2025/2026 ACADEMIC YEAR I. (AUTUMN) SEMESTER - STUDY PERIOD INFORMATION

For Freshers

Enrolment
For bachelor, master and undivided master programmes' students:
1-4 September, 2025
You can find the detailed schdule on the [website](#).

For MBA students 10:00 – 12:00, 4-5 September, 2025 Corvinus E building, room 165 on the first floor.

Activating your status in neptun:
For bachelor, master and undivided master programmes' students:
until noon 12 September, 2025
Neptun: Menu ->Administration -> Term registration -> Register button -> Declaration about status: Active or passive

Although the enrolment registration period lasts until 12 September, please note that your enrolment will only be valid if (in order):
1. you submit your enrolment form,
2. you activate your semester in neptun, and
3. you register for at least one course (or it is registered for you centrally)!

Main course registration period:
You can register for courses and you can drop them.
For bachelor, master and undivided master programmes' students:
1-7 September, 2025
The dates for course registration vary depending on your programme. You can find the exact schedule and further information about course registration [here](#).

Project (intensive) week course registration:
1-4 September, 2025 – Please, check your programme description, whether you have a course (or courses) this week (you have received a neptun message about it earlier)

Course registration finalization period:
You can only register for courses, no possibility to drop them:
10 a.m. on 15 September, 2025 – 11.59 p.m. on 21 September, 2025

Study period:
8 September, 2025 – 14 December, 2025

1. Semester activation

During the registration period, students must log in to the neptun study and registration system and declare whether they will start their studies in the given semester (active status) or suspend their student status (passive status). It is important to note that <u>first-year students cannot have passive student status in their first semester</u>. They must start their studies with an active semester after enrolment.

Attention!

> The student is obliged to notify the Study Administration 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 "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. Some requests have fees, the amount of the cost is written in the Regulation on Student Fees and Benefits.

Requests that can be submitted under *"Administration/Requests"*:
- B101-Request to register for a subject outside of the programme curriculum (1-21 Sep 2025)
- B102-Late course registration request (22-28 Sep 2025)
- B104-Preferential Study Order (1-21 Sep 2025)
- B201-Late course deregistration request (15-21 Sep 2025)
- I101-Request for credit acceptance from domestic institution – Registration (1-21 Sep 2025)
- I102-Request for credit acceptance from domestic institution (1-21 Sep 2025)
- I201-Request for credit acceptance from foreign institution – Registration (1-21 Sep. 2025)
- I202-Request for credit acceptance from foreign institute (1-21 Sep 2025)
- M101-Request for Dean's Equity (from 1 Sep 2025)
- M201-Request for Rector's Equity (from 1 Sep 2025)

Requests that can be submitted under *"Finances/Payment"*:
- M203-Rector's Request for Equity, payment by instalments or deferred payment (1 Sep 2025-1 Feb 2026)
- M204-Rector's Request for Equity, exemption from the payment obligation (1 Sep 2025-1 Feb 2026)
- P801-Request for the refunding of a mistakenly paid fee (1 Sep 2025-1 Feb 2026)

3. Payments in neptun

The amount of the autumn 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.**

It is important to note that in the case of funding with a Corvinus scholarship, the programme cost will be charged, but the Corvinus scholarship will also be charged, so there is nothing to be done about the "Corvinus scholarship programme cost" item.

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 1-3 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: HU6411784009222299130000000 (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 collective account
   Account number: 11763842-00687881-00000000
   IBAN: HU9311763842006878810000000
   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. For further details you can check the [website](#).

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 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.
  - 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;
  - a student who commenced his or her first year in the 2020/2021 academic year or later, 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 a total of 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;
  - the student fails to earn the missing credits that are to be completed on a mandatory basis within the time limit specified in the resolution on preliminary credit recognition simultaneously with the programme for obtaining the master degree, as part of credit recognition during the admission procedure to master study programmes;
  - in the given programme the number of failed exams in the same curriculum unit has reached six;
  - in the given programme and for the given Rigorosum, the number of failed Rigorosum exams has reached four;
  - in the given programme and for the given comprehensive examination, the number of failed comprehensive examinations closing the given subspecialisation/specialisation has reached three;
  - 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.

5. Further information

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

We wish you a successful start to the semester!
Study Administration Services