

Notice to all students about the start of the spring semester (2024/25 academic year, 2nd semester)

This notice is about the start of the academic year, payment deadlines and final exams. Please read this notice carefully!

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REGISTER FOR THE SPRING SEMESTER

Please note that **students are required to confirm their study status via Neptun**: do they wish to continue their studies in **active or passive status** in the upcoming semester? Steps of the registration process can be downloaded from following link:

<https://uni-eszterhazy.hu/egyetem/m/felvettek/beiratkozas/bejelentkezes-aktiv-felevre>

Registration (active or passive status) will take place from 10 AM on 3 February 2025 until 11 AM on 21 February 2025. (Students admitted in the cross-semester admission procedure, please consult the dates previously posted.)

Please note that you **must** also declare about the passive semester (deferral) as described above.

If you fail to register by 21 February 2025, courses enrolled during the pre-registration period will be cancelled.

FAILURE TO REGISTER

After the end of the registration period, it is still possible to make your active semester active **until 28 February 2025** based on an electronic application submitted in Neptun (Administration/Requests/ Suspension of student status after the registration period/Registration. **The application can be submitted from 22 February to 28 February 2025.**

After the end of the registration period, it is still possible to make your active semester passive active **until 14 March 2025** based on an electronic application submitted in Neptun (Administration/Requests/ Suspension of student status after the registration period. **The application can be submitted from 22 February to 14 March 2025.**

At the request of the student, the Academic and Credit Committee may authorise the deferral of the student status until the end of the already started study period if the student is unable to fulfil her/his study obligations due to childbirth, accident, illness or other unforeseen reasons

without any fault on her/his part. The application form and the relevant documents, can be submitted via Neptun (Administration/Requests/**Mid-term deferral**) from **15 March to 30 June 2025**.

COURSE ENROLMENT

Finalisation of course registration:

For all students: From 10 AM on 3 February 2025 to noon on 21 February. (Students admitted in the cross-semester admission procedure, please consult the dates previously posted.)

According to the above, it will not be possible to submit a late request for course enrolment and course deletion in the 2024/25/2 semester.

PLEASE NOTE! To establish an active student status, both registration and enrolment must be completed!

Please note according to the Academic Regulations for Students, fee for the 3rd and further registrations of the same course is 4000 HUF/course.

Academic Regulations for Students is an official document of regulations including student rights and obligations. It is available here: [Academic Regulations for Students](#)

CERTIFICATE OF STUDENT STATUS

Student status certificates will only be issued for students who had already registered for the spring semester (and enrol the courses) of the 2024/25 academic year in Neptun (active semester). Student status certificates are issued by the Centre for Student Support and Services (HTSZK).

The address of HTSZK: Almagyardombi Dormitory - Eger, Leányka út 6.

Phone number: 36/520-400; extension 3093

E-mail: ugyintezes@uni-eszterhazy.hu

Facebook: <https://www.facebook.com/ekkehtszk/>

SCHEDULE OF THE SEMESTER

First day of study period for full-time students: 17 February 2025.

In part-time and distance learning format: according to the consultation schedule established after the admission to the course. **Please note that for some courses, departments may organise consultations as early as 14-15 February 2025!**

I would like to inform you that according to the Rector's Instruction 9/2023 (X.17.), the comprehensive professional practice and the teacher training practice in the practice school must start at the beginning of February!

PAYMENT DEADLINES

Deadline for paying the first instalment of the tuition fee: **2 February 2025.**

Deadline for paying the second instalment of the tuition fee: **31 March 2025.**

As the tuition fee is payable in two instalments, no further instalment requests will be accepted.

1. If paid by an individual (student)

At Eszterházy Károly Catholic University, students are required to use the Neptun system for payments. If you have transferred money to the omnibus account, you can track your account balance in the Finance menu. Replenishing your omnibus account balance (the amount you wish to transfer should be transferred to the following account number):

[11739009-23916463](#)

Name of beneficiary: Eszterházy Károly Catholic University

Message field: Neptun code and Name (example: NK-AB1234 Kis Aladár)

Amounts transferred to the omnibus account will take 1-2 working days to arrive so we recommend you to always keep enough money in your omnibus account to pay for smaller items (e.g. IV fee). The system can only accept payments made by bank transfer!

