



**HUNGARIAN UNIVERSITY OF AGRICULTURE AND LIFE  
SCIENCES  
ORGANIZATIONAL AND OPERATIONAL REGULATIONS**

**3<sup>rd</sup> VOLUME  
REQUIREMENTS FOR STUDENTS**

**III.1 STUDY AND EXAMINATION REGULATIONS**

**Appendix 4**

**III.1.4F. PROCEDURES FOR SUBMITTING AND PROCESSING  
REQUESTS IN ACADEMIC MATTERS**

**Effective from 1 August 2025**

## I. REQUESTS CAN ONLY BE SUBMITTED VIA NEPTUN SYS AT THE UNIVERSITY

<b>Request title</b>	<b>Submission period</b>	<b>Administrator</b>	<b>Reviewer</b>	<b>Decision maker</b>
Changing of status of the term to active after deadline	After the registration period, until October 14 in the fall semester and March 14 in the spring semester.	educational administrator	automated decision-making	automated decision-making
Changing of status of the term to passive after deadline	After the registration period, until October 14 in the fall semester and March 14 in the spring semester.	educational administrator	automated decision-making	automated decision-making
Application for temporary (exceptional) deactivation of student status	From statistical closing date till the end of the exam period	educational administrator	Head of the Registrar's Office	Director of Educational Directorate
Request for 3rd or 4th consecutive passive semester	After the registration period, until October 14 in the fall semester and March 14 in the spring semester.	educational administrator	Head of the Registrar's Office/coordinator, if necessary, the director/deputy director of education of the responsible training institution	Director of Educational Directorate
Request for reduced timetable (per subject)	until the end of the subject registration period, or in particularly justified cases, until the end of the study period	educational administrator	Staff members of Educational Directorate designated by the Director of Education for each campus, Leader Professor of the subject, and members of the Study and Credit Transfer Committee (SCT Committee) (in the case of students with disabilities, also the campus Equal Opportunities Coordinator)	head of the institutional Study and Credit Transfer Committee (SCT Committee)
Request for registration of subjects out of curriculum	from the start of the registration period until the end of the late subject-registration period	educational administrator	Head of the Registrar's Office/educational coordinator (checking on the requested subject), Head of the institute or Deputy Head of the Institute (academic review)	Director of Educational Directorate (Deputy Director of Educational Directorate)
Request for belated subject registration	one week after the subject registration period, and in the case of late activation, two weeks from the date of acceptance of the request	educational administrator	Staff member of Educational Directorate designated by the Director of Education for each campus and the Leader Professor of the subject	Head of the Registrar's Office
Request for belated optional (C) subject registration	one week after the subject registration period, and in the case of late activation, two weeks from	educational administrator	Staff member of Educational Directorate designated by the Director	Head of the Registrar's Office

<b>Request title</b>	<b>Submission period</b>	<b>Administrator</b>	<b>Reviewer</b>	<b>Decision maker</b>
	the date of acceptance of the request		of Education for each campus and the Leader Professor of the subject	
Request for dropping a subject after deadline	one week after the subject registration period	educational administrator	Staff member of Educational Directorate designated by the Director of Education for each campus	Head of the Registrar's Office
Request for dropping an optional (C) subject after deadline	one week after the subject registration period	educational administrator	Staff member of Educational Directorate designated by the Director of Education for each campus	Head of the Registrar's Office
Request for registration of subjects above 45 credits	from the start of the registration period until the end of the late subject registration period	educational administrator	Head of the Registrar's Office /educational coordinator	Director of Educational Directorate
Request for belated registration of Thesis writing related subject for students registered for final exam	from the end of the late subject registration period until the end of the study period for students taking final exams	educational administrator	Leader Professor of the subject and head of the Registrar's Office/educational coordinator	Deputy Director of Educational Directorate
Request for belated registration of professional practice related subject for students registered for final exam	from the end of the late subject registration period until the end of the study period for students taking final exams	educational administrator	Leader Professor of the subject and head of the Registrar's Office/educational coordinator	Deputy Director of Educational Directorate
Request for changing course of a subject	from the start of the subject registration period until the end of the late subject registration period	educational administrator	Leader Professor of the subject and head of the Registrar's Office/educational coordinator	Head of the Registrar's Office
Request for a course of a subject from expired curriculum	in the first week of the subject registration period	Staff member of Educational Directorate designated by the Director of Education	from the Institute: Head of the Institute or deputy head of it; from DoE: staff member of Educational Directorate designated by the Director of Education for each campus	Director of Educational Directorate
Request for retake a midterm test, in exam period	from the start of the exam period until the last day of the week before the last day of the exam period	educational administrator	Leader Professor of the subject and Head of the Institute/Deputy head of it	Deputy Director of Educational Directorate
Request for raising objection	from the start of the exam period until the 14th day following the exam period	educational administrator	Leader Professor of the subject	Head of the Institute (in the case of involvement of the head of the Institute, Campus director)
Request for exam period extension (exam after exam period)	within 3 working days after the last day of the exam period	educational administrator	Staff member of Educational Directorate designated by the Director	Deputy Director of Educational Directorate

