



Please fill this form with CAPITAL LETTERS!

**REQUEST FOR PREFERENTIAL COURSE SCHEDULE**

(Institutional ID: FI 58544)

Name: ..... Neptun code: .....

Date of birth: ..... Mother's name: .....

Study program: .....

Specialization: ..... Attendance type: full-time\* part-time\*

Address: .....

E-mail: .....

Phone number: .....

**Reason(s) for request submission:**

**Attached document(s):**

Date:..... Signature

\* Corresponding part to be underlined!

**Code of Studies and Examinations of the University of Pécs**

**Article 46.**

(1) Upon permission of the EC the student may be granted partial or full exemption from the obligation to attend obligatory contact hours, may take his/her exam before the examination period, may close the length of instruction period earlier pursuant to the provisions of law, or may be granted any other similar favour. No exemption shall be given from the prerequisites and the rules pertaining to parallel registration of course-units. In case the student gets permission for taking an exam before the exam period, he/she can sit for the exam only in if he/she signs up for the exam date or one of the exam dates offered for him/her at latest 24 hours preceding the time of the announced exam.

(2) Students pursuing studies with a preferential course schedule shall also fulfil the academic requirements. The same rule shall be applied in case the student gets permission to take an exam during the exam period on a date arranged with the lecturer.

(3) Application for preferential course schedule shall be submitted until the last day of the registration period at the latest. The student is obliged to attach to his/her request the document(s) certifying the statements of the request. In the lack of the document(s) certifying the statements of the request the Educational Committee may reject the request without calling for completion of documents. Permission concerning preferential course schedule may be valid for one occasion for maximum two semesters and it shall be applied for again.

(4) Preferential course schedule may be granted to a student

a) who achieved outstanding academic results in the two semesters preceding the semester concerned by the application, or

b) who studies in a higher education institution abroad for the purpose of pursuing part-time professional studies, or

c) whose exceptional circumstances justify the preferential course schedule, or

d) who conducts outstanding scientific, communal, artistic or sport activities.

(5) Preferential course schedule may be withdrawn if the student fails an exam or proves to be unable to fulfil his/her academic requirements within the framework of preferential course schedule in any other way. Preferential course schedule may be modified upon request of the student.

(6) Students participating in scholarship programme in foreign higher education institutes or doing his/her professional practice abroad may close his/her semester in the autumn semester till 20 March and in the spring semester till 20 September upon request. In this case the student may enrol for the semester following his/her semester spent abroad with scholarship and also register courses without closing the semester spent abroad with scholarship; but when the student closes his/her semester spent abroad with scholarship the Faculty's Registrar's Office shall investigate his/her course registration and proceeds according to the specifications about course registration of the Regulations herein. The EC permits this to all students who spends a semester abroad in a higher educational institute with scholarship or does his/her professional practice abroad.