

Guide

for the use of the Semmelweis University – Exemption from Physical Education system (STEFI)

The STEFI system is used to process exemption from physical education once the procedure has been previously initiated by submitting the relevant form in the Neptun system. Therefore, it is only available to students who have already submitted their application in Neptun. The rejection of a login attempt with an error message "No data in Neptun for a PE exemption!" can only be resolved by the student first submitting the form in Neptun.

Main features of the application:

- online administration per semester (uploading medical documents and booking a consultation appointment);
- one-off appointment cancellation;
- e-mail notification of the medical examiner's recommendation that will lead to a decision.

Please take note of the following rules:

- From submitting the form in NEPTUN, the system provides 72 hours to book an appointment.
- Only one appointment (i.e. consultation) may be booked at a time, and it can be cancelled until 24 hours beforehand and can be re-booked **once** following cancellation.
- If a student fails to attend a consultation at the time booked, his/her request will be automatically rejected and his/her case will be closed with a "fit for physical education" recommendation.
- Only medical documents in English or Hungarian, relevant to the reason for exemption, will be accepted by the medical examiner. The document(s) must be uploaded in advance in the system and the student must indicate the name of the institution (hospital/clinic) and the name of the doctor issuing the document, as well as the date of issue. The documents are encrypted at the moment of upload. **In order for the documents to be taken into account, it is essential that the student presents the original copies to the medical examiner during the consultation!**
- If no uploaded document meeting these conditions is available, the application will be automatically rejected and the case will be closed with a "fit for physical education" recommendation.

The link provided in Neptun will take you to the screen below. Please use your SeKA username and password to enter.



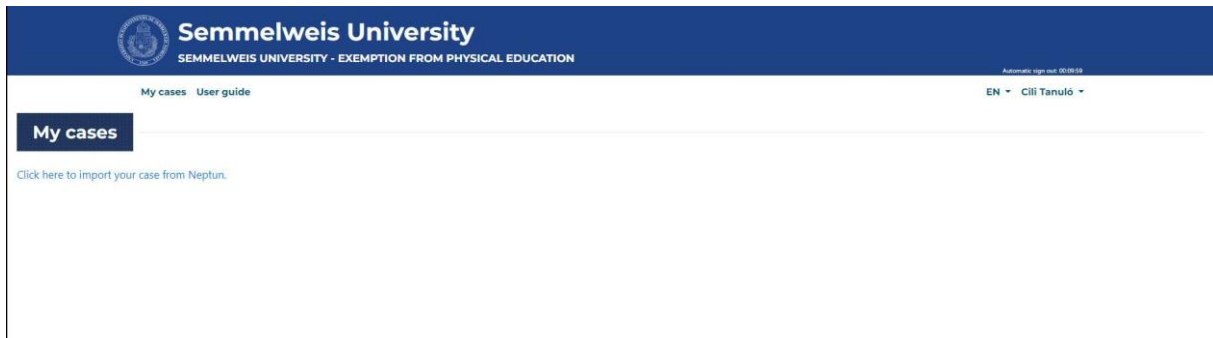
EN - Sign in

Sign in
You can sign in here with your SeKA ID.

