

**2024/2025 Fall semester**

**Deadline for requests for studies  
and exams**

### 3. Appendix No. 3 of Study and Examination Regulation

#### Deadline for requests for study and examination-related matters

Type of request	Deadline for submitting the application	The decision maker	Deadline
1) dean's equity (§ 5 (1) paragraph (b))	within 8 days of the failure to attend the relevant course or examination or, in the case of an impediment, of the end of the impediment	Dean	
2) reclassification (Article 5(1)(d))	within 5 working days of the last day of the examination period	Dean	2025.07.05.
3) authorisation of a visiting student status to be established at the University by a student of another higher education institution (§ 5 (1) e))	by the 10th working day before the first day of the registration period (21 August 2024)	Dean	2024.08.07.
4) authorisation to continue partial knowledge training (§ 5 (1) (f))	as set out in the Dean's decision announcing the partial knowledge course	Dean	
5) in the case of a maximum of one failed final examination part, permission to repeat the failed final examination part once in the same final examination period (§ 5 (1) paragraph g))	until the day after the failed test	Dean	
6) authorising the enrolment in the Neptun system of subjects not offered to a student of another University course (Section 5 (1) (i))	by the last day of the registration period	Dean	2024.09.01.
7) authorisation of enrolment and registration beyond the registration period (Section 7 (1) (j))	by the fifth working day after the registration period	Head of Study Department	2024.09.06.

<b>Type of request</b>	<b>Deadline for submitting the application</b>	<b>The decision maker</b>	<b>Deadline</b>
8) authorisation of course enrolment (Section 7 (1) (l))	within five working days of the registration period	Head of Study Department	2024.09.06.
9) authorisation to take up a subject after the registration period (Section 7 (1) (m))	by the 10th working day after the last day of the registration period	Head of Study Department	2024.09.13.
10) adjudication of objections to the taking up of a subject (§ 7 (1) n))	within five days of the end of the registration period	Head of Study Department	2024.09.06.
11) authorisation to take subjects other than those specified in the pre-study order (§ 8 (2) a))	by the first day of the registration period	HTVSZÜB (Committee)	2024.08.21.
12) permission to complete the professional practice provided for in the curriculum during another period (Section 8 (2) (b))	by the last day of the registration period	HTVSZÜB (Committee)	2024.09.01.
13) authorisation of preferential study arrangements (Article 8(2)(c))	until the end of the second week of the academic period, except in the cases specified in point (h) of paragraph (1) of Article 20.	HTVSZÜB (Committee)	2024.09.15.
14) Transfer (Article 8(2)(d))	<ul style="list-style-type: none"> <li>- by the first day of the registration period</li> <li>- in the case of transfer with reclassification, within 5 working days of the last day of the examination period of the previous academic semester</li> </ul>	HTVSZÜB (Committee)	2024.08.21. 2024.07.05.
15) change of training course, specialisation, language of training, working hours (Section 8 (2) (e))	<ul style="list-style-type: none"> <li>- by the last day of the examination period of the previous academic semester</li> <li>- in the case of paragraph (2) of Article 31, by the first day of the registration period</li> <li>- in the case of a transfer involving reclassification, within 5 working days following the last day of the examination period of the previous academic semester</li> </ul>	HTVSZÜB (Committee)	2024.06.29. 2024.08.21. 2024.07.05.

<b>Type of request</b>	<b>Deadline for submitting the application</b>	<b>The decision maker</b>	<b>Deadline</b>
16) authorisation of the suspension of student status	by the first day of the registration period	HTVSZÜB (Committee)	2024.08.21.
17) subsequent suspension of the semester started (Section 8 (2) (g))	by the last day of the examination period	HTVSZÜB (Committee)	2025.01.24.
18) authorisation to take the examination outside the examination period (Section 8 (2) (h))	by the last day of the examination period	HTVSZÜB (Committee)	2025.01.24.
19) authorisation of the preliminary examination (Section 8 (2) (i))	by the 10th working day before the scheduled date of the pre-examination, but no later than the last week of the semester	HTVSZÜB (Committee)	2024.11.25.
20) improving the pass mark in the fourth subject (Section 8(2)(j))	by the 10th working day before the last day of the examination period.	HTVSZÜB (Committee)	2025.01.13.
21) in the case of a student's request submitted with reference to paragraphs (3) to (4) of Article 81 of the SER, consent to training in an EEA Member State (Section 8 (2) (k))	by the first day of the registration period	HTVSZÜB (Committee)	2024.08.21.
22) in the case of a student with a disability, an increase in the period of support (Section 8 (2) (l))	by the first day of the registration period	HTVSZÜB (Committee)	2024.08.21.
23) disputes relating to the student's individual curriculum (Section 8 (2) (m))	by the last day of the registration period	HTVSZÜB (Committee)	2024.09.01.
24) activation of passive student status in the case of an application submitted after the fifth working day following the registration period, but within 30 days of the start of the academic term (Section 8 (2) n))	within 30 days of the start of the academic term, but no later than 15 October in the autumn semester and 15 March in the spring semester	HTVSZÜB (Committee)	2024.10.15.

<b>Type of request</b>	<b>Deadline for submitting the application</b>	<b>The decision maker</b>	<b>Deadline</b>
25) request for recognition (9. §) <ul style="list-style-type: none"> <li>• recognition of a course completed at university or its predecessor</li> <li>• recognition of competence acquired through formal learning but not through higher education</li> <li>• recognition of a course completed at another Hungarian higher education institution</li> <li>• recognition of competences acquired through non-formal learning</li> <li>• recognition of optional subjects</li> </ul>	until the end of the registration period	KÁVB (Committee)	2024.09.01.  2025.02.18 I.félév 2024.09.15. II. félév  2024.12.22.
26) request for exemption from the physical education criterion	within 5 working days after the obstacle arises, otherwise by the end of the registration period	the Head of the Department of Physical Education and Combat Sports and the Head of the Military Physical Education and Sports Centre	
27) Complaint about an assessment recorded in the Neptun system (§ 47)	within 14 days after the end of the study period	the head of the relevant educational organisational unit	2024.02.07.
28) thesis encryption	within 60 days of the finalisation of the application by the University	Dean	

