

**2023/2024. ACADEMIC YEAR I. (FALL) SEMESTER  
STUDY PERIOD INFORMATION**

**for non-freshman students on all programs**

**Semester registration**

for bachelor and complex programme students:

**28.08.2023. (12:00) – 17.09.2023. (23:59)**

for master and postgraduate specialist training programme students:

**28.08.2023. (14:00) – 17.09.2023. (23:59)**

**Final course registration period (add&drop)**

for bachelor programme students:

**28.08.2023. (12:00) - 03.09.2023. (23:59)**

for master and postgraduate specialist training programme students:

**28.08.2023. (14:00) - 03.09.2023. (23:59)**

**Supplementary course registration period,  
course registration ONLY**

for all students in all grades, in all programs, on all program levels

**11.09.2023. (10:00) - 17.09.2023. (23:59)**

**Study Period**

**04.09.2023. - 17.12.2023.**

## **Support for subject registration problems:**

**28.08.2023. – 31.08.2023.**

Student Services and Program Management will organize a support for subject registration problems, which aims to provide immediate help with any difficulties that may arise.

In-person administration will take place between Monday and Thursday from 9:00 until 16:00 in front of **E.159 office at the community space.**

Starting from the Student Services Area, turning to the left and walking up the corridor is where the community space is found. Also, posters and arrows will guide you to find the place.

Support will also be available on the following phone numbers:

**+36302060108**

**+36302060160**

**IMPORTANT! The following three course contains several subjects that you cannot register at the provided date, just after 31.08.2023. 10:00 AM:**

- International Business,
- Business and Management and
- Data Science in Business

**The Internship Office (E157) is accepting students due to the upcoming deadline for internship admissions for non-freshmen students:**

**28.08.2023. – 31.08.2023.**

Monday, Wednesday: 13.00-16.00

Tuesday, Thursday: 9.00-12.00

## 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**) (*Administration->Enrollment, Registration/Semester 2023/24/1/active or passive/Save*).

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**, if there is no reason for exclusion, and the decision will be communicated by the University 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.

After giving notice of the suspension of the student status, **it is not possible to declare the passive semester active beyond the registration period**. A passive semester may not be declared active on the basis of an application for equity.

**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.

If, after registration, the student does not withdraw his/her registration for the semester and does not request the suspension of his/her studies, nor does he/she terminate his/her student status, the semester is considered an active semester.

### 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.

## 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 or drop Subjects
- 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
- Request for refund

## 3. Payments in Neptun

The amount of the fall semester programme cost, and the foreign language programme tuition contribution 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.
- 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.

#### **By transfer:**

- **It takes several 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" 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: 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 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 commenced the first year of his/her studies in the 2022/2023 academic year has exhausted the possibility to register for a given subject twice, or in the case of an equity decision three times
  - a student who commenced the first year of his/her studies in the 2021/2022 academic year has exhausted the possibility to register for

- a given subject three times, or in the case of an equity decision four times
- a student who commenced his or her first year in the 2020/2021 academic year or later,
    - 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 commenced his or her first year in the 2016/2017 academic year or 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
  - the number of failed exams in the same curriculum unit has reached six
  - the number of failed make-up Rigorosum exams has reached four
  - the student has exhausted the three attempts to pass the comprehensive examination that concludes the given subspecialisation/specialisation/study programme in the given programme
  - 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
  - the student exceeds the maximum period of studies available for completing his/her studies
  - 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](http://www.uni-corvinus.hu), For Students -> International and Administrative Student Services menu item.

Student Services