<b>Request title</b>	<b>Submission period</b>	<b>Administrator</b>	<b>Reviewer</b>	<b>Decision maker</b>
			of Education for each campus and the teacher of the course	
Request for changing to dual training	by October 14 in the fall semester, by February 14 in the spring semester	Staff member of Educational Directorate designated by the Director of Education for each campus and the teacher of the course	Head of the Dual and Practical Training Department	Educational Deputy Director of the Institute
Request for cancel dual training	can be submitted continuously	Staff member of Educational Directorate designated by the Director of Education for each campus and the teacher of the course	Head of the Dual and Practical Training Department	Educational Deputy Director of the Institute
Request for changing placement in dual training	by August 30 at the latest in the fall semester, and by January 30 in the spring semester	designated staff member of the Dual and Practical Training Department	Head of the Dual and Practical Training Department	Programme Leader Professor
Request for selection of specialisation after deadline	until the start of the registration period	educational administrator	Programme Leader Professor, Leader Professor of the specialisation, Head of the Registrar's Office/educational coordinator	Head of the Registrar's Office
Request for changing specialisation (module, field of knowledge, industrial technology)	until the end of the registration period	educational administrator	Staff member of Educational Directorate designated by the Director of Education for each campus, Leader Professors of specialisation for the sending and receiving and Programme Leader Professor	Director of the Institute
Subject recognition request (Replacing a subject which can be found in the curriculum)	for two weeks following the subject registration period	educational administrator	the Head of the Registrar's Office /coordinator appointed by the Director of Education, the members and	Head of the Study and Credit Transfer Committee (SCT Committee)

<b>Request title</b>	<b>Submission period</b>	<b>Administrator</b>	<b>Reviewer</b>	<b>Decision maker</b>
			secretary of the SCT Committee, and, at the specific request of the SCT Committee - the Leader professor of the subject	
Subject recognition request (optional (C) subjects)	for two weeks following the subject registration period	educational administrator	the Head of the Registrar's Office /coordinator appointed by the Director of Education, the members and secretary of the SCT Committee	Head of the Study and Credit Transfer Committee (SCT Committee)
Subject recognition based on prior work experience	for two weeks following the subject registration period	educational administrator	the Head of the Registrar's Office /coordinator appointed by the Director of Education, the members and secretary of the SCT Committee, and, at the specific request of the SCT Committee - the Leader professor of the subject	Head of the Study and Credit Transfer Committee (SCT Committee)
Request for belated thesis topic selection	for two weeks following the subject registration period	educational administrator	chosen supervisor	Director of the Institute/Deputy Director of the Institute
Request for accepting scientific student conference paper as thesis	two weeks before the deadline for submitting the thesis	educational administrator	-	Director of the Institute
Request for permission to write thesis in English	at least 3 months before the final exam	educational administrator	Programme Leader Professor/programme coordinator	Director of the Institute
Thesis topic and/or supervisor modification request	at least 3 months before the final exam	educational administrator	previous and the new supervisor, and Programme leader Professor, coordinator of the study programme, Specialisation Leader Professor	Director of the Institute
Request for belated final exam registration	by the deadline for late submission of assignments specified in the academic calendar	educational administrator	Head of the registrar's Office/educational coordinator	Deputy Director of Educational Directorate
Request for reclassification to state scholarship status (Hungarian citizens)	June 30 for studies beginning in the fall semester, January 31 for studies beginning in the spring semester	educational administrator	Staff member of Educational Directorate designated by the Director of Education for each campus	Director of Education
Request for reclassification to self-financed status	September 30 for the fall semester, February 28 for the spring semester	educational administrator	Staff member of Educational Directorate designated by the Director of Education for each campus	Deputy Director of Educational Directorate
Application for printed document	can be submitted continuously	educational administrator		educational administrator

