

# INSTITUTIONAL INFORMATION ACADEMIC YEAR 2023/2024

# **GENERAL SECTION**

**Published by:** 

Prof. Dr. Pongrác ÁCS

University of Pécs Faculty of Health Sciences

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# **GREETING FROM THE DEAN**

Dear Student,

Please allow me to express my gratitude for choosing us!

I welcome you to a Faculty which, among other Faculties with a similar educational portfolio, is outstanding in both quality and volume, also at a national level.

In recent years, during the pandemic period, we have had the opportunity to prove within UP as a whole, but also at the regional level. that our programmes, our students, and our professionals carry out а more important task than ever, that they are ready to take up the fight against an invisible enemy, devastating a pandemic.

I am proud that more than 880 of our students took part in the first waves of the defence, in the National Ambulance Service, in the sampling and the front line, in the Coronavirus Care Centres, at the bedside, exposed to the greatest risk of infection.

In addition to all this, we are proud to be part of the ETK family, and from this day on, this community welcomes you. From today, you will share in all the achievements of the Faculty, so please make us even prouder with your work, your knowledge and the values you already have. We believe in you! In our education programmes, we aim to equip you with all the theoretical and practical knowledge you need to enter the labour market confidently well-prepared. and Of course. university, university life, is not just about acquiring the necessary skills. Being a student is also about networking and having fun, a phase in your life. Take every opportunity to make the most of the time ahead of you!

As a responsible academic leader, I like to think in terms of systems, so I envision the years ahead as a kind of structure based on three pillars, which will also define your opportunities.

One of these pillars of the university years is knowledge, which is defined as an essential part of the profession to be acquired. The other important pillar is the possibility of academic and professional fulfilment over and above what is "compulsory". This could be through a college for advanced studies, the Scientific Students' Association, or active and productive participation in professionally-oriented any organisation. The third pillar is the power of community and community building. Whether you take advantage of the opportunities offered by the Student Union or look outside it, we

offer you the opportunity to get involved in the community, have fun, think freely, talk to friends, play sports, go to parties, relax, and have the experience of a lifetime. Be open to all three, find the harmony between them and become a successful professional so that we can be proud of you for being a proud alumni of your alma mater.

On behalf of the Faculty, I strive to ensure that my colleagues and I provide the right conditions for you to contact us with confidence and courage, and to respond to your problems as soon as possible.

Creating the appropriate environment is the job of the Faculty and the Student Union, so I can assure you that it definitely won't be up to us!

ETK Family

Prof. dr. Pongrác Ács professor, dean

# GENERAL INSTITUTIONAL CHARACTERISTICS

The Curatorial Board of the Universitas Quinqueecclesiensis Foundation, the provider of the University of Pécs:

Prof. dr. József BÓDIS president <u>bodis.jozsef@uqa.pte.hu</u>

members of the curatorial board: Dr. Éva MIKES <u>mikes.eva@uqa.pte.hu</u>

Dr. Katalin SZILI szili.katalin@uqa.pte.hu

Dr. Zoltán SZEMEREY szemerey.zoltan@uga.pte.hu

István DECSI <u>decsi.istvan@uqa.pte.hu</u>

Leadership of the University of Pécs

UP Rector's Cabinet H-7622 Pécs, Vasvári Pál u. 4. +36 72 501 507

Prof. dr. Attila MISETA professor, rector rector@pte.hu

Gergely KRESÁK Head of Rector's Cabinet kresak.gergely@pte.hu

Attila LENGVÁRSZKY Rector's Envoy, President of the Education Development Visitation Committee, Academic Director <u>lengvarszky.attila@pte.hu</u>

**UP Chancellery** H-7633 Pécs, Szántó Kovács János u. 1/B. +36 72 501 510

István DECSI Chancellor decsi.istvan@pte.hu

Dr. Péter KÖVÉR Head of Chancellery kover.peter@pte.hu

**UP Educational Directorate** H-7622 Pécs, Vasvári Pál u. 4. +36 72 501 500 / 12454

Attila LENGVÁRSZKY academic director, Rector's Envoy, President of the Education Development Visitation Committee <u>lengvarszky.attila@pte.hu</u>

Miklós VINTER Deputy Academic Director <u>vinter.miklos@pte.hu</u>

#### PTE OIG Education Strategy Department

H-7622 Pécs, Vasvári Pál u. 4.

Dr. Judit VASZARI head of office vaszari.judit@pte.hu

# PTE OIG Central Registrar's Office

H-7622 Pécs, Dohány u. 1-3. +36 72 501 681

Ildikó CSUKÁNÉ JÄCKL head of office jackl.ildiko@pte.hu

# LEADERSHIP OF THE UP FACULTY OF HEALTH HEALTH SCIENCES

## **Dean's Cabinet**

H-7621 Pécs, Vörösmarty u. 4. +36 72 501 500 / 38421 dekanikabinet@etk.pte.hu

## Dean

Prof. dr. Pongrác ÁCS professor, head of institute H-7621 Pécs, Vörösmarty u. 4. +36 72 501 500 / 38058 pongrac.acs@etk.pte.hu

#### Vice-Dean for General and Strategic Affairs Dr. habil. Kinga LAMPEK

college professor, head of department H-7621 Pécs, Vörösmarty u. 3. kinga.lampek@etk.pte.hu

## Vice-Dean for Education

Dr. habil. István ÁGOSTON associate professor H-7621 Pécs, Vörösmarty u. 4. agoston@etk.pte.hu

## **Vice-Dean for Contact Affairs**

Prof. dr. Imre BONCZ professor, head of institute, vicechair for strategic affairs of the UP Clinical Center H-7621 Pécs, Vörösmarty u. 3. imre.boncz@etk.pte.hu

## Dean's representative for research

Prof. dr. Mária FIGLER professor emerita H-7621 Pécs, Vörösmarty u. 3. maria.figler@aok.pte.hu

# Dean's representative for innovation

Prof. dr. József BETLEHEM professor, head of institute, Vice Rector for General Affairs, Connections and Strategic Affairs H-7621 Pécs, Vörösmarty u. 4. +36 72 501 500 / 38400 betlehem@etk.pte.hu

## Dean representative for dropout and curriculum development

Dr. habil. Balázs RADNAI egyetemi docens, intézetigazgató H-7621 Pécs, Vörösmarty u. 4. +36 72 501 500 / 38402 balazs.radnai@etk.pte.hu

# Dean's representative for clinical education and practices

Prof. dr. Zsófia VERZÁR professor, head of institute H-7621 Pécs, Vörösmarty u. 3. zsofia.verzar@etk.pte.hu

#### **Head of Faculty Marketing and Services** Dr. Imre Soós senior lecturer

H-7621 Pécs, Vörösmarty u. 4. imre.soos@etk.pte.hu

#### Chief of staff

Gyula TAKÁCS subject teacher H-7621 Pécs, Vörösmarty u. 4. gyula.takacs@etk.pte.hu

#### **Management Rapporteur**

Barnabás EMŐDY administrator expert H-7621 Pécs, Vörösmarty u. 4. +36 72 501 500 / 38443 emody.barnabas@pte.hu

#### Secretary of the Doctoral School of Health Sciences, Head of the Doctoral Habilitation Office

Dr. Viktória PRÉMUSZ senior lecturer H-7621 Pécs, Vörösmarty u. 4. premusz.viktoria@pte.hu

#### Head of Department of Internal Monitoring and Decision

Making Support Gabriella RITECZNÉ VASS administrator expert H-7621 Pécs, Vörösmarty u. 4. gabriella.ritecz@etk.pte.hu

#### Director of Human Patient Simulation Centre for Health Sciences

Dr. Bálint BÁNFAI senior lecturer H-7621 Pécs, Szepesy I. u. 1-3. +36 72 501 500 / 38004

#### balint.banfai@etk.pte.hu

#### Director of the Centre for Professional and Postgraduate Training in Health Sciences József PALOTÁS Administrator Expert H-7621 Pécs, Vörösmarty u. 4. jozsef.palotas@etk.pte.hu

