**Preferential Course Schedule request**

*Must be submitted to the Registrar’s Office with sections 1-4. filled out and signed.*

1. **Personal data**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:\*** |  | **Neptun code:\*** |  |
| **Home country:\*** |  | | |
| **Major/Training programme:\*** |  | | |
| **E-mail:\*** |  | | |

*The student will be informed of the decision via the Neptun Study System and via the decision sent by e-mail.*

**Date:**

*Student signature*

**Fields marked with an \* are mandatory!**

1. **A short justification of the application and list of attached documents and certificates:**
2. **Statement of the Institute/Department** (Please underline one):

The student's request is supported.

The student's request is not supported.

L.S.

**Date**:

*Signature of the Head of the Institute*

*or a Head of Department*

1. **List of courses**

Please fill out a line for each course you intend to request the preferential course schedule for. Feel free to add more lines if you need them.

According to Article 46. of the Code of Studies and Examinations the student can be granted:

1. partial exemption from the obligation to attend obligatory contact hours,
2. full exemption from the obligation to attend obligatory contact hours,
3. the opportunity to take the exam before the examination period,
4. closing the length of instruction period earlier pursuant to the provisions of law,
5. or any other similar favour.

The lecturer must indicate in the **Concessions and Conditions** column what concessions they grant to the student by writing it (or its letter).

Also indicate any additional conditions you wish to set for the student. *(e.g. writing an extra essay, presenting a topic, only missing x% of contact hours)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Code\*** | **Name of the course\*** | **Concessions and Conditions\*** | **Lecturer’s name\*** | **The lecturer’s signature\*** |
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1. **Date of arrival at the Registrar’s Office:**

L.S.

**Date:**

*Study administrator*

1. **The Educational Committee of the Faculty:**

accepts / declines the request (*decision attached*)

L.S.

**Date:**

On behalf of

**Dr. Gábor Szabó**

Head of Educational Committee

**Ms. Mária Seres**

Head of Registrar’s Office

UP Faculty of Humanities and Social Sciences

*This page does* ***not*** *need to be printed and submitted with the request.*

**The Statutes of the University of Pécs** *Annex 5*

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

**Article 46.** (1) Upon permission of the Educational Committee 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. 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.

(2) Students pursuing studies with a preferential course schedule shall also fulfil the academic requirements.

(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 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.