<b>Request title</b>	<b>Submission period</b>	<b>Administrator</b>	<b>Reviewer</b>	<b>Decision maker</b>
(student status certificate, transcript, extract of master file, temporary student ID, pre-degree certificate, certified copy)				
Equity Request	can be submitted continuously	educational administrator	Head of the Registrar's office/ educational coordinator	Vice-Rector for Education and International Relations
Request for 4th or more registration of a subjects at the Georgikon Campus and the Károly Róbert Campus and Kaposvár Campus for students who started their studies before the academic year 2020/21	until the end of the late course registration period (the relevant special procedure fee must be paid during the late course registration period).	educational administrator	Head of the Registrar's Office	Deputy Director of Educational Directorate
Application for programme change in the university (language, type of the study, place of the study)	by August 21 for the fall semester, by January 20 for the spring semester	educational administrator	Head of the Registrar's Office/educational coordinator and Programme Leader Professor and SCT Committee	Receiver side's Director of the Institute
Request for registration of a student with a disability	in the semester in which student status is registered: September 30 in the fall semester, February 28 in the spring semester, continuously for upperclassmen	Staff member of Educational Directorate designated by the Director of Education for each campus	Campus Equal Opportunities Coordinator, Equal Opportunities Committee	University Student Welfare Committee
Discount application for students with chronic illnesses	can be submitted continuously	Staff member of Educational Directorate designated by the Director of Education for each campus	Campus Equal Opportunities Coordinator, Equal Opportunities Committee	University Student Welfare Committee
Application for benefits for persons with integration, learning and behavioural difficulties (BTMN)	can be submitted continuously	Staff member of Educational Directorate designated by the Director of Education for each campus	Campus Equal Opportunities Coordinator, Equal Opportunities Committee	University Student Welfare Committee

<b>Request title</b>	<b>Submission period</b>	<b>Administrator</b>	<b>Reviewer</b>	<b>Decision maker</b>
Request for equal opportunities benefits	can be submitted continuously	Staff member of Educational Directorate designated by the Director of Education for each campus	Campus Equal Opportunities Coordinator, Equal Opportunities Committee	University Student Welfare Committee
Application form for professional practice	2 months prior to start professional practice, the latest	Staff member of the Dual and Practical Training Department	Programme coordinator/Specialisation leader (in case of existing specialisation)	Programme Leader Professor
Request for completion of professional practice in earlier semester than in curriculum	for autumn semester practice until 31 May; for spring semester practice until 30 November	educational administrator	Head of the Dual and Practical Training Department	Programme Leader Professor

## **II. REQUESTS THAT CAN BE SUBMITTED ON PAPER**

<b>Request title</b>	<b>Submission period</b>	<b>Administrator</b>	<b>Reviewer</b>	<b>Decision maker</b>
Application for programme transfer (from another HEI)	21 August for autumn semesters and 20 January for spring semesters	secretary of the Study and Credit Transfer Committee (SCT Committee)	Study and Credit Transfer Committee and Programme Leader Professor	Receiver side's Director of the Institute
Request for status being Guest Student (student of other HEI)	by August 21 for the fall semester, by January 20 for the spring semester	Campus Registrar's Office	Head of the Registrar's Office, Programme Leader Professor	Director of Education (Deputy Director of Educational Directorate)
Request for partial studies	by August 21 for the fall semester, by January 20 for the spring semester	Campus Registrar's Office	Head of the Registrar's Office	Director of Education (Deputy Director of Educational Directorate)
Simplified Subject Recognition Request	up to two weeks after the end of the registration period (The application can only be submitted in the case of entry to a bachelor's degree course with higher educational vocational training)	educational administrator	the Head of the Registrar's Office /coordinator appointed by the Director of Education, the members and secretary of the SCT Committee, and, at the specific request of the SCT Committee - the Leader professor of the subject	Head of the Study and Credit Transfer Committee

<b>Request title</b>	<b>Submission period</b>	<b>Administrator</b>	<b>Reviewer</b>	<b>Decision maker</b>
	degree or direct entry to the same course)			
Termination of student status upon the student's own request (Fill it in Neptun SYS, but hand in on paper to Registrar's Office)	can be submitted continuously	educational administrator	Head of the Registrar's Office/educational coordinator	Director of Education
Thesis confidentiality request	30 days before the thesis/dissertation submission deadline	educational administrator	supervisor	Programme Leader Professor

### **III. REQUESTS THAT CAN BE SUBMITTED BY E-MAIL**

<b>Request title</b>	<b>Submission period</b>	<b>Administrator</b>	<b>Reviewer</b>	<b>Decision maker</b>
Request for an appeal	within 15 days from decision	secretary of the Students Appeal Committee	-	Students Appeal Committee