## Head of the Examination Centre of the UP Faculty of Health Sciences

Dr. Dávid BÁNYAI senior lecturer H-7621 Pécs, Vörösmarty u. 4. <u>banyai.david@etk.pte.hu</u>

#### **Head of Research Centers**

Prof. dr. Miklós TÓTH professor H-7621 Pécs, Szepesy I. u. 1-3. <u>miklos.toth@etk.pte.hu</u>

#### Head of Department of Research and Project Support

Gabriella DRENDA-MATTENHEIM administrator expert H-7621 Pécs, Vörösmarty u. 3. gabriella.mattenheim@etk.pte.hu

## **Director of Foreign Affairs, Office of International Affairs**

Dr. habil. Orsolya MÁTÉ associate professor H-7621 Pécs, Vörösmarty u. 4. orsolya.mate@etl.pte.hu

#### Registrar Marianna BERTÁNÉ ANTAL administrator expert H-7621 Pécs, Szepesy u. 1-3. +36 72 501 500 / 61601 marianna.antal@etk.pte.hu

#### Head of Department of Education Organization and Accreditation

Anikó KUNGL administrator expert H-7621 Pécs, Vörösmarty u. 4. +36 72 501 500 / 38449 aniko.kungl@etk.pte.hu

## Head of Department of Marketing, Protocol and Event Organization currently no acting head

Head of Department of Coordination Evelin SZARKA administrator expert H-7621 Pécs, Vörösmarty u. 4. evelin.szarka@etk.pte.hu

## Head of Department of Educational

**Technology and Development** Csilla SZABÓ administrative officer H-7621 Pécs, Vörösmarty u. 4. csilla.szabo@etk.pte.hu

## Head of Department of Quality Improvement and Regulation

Dr. Pál NOVÁK assistant professor H-7621 Pécs, Vörösmarty u. 4. pal.novak@etk.pte.hu

## Head of Student Academic Progression Programme Office

Julianna GOLDBACH administrator expert, trainer, coach H-7621 Pécs, Mária utca 5-7. +36 72 501 500 / <u>38431</u> julianna.goldbach@etk.pte.hu

# LEADERSHIP OF THE CAMPUSES OF THE FACULTY OF HEALTH SCIENCES, UNIVERSITY OF PÉCS

#### Kaposvár Campus

H-7400 Kaposvár, Szent Imre u. 14/b. Tel.: 529-956

Dr. Tímea STROMÁJER-RÁCZ senior lecturer, head of depratment, Director of Campus <u>timea.stromajer-racz@etk.pte.hu</u>

## Szombathely Campus

H-9700 Szombathely, Jókai u. 14. Tel.: +36 94 311-170

Annamária KARAMÁNNÉ dr. habil. PAKAI associate professor, head of department, Director of Campus annamaria.pakai@etk.pte.hu

## Zalaegerszeg Campus

H-8900 Zalaegerszeg, Landorhegyi út 33. Tel.: +36 92 323-020

Gabriella Dr. CSÁSZÁR senior lecturer, Director of Campus gabriella.gombos@etk.pte.hu

## MEMBERS OF THE SENATE REPRESENTING THE FACULTY OF HEALTH SCIENCES AT THE UNIVERSITY OF PÉCS

Prof. dr. Pongrác ÁCS professor, head of institute, Dean

Dr. István Ágoston associate professor, vice-Dean for Education

## **Faculty Council:**

## Chair:

Prof. dr. Pongrác ÁCS professor, head of institute, Dean

## Secretary:

Dr. Pál Novák assistant professor

## Ex officio members:

Prof. dr. Pongrác ÁCS professor, head of institute, dean

Dr. habil. Kinga LAMPEK college professor, head of department, vice-Dean for General and Strategic Affairs

Dr. István Ágoston associate professor, vice-Dean for Education

Prof. dr. Imre BONCZ professor, head of institute, vice- Dean for

Contact Affairs, vice-chair for strategic affairs of the UP Clinical Center

Prof. dr. József BETLEHEM professor, head of institute, Dean's representative of Innovation, Vice Rector for General Affairs, Connections and Strategic Affairs

Dr. habil. Balázs RADNAI associate professor, head of institute

Prof. Dr. Zsófia VERZÁR professor, head of institute, Dean's representative of clinical education and practices

Gyula TAKÁCS subject teacher, Chief of Staff

Prof. dr. Miklós TÓTH professor, Head of Research Centers

Evelin SZARKA administrator expert, head of department

Dr. Viktória PRÉMUSZ senior lecturer, Secretary of the Doctoral School of Health Sciences

# Yvette BARTHA Head of Student Union

## Elected members:

Dr. Gabriella Edit CSÁSZÁR, senior lecturer, Director of Campus

Mónika FERENCZY assistant professor

Antal JANKOVICS Development Coordinator

Annamária KARAMÁNNÉ dr. habil. PAKAI, associate professor, head of department, Director of Campus

Anikó KUNGL head of department

Dr. Csaba MELCZER senior lecturer

Dr. Pál NOVÁK assistant professor, head of department, secretary of the Faculty Council

Dr. Béla SCHMIDT college professor, head of department

Dr. Tímea STROMÁJER-RÁCZ, senior lecturer, Director of Campus

Dr. Dávid SIPOS senior lecturer, head of department, Deputy Director of Training

UNGÁR TAMÁS Lászlóné Dr. Éva

POLYÁK senior lecturer, head of department

Bálint Glázer, PhD student

Students (6 persons) Donatella DESZECSÁR Boján DONCSECZ Márton László FEJÉR Daniella FÜZESI Norbert TÖRÖK Gréta Regina VINCZE

## Permanent invitees:

Dávid Dr. BÁNYAI senior lecturer, Head of the Examination Centre of the UP Faculty of Health Sciences

Marianna BERTÁNÉ ANTAL Registrar

Zoltán CSAPEK IT specialist, Educational technology coordinator

Gabriella DRENDA-MATTENHEIM administrator expert, Head of Department of Research and Project Support

Barnabás EMŐDY Management Rapporteur

Prof. dr. Mária FIGLER professor emerita

Dr. Bálint BÁNFAI senior lecturer, Director of Human Patient Simulation Center for Health Sciences

Julianna GOLDBACH administrator expert, Head of Student Academic Progression Programme Office

András KEREKES Principal Media Developer

Dr. habil. Orsolya MÁTÉ, associate professor, Director of Foreign Affairs

Prof. dr. Attila MISETA DSc professor, Rector of the University of Pécs

Prof. dr. Miklós NYITRAI professor, Dean of the Medical School

József PALOTÁS Director of Professional and Postgraduate Training

Gabriella RITECZNÉ VASS administrator expert, Head of Department of Internal Monitoring and Decision Making Support

Dr. habil. Andor SEBESTYÉN, associate professor, President of the Clinical Center

Dr. Andrea SAÁGHY President of the Employee Council

Dr. Imre SOÓS senior lecturer, faculty marketing and services manager

Csilla SZABÓ administrator expert, Head of Department of Educational Technology and Development

István DECSI Chancellor of UP

# LEADERSHIP OF THE STUDENT UNION OF THE FACULTY OF HEALTH SCIENCES

#### Pécs

H-7621 Pécs, Mária u. 5-7.

Yvette BARTHA president H-7621 Pécs, Mária u. 5-7. +36 30 893 0151

#### Kaposvár Campus

H-7400 Kaposvár, Szent Imre u. 14/B

Donatella DESZECSÁR head of office <u>donadeszecsar@gmail.com</u>

## Szombathely Campus

H-9700 Szombathely, Jókai u. 14.

Boján DONCSECZ Irodavezető bojan.doncsecz@etk.pte.hu

## Zalaegerszeg Campus

H-8900 Zalaegerszeg, Landorhegyi út 33.