Payment in Neptun

In the Payment section, you can check a list of your financial obligations already paid and those to be paid (i.e. active). Here you also have the option to pay using the payment methods available to you in Neptun. On this platform you can list your payment obligations (Payment tab). In the Filters section you can choose which of the items you want to be displayed after setting up the current semester: active, completed. The items displayed in the list include the name and type of the issued item; this information helps you to identify the issued items retrospectively. In the “more information” section of the issued item, the "Student Loan Status" field shows whether a student loan has been assigned to the issuance. The status of the assignment can be: Submitted, Sent as Student Loan, Accepted, Rejected.

PAYING ITEMS To pay for your unpaid (i.e. active), issued items, tick the "Pay" checkbox next to the item(s) to be paid, then click on "Next" - "Pay" - "Next" (i.e.: Payments - select current semester - list - select active item - Next - Pay - Next)

Active items can only be paid up to the balance of your omnibus account.

2. If paid by an employer or other private organisation

If the student's tuition fee is covered by the employer or other private organisation, the invoice must be requested before the payment is made. This is available in Neptun in the Administration/Requests section where you can find a “Data Sheet for Invoices”. This sheet shall be duly signed and the scanned version shall be uploaded to this platform. The sheet is available here: [Declaration of commitment.](#)

The deadline for receipt of the electronic request is 31 January 2025. In this case, the payment must be made to the bank account of the person indicated in the invoice.

The student does not have to do anything with these payments as the payment is made by the EKCUC's internal process. Applications received after the deadline will not be accepted.

Invoices for payments must be issued immediately after the items have been posted therefore we cannot accept any commitments after this date. **As a result we cannot amend invoices already issued.**

3. Student Loan 2

In Neptun→Finances→Give Student Loan2 Contract Number, enter the student loan contract number in the Student Loan2 Contract Number box, then click "Save". Next, under Finances→Payments, list the **2024/2025/2 semester** and click on the + sign, then click on the Student Loan2 button and enter your contract number here. Attention! You must do this for as many items as you wish to pay for using Student Loan2. Once you have entered this information, we will allow you to make a payment deadline modification until the day the student loan is received.

Please note once again that the student requirements have been amended in the Student Requirements for the amount of the co-payment after the end of the training period and for part-time and visiting students. According to the amendment, the basic fee payable after the end of the training period will be increased from HUF 40,000 to HUF 50,000, while the fee payable for credits taken will be increased from HUF 6,000 to HUF 7,000. The above change will come into force from 1 August 2025, so from the semester 2025/26/1, the fees for students with a self-payment beyond the training period will be based on this.

The current Student Requirements Code is available on the University's website at the link below:

<https://uni-eszterhazy.hu/api/media/file/87b7d650ccaac6fc689cb874ede274e8b2b07cc8>

RECLASSIFICATION

There are 3 ex-officio reasons for reclassification (from state-financed status to self-financed status):

- in the last two active semesters the student has not obtained at least 25 credits or has a weighted average of less than 2.75,
- pursuant to § 47 (3) of HEA, if the student is unable to complete his/her studies within the support period + 2 semesters specified in the training and outcome requirements, he/she may continue his/her studies in a self-financed form even if he/she has not otherwise completed the maximum of 12 semesters of state support (pursuant to § 47 (1) of HEA),
- He/she has exceeded the maximum of 12 semesters eligible for state support pursuant to § 47(1) of HEA.