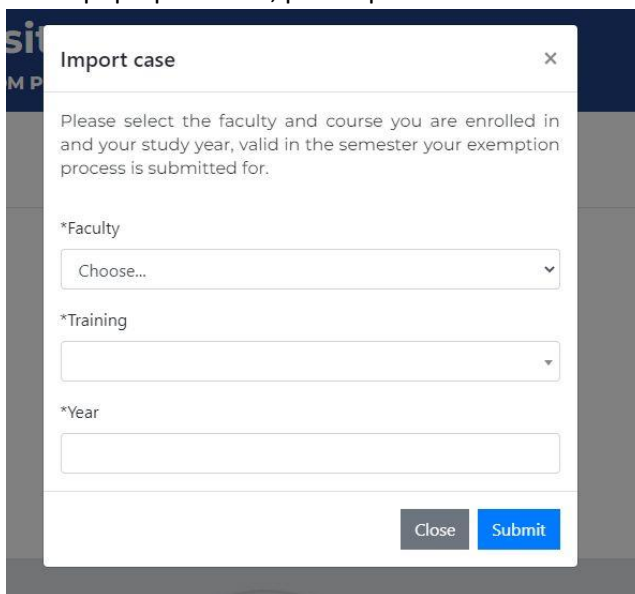
Username

Password

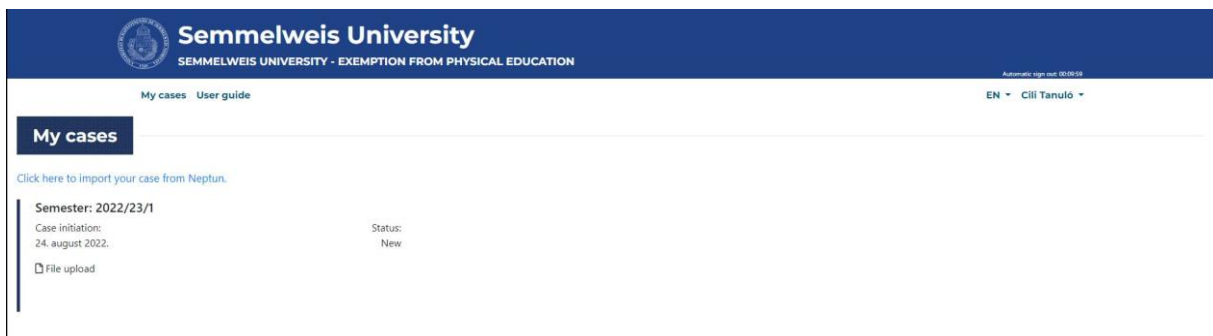
On the displayed interface, click on „Click here to import your case from Neptun.”



In the pop-up window, please provide 3 further details to identify your case.



Following this, file upload (i.e. electronic submission of documents) will become available.



In the pop-up window, choose the file you wish to upload, provide the requested detail and make the necessary declarations. Attention! Only upload documents for which you know the details required by the system. Students are held responsible for providing false data.

File upload for exemption for 2022/23/1 semester. ×

MicrosoftTeams-image (1).png Browse

Accepted files: pdf, png, gif, jpeg, max. 2MB.

*Issuing institution *Date of issue *Issuing doctor

I acknowledge that the uploaded document constitutes an official deed. Aware of my criminal liability, I declare that this uploaded document is authentic and concerns me. I further acknowledge that the medical examiner's recommendation may only be based on a previously uploaded document, the original of which I present at the consultation.

Close Submit

Successful upload is confirmed by a message appearing on the screen, and the name of the uploaded document will be displayed (in blue text), which you can click to download the document. Multiple files can be uploaded, and each can be deleted by clicking on the 'trash bin' icon next to its name. Additional file(s) can be uploaded until the date of the consultation. **Please make sure you bring the original version of the document(s) with you to the consultation.**

[My cases](#) [User guide](#)

Successful upload.

My cases

[Click here to import your case from Neptun.](#)