Gréta Regina VINCZE head of office v.gitta2022@gmail.com

# SCHEDULE OF ACADEMIC YEAR AND EDUCATION PERIODS WITH IMPORTANT DATES FOR STUDENTS

The detailed schedule of the academic year can be accessed at the following website:

 $\frac{https://english.etk.pte.hu/public/upload/files/Academic_calendar/tan%C3%A9vb}{eoszt%C3%A1s\%20r%C3%A9szletes\%202023_2024_k%C3%BCldend%C5\%9}1\_angol\_20230403.pdf$ 

Detailed schedule of the academic year 2023/2024				
Topic	2023/2024 Fall semester	2023/2024 Spring semester		
Study Period	September 1, 2023 –	February 1, 2024 - May 11,		
,	December 9, 2023	2024		
Registration Week	August 28, 2023 -	January 29, 2024 - February		
	September 1, 2023	2, 2024		
Teaching period	September 4, 2023 -	February 5, 2024 - May 11,		
	December 9, 2023	2024		
Teaching period (part-time)	August 28, 2023 - December	January 29, 2024 - May 11,		
	9, 2023	2024		
Enrollment	August 11, 2023 -	-		
	September 1, 2023			
Activation	August 15, 2023 -	January 23, 2024 - February		
	September 1, 2023	2, 2024		
Course registration period for students	August 16, 2023 -	January 24, 2024 - February		
who filled out the "Questionnaire for	September 15, 2023	16, 2024		
student feedback on teaching work"				
Course registration period for students	August 17, 2023 -	January 25, 2024 - February		
who did NOT filled out the	September 15, 2023	16, 2024		
"Questionnaire for student feedback on				
teaching work"				
Submitting request for modification of	September 23, 2023	February 24, 2024		
courses				
	December 11, 2023 -			
Exam period	December 22, 2023	May 13, 2024 - June 14, 2024		
Exam period	January 2, 2024 - January 19,	May 15, 2024 - Julie 14, 2024		
	2024			
Exam period for completing exam	August 28, 2023 -	January 29, 2024 - February		
courses (CSE Appendix 4 Article 2/A.)	September 8, 2023	9, 2024		

## Detailed schedule of the academic year 2023/2024\*

Exam Period for Graduating Students	-	April 29, 2024 - May 10, 2024
Exam Announcements	continuously from November 6, 2023	continuously from April 12, 2024
Signing up for exams	December 4, 2023	April 19, 2024
Submitting Request for Correction Exam on the Ground of Equity	January 19, 2024	June 14, 2024
Request for Reviewing Inaccurately Registered Grade in the Neptun System	February 8, 2024 at latest	July 4, 2024 at latest
Making an Excuse Petition –30 days after the exam period at the latest, in case of inaccurately registered grade in Neptun	February 18, 2024 (Saturday)	July 14, 2024 (Sunday)
Deadline for cover the first part of the tuition fee (40% of the whole amount) for matriculation	August 10, 2023	-
Deadline for cover the first part of the tuition fee (40% of the whole amount) for activation	August 14, 2023	January 22, 2024
Deadline for cover the second part of the tuition fee (30% of the whole amount)	October 15, 2023	March 15, 2024
Deadline for cover the third part of the tuition fee (30% of the whole amount)	November 15, 2023	April 15, 2024
Late activation - Requests to turn the student's status into active	September 16, 2023 (Saturday)	February 16, 2024
Requests to turn active status into passive (passivation)	September 22, 2023	February 23, 2024
Credit Transfer	September 15, 2023	February 16, 2024
Request of Preferential Course Schedule - Individual Education Programme	September 15, 2023	February 16, 2024
Transfer request (change full-time/part- time status, major, specialization)	August 11, 2023 at latest	January 11, 2024 at latest
Procedure of choosing the specialization (at latest)	October 30, 2023 - November 3, 2023	April 15, 2024 - April 19, 2024
Deadline for submission of documents regarding choosing the specialization (at latest)	November 10, 2023	April 26, 2024
Deadline to upload the letter of intent for submission of replacement thesis (even- and odd- time educational programs), for students starting their studies from 1st September 2014	August 27, 2023 (Sunday)	-
Deadline for submission of replacement thesis (even- and odd-time educational programs), for students starting their studies from 1st September 2014	September 6, 2023 (Wednesday)	-

Deadline for late submission of replacement thesis (even- and odd-time educational programs), for students starting their studies from 1st September 2014	September 13, 2023 (Wednesday)	-
Deadline for submission of replacement thesis (even- and odd-time educational programs), for students starting their studies before 1st September 2014	September 15, 2023 (Friday)	-
Deadline for late submission of replacement thesis (even- and odd-time educational programs), for students starting their studies before 1st September 2014	September 22, 2023 (Friday)	-
Replacement final exam period (including thesis defense) (even and odd-time educational programs)	October 16, 2023 - November 7, 2023	-
Deadline to upload the letter of intent for submission of thesis (odd-time educational programs), for students starting their studies from 1st September 2014	December 31, 2023 (Sunday)	-
Deadline for submission of thesis (odd- time educational programs), for students starting their studies before and after 1st September 2014	January 10, 2024 (Wednesday)	-
Deadline for late submission of thesis (odd-time educational programs), for students starting their studies before and after 1st September 2014	January 17, 2024 (Wednesday)	-
Final exam period (including thesis defense) (odd-time educational programs)	-	February 19, 2024 - March 21, 2024
Deadline to upload the letter of intent for submission of thesis (even-time educational programs), for students starting their studies from 1st September 2014		March 25, 2024 (Monday)
Deadline for submission of thesis (even- time educational programs), for students starting their studies from 1st September 2014	-	April 4, 2024 (Thursday)
Deadline for late submission of thesis (even-time educational programs), for students starting their studies from 1st September 2014	-	April 11, 2024 (Thursday)
Deadline for submission of portfolio	-	April 11, 2024 (Thursday)

Deadline for submission of thesis (even- time educational programs), for students starting their studies before 1st September 2014	-	April 5, 2024 (Friday)
Deadline for late submission of thesis (even-time educational programs), for students starting their studies before 1st September 2014	-	April 12, 2024 (Friday)
Final exam period (including thesis defense) (even-time educational programs)		May 14, 2024 - June 7, 2024 (Friday)
Graduation ceremony (EXPECTEDLY – depending on Zsolnay Light Festival)		June 28, 2024 (Friday)
Graduation ceremony for odd-time educational programs (expectedly)		April 19, 2024 (Friday)
SSA (Scientific Students' Association) application	continuously	continuously
Deadline for submitting Dean's entries	-	May 17, 2024 (Friday)
Deadline for Submission of Demonstrator Scholarship	-	June 14, 2024 (Friday)
Submission deadline for National Scholarship of Higher Education application (expectedly)	-	June 28, 2024 (Friday)
	October 23, 2023 (Monday) – legal holiday	March 15, 2024 (Friday) – legal holiday
	November 1, 2023 (Wednesday) – legal holiday	March 29, 2024 (Friday) – legal holiday
Working day abances due to helidere er	(weenesuay) – regar nonday	April 1, 2024 (Monday) –
Working day changes due to holidays or celebrations		April 1, 2024 (Monday) – legal holiday
		May 1, 2024 (Wednesday) – legal holiday
		May 20, 2024 (Monday) – legal holiday

## \* The Faculty reserves the right to make changes.

April 3, 2023, Pécs

## sgd. Marianna BERTÁNÉ ANTAL Head of Registrar

# THE SYSTEM OF STUDENT REQUIREMENTS OR ITS AVAILABILITY

The University and Faculty regulations are available at <u>https://english.etk.pte.hu/administration/codes-and-guidelines</u> and <u>https://international.pte.hu/codes\_and\_guidelines</u>.

# ARRANGING STUDENTS' STUDY-SPECIFIC MATTERS, OFFICE HOURS

Student support service

<u>Pécs</u>

JUDIT BOGNÁR students' client service representative

**VERONIKA GÁSPÁR** students' client service representative

**MERCÉDESZ STETTLER** administrative officer

MIRJAM DALLOS administrative officer

**ADÉL VARGA** administrative officer

Office hours: please consult the faculty's website for the current opening hours H-7621 Pécs, Szepesy u. 1. Tel.: + 36 30-1842289; + 36 30-1842428; info@etk.pte.hu

## APPLYING FOR THE FINAL EXAMINATION, THE PARTS OF THE FINAL EXAM

Students must apply for the final examination in writing. The necessary form to fill in is available at http://english.etk.pte.hu/administration/registrars-office. Deadlines for application are specified in the schedule for the academic year.