### **IV. REQUESTS AND STATEMENTS RELATED TO STUDENT BENEFITS AND REIMBURSEMENTS**

<b>Request title</b>	<b>Submission period</b>	<b>Administrator</b>	<b>Reviewer</b>	<b>Decision maker</b>
Request for registration of a student under age 30, married with children		educational administrator	educational coordinator	Director of Education
Request for paying reduced tuition fee	the period specified in the academic year schedule	Neptun Data Manager appointed by the Director of Education	University Student Welfare Committee (USW Committee)	Rector, consent with Director General for Finances
Request for paying in instalments	the period specified in the academic year schedule	Neptun Data Manager appointed by the Director of Education	-	automated decision making in the Neptun SYS
Request for tuition fee reimbursement	within 30 days of the acceptance of a request for passivation or extraordinary passivation, or the termination of the student status	Neptun Data Manager appointed by the Director of Education	educational coordinator/head of the registrar's office, Director of Education	Vice-Rector for Education and International Relations, consent with Director General for Finances



<b>Request title</b>	<b>Submission period</b>	<b>Administrator</b>	<b>Reviewer</b>	<b>Decision maker</b>
Request for no payment for dormitory	October 15 for the fall semester and March 15 for the spring semester.	Head of the Dormitory or appointed person	Head of the Dormitory, Director of the Dormitories	Rector, consent with Director General for Finances
Request for instalment regarding dormitory fee	October 15 for the fall semester and March 15 for the spring semester.	Head of the Dormitory or appointed person	Head of the Dormitory, Director of the Dormitories	Rector, consent with Director General for Finances
Request for delay regarding dormitory fee	October 15 for the fall semester and March 15 for the spring semester.	Head of the Dormitory or appointed person	Head of the Dormitory, Director of the Dormitories	Rector, consent with Director General for Finances
Request regarding social status assessment	deadline set up by the University Student Welfare Committee	secretary of the University Student Welfare Committee	evaluators delegated by the University Student Council and members of the University Student Welfare Committee	members of the University Student Welfare Committee
Micro-credential <sup>1</sup> related to social status assessment: - orphaned student - half-orphaned student - student guardianship terminated due to coming of age - student eligible for nursing allowance (breadwinner) - student with multiple disadvantages - student with disadvantages - student in need due to health condition (long-term illness / chronic illness).	deadline set up by the University Student Welfare Committee	secretary of the University Student Welfare Committee	members of the University Student Welfare Committee	Head of the University Student Welfare Committee
Request for service fee reimbursement	within 30 days after payment	Staff member appointed by the Director of Education	educational coordinator/head of the registrar's office, Director of Education	Vice-Rector for Education and International Relations, consent with Director General for Finances
Requests, applications regarding scholarships	according to the rules and calls for proposal	according to the rules and calls for proposal	according to the rules and calls for proposal	according to the rules and calls for proposal

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<sup>1</sup>Micro-credential related to social status assessment will be introduced on August 15, 2025.

## **V. SPECIFIED RULES REGARDING TYPES OF REQUESTS FOR STUDY**

### **Request for registration of subjects above 45 credits**

Request to register for subjects above 45 credits based on Section 93 (17) of the Study and Exam Regulations (hereinafter: TVSZ). When submitting the request, the code and name of the subject(s) above 45 credits must be indicated.

The request is subject to a fee, which must be paid at the time of submission. The amount of the fee is specified in Annex 1 of the Regulations on Student Benefits and Fees (hereinafter: HJT). The request will be reviewed (processed) after the fee has been paid. If the student does not pay the fee within 5 days of submitting the request, the request and the fee payment obligation will be invalidated.

### **Request for transfer (from another HEI)**

Requests may be submitted by a student of another higher education institution (HEI) to continue their studies at the University. The request must be accompanied by the documents specified in Section 13 (5) of the TVSZ.

The transfer procedure is subject to a fee, which must be paid at the time of submitting the application. The amount of the fee is specified in Annex 1 of the HJT. The request will be reviewed (processed) after the fee has been paid.

### **Request for reclassification to state scholarship status (Hungarian citizens)**

Students who are self-financing may submit a request to be reclassified as state (partial) scholarship recipients.

There is no fee for submitting this request.

### **Request for reclassification to self-financed status**

Students receiving state (partial) scholarships may submit a request to be reclassified as self-financing students.

There is no fee for submitting this request.

### **Request for cancel dual training**

By submitting a request, students participating in dual training can switch to traditional training. The request must be accompanied by an agreement on the termination of the dual student employment contract. The request can be submitted at any time during the semester.

The detailed rules of dual training are set out in Annex 5 to the TVSZ.

The request is free of charge.

### **Request for changing to dual training**

The request is for a change from conventional training to dual training in bachelor's and master's programs in the fields of agriculture, economics, information technology, engineering, or natural sciences. The dual employment contract must be attached to the request. The detailed rules for dual training are set out in Annex 5 to the TVSZ.