Semester: 2022/23/1

Case initiation: 24. august 2022. Status: New

File upload

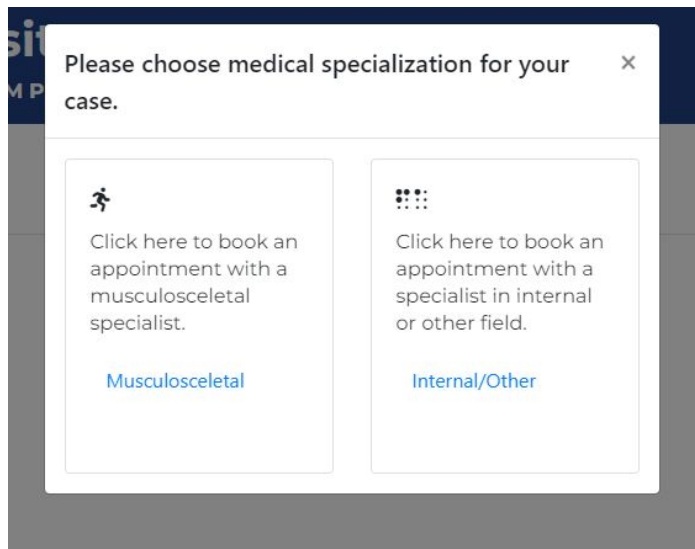
[Click here to book an appointment with a medical specialist.](#)

After uploading your file(s), click on „**Click here to book an appointment with a medical specialist.**” to continue.

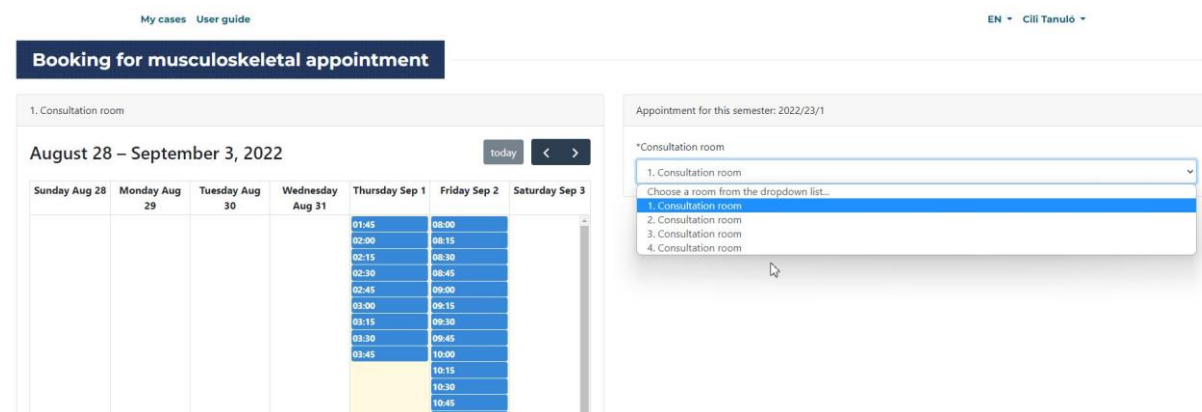
File upload

[Click here to book an appointment with a medical specialist.](#)

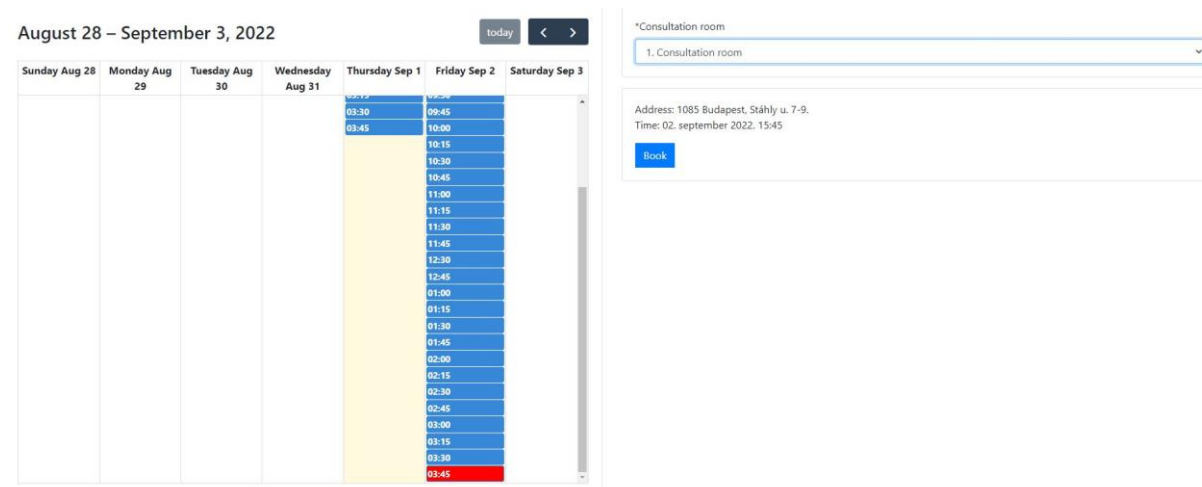
To book an appointment, you must first select in the pop-up window whether your exemption case is based on a musculoskeletal or other medical condition (e.g. internal medicine, cardiology, etc.).



