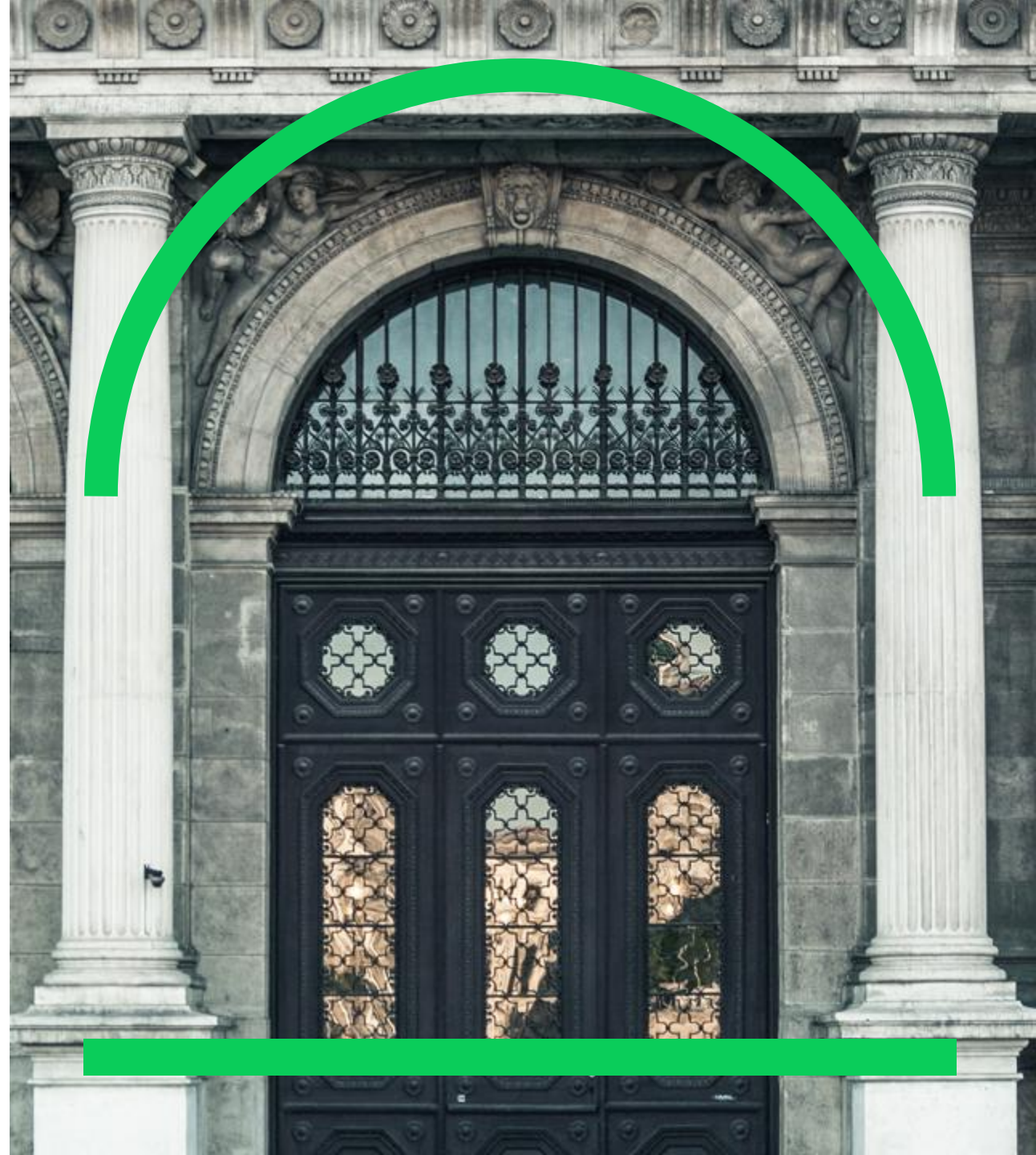


Study orientation at the beginning of the academic year

2026/27

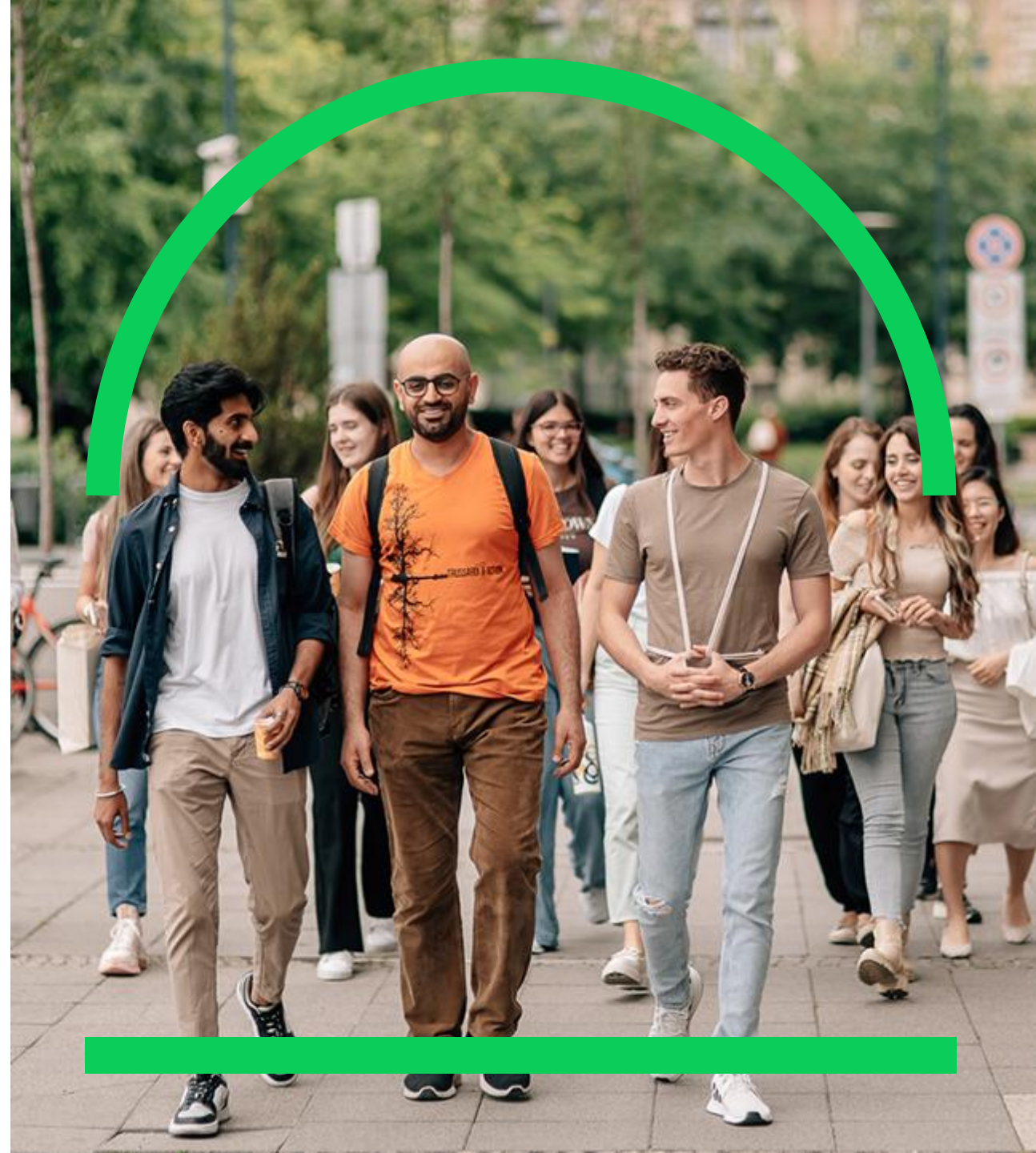


Main Topics

- 1. Establishing your student status** (conditions and acts without which you cannot establish your student status)
- 2. About courses, training programs**
- 3. Termination of student status** (what to look out for during your studies)
- 4. Study, Neptun, Student ID and Financial administration**

1. Establishing your student status

(conditions and acts without which you cannot establish your student status)



Conditions for the establishment of the student legal status

1. Enrollment (in-person only, no online enrolment):

- Compulsory document: Enrolment form –signed in 2 copies (unless you already completed the compulsory data confirmation/kötelező adata megadott kérvény)
- Central admission process (Felvi.hu)
- Institutional admission process (DreamApply system): you can download the Enrolment form in the Neptun system: Menu/Administration/General forms: 2026/27/1 - Enrolment form for BA/BSc,MA/MSc Full-time and Postgraduate programmes students in English

2. After completing the enrolment process, you have to set your semester status to 'active':

- Where? In NEPTUN under Administration/Term registration menu
- How? By selecting the semester 2026/27/1 --> active status --> Save
- When? Between **31st August 2026– 11th September 2026** - see [Academic calendar](#)
- If you fail to do so, your student status will be terminated (according to the regulations a first-year student can only have a passive status in the 1st semester in case of special circumstances)