Candidates not having student status any longer must pay a fee to attend the final examination, the amount of which is stipulated in the Code of Charges and Benefits of University of Pécs.

Rules applying to the final

examination are specified in Chapter 17 and 18 of the Code of Studies and Examinations of the University of Pécs, the provisions applying to the Faculty of Health Sciences (Appendix 4 of the Code of Studies and Examinations), and the University's Code of Charges and Benefits.

Depending on the specialisation, the final examination may consist of several parts - a thesis defence, oral, written and practical parts.

# **BUYING NOTES**

## PÉCS

Notes and other books can be purchased or ordered in the shop of the PTE Student Service Cooperative. **H-7624 Pécs, Ifjúság útja 6.** +36 72/ 503-600/24619 ptestudentservice@gmail.com

Opening hours: Mon-Thur: 9.00-12.00,13.00-16.00 Friday: 9.00-12.00, 13.00-15.00

At the beginning of each semester, the notes shop supports the start of the year by holding an on-site sale in the hall of the Vörösmarty street building (H-7621 Pécs, Vörösmarty u. 4.).

# NAME AND CONTACT DETAILS OF THE INSTITUTIONAL MOBILITY COORDINATOR, BRIEF DESCRIPTION OF THEIR ACTIVITIES -INTERNATIONAL RELATIONS

The Faculty of Health Sciences of the University of Pécs has significant international relations, so it is possible for students with adequate performance to spend part of their studies or internships at foreign universities and institutions within the framework of the ERASMUS + programme.

We are currently in contact with 44 partner institutions in 19 countries (Austria, Czech Republic, Germany, Spain, France, Greece, Croatia, Italy, Lithuania, Malta, Holland, Portugal, Poland, Romania, Serbia, Finland, Slovenia, Turkey, United Kingdom) and as part of our well-thought-out external relations strategy, involving relevant departments we are gradually expanding the range of our partner institutions.

Why apply? In addition to practicing German / English, the candidate will also get to know the culture and customs of other countries, the mentality of the people there and the professional protocols used abroad. Last, but not least, several weeks abroad can be a really great adventure and looks good in your resume for job interviews. The calls for applications can also be viewed on the faculty's website and Facebook page!

https://english.etk.pte.hu/student\_mo bility/erasmuswww.facebook.com/pteetk

# CURRENT INTERNATIONAL RELATIONS

Name of partner University	Study mobility	Traineeship mobility	Aspects of cooperation	Country
Helsinki Metropolia University of Applied Sciences	Х	Х	Nursing, paramedics, health promotion	Finland
LAB University of Applied Sciences	Х	Х	Nursing, physiotherapy, public health inspector, health promotion	Finland
Satakunta University of Applied Sciences	Х	Х	Nursing, physiotherapy, health visiting	Finland
Lapland University of Applied Sciences	Х	Х	nursing	Finland
Instituto Politecnico de Beja	Х	Х	Nursing, public health inspector	Portugal

Name of partner University	Study mobility	Traineeship mobility	Aspects of cooperation	Country
Cooperativa de Ensino Superior Politécnico E Universitário (CESPU)	Х	Х	Nursing, physiotherapy	Portugal
Universidade Catolica Portuguesa	Х		dietetics	Portugal
Escola Superior de Desporto de Rio Maior	Х	Х	Recreation management and health promotion, health tourism	Portugal
Instituto Politecnico de Braganca	Х	X	dietetics, nursing	Portugal
National and Kapodistrian University of Athens	Х	х	Nursing	Greece
Alice Salomon Fachhochschule	Х	Х	Physiotherapy, health management	Germany

Name of partner University	Study mobility	Trainees hip mobility	Aspects of cooperation	Country
Hochschule Neubrandenbur g – University of Applied Sciences	Х		nursing, dietetics, health sciences	Germany
Fachhochschule Joanneum Gesellschaft mbH	Х	x	Imaging analyst for medical diagnostics, health tourism, dietetics	Austria
University of Applied Sciences for Health Professions Upper-Austria	Х	x	Nursing, dietetics	Austria
Fachhochschule Wiener Neustadt für Wirtschaftund Technik, Ausztria	Х	х	Imaging analyst for medical diagnostics	Austria

Name of partner University	Study mobility	Trainees hip mobility	Aspects of cooperation	Country
University North, Croatia	Х	X	Nursing	Croatia
Fundáció Tecnocampus Mataro- Maresme	х	x	Recreation management and health promotion, nursing, physiotherapy	Spain
Universidad San Pablo CEU	Х	X	Physiotherapy	Spain
University of Granada	Х		Dietetics	Spain
Universidad de León	х	X	nursing, physiotherapy	Spain
University of Vic - Central University of Catalonia, Vis Campus	х	x	nursing, phy- siotherapy, dietetics	Spain
University of Maribor	Х	X	Nursing, health care management, physiotherapy	Slovenia

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Alma Mater Europea - ECM	Х	Х	Nursing, physiotherapy	Slovenia
Uniwesytet Rzeszowski	Х	Х	Paramedics, nursing	Poland
Pope John Paul II State School of Higher Education in Biala Podlaska	Х	Х	Health tourism, dietetics, midwifery, physiotherapy	Poland
The Jerzy Kukuczka Academy of Physical Education in Katowice	Х		Nursing, health management, health tourism, physiotherapy, recreation management, midwifery	Poland
The Poznan University of Physical Education	Х		Physiotherapy, dietetics, sports	Poland
Cumhuriyet University	Х		Midwifery, nursing	Turkey
Istinye University	Х	Х	nursing, phy- siotherapy, dietetics	Turkey
Izmir Tinaztepe University	Х	Х	dietetics	Turkey

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Mardin Artuklu University	Х	Х	nursing, phy- siotherapy, dietetics	Turkey
University of South Bohemia	Х	Х	Nursing	Czeh Republic
Medical College	Х	Х	nursing, midwifery, physiotherapy	Czeh Republic
Universitatea Babes-Bolyai Cluj-Napoca	Х	Х	Physiotherapy, sport	Romania
University of Novi Sad	Х		Sport PhD	Serbia
University of Keele	Х	Х	Physiotherapy,	UK
The Hague University of Applied Sciences	Х		dietetics, sports	the Netherlands
Institut Regional de Formation Sanitaire et Sociale Croix- Rouge Francaise Nord- Pas-De-Calais	Х	Х	nursing	France

Croix-Rouge francaise Institut Régional de Formation Sanitaire & Sociale - Grand Est	Х	Х	nursing	France
Universita Degli Studi Gabriela D'Annunzio Di Chieti-Pescara	Х	Х	nursing, physiotherapy, dietetics	Italy
Lithuanian University of Health Sciences	Х	Х	nursing, physiotherapy	Lithuania

The Office of International Affairs is at your disposal for anyone interested in studying abroad!

# Tasks of the Faculty's Office of International Affairs:

- Student recruitment for the foreign language programmes of the faculty,
- Contacting and communicating with student recruitment agencies,
- Informing students arriving for the foreign language programmes,
- Participation in organizing the foreign language programmes of the faculty,
- Communication with the foreign partner institutions of the faculty,
- participation in the representation of the faculty in the departments of the university organizing international relations,
- proposing the formulation and development of the faculty's foreign affairs strategy,
- participation in higher education fairs on behalf of the supervisor,
- continuous updating of the relevant parts of the faculty and the university website, the content of the faculty's and other publications prepared for foreign partner institutions,

- assisting the Student Union in the organization and efficient operation of the Student Foreign Affairs Group,
- participation in the organization of the development of new faculty international relations,
- assistance in the implementation of the foreign exchange students' programme,
- to participate in the preparation of the faculty's students for study trips abroad,
- performing organizational tasks related to the stay of lecturers and students of foreign partner institutions in Hungary with the involvement of the institutes, departments, the Student Union and the staff of the university,
- participation in the organization of the faculty's Erasmus programme.

