

**2021/2022. ACADEMIC YEAR I. (FALL) SEMESTER  
STUDY PERIOD INFORMATION  
for non-freshman students at the Budapest  
training location**

**Semester registration**

for bachelor and complex programme students:

**30.08.2021. (10:00) – 12.09.2021. (23:59)**

for master and postgraduate specialist training programme students:

**30.08.2021. (14:00) - 12.09.2021. (23:59)**

**Final course registration period**

for bachelor programme students:

**30.08.2021. (10:00) - 10.09.2021. (12:00)**

extended period because of intensive week, for bachelor programme students (attention: new period because of Study and Examination Regulations changes):

**13.09.2021. (13:00) - 10.09.17. (23:59)**

for part-time, complex, master and postgraduate specialist training programme students:

**30.08.2021. (14:00) - 10.09.2021. (12:00)**

**Final course registration supplementary period**

only course registration for all students:

**11.09.2021. (16:00) - 2021.09.13. (23:59)**

**Taking and dropping subjects of intensive week period**

for bachelor and master programme students:

**30.08.2021. - 03.09.2021. (12:00)**

**Study Period**

**06.09.2021. – 18.12.2021.**

## 1. Semester activation

During the registration period, students must log in to Neptun and declare whether they will continue their studies in the given semester (**active status**) or not (**passive status**).

If there is no reason for rejection, the University will accept the student's declaration with an **automatic decision**, and the decision will be communicated to the student by a Neptun system message. If the student has an **overdue debt** or has not fulfilled the **declaration obligation** by the registration deadline, activation will not be possible and the given semester will **become passive** and the decision will be communicated to the student by a Neptun system message.

After activation, the student must take at least one subject, as it is a condition for a valid active semester. If no subject is taken, the activation will be invalidated and the semester will become passive. The electronic document produced in the NEPTUN system also decides on the reimbursement of paid tuition fee.

Following the announcement of the passive student status, the student may only request for **making the passive semester active in an equity request by October 14** at the latest. In this case, the student must also **request the possibility of late subject registration** in the application for a active semester and pay the fee for late subject registration, as well as the fee for the equity request.

The student can passivate an active semester by October 14 the latest. If there is no reason for rejection and the student paid the fee, the declaration will be accepted by the head of the Study Affairs of Student Services.

### Attention!

The student is obliged to notify the Student Services staff of the **change in his / her registered personal information immediately**, but no later than on the 15th day after the change: he / she must send the document containing the new information electronically to the e-mail address [student.office@uni-corvinus.hu](mailto:student.office@uni-corvinus.hu), and must request an update of the data in the NEPTUN system.

## 2. Information on requests

Every request must be submitted through Neptun at the **Administration/Requests** menu item, except when the request is not available because the time of submission is not current. Some requests have fees, the amount of the cost is written in the All requests are available at the time when they are due for submission.

Requests that can be submitted in Neptun at the beginning of the semester, before or right after semester activation :

- Request to Change Status (Active/Passive)
- Adding Subjects out of Program Curriculum
- Reduced Curriculum
- Request to add or drop Subjects
- Approving Subjects
- Request of payment in Instalments
- Dean's and Rector's Equity Request
- Request for the refunding of a mistakenly paid fee

## 2. Payments in Neptun

In Neptun you can pay by money transfer to the joint account or by SimplePay.

### By transfer:

- It takes 3 days for your money transfer to arrive to the joint account.

HUF/Forint joint account information:

- Account holder's name: Neptun gyujtoszaml
- Bank account number: 11784009-22229913-00000000
- Bank: OTP Bank
- IBAN number: HU64117840092222991300000000 (needed for Revolut)
- SWIFT (BIC) code: OTPVHUHB
- First row of the „Comments” you must put: NK-your NEPTUN CODE (space) YOUR FULL NAME

EUR/Euro joint account

- Account holder's name: Neptun EUR gyujtoszaml
- Account number: 11763842-00687881-00000000
- IBAN: HU93117638420068788100000000
- SWIFT (BIC) code: OTPVHUHB
- First row of the „Comments” you must put: NK-your NEPTUN CODE (space) YOUR FULL NAME

### By SimplePay:

- It is only possible to pay the exact amount of the announced fee, installment payment is not possible.
- Multiple fees can be settled with one transaction at a time.
- An e-mail address registered in Neptun is required.

- Any card suitable for online payment can be used without installing the Simple app.
- The settled item immediately gets a fulfilled status.
- Upon successful completion, the student will receive an email.
- In case of unsuccessful execution, referring to the SimplePay ID, the student can find out the cause of the problem from SimplePay customer service.

The payment obligations can be found in the Neptun system under the "Finances/Payment" menu.

### **3. Cases of termination of the student status:**

- Termination by student request
- Termination due to transfer to another institution
- Termination due to payment arrears
- In case of self-financed programme, termination due to not accepting self-financed programme costs
- Termination due to disciplinary misconduct
- Termination due to failure to progress in study:
  - the student registers for a given subject three times in a given training programme and still fails to complete the subject
  - the student has 5 unsuccessful makeup exams for one course
  - the student fails to register for the next semester for three times in a row, therefore after the second consecutive passive semester, the student must activate the semester and register at least one subject
  - the student does not start his / her studies after a passive student status and the conditions for further passive student status do not exist
  - the student does not register for a course after activating his / her semester and the conditions for a passive student status do not exist
  - the student exceeds the maximum training period available for completing his or her studies
  - the student fails to earn the missing credits that are prescribed on a mandatory basis in credit recognition in the procedure of admission to the master training specialisations, in parallel with the training aimed at obtaining the master's degree within two active semesters following admission to the training
  - the student has failed three corrective comprehensive exams
  - the student takes three attempts at passing the complex examination closing the given specialisation/major in the given training programme
  - the student, starting his or her first year at the university in the academic year of 2016/2017 or later, fails to take at least 50% of the credits specified as a mandatory requirement for a diploma as

- prescribed in the training and outcome requirements during the appropriate number of active semesters of the given major
- the student starting their first semester in the academic year of 2020/2021. or after:
    - the student's minimum (cumulated) credit-weighted study performance in the academic year 2020/2021, or thereafter, with the exception of the first active semester – is below 2.5 per semester
    - the student fails to earn 15 credits in his or her first two successive active semesters

#### **4. Additional information**

You can find more information at [www.uni-corvinus.hu](http://www.uni-corvinus.hu), For Students -> International and Administrative Student Services menu item.

Budapest, 27.08.2021.

Student Services