2024/2025. ACADEMIC YEAR I. (FALL) SEMESTER STUDY PERIOD INFORMATION

for freshmen students on all programmes

Enrolment:
for bachelor and master programme students
according to the schedule on the website:
26.08.2024. - 13.09.2024.

Activation in neptun:
for bachelor and master programme students:
05.08.2024. - 13.09.2024.

Although the registration period is open until the 15th of September, please note that your enrolment will be valid if (in order)
1. you submit your Enrolment form,
2. you activate your programme/semester in neptun and
3. you take at least one course (or it is centrally added for you)!

Course registration period (add & drop):
for bachelor and master programme students:
26.08.2024. - 01.09.2024.

The exact date for course registration varies from one programme to another. You can find out the exact schedule and further information about the programme/semester activation date here.

Supplementary course registration period, course registration ONLY:
for all students in all grades, in all programmes, on all programme levels:
09.09.2024. (10:00) - 15.09.2024. (23:59)

Study period:
09.09.2024. - 15.12.2024.

1. Semester activation

During the registration period, students must log into neptun and declare whether they will continue their studies in the given semester (**active status**) or not (**passive status**) (*Administration -> Enrolment, Registration/Semester 2024/25/1/active or passive/Save*). **For first-year students, it is important to highlight that they cannot have a passive student status in the first semester**. They must start their studies with an active semester after enrolment.

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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 (via MyCorvinus Hub "**Do it online**" platform, Change in Personal Details menu item), and must request an update of the data in the NEPTUN system.

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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. Certain requests are subject to a separate fee, the amount of which is set out in Annex 4 of the Regulation on Student Fees and Benefits (RSFB).

All requests are available at the time when they are due for submission.

Requests that can be submitted under "Administration/Request":

- Request to Change Status (Active/Passive)
- Adding Subjects out of Program Curriculum
- Preferential Study Order
- Request to add Subjects beyond the deadline
- Request to drop Subjects beyond the deadline
- Approving Subjects
- Dean's and Rector's Equity Request

Requests that can be submitted under "Finances/Payment":

- Request of payment in Instalments
- Request for the refunding of a mistakenly paid fee

3. Payments in neptun

The amount of the fall semester programme cost will be announced in neptun after the end of the registration period, with a payment deadline of 8 days.

In neptun (except for the dormitory deposit) you can pay by SimplePay or by money transfer to the joint account.

By SimplePay:

- **The settled item immediately gets a fulfilled status**.
- Any card suitable for online payment can be used without installing the Simple app.
- Multiple fees can be settled with one transaction at a time.
- An e-mail address registered in neptun is required.
- It is only possible to pay the exact amount of the announced fee, installment payment is not possible.
- In case of unsuccessful execution, referring to the SimplePay ID, the student can find out the cause of the problem from SimplePay customer service.

By transfer:

- **It takes 1-3 working days for your money transfer to arrive to the joint account.** After receiving the amount, it is necessary to check the checkbox next to the item to be paid, then click on the "Pay in" button for the status of the listed item to change from active to completed.

HUF/Forint joint account information:

- *Account holder's name: Neptun gyujtoszamla*
- *Bank account number: 11784009-22229913-00000000*
- *Bank: OTP Bank*
- *IBAN number: HU64117840092222 9913 0000 0000 (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 gyujtoszamla*
- *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*

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

4. 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:
    - a student who does not reach a minimum (cumulative) weighted academic performance of 2.5, except in the first active semester
    - fails to earn at least 15 credits in his or her first two consecutive active semesters, it being understood that this rule shall not be applied to students who are required to earn fewer than 15 credits and thus are not able to take a number of curriculum units (subjects) corresponding to the required credits as well as if the student is not able to take a sufficient number of curriculum units (subjects) because the University does not announce the given study unit (subject) in the given semester
    - a student who later fails to complete at least 50% of the credits specified as a mandatory requirement for obtaining a diploma as set out in the programme and outcome requirements during the active semesters corresponding to the programme duration of the given study programme
    - under the admission procedure for master programmes, the student fails to earn the missing credits that are to be completed on a mandatory basis simultaneously with the programme within the time limit specified in the decision on credit recognition and the curriculum

- o the number of failed exams in the same curriculum unit has reached six
- o the number of failed make-up Rigorosum exams has reached four
- o the student has exhausted the three attempts to pass the comprehensive examination that concludes the given subspecialisation/ specialisation/ study programme in the given programme
- o the student fails to fulfil his or her obligation to register for subjects after signing in, and it is not possible to suspend his/ her student status
- o the student exceeds the maximum period of studies available for completing his/her studies
- o the student fails to register for the next semester for three times in a row, except if the student is unable to fulfil his/her obligations arising from the student status due to childbirth, accident, illness or other unexpected cause, without any fault on the part of the student, furthermore, if the student does not resume his/her studies after the interruption of his/her student status and the conditions for further suspension are not met

5. Additional Information

You can find more information at www.uni-corvinus.hu, For Students -> International and Administrative Student Services menu item.

Student Services