Faculty staff member for Erasmus+ mobility of students and lecturers:

## Dr. Klára SIMON

assistant professor H-7621 Pécs, Vörösmarty u. 4. tel: +36 72 501-500/38473 e-mail: <u>klara.simon@etk.pte.hu</u>

University staff member for student mobility abroad:

## Csenge JÁVOR

Institutional Erasmus+ Assistant

H-7622 Pécs, Vasvári Pál u. 4. Tel: + 36 72 501-500/12128-as mellék javor.csenge@pte.hu https://international.pte.hu/mobilityprograms

## **Dear Incoming Students!**

Below we would like to provide some basic information before you arrive at the University of Pécs.

## Arrival

You can find out about how to get to Pécs at:

https://english.etk.pte.hu/future\_stud ents/how-to-reach-pecs

https://international.pte.hu/admission /prepare-your-stay/how-get-pecs

## **Driving in Hungary**

To drive a car in Hungary, one needs an international driver's licence. You will also need to register your car and have the vehicle insured against accidents. The dormitory has a safe parking lot, but in the town centre you may find it difficult to park. Cars must be driven on the right-hand side and using a safety belt is obligatory. Speed limit in residential areas is 50 km/h (31 mph), outside residential areas it is 90 km/h (56 mph), on highways 110 km/h (68mph) and on motorways (divided highways), the limit is 130 km/h (80 mph).

## First things to do

<u>For mobility students:</u> On the day you arrive (or the following day) the student must find the faculty's

international Erasmus coordinator (Dr. Klára Simon) and register at the university. The institute's Erasmus coordinator Ms Orsolya Árvai will see to it that you will have all the necessary documents during your Erasmus stay in Hungary. Besides the courses you have previously applied for, you are free to join any other at any faculty of the courses university, provided you sign up for the course in the first two weeks. The faculty's Erasmus coordinator will also help get a Hungarian student card for international students, which they will be able to use for a range of concessions, e.g. when travelling by train, coach, in the swimming pool or when using any of the university's services

For students arriving for a full-time degree programme: Upon arrival (or the next day), the student must contact the Faculty Office of International Affairs and register. You must participate in the orientation program. You must request an appointment for a medical examination at the Centre for Occupational Health and Hygiene of the University of Pécs from the staff of the Office of International Affairs and take part in the compulsory medical examination. You must appear in person at the Registrar's Office to submit. complete and sign the required forms and register for your courses. You should start attending classes as soon as possible.

## Accommodation

International students arriving in Hungary with the Erasmus or with any other programme will have two options in terms of accommodation. On demand, they can be placed in a dormitory room (previous registration is required), or they can look for alternative accommodation individually.

## **Dormitory accommodation**

On request, the most convenient accommodation for students is in apartments for 4 people in 2-3 bedded rooms. There are several dormitories in Pécs, which are centrally allocated. The university faculties and the city centre are within a few bus stops of dormitories and are easilv the accessible. There are several different, good-quality rooms available for incoming foreign students during the academic year unfortunately, however, we cannot offer single rooms due to the short duration of the students' stay in Pécs and the high number of students. Despite the general demand of students for single rooms, we believe in the multicultural experience of hosting students from different countries in an equally unfamiliar environment. The apartments are furnished and have private bathrooms

and bedding. Rooms are available at affordable prices. A security deposit is required at the time of registration and is refundable after the student leaves the room in accordance with the dormitory policy.

You can find more information on dormitories at:

https://international.pte.hu/admission /prepare-your-stay/housing

## **Renting a flat**

Incoming students can rent an apartment if they are looking for highquality accommodation. Despite the risks and uncertainties manv involved, renting an apartment can provide the calm. comfortable environment and privacy that students need. The Student Housing service company has a large database of available apartments for rent and offers free assistance to students in their search for a place to rent. Students can even use a roommate finder on the website:

## http://www.studenthousing.hu/

Furnished apartments with gas heating close to the city centre and/or the university faculties are available from around  $\notin 250$  per person.

You can find out more about rented accommodations at:

https://english.etk.pte.hu/future\_stud ents/accommodation

#### https://international.pte.hu/admission /prepare-your-stay/housing

## **Cultural programmes**

Events for the different faculties are organised by local student groups. Magazines published by the students of the faculties provide further Dance information. parties and performances are organised every week. The Student Council organises many events to make student life more enjoyable: freshmen camp, freshmen ball, university days, etc. The performances of the Janus University Theatre are popular not only among our students but also among the population of Pécs. In addition to the traditional Pécs Days organised by the Town Hall in September, the University has been organising the International Spring every spring for several years, to familiarise the inhabitants of the city, and especially the students of Pécs, with different cultures and traditions. As Pécs is a student town, there are many bars, clubs and discos to offer additional entertainment. All the necessary and up-to-date information on exhibitions, theatre and cinema events, parties, concerts and other cultural and sporting events can be found, for example, in the free monthly city magazine "Made in Pécs". The magazines are available in the dormitories, at the entrances to the university, in restaurants and bars, and at tourist information points in the city centre.

## Visa / residence permit

You can access information on immigration regulations at:

https://english.etk.pte.hu/future\_stud ents/immigration-regulations

https://international.pte.hu/admission /prepare-your-stay/visa

## Insurance

Our international students need to have insurance for various events (e.g. accidents, luggage, illness). A prerequisite for applying to any faculty of the University of Pécs is to take out insurance covering the above. Medical care is provided by the doctors of the university hospitals. Further information on medical insurance can be found on the following page:

https://international.pte.hu/health\_ins urance

## Currency

The official currency of Hungary is the Forint (HUF, HUF).

Coins: 5, 10, 20, 50, 100, 200. Banknotes: 500, 1,000, 2,000, 5,000, 10,000, 20,000.

Exchange rate: 1 EUR = approx. 360 HUF

Money can be exchanged at banks and exchange offices, but credit cards are also increasingly accepted. Do not exchange money on the street under any circumstances!

Learn about the living costs at:

https://english.etk.pte.hu/future\_stud ents/living-costs

https://international.pte.hu/admission /prepare-your-stay/cost-living

## Banks

In Hungary, banks are usually open from 8.00-16.00 on weekdays. No bank is open in Pécs on Saturdays and Sundays. Regardless of the opening hours of banks, ATMs are available throughout the country. The most commonly used credit cards - AMEX, Diners EnRoute. Club. Euro/Mastercard, JCB, VISA - can be used for cash withdrawals and purchases in certain restaurants and shops. The emblems at the entrance indicate which card is accepted in the shop or restaurant.

## **Emergency numbers**

Emergency call center: 112 Ambulances: 104 Fire Department: 105 Police: 107 The above telephone numbers can be called free of charge.

## **Calls in Hungary**

International dialing code of Hungary: +36 Area code of Pécs: 72 Calls in Hungary: dial +36, the area code, then the telephone number.

## **International Calls**

Dial 00, the international dialling code of the country, the area code and the telephone number.

## **Public telephones**

Public payphones in Hungary accept 10, 20, 50, 100 and 200 HUF coins and prepaid code cards, which can be bought at hotels, post offices, petrol stations, newsagents and street vendors. The minimum charge for calls is 100 HUF.

## Local public transport and taxi

Local public transport in Pécs is provided by buses. With the student card, you can buy a discounted season ticket. Most buses run until 11 pm. Late-night buses are available, as well as taxis in case of emergency. The Volán taxi is the most reliable company (tel. 06 72 333 333).