3. You have to register for at least one subject

- Subject registration for students: between 31st August 2026 – 11th Sept 2026 23:59 (subject registration guide [here](#))

Course registration schedule

Action	Week	Date
Course registration and deregistration (free of charge)	Week 1-2	31.08.2026 – 11.09.2026
Project Week course registration - if you have any (check your curriculum):	Week 1	31.08.2026-03.09.2026
Additional course registration (only adding subjects!) (free of charge), BUT! deregistration only by payment via Neptun request*	Week 3	14.09.2026 – 20.09.2026
Late course registration only by payment via Neptun request*	Week 4	21.09.2026 - 27.09.2026

- *
• **B102** - Késedelmes tárgyfelveételre vonatkozó kérelem / **B102** - Late course registration request:
21.09.2026 10:00 – 27.09.2026 23:59
- **B201** - Késedelmes tárgyleadásra vonatkozó kérelem / **B201** - Late course deregistration request:
14.09.2026 10:00 – 20.09.2026 23:59

Request ID: B102-2025/26/1/ [redacted]
Date of submission: 9/24/2025

B102
B102-Late course registration request
2025/26/1
Applicant's details

Student's name:	[redacted]	Neptun code:	[redacted]
Name of programme:	[redacted]	Code of programme:	[redacted]
Academic level:	Bachelor of Arts / Bachelor of Science / Bachelor of Profession	Delivery mode:	Full-time training
Language of programme:	English	Place of delivery:	Budapesti Corvinus Egyetem
Form of financing:	[redacted]	Status of the programme:	Active
Permanent adress:	[redacted]	Commencement of student status:	[redacted]
Decider:	Subject Leader	Current semester:	2025/26/1

Dear Madame/Sir!

I would like to ask you to allow me to register for the following subject beyond the deadline for the spring semester of the academic year 2024/25 :

Subject name	Subject code	Course code	Course type (lecture, session, consultation, exam course)
Entrepreneurship	VFO0131NABB	VFO0131NABB	practical

Reasons for the request:

I am writing to kindly request permission to register for the Entrepreneurship course, group G02. Previously, I was unable to take this

This is how a request looks like in the University's Neptun system.

Course registration: potential problems and their solutions

(potential) problem

- **Cannot find the course in Neptun**
 - The course will not be offered OR
 - You are trying to register for it in the wrong semester
 - No more places at the course
- **Error message indication clashing courses**
 - Two practices in fact are not allowed to clash
 - You can only have one clash (lecture/lecture or lecture/practice) – maybe it is your 2nd clash?
- **An unpaid debt blocks me from course registration**
- You have not set your 2026/27/1 semester status to ACTIVE

solution

Contact the department administration!
(<https://www.uni-corvinus.hu/main-page/about-the-university/departments/?lang=en>)

Sorry, you must choose a different course☹!

Under Finances/Payments you can see and pay your overdue debts

Where? In NEPTUN
under Administration/Term
registration menu
How? By selecting the semester
2026/27/1 --> active status --> Save

2. About courses, training programmes



Where to find it on the website?

