

## INFORMATION ABOUT the 2nd semester of the academic year 2024/25, DEADLINES

### 1) CALENDAR OF THE 2ND SEMESTER OF THE ACADEMIC YEAR 2024/25:

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| <b>2nd semester</b>   |  |
| Registration week:  | 10 February – 14 February 2025 ( <i>1 week</i> ) |
| <b>2nd semester study period:</b>   |  |
| 2nd semester study period for non-graduating students (students not finishing their studies in June 2025)   | 17 February – 23 May 2025 ( <i>13 weeks</i> )    |
| 2nd semester study period for graduating students (students finishing their studies in June 2025) and 4th/5th-year students taking their professional final exam in undivided teacher training programmes | 17 February – 9 May 2025 ( <i>11 weeks</i> )     |
| Spring holiday  | 7 April – 11 April 2025 ( <i>1 week</i> )        |
| <b>2nd semester exam period</b>   |  |
| 2nd semester exam period for non-graduating students (students not finishing their studies in June 2025)  | 26 May – 11 July 2025 ( <i>7 weeks</i> )         |
| 2nd semester exam period for 4th/5th-year students taking their professional final exam in undivided teacher training programmes  | 12 May – 11 July 2025 ( <i>9 weeks</i> )         |
| 2nd semester exam period for graduating students (students finishing their studies in June 2025)  | 12 May – 30 May 2025 ( <i>3 weeks</i> )          |
| 2nd semester final exam period for other graduating students (students finishing their studies in June 2025)  | 2 June – 20 June 2025 ( <i>3 weeks</i> )         |

The entrance exams for disciplinary MA programmes are scheduled for 23 -27 June 2025.

The entrance exams for teacher training MA programmes are scheduled for 30 June – 4 July 2025.

### 2) ENROLMENT PERIOD IN THE 2ND SEMESTER OF 2024/25:

There is an enrolment period for only those students who were admitted in the **winter of 2024** (by **2024K** and the faculty admission process). (Students who are not in their 1st year have a registration period – see 3)).

The dates and venues of the enrolment, which takes place in writing and **in person**:

[https://btk.unideb.hu/sites/default/files/upload\\_documents/beiratkozasi\\_tudnivalok\\_honlapra\\_uzenetben\\_2024K.pdf](https://btk.unideb.hu/sites/default/files/upload_documents/beiratkozasi_tudnivalok_honlapra_uzenetben_2024K.pdf).

The Student Administration Centre (**SAC**) registers the **active status** for **2024K students** and **students in the faculty admission process in Neptun within 24 hours after the enrolment**. (After receiving an automatic message in Neptun and by e-mail confirming this, these students can register for subjects/courses in Neptun.). These students have to register for an active semester themselves from the 1st (autumn) semester onwards.

The starting date of the free enrolment period is the date of the enrolment of the given programme organized by the Registrar's Office, and the closing date is the same as the closing date of the registration period.

**Late enrolment period** (a fee of **HUF 5,000/week** to be paid at the Registrar's Office)

**(Monday), 24 February, 8.00 a.m. – (Friday), 28 February 2025, 12.00 noon  
(1 week)**

If you cannot be present at the enrolment organized by the Registrar's Office, select the date of your enrolment keeping in mind that you can only register for subjects and courses in Neptun if your student status is active.

### 3) REGISTRATION PERIOD IN THE 2ND SEMESTER OF 2024/25:

Registration is compulsory for all those **students who are starting at least their second active/passive semester**, who have student status and have not finished their studies (that is they still have to receive practical grades, exam grades, comprehensive exam grades, physical education grades, a fire and occupational safety signature, and may have to complete a thesis subject, etc.).

Courses (the study period) start on (Monday), 17 February 2025.

#### Free registration period:

**(Monday), 3 February, 8.00 a.m. – (Sunday), 2 March 2025, 11.59 p.m.  
(4 weeks)**

You can register in Neptun in **Menu/Administration/Term registration** by clicking on **Register**, and by selecting *Active* or *Passive* in the pop-up window. After clicking on **Select**, you will get a notification about successful registration.

In the case of *passive status*, please read *TVSZ (Academic and Examination Rules and Regulations of the University of Debrecen)* § 3 (7), (8) for information about the possibility for deferrals. Please note that as a result of fees charged in your previous studies, **you can have payment obligations during a passive semester** as well (fees for unearned credits, unjustified absence from exams, etc.). If you **do not fulfil your payment obligations until the deadline, your student status can be terminated**.