#### Climate

Hungary has a moderate climate, similar to other countries in the continental belt. January is usually the coldest month of the year (-10°C to  $+4^{\circ}$ C), and July is the warmest (27°C to 32°C). There are beautiful places to visit around Pécs and in Baranya county. Being located in the south of Hungary, Pécs has a very pleasant sub-Mediterranean climate. The winters are sometimes cold (-10°C to  $+5^{\circ}$ C) when the Pécs artificial ice rink can be used for ice skating. In spring and autumn, the warm, sunny weather outdoor activities. is ideal for Summers are usually quite warm (25°C to 35°C).

# HOW TO ACCESS ACADEMIC COUNSELLING, LIFE AND CAREER GUIDANCE:

The UP Career Office was established to help the students of the University of Pécs to follow their career path from high school through the university years to employment. Our office is a safe place for selfdevelopment, identifying strengths, developing competencies and, last but not least, creating a career path. We aim to foster a culture of conscious self-development and career planning among PTE students, which will support their post-graduation success in the labour market.

## Location:

## **UP Career Office**

H-7622 Pécs, Vasvári Pál u. 4. +36 72 501-500/28084,

karrieriroda@pte.hu

http://www.ptekarrieriroda.hu/

https://www.facebook.com/ptekarrier iroda/

#### Services:

- Career planning
- Courses
- Advice
- Job search
- Internship

## Faculty of Health Sciences Coordinator of Career Counseling

## Krisztina TÓTH

Event management coordinator H-7621 Pécs, Vörösmarty u. 4.

## THE NAME AND CONTACT DETAILS OF THE COORDINATOR FOR STUDENTS WITH DISABILITIES AND A BRIEF DESCRIPTION OF THEIR ACTIVITIES

UP Support Service Csaba MAGDALI Social Expert, Office Coordinator, Faculty Coordinator of Disabled Affairs 72/501-500/24015 magdali.csaba@pte.hu

Ágnes KERTÉSZ social expert 72/501-500/24018 kertesz.agnes@pte.hu

Gyöngyi MOLNÁR administrator expert 72/501-500/24018 molnar.gyongyi@pte.hu

Lilla BAKONYI-TOMPOS administrator expert, special education teacher 72/501-500/24014 tompos.lilla@pte.hu

Nikolett ZOBOKI-GERGELY administrator expert 72/501-500/24014 gergely.nikolett@pte.hu

László MESTER driver 72/501-500/24014 szallitas.pte@gmail.com

Zsolt VÖRÖS BENE driver 72/501-500/24014 szallitas.pte@gmail.com

## **Contacts:**

Appointments can be made every day of the week (also in the afternoon) at the following contact details.

+36 72 501 500/24014 H-Pécs, Ifjúság útja 6. "A" épület 130.

On-call time in A/130:

Monday-Thursday: 7 am-6pm

Friday: 7 a.m. to 4 p.m

https://tamogatoszolgalat.pte.hu/

Support Service activities, services

# STUDY-RELATED SERVICES:

## For the visually impaired:

- reading class notes or recording them on audio
- verbal display of image information,
- table reading, interpretation,
- creation of written materials,
- help in using libraries,
- escort inside and outside the University, e.g. public institutions, etc.

# For people with hearing impairment:

- digitisation of class notes,
- language teaching,
- assisting access to a sign language interpreter where necessary,
- assisting library use,
- escorts inside and outside the University, etc.

## For people with reduced mobility:

- Accompaniment inside and outside the University,
- lifting and moving,

- help with notes and written work, if necessary,
- obtaining notes,
- library assistance, etc.

## People with communication difficulties: (dyslexia, dysgraphia, dyscalculia)

- Interpreting texts and pictorial, tabular information,
- typing papers, notes,
- teaching languages,
- assisting library use, etc.

## Learning to study

- digitising and copying notes, assisting with processing where necessary,
- language practice,
- transport within and outside the University (e.g. hospital), etc.
- identification and management of learning problems of students with dyslexia, dyscalculia and dysgraphia
- contacting and meeting students

- interviewing, identifying needs and expectations
- assessment of knowledge according to needs
- introducing and practising easier learning techniques with the student
- practising different methods to facilitate learning (Cornell notes, mind maps, correct note-taking)
- learning and mastering the latest methods
- more frequent contact as required before exams
- discussing experiences, drawing conclusions

## **Transport services:**

A service minibus is available for people with disabilities:

- to get to and from university
- Access to public services (hospital, library, offices, etc.)
- other transport

## **Transport arrangements:**

• The transport must be requested in writing at least 2 working days prior to delivery by e-mail to szallitas.pte@gmail.com.

- Monday-Thursday:6:00-22:00, depending on demand.
- Friday:6:00-18:00, depending on demand.

## MENTAL HEALTH CONSULTATION:

- Preventing crisis situations from developing, dealing with current crisis situations
- Appropriate care for past psychological trauma (helping to find a specialist if necessary)
- Helping to keep in touch with the environment (talks, joint activities, transport, etc.)

## **OFFICE SERVICES**

- Assistance with study-related administration
- Providing information, advice and guidance
- Digitisation of class notes
- Special equipment rental
- Assistance with library use
- Assisting with typing, formatting, printing, etc. of written material (e.g. papers)
- Oral presentation of visual information, reading out charts

- Recording oral material information in writing
- Organising an English conversation group
- Photocopying, enlarging written texts
- Managing general study matters
- Providing a sign language interpreter on request

## CAREER

- Looking for an internship programme
- Consultation on study abroad and internship programmes
- Advice on international volunteering
- Employment of volunteers from abroad (EVS programme)
- Individual counselling on job seeking and skills for success
- Collecting and disseminating job offers
- Sensitisation of employers

#### SPECIAL EDUCATION ASSISTANCE

The aim of the service is to develop skills and competences that will contribute to passing exams and successfully finishing university.

- Conversation, self-awareness exploration
- Assessing and exploring different areas of skills
- Development and strengthening of the main skills (cognitive, social, communication, orientation, creative, fine motor

## THE PROCEDURE FOR LEGAL REMEDY FOR STUDENTS

The procedure for legal remedy in matters of studies and exami-nations is regulated by the UP Code of Studies and Examina-tion. Downloadable from the UP website: https://pte.hu/hallgatoi-szabalyzatok-nyomtatvanyok

Article 12.(1) Pursuant to the provisions of Article 57 of the HEA the student shall be entitled to appeal against decisions or actions of the higher education institution. or against lacking action (hereinafter jointly referred to as 'decision') days within fifteen from the notification of the student in question or in the lack of such notification from the date when s/he learns about such decision – with exception of decisions concerning the assessment of academic performance. The appeal mailed or communicated towards the University in writing on the 15th day after notification, or the date of being informed about the decision, with certified proof is considered as valid appeal handed in before the deadline. The student shall have the opportunity to submit his/her appeal organisations to the determined

by the regulation. In case the appeal is submitted through e-mail it is

neccessary that the student sends it from his/her e-mail address that is recorded in the ES and shall indicate his/her and user identification code in the ES.

(2)Decisions on performance assessment can also be appealed against - within fifteen days from the notification of the student in question or in the lack of such notification from the date when s/he learns about such decision – if the decision is not based on the requirements adopted by the University, or is in conflict with the provisions of the Statues of the University, or if rules pertaining to the organisation of the examination have been violated.

(3) The appeal claim shall be dealt with by the Secondary Educational Committee along with the rules of procedure set forth in the Rules of Procedure constituting Annex 10 of the Regulation. The deadline of deciding on the appeal and the notification of the decision (recording the decision in writing and sending it to the student) shall be thirty days from the submission of the appeal. (3a) In case of breaching his/her rights the student shall have the following opportunitues:

a) turning to the University Student Union for legal aid,

b) doctorate students (and doctoral candidates) with doctoral student status can turn to the Doctorate Student Union for legal aid,

c) initiate the procedure of the commissioner of educational rights provided that the University had already used its right for legal remedy except for court proceedings.

(4) The Secondary Educational Committee is set up of three persons. The Chairperson of the Committee is the person designated by the Rector, its further members are the representatives of the Legal Department of the Rector's Office and the Student Union of the University or in case of requests related to the doctorate training or the PhD procedure the representatives of the Doctorate Student Union.

