b>Request for a regular credit transfer</b>	Credit Transfer Committee	According to the schedule <a href="http://web5.etr.uszeged.hu:8080/naptar/index.jsp?lang=english">http://web5.etr.uszeged.hu:8080/naptar/index.jsp?lang=english</a> see the Information about credit transfer at the Faculty of Health Sciences and Social Studies	Interfaculty forms / Regular credit transfer form	Suggestion of the Secretariat of International Programs – Suggestion of the Nursing or Physiotherapy Department - Credit Transfer Committee	∅	It is obligatory to attach a transcript certifying completion and a certified copy of course descriptions for proving the 75% equality.
<b>Request for a linked credit transfer</b>	Credit Transfer Committee	According to the schedule <a href="http://web5.etr.uszeged.hu:8080/naptar/index.jsp?lang=english">http://web5.etr.uszeged.hu:8080/naptar/index.jsp?lang=english</a> see the Information about credit transfer at the Faculty of Health Sciences and Social Studies	Interfaculty forms / Linked credit transfer form	Suggestion of the Secretariat of International Programs – Suggestion of the Nursing or Physiotherapy Department - Credit Transfer Committee	∅	
<b>Request for registering a grade after deadline</b>	Academic Board	-	Interfaculty forms / Request form directed at the Academic Board / Other reason	Suggestion of the Secretariat of International Programs – Academic Board	∅	Please always check after completion if your grade of a course or exam is registered in Neptun or not! Justification + Attaching the “REQUEST Form FOR REGISTERING A GRADE AFTER THE EXAM PERIOD” <a href="http://www.etszk.uszeged.hu/english/forcurrentstudents/forms">http://www.etszk.uszeged.hu/english/forcurrentstudents/forms</a>

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Application for the final exam				In the Modulo 16.09.2024 – 07.10.2024. 12.00		
Submitting and uploading thesis				In the Modulo 20.11.2024. 12.00		
Requests and case management based on the decision of the Equal Opportunities Committee of Student Counselling Centre	-	-	-	Secretariat of International Programs	✓	Based on the decision of the Equal Opportunities Committee of Student Counselling Centre
Request for terminating the student legal status	-	-	-	Secretariat of International Programs	✓	Form: <a href="http://www.etszk.uszeged.hu/english/forcurr/entstudents/forms">http://www.etszk.uszeged.hu/english/forcurr/entstudents/forms</a> It is obligatory to attach the filled in and signed Form of returning university properties!
<p>The deadlines of the course registration period, the finalization of the student legal status and the credit transfer period can be seen here:  <a href="http://web5.etr.u-szeged.hu:8080/naptar/index.jsp?lang=english">http://web5.etr.u-szeged.hu:8080/naptar/index.jsp?lang=english</a></p>						

*Faculty of Health Sciences and Social Studies, University of Szeged  
Secretariat of International Programs*