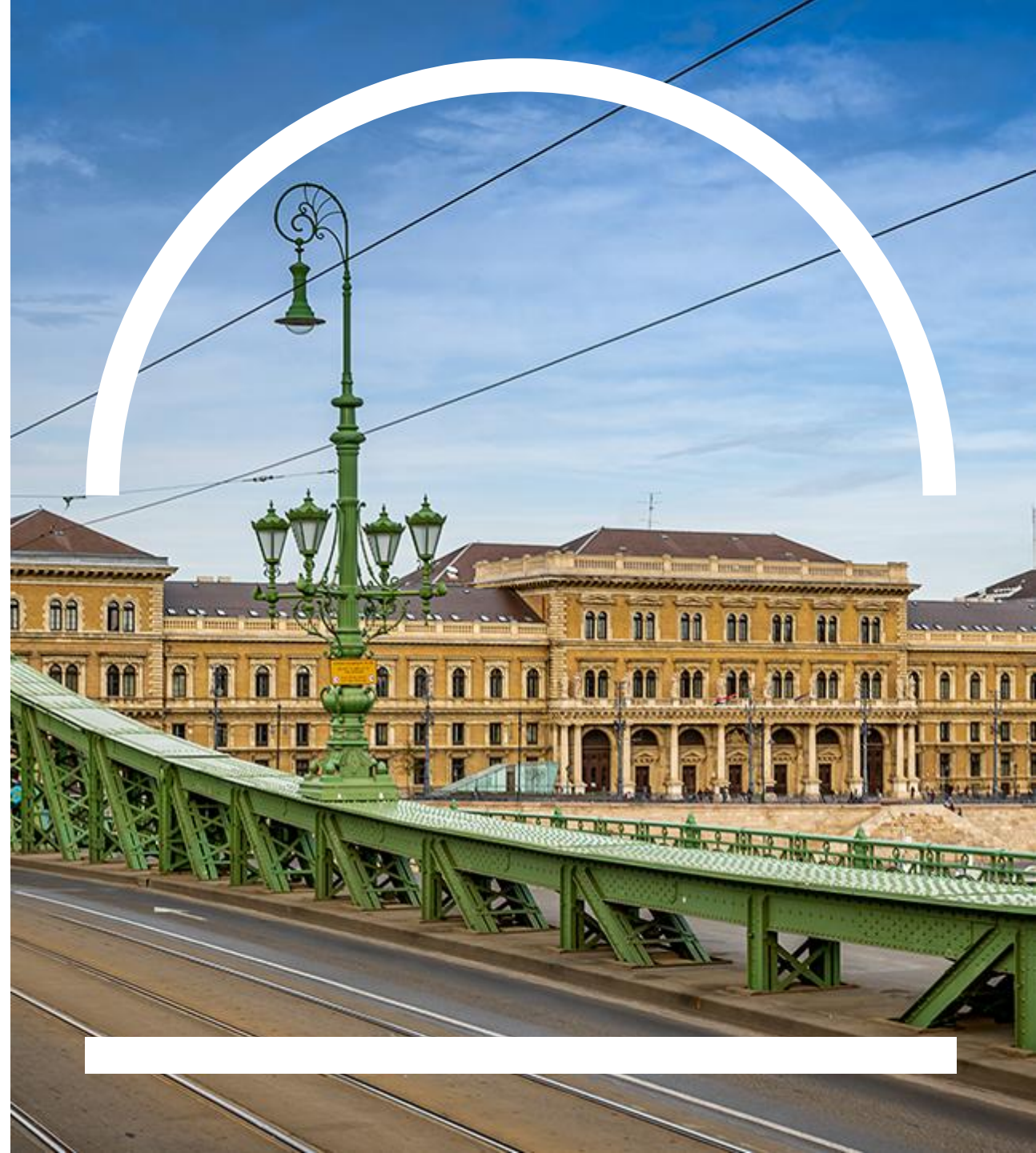
For Students → International and Administrative Student Services → Programmes & Curriculum

Example:
Bachelor
programmes

7BNNEMZ17ABP - International Relations bachelor programme in Budapest, in English, full time training Curriculum for 2023/2024. (1.) fall semester for beginning students																					
Subject Code	Subject Name	Type	Number of hours per week		Credits	Evaluation	Fall or Spring Semester	2023/24 Academic year		2024/25 Academic year		2025/26 Academic year		Credit	course leader	Institute	Requirement		Equivalent subject		PSO
			Lecture	Seminar				1	2	3	4	5	6				Code	Name	Code	Name	
								Fall semester	Spring semester	Fall semester	Spring semester	Fall semester	Spring semester								
Core courses								24	30	27	27	23	26	157							
Core courses								24	30	21	21	12	15	123							
7NK40NCK79B	Early Modern and Modern World History	C	4	0	6	ex	fall	6							László Zsinka	Institute of Global Studies					yes
7SO30NBK97B	Foundations of Sociology	C	2	2	6	ex	fall	6							Attila Melegh	Institute of Social and Political Sciences					yes
7PO10NFV63B	Introduction to Political Science	C	2	0	3	ex	fall	3							Katalin Farkas-Bede	Institute of Social and Political Sciences					yes
7PO10NCKA9B	Philosophy	C	2	0	3	ex	fall	3							Olga Kiss	Institute of Social and Political Sciences					yes
GLOB068NABB	Research Methodology: Theories, Concepts and Research Design I.	C	0	2	3	pg	fall	3							Máté Szalai	Institute of Global Studies					yes
7GT02NBK99B	Social History	C	2	0	3	ex	fall	3								Institute of Social and Political Sciences					yes
KOZG005NABB	Introduction to Economics	C	2	2	6	ex	spring		6						Petra Németh	Institute of Economics					yes
GLOB069NABB	Research Methodology: Theories, Concepts and Research Design II.	C	0	2	3	pg	spring		3						Máté Szalai	Institute of Global Studies					yes
7PE20NAK45B	Communication Workshop	C	0	2	3	pg	spring		3						Eszter Berta-Deli	Institute of Marketing and Communication Sciences					yes
7PE20NCKD6B	Foundations of Psychology	C	4	0	6	ex	spring		6							Institute of Strategy and Management					yes