(5) The student shall address the appeal together with the attached documents neccessary for the evaluation of the case to the Secondary Educational Committee and hand it in to the organ which adopted the contested decision within the deadline specified. The student shall hand in the appeal against the assessment of studies directly to the

Secondary Educational Committee within the deadline specified.

The organ which adopted the contested decision shall promptly forward the appeal to the secondary Educational Committee along with a copy of the decision appealed against, and all the necessary documents unless the appeal was handed in beyond the deadline and so it is rejected without further investigation, or unless it corrects, supplements, modifies or revokes the contested decision in full

conformity with the contents of the appeal.

(6) The student his/her or representative shall be entitled to act in the remedial proceedings. In case the remedial request is signed by the student's representative or if it is signed both by the student and the representative, the original copy of the authorization shall be attached to request. the remedial If а representative is acting in the case the scanned copy of the original, signed authorization shall be attached to the electronically submitted remedial request. The student is obliged to present the original paper copy of the authorization if requested by the Secondary Educational Committee.

## (7) The person

a) who has taken the appealed decision, or failed to make a decision,

b) who is a close relative of the person defined in paragraph a)

c) who cannot be expected to deliver an impartial opinion

may not negotiate the appeal claim.

(8) The Secondary Educational Committee may make the following decisions:

a) rejects the claim,

b) calls the person or body having failed to make the decision to make the decision,

c) changes the decision,

d) annuls the decision, and calls the decision-maker to conduct a new procedure,

e) terminates the legal remedy procedure,

f) transfer the appeal to the organ of authority and competence,

g) suspend the legal remedy procedure.

(9) In the cases specified in points a), b), c) and d) of Article (8) the decision shall be in a resolution with an explanation, in the cases specified in points e), f) and g) the Secondary Educational Committee shall make an order. The order shall contain the content elements speficied Article 7 (2) of Annex 10 of this Regulation. Educational The Secondary Committee shall terminate the procedure with injunction if the legal remedy procedure is no longer relevant or if the student has withdrawn his/her appeal. In case the

Secondary Educational Committee establishes that further information and documents are neccessary for making a grounded decision and the hearing of the student or other person(s) on a following meeting is requisite, it may suspend the legal remedy procedure with an order until meeting in which the decision can be help made with the of the complementary information and documents or in which the hearing of student or other person(s) the happens. The term of suspension shall not be counted in the deadline of making the decision on the appeal. The order specified in points e), f) and g) of this Article (8) can be made by head Secondary the of the Educational Committee based on the proposal of the secretary even without a meeting.

(9a) During the procedure the decision shall indicate the possibility of appeal, and the student shall be offered – aside from the exceptions in this Article - to be interviewed by the Secondary Educational Committee. In case of appeals regarding dormitory residencies, the takeover of dormitory (application fee equal for opportunities), and social benefits the student must be given the opportunity of a personal hearing at the meeting of Secondary the Educational Committee only in case the student has requested it in his/her appeal. In case the student does not attend the

meeting of the Secondary Educational Committee, his/her absence is no obstacle for holding the meeting. In this case the Secondary Educational Meeting shall evaluate the case based on the available documents. In case the student indicates his/her absence with a related certification before the meeting of the Secondary Educational Committee and requests to hold the hearing of his/her case in his/her date. presence on a later the suspension of the legal remedy procedure and the hearing of the student's case on a later meeting is neccessary.

(9b) The opportunity for the hearing of the student may be provided electronically by the Secondary Educational Committee (with the help of an information and communication device capable of transferring sound and picture simoultaneously, with online calling). The secretary of the Secondary Educational Committee shall inform the student about the conditions of the online hearing in the invitation to the meeting sent in email to student's e-mail address recorded in the ES. In case the student does not have the technical conditions neccessary for the online hearing or requests personal hearing for other reasons there is no possibility to hold an online hearing.

(10) The student may appeal against the decision made in the procedure of legal remedy by filing an administrative lawsuit. Submitting the appeal shall result in postponing the effect of the decision. The appeal can be also submitted by referring to breaking the provisions pertaining to the student's legal status.

(11) The decision of the first instance shall become final if no appeal has been lodged within the time limit specified in Article (1), or if the student has waived his/her right to appeal. The final decision shall be final upon publication.

(12) For the purposes of these provisions, the provisions applying to student status shall mean the provisions of laws and institutional documents stipulating the rights and obligations of students.

(13) The provisions of the Act on the general administrative regulation shall be applied appropriately concerning the proof of evidence, the form and content of the decision, its correction, amendment, modification or revocation upon request or ex officio during the procedure of considering the appeal.

(14) The charges incurring during the procedure of legal remedy and its preceding procedure or procedures shall be borne by the Student and the University themselves.

(15) The right of initiating an appeal shall extend to the acts of the admission procedure within the University's authority and the matriculation procedure. The right of appeal and the termination of the ongoing appeal shall also extend to the person whose student status had already been terminated meanwhile.

Article 13. (1) No appeal stipulated under Article 12 may be lodged in case the University and the student agree to the provision of services. In the event of breach of such an agreement the injured party shall have the right to seek redress in court.

(2) Any decision that concerns the student and violates the requirement of equal treatment and was made within the powers of the maintainer of the institution in the course of practical training shall be deemed null. There is no time limit to cite invalidity of such decision.

The procedure for student appeals in matters of charges and benefits is provided for in Article 5 of the UP Code of Charges and Benefits. Downloadable from the UP website: https://international.pte.hu/currentstudents/information-related-yourstudies/codes-and-guidelines 5. § (1) In the case of grants stipulated by the GSC and fees imposed by the Registrar's Office under Annex 1 hereof students may appeal against the resolution to the Head of the Faculty within eight days calculated from notification or from the day they learn about the resolution. The application claim shall be submitted to the body/person adopting the first instance decision and the contested resolution and anv documents supporting the contents of the appeal claim shall be attached to the appeal. The body/person adopting the first instance decision may amend, correct or revoke its original resolution in its own competence or refer it to the Head of the Faculty. The appeal shall be decided within fifteen working days.

(2) Pursuant to Article 12 of the Code of Studies Examinations and (hereinafter CSE) students shall have the right to claim legal remedy against the decision. measure or omission (hereinafter decision) of the Head of the Faculty, the body or person assigned by them, the Registrar, the CRO. Talent Council. the the University Student Council Presidency and the Assembly of Delegates of the Doctorate Council

Applicable legislation:

Act CCIV of 2011 on National Higher Education (hereinafter: HEA)

- Annex 5 of the Statutes of the University of Pécs, the <u>Code</u> <u>of Studies and Examinations</u> of the University of Pécs (hereinafter referred to as: the OOR)
- Annex 6 of the Statutes of the University of Pécs, the University of Pécs' <u>Code of</u> <u>Charges</u> and <u>Benefits</u> (hereinafter: CCB)

Abbreviations:

GSC: Grants and Scholarships Committee CRO: Central Registrar's Office

USU: University Student Union.

## THE ENROLMENT AND REGISTRATION PROCESS

According to § 15 of the PTE Study and Examination Regulations, the admitted candidate can register during the first registration period following the admission procedure, and can register through the Neptun system by entering the Neptun code and the corresponding password: <u>http://neptun.pte.hu</u> (Your password will be mailed to you before enrolment.)

You can access the enrolment form and the declaration window on the status of the current semester (active/passive) by clicking on the menu item "Administration 1 Enrollment **Registration''.** 1 Clicking on the menu item displays the current and previous enrollment periods, but only at the end of the current period there is a + sign, which can be clicked on to select the Enrollment or Registration option from a local menu.

To complete the enrollment form, please visit the

https://neptun.pte.hu/en/segedlet/enro <u>l\_register\_semester</u> link to get guidance.

Active status is required to enroll in a course, start a student ID card

application, pick up a student ID card semester validation sticker, register for an exam (this also requires prior enrollment in the course for which the exam is being advertised), issue an active status certificate (to claim family allowances and grants), and pay scholarships and other benefits.