TERMINATION OF STUDENT STATUS

The University shall terminate the status of those students who:

- have not enrolled for the upcoming academic semester for the third consecutive times, or does not start his/her studies after a suspension in the student status,
- at the end of the period of study,
- do not obtain at least fifteen credits in the first two semesters by the last day of the examination period of the second semester,
- in the last two semesters in which their studies have not been suspended, they have not reached a weighted average of 2.0,
- after an unsuccessful request and after an examination of the student's social situation, the student's student status is terminated by the rector due to payment arrears on the day the decision becomes final,
- in the first two semesters of a Master's training, the student fails to complete the courses required for admission,
- **the student's total number of failed re-take and re-sit examinations in the same course reaches 5.**

STUDENT ID CARD

Students will be informed later about the distribution of the Student ID card stickers for the first semester of 2024/25/2 academic year.

FINAL EXAMINATION REGISTRATION

Deadline for final year (final semester) students to register for the **June 2025 final exam** in Neptun (Administration/Final Exams): 3 February - 14 February 2025.

SUBMISSION OF REQUESTS

Types of request/submission	Submission deadline/period	Documents to be attached	Method of submission
Notification of change (major, location, study format)	January 20		via Neptun
Submission of data change	continuous	copy of relevant document (data change)	via Neptun
Suspension of student status beyond the registration period	14 March		via Neptun
Termination of student status	continuous	-	via Neptun
Mid-term deferral (Suspension of student status due to illness, accident or other unexpected reason)	15 March-30 June.	documents supporting the request	via Neptun
Enrolment/registration after the deadline	until 28 February	-	via Neptun

Appeals	continuous	documents supporting the requests	Registrars' Office
Individual Study Schedule	10 February	In accordance with Code for Studies and Exams	via Neptun
Partial Individual Study Schedule	10 February	In accordance with Code for Studies and Exams	via Neptun
Fairness requests	continuous	documents supporting the requests	via Neptun
Change of study track/specialisation/field of study module (hereinafter referred to as module), addition of further modules	the last working day of the examination period in the semester in which the student is supposed to choose a module	-	via Neptun
Request for recognising previous studies	15 February	certified curricula, certified transcript/excerpt of registration course book or certified transcript/excerpt of registry sheet	Relevant Dean's Office
Late registration for the final examination	30 April		via Neptun
Invoice request	31 January	Declaration of Commitment	via Neptun
Request for postponing the payment of tuition fee/reimbursement fees	10 February	-	via Neptun
Recognising Complex Teaching Practice	15 February	as announced	via Neptun
Pyrker Scholarship	15 February	as announced	via Neptun
"Esélyt a tanuláshoz" (Chance to Study) Scholarship	as announced	as announced	via Neptun

SUBMISSION OF REQUESTS OF COURSE RECOGNITION

The application form can be downloaded from here: [Application for recognising previous studies](#). Please fill in the form with capital letters or use a word processor.

At the Eger campus, the application must be submitted by post to the relevant dean's office while at the Jászberény Campus, it shall be submitted to the Education Office by 15 February 2025.

Credit transfer may be based on studies completed at another higher education institution in Hungary or abroad or on studies previously completed at EKC.

	Request is required	Certified topic list must be attached to	Certified registration course book must be attached	Fees	The course to be recognised shall be
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		the application			taken in Neptun
Recognition of a course completed at another institution	Yes	Yes	Yes	500 HUF/course to be recognised	Yes
Recognition of a course completed at one of EKCUs predecessors	Yes	No	No certification required, but a copy of the registration course book is needed	No	No

Detailed rules on credit recognition can be found in Section §17 of the Code for Studies and Exams in the Academic Regulations for Students.

In accordance with the Academic Regulations for Students recognition of previous studies is subject to an administrative fee. On the basis of the submitted application, the administrative fee will be issued by the Dean's Office in the Neptun system.

I hereby inform you that pursuant to Article 30 (26) of the ARS the University ensures that, instead of these courses, students may take optional courses or participate in voluntary activities for at least five percent of the total number of credits required for the degree programme. On the basis of the above, it is also possible to recognise elective units or voluntary activities not included in the university's programme. Detailed regulations can be found in § 30 (26), (27) of the ARS.

Eger, 22th January 2025

Csilla Varga s.g.
Head of Registrars' Office