Only students who **do not have any payment obligations** towards the faculty and the university can register for either an active or a passive semester.

Early registration is necessary, because the **Oktatási Hivatal** (Education Office) **calculates the number of the student's funded semesters which have been used so far** on the basis of the registration data reported to the Higher Education Information System (FIR) by the university. The number of funded semesters includes the semesters which have been used at other institutions as well. The updated data is uploaded to Neptun, and if according to the Education Office the student has used up all their funded semesters, the institute must reclassify them, which means that the student can continue their studies only in fee-paying/self-financed training from the 2nd semester of 2024/25 onwards.

**Late registration** (a fee\* of **HUF 5,000/week** to be paid at the Registrar's Office):

**(Monday), 3 March, 8.00 a.m. – (Friday), 7 March 2025, 12.00 noon  
(1 week)**

Late registration (active or passive semester) can be conducted only by the staff of the Registrar's Office according to the form submitted by the student, and it must be permitted by the Head of the Registrar's Office/Vice Dean for Education. (The form *Egyéb kérelem (Other application forms)* can be downloaded here: <https://btk.unideb.hu/hallgatoknak-nyomtatvanyok-urlapok>.)

After the free registration period, students cannot change an active semester to a passive one in Neptun, so if they wish to defer the semester during the late registration week, they have to submit the form *Halasztási kérelem (Request for deferral)* to the Registrar's Office. The form can be downloaded here: <https://btk.unideb.hu/hallgatoknak-nyomtatvanyok-urlapok>

The rule stating that only students **who do not have any payment obligations** towards the faculty and the university can be registered after the deadline (for either an active or passive semester) also applies to the request for late registration.

(\*Charging the fee is required by § 28 (1) – (3) of the *Student Fees and Benefits Regulations*, its title and sum are defined in Appendix 3.)

#### **4) SUBJECT AND COURSE REGISTRATION AND DEREGISTRATION PERIOD:**

Only students with active student status can register for subjects and courses in Neptun.

*The active status of the students who were admitted and enrolled in the winter of 2024 is set by the Student Administration Centre within 24 hours after the enrolment. After receiving an automatic message in Neptun and by e-mail confirming this, these students can register for subjects/courses.*

*Free period:*

**(Monday), 10 February, 8.00 a.m. – (Sunday), 2 March 2025, 11.59 p.m. (3 weeks)**

**Within this period:**

- **subjects, courses of your programme, registration and deregistration:**  
**(Monday), 10 February, 8.00 a.m. – (Sunday), 2 March 2025, 11.59 p.m. (3 weeks)**
- **physical education:**  
**(Wednesday), 12 February, 9.00 a.m. – (Sunday), 23 February 2025, 11.59 p.m.**
- **freely chosen subjects of the university:**  
**(Thursday) 13 February, 9.00 a.m. – (Sunday), 2 March 2025, 11.59 p.m.**

Students can register for and deregister from subjects and the related courses (of their programme and general ones) free of charge in the specified period in Neptun.

Please follow the institute/department/programme practices in connection with subject and course registration (e.g. consult the lecturer if necessary).

**If the courses are full, you can ask the subject/course lecturer or the study staff administrator of your programme – not the Registrar's Office – for the increase of places.**

Please note that in addition to the subjects in your programme **you must complete**

- during your studies as a *full-time* student, a certain number of **PHYSICAL EDUCATION** courses – 2 in BA programmes, 1 in MA programmes, 3 in undivided training,

- as a *full-time* student in BA programmes, undivided training, MA programmes and as a *part-time* student in short-cycle teacher training MA programmes, an **OCCUPATIONAL SAFETY** course

to receive the final pre-degree certificate. You cannot get your final pre-degree certificate, you cannot take your final exam and cannot receive your diploma in the given programme if you do not complete these courses. You can complete them in any semester.

I call your attention to the fact that **only students who have registered for an active semester can register for subjects/courses.**

**Late subject/course registration and deregistration period with a fee to be paid:**

**(Monday) 3 March, 8.00 a.m. – (Friday) 7 March 2025, 12.00 noon (1 week)**

**Late subject/course registration fee: HUF 1,500/course**

During this period, students cannot register for and deregister from subjects/courses, only the Registrar's Office can, **according to the applications submitted by the students, provided the Vice Dean for Education gives permission.**

Late subject/course registration in the 2nd semester of 2024/25 is possible ONLY in the period mentioned above. You have to submit the relevant form, which is filled in PROPERLY and signed by the lecturer. (The form can be downloaded here: <https://btk.unideb.hu/hallgatoknak-nyomtatvanyok-urlapok>.) You also have to pay a fee of HUF 1,500/course.