The request is free of charge.

### **Request for changing placement in dual training**

Students participating in dual training may use this form to request a change of practical training location if there has been a change in the dual training partner. The detailed rules of dual training are set out in Annex 5 to the TVSZ.

The request is free of charge.

### **Request for 3rd or 4th consecutive passive semester**

Pursuant to Section 19 (8) and (8a) of the TVSZ, students may request a suspension of their legal relationship for more than two consecutive semesters due to childbirth, accident, illness, or other unexpected reasons that prevent them from fulfilling their study obligations through no fault of their own.

The reasons stated in the request must be substantiated by an officially issued written document uploaded as an attachment to the request.

The request is free of charge.

### **Simplified Subject Recognition Request**

Pursuant to Section 38(1) of the TVSZ, in the case of subject recognition for basic training in the same field of training as higher education vocational training, in the case of a specialized further training module with a professional examination in the field of teacher training, and in the case of a student's re-enrolment in the same program, a request for the recognition of previously completed subjects.

The application is free of charge, but in the case of the recognition of subjects completed in the same training (specialization) at another institution, the fee specified in Annex 1 of the Regulations on Student Benefits and Fees (hereinafter: HJT) must be paid for each subject. If the fee is payable, the amount will be determined and charged in NEPTUN SYS after the application has been assessed.

### **Request for retake a midterm test, in exam period**

Due to childbirth, long-term illness, or circumstances beyond their control, students may request a one-time, retroactive completion of their academic obligations during the exam period by submitting this request form. The request must be accompanied by documentation supporting the reason for the retroactive completion.

The application is subject to a fee, which must be paid at the time of submission. The amount of the fee is specified in Appendix 1 of the Regulations on Student Benefits and Fees (hereinafter: HJT). The application will be assessed (processed) after the fee has been paid. If the student fails to pay the fee within 5 days of submitting the application, the application and the fee payment obligation will be invalidated.

### **Request for an appeal**

By submitting the request, the student may initiate an appeal procedure in the event of a first-instance decision or measure by the University, or failure to take action.

The request is free of charge.

### **Request for equal opportunities benefits**

Students with disabilities, long-term illnesses, chronic illnesses, or special needs may submit a request to take advantage of the discounts available under Annex 2 of the TVSZ, thereby ensuring equal opportunities.

The request is free of charge.

### **Request for registration of a student with a disability**

Application for registration to be submitted by students with disabilities in order to claim the benefits available under Annex 2 of the TVSZ and thus ensure equal opportunities.

The request is free of charge.

### **Termination of student status upon the student's own request**

The request serves to unilaterally terminate the student's legal relationship. The request can be completed and submitted via Neptun SYS, but it must also be submitted in paper form. Upon

submission of the request, the campus Registrar's Office and the Institute responsible for the study program are required to contact the student to inform them of the legal consequences before issuing a decision. Student status shall terminate on the date of receipt of the signed paper request.

The request is free of charge.

#### **Application for printed document**

**(student's status certificate, transcript, extract of master file, temporary student ID, pre-degree certificate, certified copy)**

Certificate of student status, credit certificate, temporary student ID card, certificate of attendance at consultation, certificate of attendance at examination, transcript, copy of diploma, application for diploma supplement in the case of specialized further studies.

The request is free of charge, but the fee associated with the request must be paid in accordance with Annex 1 of the Regulations on Student Benefits and Fees (hereinafter: HJT).

#### **Request for reduced timetable (per subject)**

Students may request to complete their studies under a reduced timetable for each subject on one of the grounds listed in Sections 37(2) and (5) of the TVSZ.

The request is subject to a fee, which must be paid at the time of submission of the request, the amount of which is specified in Annex 1 of the HJT. The request will be reviewed (processed) after the fee has been paid. If the student does not pay the fee within 5 days of submitting the request, the request and the fee payment obligation will be invalidated.

#### **Application for programme change in the university (language, type of the study, place of the study)**

The application must be submitted if the student intends to change within the University (change of major, change of work schedule, change of training location, change of training language).

The application must be accompanied by a mandatory attachment, the course correspondence form for the courses completed and to be accepted.

The application is subject to a fee, which must be paid at the time of submission of the application, the amount of which is specified in Annex 1 of the Regulations on Student Benefits and Fees (hereinafter: HJT). The application will be assessed (processed) after the fee has been paid. If the student fails to pay the fee within 5 days of submitting the application, the application and the fee payment obligation will be invalidated.