On the right hand side of the screen displayed next, you can choose the consultation room, and on the left hand side you can select from the available times of consultation appointments for the selected room.



Select the desired time for appointment and click on the „Book” button.



Successful booking is confirmed by a message on the top, and the appointment's details with additional necessary information is sent to the student via e-mail.

[My cases](#) [User guide](#)

Successful appointment booking. An email with your booking details has been sent to you. Please read it carefully!

The system will log you out automatically in: 53 sec

Stay logged in

My cases

[Click here to import your case from Neptun.](#)

Semester: 2022/23/1

Case initiation:
24. august 2022.

Status:
New

File upload

MicrosoftTeams-image (1).png

Booked appointment - 02. september 2022. 15:45

Please make a note of the consultation date in your calendar (you can also do this by clicking on the link in the e-mail).

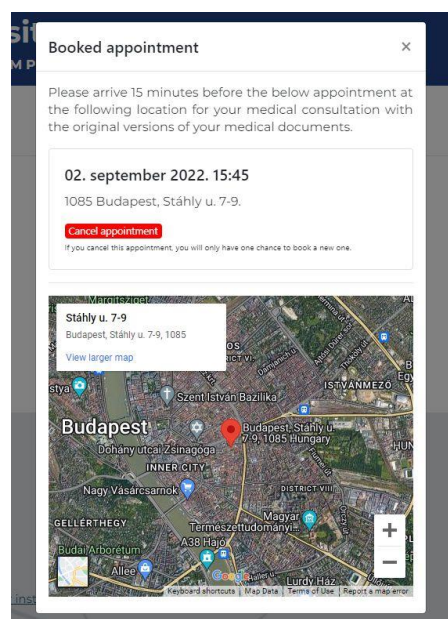
By clicking on the **booked appointment**, you can receive visual information about the location of the consultation.

MicrosoftTeams-image (1).png

Booked appointment - 02. september 2022. 15:45

A booked appointment can be cancelled once and a new appointment can be booked if there are still more than 24 hours left before the consultation. Click on the booked appointment to reach the pop-up window below.

If you click on the red **"Cancel appointment"** button, the booked appointment will be cancelled, and a confirming message will appear in the green bar. A new appointment can be booked after one cancelation (but not more than once).



Successful appointment cancellation.

My cases

[Click here to import your case from Neptun.](#)

Semester: 2022/23/1

Case initiation:
24. august 2022.

Status:
New

File upload

MicrosoftTeams-image (1).png

[Click here to book an appointment with a medical specialist.](#)

The process is thus finished. To protect your data, please exit the application by using the "Logout" function, which you can access by clicking on the arrow next to your login name in the top right corner.

EN ▾ Cili Tanuló ▾

Sign out

After the consultation, you will receive an email with the recommendation of the medical examiner, which you can also view in the "My cases" menu, after logging in to the system.

If the medical specialist requests a consultation with another specialist for making his/her recommendation and you wish to make use of this possibility, you will be able to upload the new medical document(s) issued during the self-organized extra examination(s) and book a new consultation appointment with the same conditions as in the first round.