**Late subject/course deregistration fee: HUF 3,000/course.**

Late course deregistration in the 2nd semester of 2024/25 is possible ONLY in the period mentioned above. You have to submit the relevant form filled in PROPERLY. (The form can be downloaded here: <https://btk.unideb.hu/hallgatoknak-nyomtatvanyok-urlapok>.) You also have to pay a fee of HUF 3,000/course.

**IMPORTANT!** If, as a state scholarship student, **it is the 4th time you have registered for a subject** in the current semester, try to complete it (with at least a *pass*), otherwise **your student status can be terminated.**

*The Academic and Examination Rules and Regulations of the University of Debrecen*, and its Appendix containing the Faculty of Humanities features were modified on February 16 2023 regarding the possible number of the times of subject registration and the number of exams a student can take. The relevant section of the *Regulations* is as follows:

If a state-financed / (partial) **state scholarship** student does not get the credits for a subject or fails to fulfill the requirements specified in the curriculum of the subject, after taking the subject **four times**, the Dean, in their powers delegated by the Rector, shall terminate the student status of the student, or the student may ask for continuing his/her studies in the fee-paying program. The student who, at his/her own request, continues his/her studies in a fee-paying program may take the subject two more times. If a student pursuing his/her studies in a **fee-paying program** does not get the credits for a subject or fails to fulfill the requirements specified in the curriculum of the subject, **after taking the subject six times**, the Dean, in their powers delegated by the Rector shall terminate the student status of the student. The numbers of subject registrations of a student who has changed the form of financing of his/her studies are added together.

The number of the exams students can take is not limited, but as they can take exams in a subject 3 times maximum in a given semester, registering for a subject 6 times maximum means they can take the given exam 18 times maximum.

I inform you that the 5th and the 6th time of subject registration (if you are entitled to it) are conducted by the staff of the Registrar's Office in Neptun on the basis of the form downloaded from the faculty website and submitted on paper.

## 5) DEADLINE FOR SUBMITTING APPLICATION FORMS

**A) (Friday), 7 March 2025, 12.00 noon**

**I call your attention to the fact that the deadline for applications regarding transfer (e.g. full-time/part-time transfers) is different. The deadline according to legislation in the case of the spring semester is:**

**B) (Friday), 14 February 2025, 12.00 noon**

Deadline A) is for any application regarding studies (deferrals, course registration, course deregistration, credit acceptance, dropping a 50-credit modul, etc. – *except transfer applications*) (except the application for the termination of student status).

The Registrar's Office accepts **applications which are submitted after the deadline only in certain, well-justified cases.**

Please use the forms available on the faculty website – [btk.unideb.hu](http://btk.unideb.hu), and fill them in properly. You should only write your own application if you cannot find a form suitable for your request on the faculty website.

**If you do not fill in the form properly, or do not provide all the necessary information, your application will be rejected by the faculty without taking a decision on merits.**

You can submit the forms which are filled in properly (and signed by the lecturer if necessary) to the Registrar's Office

- a. in person, in the Main Building, floor 3, 330
- b. by mail, sending it to the following address: DE-BTK TO 4002 Debrecen Pf.: 400
- c. by e-mail, sending it Tóth-Báthori Orsolya ([bathori.orsolya@arts.unideb.hu](mailto:bathori.orsolya@arts.unideb.hu))

After they have been filed, the forms will be sent to the people who make the decision on applications.

We inform students about decisions concerning student status and financial applications (permission for deferrals, transfer, tuition fees, credit acceptance, dropping programmes, terminating student status, etc.) by mail or e-mail at the addresses in their application form.

## 6) TO THE ATTENTION OF FEE-PAYING/SELF-FINANCED STUDENTS

**Deadline for paying the tuition fee:**

**(Monday), 31 March 2025**

The staff of the Student Administration Centre (HAK) records the tuition fee.

**Deadline for paying the fee if the student has a permit to pay in instalments:**

**(Wednesday), 30 April 2025**

Students must contact HAK

- in connection with the invoice, if their **employer** pays the fee, (<http://hak.unideb.hu/gyik/19-befizetesi-ft-informacio/35-nyilatkozat-szamlazashoz>),

- if they wish to cover the cost of their studies with a **student loan**.