#### **Changing of status of the term to active after deadline**

Application for enrolment in the active semester after the enrolment period for the semester.

The request is subject to a fee, which must be paid at the time of submission. The amount of the fee is specified in Annex 1 of the Regulations on Student Benefits and Fees (hereinafter: HJT).

The application will be assessed (processed) after the fee has been paid. If the student fails to pay the fee within 5 days of submitting the application, the application and the fee payment obligation will be invalidated.

#### **Changing of status of the term to passive after deadline**

Application for passive semester completion after the registration period for students who have not yet registered for the semester or who have registered for an active semester.

The request is free of charge.

**Request for selection of specialisation after deadline**

Students who have not fulfilled their obligation to declare their choice of specialization of study by the end of the specialization selection period announced in the academic calendar, or who fulfil the conditions for specialization selection late, may apply for subsequent specialization selection in the form of a request.

The request is subject to a fee, which must be paid at the time of submission of the application, the amount of which is specified in Annex 1 of the Regulations on Student Benefits and Fees (hereinafter: HJT). The application will be reviewed (processed) after the fee has been paid. If the student fails to pay the fee within 5 days of submitting the application, the application and the fee payment obligation will be invalidated.

**Request for belated thesis topic selection**

Students who did not fulfil their topic selection obligation during the normal topic selection period could submit a subsequent topic selection request during the supplementary topic selection period. In this form of request, students may only request a single topic selection.

The request is subject to a fee, which must be paid after the procedure and the amount of which is specified in Annex 1 of the Regulations on Student Benefits and Fees.

**Request for belated subject registration**

Pursuant to Section 19 (10) of the TVSZ, students have the option of late subject registration.

The request is subject to a fee, which must be paid at the time of submission of the request, the amount of which is specified in Annex 1 of the Regulations on Student Benefits and Fees (hereinafter: HJT). The application will be reviewed (processed) after the fee has been paid. If the student fails to pay the fee within 5 days of submitting the application, the application and the fee payment obligation will be invalidated.

**Request for dropping a subject after deadline**

Pursuant to Section 19 (10) of the TVSZ, students have the option of late dropping of a subject.

The request is subject to a fee, which must be paid at the time of submission of the request, the amount of which is specified in Annex 1 of the Regulations on Student Benefits and Fees (hereinafter: HJT). The application will be reviewed (processed) after the fee has been paid. If the student fails to pay the fee within 5 days of submitting the application, the application and the fee payment obligation will be invalidated.

**Request for belated final exam registration**

Students who have not registered for the final exam period of the current semester by the end of the registration period announced in the academic calendar may submit a request for late registration for the final exam by the deadline for late submission of theses specified in the academic calendar.

The request is subject to a fee, which must be paid at the time of submission of the request, the amount of which is specified in Annex 1 of the Student Benefits and Fees Regulations. The request will be reviewed (processed) after the fee has been paid. If the student does not pay the fee within 5 days of submitting the request, the request and the fee payment obligation will be invalidated.

**Request for raising objection**

Pursuant to Section 59 of the Regulations, students may lodge an objection to the assessment data recorded in the Records no later than 14 days after the end of the examination period.

The request is free of charge.

### **Request for a course of a subject from expired curriculum**

Only students on the expired curriculum may submit a course request (subject code) that has not been announced due to the expired curriculum. If the student has submitted a course registration request for a course that has been announced as a full-time course for the semester, the request will be rejected without substantive review. Regardless of the semester in which the expired course was offered, students may request course registration for any semester, but when evaluating the request, the decision makers will consider the semester in which the equivalent course is offered. If there is no equivalent course, the decision on course registration will be made based on the student's progress and the teaching load of the lecturers concerned.

The request is free of charge.

### **Request for changing course of a subject**

Students may submit a course change request until the end of the belated course registration period to change a course taken during the normal course registration period to another course. The request must clearly indicate the codes of the old and new courses.

The request is subject to a fee, which must be paid at the time of submission. The amount of the fee is specified in Annex 1 of the Regulations on Student Benefits and Fees (hereinafter: HJT). The application will be reviewed (processed) after the fee has been paid. If the student fails to pay the fee within 5 days of submitting the application, the application and the fee payment obligation will be invalidated.

### **Equity Request**

Pursuant to Section 92 (1) of the TVSZ, students may request the opportunity to make up for their absences a total of three times during their studies, provided that they have exhausted the opportunities provided for in the TVSZ.

Equity may not be invoked in cases pursuant to Section 92 (4) of the TVSZ.