3. Termination of student status

(what to look out for during your studies)



Cases of termination of student status– SER rules

- Cases of cessation and termination of the student status 39.§
- Termination of student status **due to payment arrears** 40.§
- Termination of student status **due to a disciplinary offence** 41.§
- Unilateral termination of student status 42.§
 - (1) The student status of a student who fails to fulfil the **obligations relating to progress in studies** laid down in the SER shall be terminated, it being understood that:
 - a) a student who commenced the first year of his/her studies after 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**
 - b) 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;
 - c) 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,...;
 - d) 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;
 - e) the number of **failed exams in the same curriculum unit has reached six**;
 - f) the number of failed make-up Rigorosum exams has reached four;
 - g) the student has exhausted the three attempts to pass the comprehensive examination that concludes the given subspecialisation/specialisation/study programme in the given programme
 - h) 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;
 - i) the student exceeds the **maximum period of studies** available for completing his/her studies.
 - j) 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.
 - (2) The University shall unilaterally terminate the student status of a student who:
 - a) **fails to register for the next semester for three times in a row**, except for the case specified in subparagraph a) of paragraph (1) of Section 35;
 - b) 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.

Duration of programme, period of studies (SER 13.§)

(5) The maximum period of studies shall be:

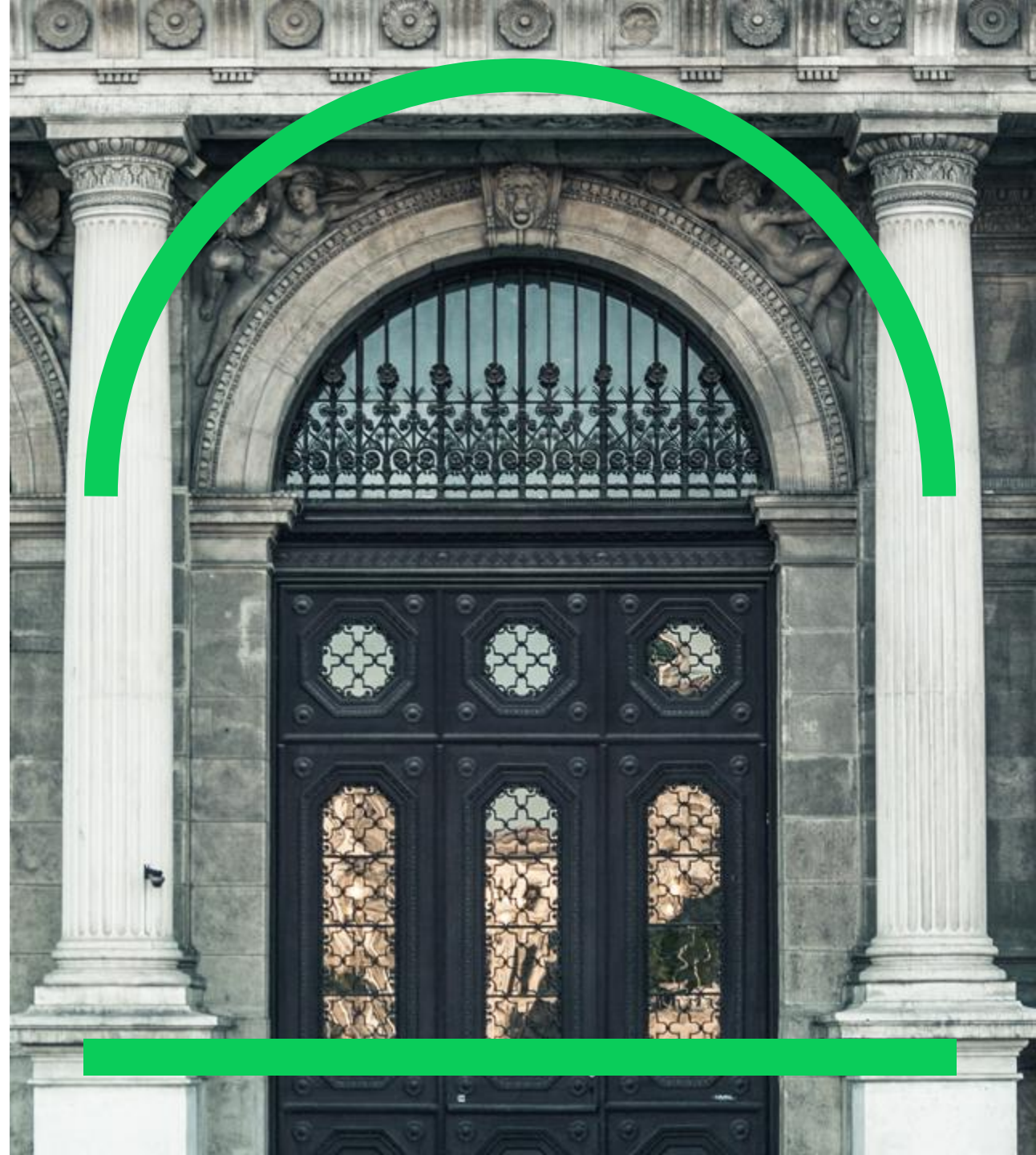
- a) In the case of a programme with a **duration of 2 semesters**, a **maximum of 8 semesters**, with the number of active semesters not exceeding a total of 4 semesters;
- b) In the case of a programme with a **duration of 3 semesters**, a **maximum of 9 semesters**, with the number of active semesters not exceeding a total of 6 semesters;
- c) In the case of a programme with a **duration of 4 semesters**, a **maximum of 12 semesters**, with the number of active semesters not exceeding a total of 8 semesters;
- d) In the case of a programme with a **duration of 6 semesters**, a **maximum of 14 semesters**, with the number of active semesters not exceeding a total of 10 semesters;
- e) In the case of a programme with a **duration of 7 and 8 semesters**, a **maximum of 16 semesters**, with the number of active semesters not exceeding a total of 12 semesters;
- f) In the case of a programme with a **duration of 10 semesters**, a **maximum of 18 semesters**, with the number of active semesters not exceeding a total of 14 semesters;
- g) in the case of a 4-semester Master programme, if the University decides to reduce the duration of the course to 2 semesters during the validation procedure (i.e. it states that the student's period of studies is 2 semesters), the maximum period of studies shall be determined as set out in subparagraph (a) (hereinafter the “maximum period of studies”).