The deadlines for enrolment and registration are set out in the detailed schedule for the academic year, which is available at:

https://english.etk.pte.hu/public/uplo ad/files/Academic\_calendar/tan%C3 %A9vbeoszt%C3%A1s%20r%C3% A9szletes%202023\_2024\_k%C3%B Cldend%C5%91\_angol\_20230403.p df

## THE AMOUNT OF FEES AND CHARGES CHARGED BY THE HIGHER EDUCATION INSTITUTION, THE GENERAL TERMS AND CONDITIONS OF EDUCATION CONTRACTS:

Students are obliged to pay the fees set out in Annex 1 to the Code of Charges and Benefits for failure to comply with or late compliance with the obligations laid down in the Code of Studies and Examinations or other regulations. They must also pay a service fee for the use of services which are not related to the fulfilment of the study requirements set out in the training and outcome requirements or in the study plans.

Name of programme	Level	study order	Fee (€)/semester for those accepted in 2023
	_		
Nursing and Patient Care	BSc.	full	
Nursing and Patient Care nursing	BSc.	full	2900
Nursing and Patient Care dietetics	BSc.	full	2900
Nursing and Patient Care physiotherapy	BSc.	full	2900
Nursing and Patient Care midwife	BSc.	full	2500
APRN (Nursing)	MSc.	full	3500
Clinical Laboratory Research Specialist	MSc.	full	3500
Physiotherapy	MSc.	full	3300

Amount of tuition fees for the academic year 2023/2024:

The Faculty is responsible for concluding a student study contract with the student admitted to a self-financed programme, in which the student and the University shall fix the amount of the tuition and fees in accordance with the provisions of Article 47/A of the University's Code of Charges and Benefits. The student must return both signed originals of the study contract to the Central Registrar's Office

by the date specified by the Central Registrar's Office. The study contract is part of the enrollment form, therefore, without a signed contract, the student's enrollment is invalid and the Central Registrar's Office cannot credit the student's fee payment without a signed study contract.

# **DORMITORY FACILITIES**

# <u>Pécs</u>

Up-to-date dormitory and housing information is available at:

https://international.pte.hu/admission /prepare-your-stay/housing

## LIBRARY SERVICE AT THE UP FACULTY OF HEALTH SCIENCES

# Library of the Faculty of Health Sciences, Pécs

#### **Contact:**

Address: 7621 Pécs, Vörösmarty u. 3. Tel./fax: +36 72/501-500/38486 E-mail: <u>info-etkpecs@lib.pte.hu</u> Web: <u>www.lib.pte.hu</u> WebOPAC: <u>http://lib.etk.pte.hu:8080/WebPac/</u>

## **Opening hours:**

During the study period: Monday to Thursday: 9:00-17:00 Friday: 8:00 – 12:00

Exam Period: Monday to Thursday: 8:00 to 16:00 Friday: 8:00 – 12:00

## Staff:

Library manager: Henrietta Schiberna-Cser

Librarian: Anita Nicsinger

Our collection includes 10,000 volumes of books, 14 national journals and the theses published here. The entire stock is in open shelving. The library's documents for

local use include periodicals, reading room stock and theses. Six computers are available to readers, from which all scientific databases subscribed to by UP and the catalogue of UP libraries are accessible.

#### Services:

- library lending, local reading, information,
- Internet and database use,
- document renewal by phone, email, web catalogue,
- inter-library loans,
- photocopying, scanning, spiralling (for a fee),

Current prices for fee-based services are available at the library and on the website.

https://english.etk.pte.hu/students/libr aries

## **COMPUTER SERVICES**

In Pécs, in the Vörösmarty Street building, there are 4 computer rooms with 20 seats, projectors and educational software (Windows 10, Microsoft Office, SPSS, Nutricomp). In the Faculty's 300-seat lecture hall depending on the equipment and room layout - 206 (maximum 280) thin-client terminals. high-3 resolution projectors, 1 large digital display and state-of-the-art sound system are used for teaching IT to students (Windows 10, Microsoft Office), and they also provide the opportunity for interactive electronic testing in class. With the help of the large lecture hall, students can take electronic exams in a number of subjects during the examination period. After the electronic exam, they can find out very quickly whether they have successfully completed the subject. The room, like the other computer rooms, is also suitable for Neptun OHV tasks.

The central WiFi service is available in all buildings of the Pécs campus in Vörösmarty utca ("A" and "D" buildings), Szepesy utca and Laterum dormitory, which students can use freely on their own devices if they have their EHA/Neptun code. In addition, 3 classrooms in building D and A are equipped with interactive whiteboards and 3 classrooms in building D are equipped with sound systems. Since the pandemic, several of our lecture rooms have been equipped with full audiovisual equipment (sound system, projector, high-definition webcam, room microphone).

## SPORTING FACILITIES

In addition to their daily tasks, it is important for students, lecturers and staff at the University to spend their free time doing something useful and, if possible, to do as much sport as possible. Regular sport helps our students to study and to relax, which is essential for them to achieve a high level of academic performance. To this end, the Sports Office of the UP **Directorate of Education provides a** wide range of recreational and competitive sports opportunities. UP strives to provide appropriate support to ensure that all students find the sporting activities they are interested in, whether they are one-off or competitive.

In addition to the sports and leisure activities organised by the Sports Office of the UP Directorate of Education, Pécs has a very colourful sports scene, with good basketball, handball and football teams.

Our faculty offers preferential course schedules to students with outstanding sporting activities, if they have a certificate from the appropriate association, helping them to achieve better results in sports and studies. Students must apply to the Academic Committee by the deadline specified in the detailed schedule for the academic year.

The sports units of UP:

## PTE PEAC - Pécs University Athletics Club

Executive President: dr. Pongrác Ács H-7624 Pécs, Boszorkány u. 2. Tel.: 06 72 501-500/23612 ptepeac@gmail.com

#### **UP Sports Office**

Head of Sports Office: József Hári Address: 7622 Pécs, Vasvári Pál utca 4.

Tel.: +36 72 501-500/12770 E-mail: <u>hari.jozsef@gmail.com</u>

## **Dancing University**

Project leader: Beatrix Bánkyné Perjés Address: 7622 Pécs, Vasvári Pál u. 4. Tel.: +36 72/501-500/ 12123 E-mail: tancprojekt@pte.hu

## OPPORTUNITIES FOR RECREATIONAL ACTIVITIES

In 2010, the city of Pécs was awarded the honour of European Cultural Capital. Since then, cultural life has remained vibrant and diverse - both in academic and urban terms.

UP students can immerse themselves in a wide variety of art forms, going far deeper than just contemplation. Music, theatre, dance... it's not only a chance to learn the theoretical basics, but also to try out what it's like to be a member of a university theatre, or to stand as a dancer in front of hundreds of students and townspeople, or to discuss how to form an orchestra with prominent figures in the local popular music scene. You can also get a glimpse of the rich history of UP culture, with its own museum and interactive exhibition.

Cultural services of the UP:

- Janus University Theatre (JESZ)
- Dancing University
- Musical University
- UP Dance Company
- UP Baranya Dance Company
- Museums, collections

https://international.pte.hu/currentstudents/information-aboutservices/sport

https://tancolo.pte.hu/en

https://english.etk.pte.hu/students/spo rts

## THE CONDITIONS OF ADMISSION TO HIGHER EDUCATION INSTITUTION

Information on admissions: <u>https://english.etk.pte.hu/future\_students/application-2021</u>

#### THE CONDITIONS FOR OBTAINING A RESIDENCE PERMIT

https://english.etk.pte.hu/future\_students/immigration-regulations

https://international.pte.hu/admission/prepare-your-stay/visa

## **EXPECTED COSTS OF LIVING**

https://english.etk.pte.hu/future\_students/living-costs

https://international.pte.hu/admission/prepare-your-stay/cost-living

## INFORMATION ABOUT HEALTH CARE AND INSURANCE

https://english.etk.pte.hu/future\_students/health-services

https://international.pte.hu/admission/prepare-your-stay/health-insurance