The application is subject to a fee, which must be paid at the time of submission of the application, the amount of which is specified in Annex 1 of the Regulations on Student Benefits and Fees (hereinafter: HJT). The application will be assessed (processed) after the fee has been paid. If the student fails to pay the fee within 5 days of submitting the application, the application and the fee payment obligation will be invalidated.

### **Request for registration of subjects out of curriculum**

Students may freely choose any subject offered by the University as an optional ("C") subject; the request template facilitates the application of this right.

The request is free of charge, but in the case of an ineligible request, a fee of HUF 5,000 per subject will be charged.

### **Subject Recognition based on prior work experience**

Pursuant to Section 38 (4) of the Regulations (TVSZ), students may request that their previous work experience be considered for the purposes of recognizing the requirements of compulsory, compulsory elective, compulsory optional, or freely elective courses, including professional practice. The request must be accompanied by a certificate from the employer, a certified copy of the job description, a 2-5 page written report, and any other documents that may be used to assess the recognition.

The application is subject to a fee, which must be paid at the time of submission. The amount of the fee is specified in Annex 1 of the Regulations on Student Benefits and Fees (hereinafter: HJT). The request will be assessed (processed) after the fee has been paid. If the student fails to pay the fee within 5 days of submitting the request, the request and the fee payment obligation will be invalidated.

### **Request for 4th or more registration of a subjects at the Georgikon Campus and the Károly Róbert Campus and Kaposvár Campus for students who started their studies before the academic year 2020/21**

The request can only be used by students of the Georgikon Campus, the Károly Róbert Campus, and the Kaposvár Campus who established their student status prior to the 2020/21 academic year and have not completed the given subject(s) in three or more course registrations. For these students, the number of courses they could take at their previous higher education institution was not limited.

The request is free of charge.

### **Application for temporary (exceptional) deactivation of student status**

Students may request an exceptional suspension for a semester based on exceptional and justified reasons (childbirth, accident, illness, or other unexpected circumstances) that prevent them from fulfilling their academic obligations through no fault of their own. The request may be submitted after the statistical deadline for the semester (October 15 for the fall semester and March 15 for the spring semester), together with supporting documents, until the last day of the examination period.

The request is subject to a fee, which must be paid at the time of submission. The amount of the fee is specified in Annex 1 of the Regulations on Student Benefits and Fees (hereinafter: HJT). The application will be assessed (processed) after the fee has been paid. If the student fails to pay the fee within 5 days of submitting the application, the application and the fee payment obligation will be invalidated.

### **Request for partial studies**

Request for partial studies by persons who are not enrolled at the University or who are enrolled at the University but are applying for self-financed partial studies.

The request is free of charge, but the tuition fee specified in Annex 1 of the HJT must be paid after the course has been registered.

### **Request for changing specialisation (specialisation, technology, module, field of studies)**

The request is subject to a fee, which must be paid at the time of submission. The amount of the fee is specified in Annex 1 of the Regulations on Student Benefits and Fees (hereinafter: HJT). The request will be reviewed (processed) after the fee has been paid. If the student does not pay the fee within 5 days of submitting the request, the request and the fee payment obligation will be invalidated.

### **Request for belated optional (C) subject registration**

Students could submit belated a request to register optional subject (“C”) to advance their studies. The request is subject to a fee, which must be paid at the time of submission. The amount of the fee is specified in Annex 1 of the Regulations on Student Benefits and Fees (hereinafter: HJT). The request will be reviewed (processed) after the fee has been paid. If the student fails to pay the fee within 5 days of submitting the request, the request and the fee payment obligation will be invalidated.

### **Request for dropping an optional (C) subject after deadline**

Students have the option of submitting a request for belated submission of an optional (“C”) subject.

The request is subject to a fee, which must be paid at the time of submission. The amount of the fee is specified in Annex 1 of the Regulations on Student Benefits and Fees (hereinafter: RBSF). The request will be reviewed (processed) after the fee has been paid. If the student does

not pay the fee within 5 days of submitting the request, the request and the fee payment obligation will be invalidated.

### **Request for permission to write thesis in English**

Pursuant to Section 95 (10) of the TVSZ, students participating in Hungarian-language studies may request to compose their thesis in English. Approval of the request also involves the defence and evaluation of the thesis in English.

The request is free of charge

### **Thesis confidentiality request**

Request for the confidentiality of a thesis in accordance with Section 95(5)(c) and (6) of the TVSZ. The request is subject to a fee, which must be paid at the time of submission of the request, the amount of which is specified in Annex 1 of the Regulations of Student Benefits and Fees (hereinafter: RBRF). The request will be reviewed (processed) after the fee has been paid. If the student fails to pay the fee within 5 days of submitting the request, the request and the fee payment obligation will be invalidated.