(6) In the event that the student's period of studies **exceeds the maximum period of studies**, the student's student status **must be terminated** according to the SER.

(7) If the student establishes a student status at the University based on a transfer, or changes his/her programme within the institution, the programme duration and the period of studies shall be calculated as follows:

- a) the programme duration is identical with the period of studies of the given programme, since the programme duration restarts with the transfer,
- b) the maximum period of studies is identical with the maximum period of studies of the given study programme, since the maximum period of studies restarts with the transfer or with the change of programme within the institution.

4. Study, Neptun, Student ID and Financial administration



Location of your study system and your finances: **NEPTUN**

**All official questions will be
answered HERE!**

**Check your Neptun
messages regularly
(do not just read them
as e-mails!)**

Enrollment, subject registration/deregistration, exam registration, grades,
Request submission opportunities

Student requests **(general)** → Administration/Requests/ „request fill” menu

- Subjects → Subject related requests
- Exam related → **Exams**/Taken exams
- Financial item related → **Finances**/Payment

Finances

- Neptun/Finances/Scholarship, payouts
- Neptun/Finances/Payment



[Student ID](#)

Registration for courses

Term

2026/27/1

Subject type

Subjects from curriculum

Subject code/name

[Additional filters](#) ▾[Latest filter \(\)](#) (a year ago) >☐ Keep additional filters open[Delete filter](#)[Search subject](#)

Subject

☒ Also show taken subjects[ABC ascending](#) ▾[Legend](#) ▾**Applied Business Valuation**

Obligatory • 6 credit • Recommended term: 3 • Exam • PSBV110NAMB

**Behavioural Finance**

Compulsory elective • 3 credit • Recommended term: 1 • Exam • PSBV111NAMB • Compulsory Elective

[Take subject](#)[Subject details](#)[Download syllabus](#)**Practical Course** - Choosing a course is mandatory.☐ **G01**[Does not start](#) • [Full](#) • Practical Course • Dömötör Barbara Mária • 0 persons / 0 limit • [Details](#)[Add to planner](#) ☐**Investments**

Obligatory • 6 credit • Recommended term: 1 • Exam • PSBV107NAMB

**Risk Management and Financial Institutions**

Obligatory • 6 credit • Recommended term: 2 • Exam • PSBV108NAMB

**Semester Abroad**

Optional • Subscription • 293NSEMABROAD

**Student Managed Investment Fund (SMIF)**

Compulsory elective • 6 credit • Recommended term: 3 • Term mark • PSBV114NAMB • Compulsory Elective



Registration for courses

Term
2026/27/1

Subject type
Subjects from curriculum

Subject code/name

[Additional filters](#) 

[Latest filter \(\)](#) (a year ago) > ☐ Keep additional filters open [Delete filter](#) [Search subject](#)

Subject

☒ Also show taken subjectsABC ascending Legend 

Applied Business Valuation

Obligatory • 6 credit • Recommended term: 3 • Exam • PSBV110NAMB

 Subject registered [Subject details](#) [Download syllabus](#) [Change course](#) [Drop subject](#)

Practical Course - Choosing a course is mandatory.