The *Student Fees and Benefit Regulations of the University of Debrecen* and its Appendix for the Faculty of Humanities were modified on 27 April 2023. They can be found on the website of the faculty and the university website:

(<https://btk.unideb.hu/>, <https://unideb.hu/szabalyzatok>).

**From the second semester of 2024/25 onwards, you can submit a request to pay the fee in instalments in Neptun / Menu / Administration / Requests.**

For full-time students, a form to request tuition fee reduction is available on the faculty website. Please submit the forms at the Registrar's Office, floor 3, 330.

## **7) DEADLINE FOR SUBMITTING THE STATEMENT OF BA/MA STUDENTS:**

**(Monday), 31 March 2025, 12.00 noon**

All final-year students – getting their final pre-degree certificate and taking the final exam in the last active semester, or who received their final pre-degree certificate in the previous semester but who are taking the final exam in the 2nd semester of 2024/25 – have to fill in the form properly, and submit it to their programme administrator showing their ID and address card as well.

You can send the form together *with the copy of your ID and address card* to the Registrar's Office by mail or e-mail.

The form *Végzős hallgatók nyilatkozata* can be downloaded here: <https://btk.unideb.hu/hallgatoknak-nyomtatvanyok-urlapok>

Submitting the form is important because only students submitting it can register for the final exam period in Neptun.

We ask all students who are finishing their studies in the semester, but **who are not taking the final exam in the exam period of the last semester** to fill in the **form requesting the final pre-degree certificate** relevant to them **after the exam period**, and to submit it to their programme administrator at the Registrar's Office **after submitting the programme form(s)** in order to close their studies with the final pre-degree certificate. The form can be downloaded here: <https://btk.unideb.hu/hallgatoknak-nyomtatvanyok-urlapok>

We inform final-year students about their tasks in connection with finishing their studies during the semester, so please read your e-mails and Neptun messages with a subject *BTK TO*.

## **8) STUDENT CARD, STUDENT LOAN, UNIPASS CARD, STUDENT STATUS AND OTHER CERTIFICATES**

The Student Administration Centre (HAK) helps you with the administration of these issues.

The office of HAK in Egyetem tér:

Kossuth Lajos II Kollégium, ground floor (you can enter from outside)

<http://hak.unideb.hu>

E-mail: [hak@unideb.hu](mailto:hak@unideb.hu)

Tel.: (36) 52-518 672, 52-518 600/**73967, 73972-73976**

Fax: (36) 52-518 677, 52-518 600/73977

## **9) THE STAFF OF THE REGSITRAR'S OFFICE (PROGRAMME ADMINISTRATORS):**

**BERTALAN IBOLYA**, managing expert, programme administrator

- MA (disciplinary and teacher MA) students
- students in undivided teacher training programmes
- students in postgraduate specialized training courses

**Contact:** Main Building, floor 3, 330, **Tel.:** (52) 512-900 / 62555

**E-mail:** [bertalan.ibolya@arts.unideb.hu](mailto:bertalan.ibolya@arts.unideb.hu)

**KATONA JUDIT**, managing expert, programme administrator:

- BA students
- students in partial knowledge training

**Contact:** Main Building, floor 3, 333 **Tel.:** (52) 512-900 / 22171

**E-mail:** [katona.judit@arts.unideb.hu](mailto:katona.judit@arts.unideb.hu)

**VÁRHEGYI LÁSZLÓ TIBOR**, managing expert

- Neptun administrator of the faculty
- subject registration, dropping subjects, changing courses, subject accreditation
- administration of Erasmus transcripts

**Contact:** Main Building, floor 3, 333 **Tel.:** (52) 512-900 / 23382

**E-mail:** [varhegyi.laszlo@arts.unideb.hu](mailto:varhegyi.laszlo@arts.unideb.hu)

**TÓTH-BÁTHORI ORSOLYA**, managing expert

- student records, filing, mail
- administration of student applications

**Contact:** Main Building, floor 3, 330 **Tel.:** (52) 512-900 / 62556

**E-mail:** [bathori.orsolya@arts.unideb.hu](mailto:bathori.orsolya@arts.unideb.hu)

## **OFFICE HOURS OF THE REGISTRAR'S OFFICE**

Monday: 8 – 12

Tuesday: 8 – 12

Wednesday: 8 – 12

Thursday: 8 – 12; 13 – 15

Friday: 8 – 12

We wish you a successful semester start.

Debrecen, 28 January 2025

Bartáné Kustár Katalin  
Head of the Registrar's Office