### **Request for belated registration of Thesis writing related subject for students registered for final exam**

The request may be submitted by students who have registered for the final examination to obtain an absolutorium (final pre-degree certificate).

The request is subject to a fee, which must be paid at the time of submission. The amount of the fee is specified in Annex 1 of the Regulations on Student Benefits and Fees (hereinafter: HJT). The application will be reviewed (processed) after the fee has been paid. If the student fails to pay the fee within 5 days of submitting the request, the request and the fee payment obligation will be invalidated.

### **Request for belated registration of Internship/Practice related subject for students registered for final exam**

The request may be submitted by students who have registered for the final examination to obtain an absolutorium (final pre-degree certificate).

The request is subject to a fee, which must be paid at the time of submission. The amount of the fee is specified in Annex 1 of the Regulations on Student Benefits and Fees (hereinafter: HJT). The application will be reviewed (processed) after the fee has been paid. If the student fails to pay the fee within 5 days of submitting the request, the request and the fee payment obligation will be invalidated.

### **Application form for professional practice**

The student submits this application form to apply for completion of the professional practice subject included in their model curriculum at a specific professional practice location. The detailed rules of professional practice are contained in Annex 1 of the TVSZ.

The request is free of charge.

### **Request for completion of professional practice in earlier semester than in curriculum**

Students may complete the professional practice required by the model curriculum for their major in a semester earlier than the prescribed semester. Students must provide detailed justification for their request in the application. The detailed rules for professional practice are contained in Annex 1 of the TVSZ.

The application is free of charge.



### **Subject recognition request (Replacing a subject which can be found in the curriculum)**

In this form, students can request that a subject they have previously completed be accepted as a compulsory, compulsory elective, or optional subject in the model curriculum.

It is only advisable to register the subject concerned by the subject recognition request in NEPTUN SYS if, by registering for the subject and considering the student's other subjects, the student does not exceed the number of credits that can be registered for in the semester.

If the request is accepted, the subject recognition will be recorded in NEPTUN SYS by the relevant educational administrator.

The documents specified in Section 38 (2) of the TVSZ must be attached to the subject acceptance request.

The fee payable in connection with the subject recognition request shall be determined during the assessment of the request based on Annex 1 to the HJT.

### **Subject recognition request (optional (C) subjects)**

The request is for cases where a student wants to take a subject as an optional("C") subject that doesn't have an equivalent at the University but needs to take the subject to get the credits.

The documents specified in Section 38 (2) of the TVSZ must be attached to the subject recognition request. The fee payable in connection with the subject recognition request shall be determined during the assessment of the application in accordance with Annex 1 to the HJT.

### **Request for accepting scientific student conference paper as thesis**

Pursuant to Section 97(20) of the TVSZ, this request may be submitted if the student compiled a paper to the National Scientific Student Conference, the National Higher Education Environmental Student Conference, and the National Scientific and Artistic Student Conference. The student has to provide that it meets the content and formal requirements for a thesis. In this case, the thesis must still be defended at the final exam!

The request is free of charge.

### **Request for guest student status (for students of other higher educational institutions)**

Pursuant to Section 20 of the TVSZ, students of other higher educational institutions may apply to continue their studies as guest students.

The request must be accompanied by proof of student status and a statement of consent from the higher educational institution with which the applicant is enrolled.

The request is free of charge, but according to Annex 1 of the HJT, self-financing students must pay a fee based on the credit value of the subjects they wish to complete.

### **Request for exam period extension (exam after exam period)**

Pursuant to Section 57 (9) of the TVSZ, in exceptional cases (childbirth, long-term illness, hospital treatment, studies abroad organized by the University), the necessary supporting documents may be submitted at the same time. Students who have registered for the final exam may not submit a request for an extension of the exam period!

Extensions of the examination period may be granted after the autumn semester examination period until the 7th week of the following semester's regular period at the latest, and during the spring semester examination period until July 20 at the latest, before the start of the following semester's regular period.

The request is subject to a fee, which must be paid at the time of submission. The amount of the fee is specified in Annex 1 of the Regulations on Student Benefits and Fees (hereinafter: HJT). The request will be reviewed (processed) after the fee has been paid. If the student fails to pay the fee within 5 days of submitting the application, the application and the fee payment obligation will be invalidated.

**Thesis topic and/or supervisor modification request**

The request may be submitted pursuant to Section 95(4) of the TVSZ to change the topic of the thesis already recorded in NEPTUN SYS and/or the supervisor.  
The request is free of charge.

Gödöllő, 1 August 2025

Approved:

Dr. István Szabó  
Vice-Rector for Education and International Relations