**G01****Monday 17:20-18:50, Tuesday
15:30-17:00**

Practical Course • Dr. Juhász Péter •

25 persons / 27 limit[Details](#)

Course added

**G02****Tuesday 17:20-18:50, Tuesday
15:30-17:00**

Practical Course • Naffa Nóra, Dr. Juhász Péter •

24 persons / 27 limit •

[Details](#)Add to planner ☐

Theoretical Course - Choosing a course is mandatory.

**E01****Tuesday 13:40-15:10, Monday
15:30-17:00**

Theoretical Course • Dr. Juhász Péter •

49 persons / 54 limit •

[Details](#)

Course added

If the course is full, email the department/institute administrator.

The University

About Corvinus

Non-Regulatory Documents

Maecenas Universitatis
Corvini Foundation



Organisation



Institutes



Institute of Data Analytics
and Information Systems

Institute of Sustainable
Development

Institute of Global Studies

Institute of Economics

Institute of Marketing and
Communication Sciences

Institute of Operations and
Decision Sciences

Institu

About Corvinus

Maecenas Universitatis Corvini
Foundation

Organisation

Institutes

Departments

Senate, University Committees

Campuses

Gellért Campus

Corvinus Doctoral Schools

Regulations, Provisions,
Directives

Non-Regulatory Documents

Ethics, Responsibility,
Sustainability

Corporate partners

Contact



INSTITUTE OF SUSTAINABLE DEVELOPMENT

 Menu Menu search[Administration](#) » Requests

Requests



Request Fill

Complete list of available requests

28



Started

Requests that have been abandoned but can be resumed

0



Returned for repair

Requests returned by the institution to rectify deficiencies

0



Submitted requests

Requests in progress or pending

8



Request ID: B102-2025/26/1/
Date of submission: 9/24/2025

B102
B102-Late course registration request
2025/26/1

Applicant's details

Student's name:		Neptun code:	
Name of programme:		Code of programme:	
Academic level:	Bachelor of Arts / Bachelor of Science / Bachelor of Profession	Delivery mode:	Full-time training
Language of programme:	English	Place of delivery:	Budapesti Corvinus Egyetem
Form of financing:		Status of the programme:	Active
Permanent adress:		Commencement of student status:	
Decider:	Subject Leader	Current semester:	2025/26/1

Dear Madame/Sir!

I would like to ask you to allow me to register for the following subject beyond the deadline for the spring semester of the academic year 2024/25 :

Subject name	Subject code	Course code	Course type (lecture, session, consultation, exam course)
Entrepreneurship	VFO0131NABB	VFO0131NABB	practical

Reasons for the request:

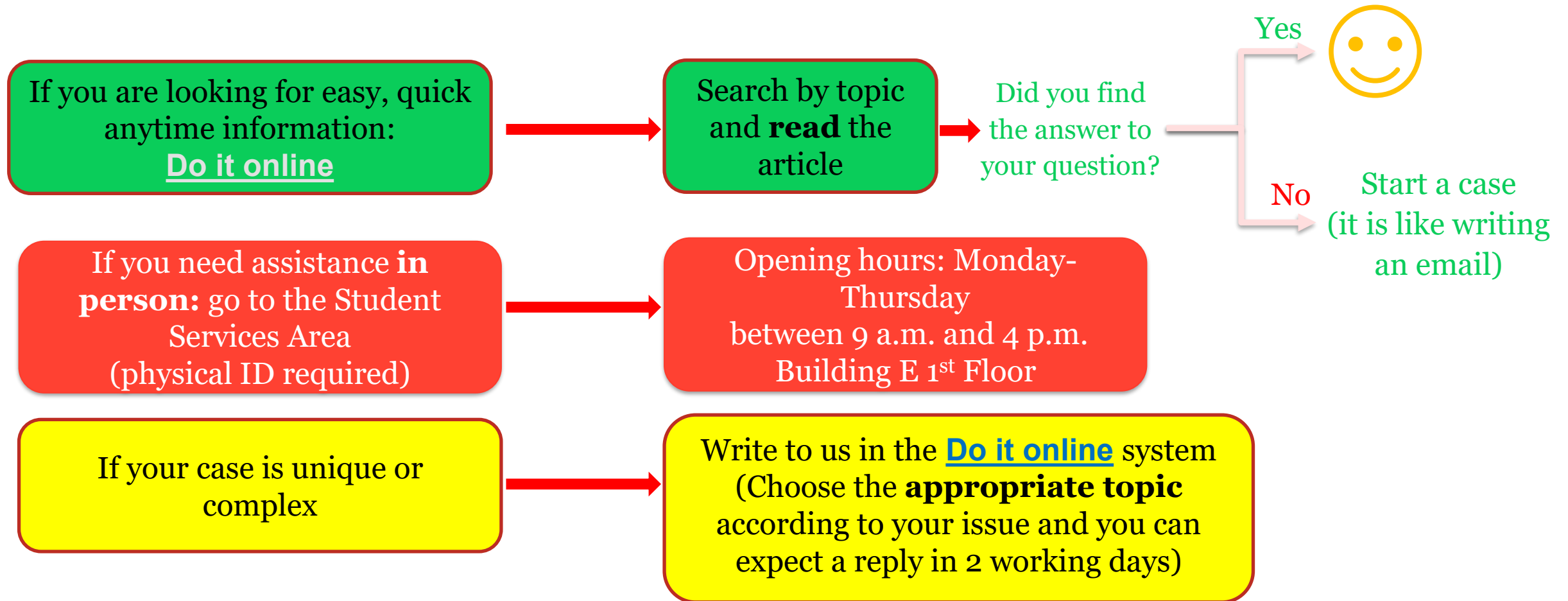
I am writing to kindly request permission to register for the Entrepreneurship course, group G02. Previously, I was unable to take this

Managing your finances

In the Neptun system

- Items that you have to pay in: Neptun/Finances/Payment
- Payment options – priority SimplePay (e.g.transfer comment: **NK- NEPTUN**-reason for payment)
 - One transaction may be used to settle multiple items.
 - The student must have an email address registered in Neptun.
 - Any card suitable for online payments can be used without installing the Simple app.
 - The status of the item becomes settled immediately.
 - The student receives an email if the settlement is successful.
 - If the settlement is not successful, the student may make inquiries at the SimplePay customer service referencing the SimplePay ID.
 - Payout items (eg. scholarships): Neptun/Finances/Scholarship, payouts
- You can find information on the amount of university fees and tuition fees in the Regulation on Student Fees and Benefits or on the [Do it online](#) platform with the Financial Team (finances, payments, scholarships)

Study administration: in person and on the Do it online! platform



Do it online topic list

**MyCorvinus** Do It Online

Hub

Do It Online

myView

Log out



Course

International Business Economics

Certificates 5 Topics

Change in Personal Details 1 Topic

Complaint Submission 1 Topic

Complaint Submission

Course registrations, study period 7 Topics

Curriculum 1 Topic

Basic information 12 Topics

Examinations, Exam period 11 Topics

Student Office 1 Topic

International opportunities 3 Topics

Internships 2 Topics

Technical problems - Neptun, Moodle, Teams, CUSMAN 10 Topics

Requests 13 Topics

Finance, Payments and Scholarships 16 Topics

Student ID 5 Topics

Student Status 5 Topics

I am an incoming exchange student (Erasmus, Bilateral) 24 Topics

Dashboard > Complaint Submission > Complaint Submission

Search all articles...

If you have a complaint with a service falling within the competence of the Student Services, you can submit your complaint here.

In this case, a complaint is an individual feedback in which the complainant objects to a specific procedure, a response time or a conflict of interest. The handling of the complaint must not be subject to another existing procedure or policy (e.g., a legal remedy).

1. Formal requirements of the subject of the submission:
Please open a new case with the button below. In the message text field, mark your subject clearly. Please choose from the following subjects:

- student education affairs, study administration,
- NEPTUN,
- student finances, scholarships,
- psychological or mental health counselling,
- digital platforms,
- onboarding activity.

2. Content requirements of the submission:
Briefly describe the nature and reasons of your complaint, including the following relevant circumstances:

- the channel through which the communication took place?
- when?
- with whom?
- what is the subject of your objection?
- what was the harm?

Write down your specific request, your needs, what would have been an acceptable solution for you, and it **will be answered within 5 working days** by the Head of the area of competence.
Complaints related to the operation of other organizational units do not fall within the competence of the Student Services!

Didn't find what you were looking for?

+ Start new case

Thank you for
your attention!

