

Reference number: MATE-OKT/380-6/2024  
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## INFORMATION

### on submitting electronic requests (academic year 2023/24, spring semester)

Dear Students,

The most important information on submitting requests for academic year 2023/24 in NEPTUN can be found in the tables below. The requests are separated based on their availability in NEPTUN.

If a request was charged by a fee, it is automatically transcribed, and you can see it in Finance/Payment menu. The evaluation procedure of the request starts after the transcribed item was paid in and got fulfilled status. **The requests that are not paid by the submission deadline will be invalidated.**

In case of some requests the fee is transcribed during the evaluation procedure.

More information on the process of payment can be found on the link below: <https://ed.uni-mate.hu> in menu Finance.

### Requests that can be submitted from choosing Administration menu/ Requests submenu

Surface: NEPTUN Educational System

Steps: Choosing "Administration" menu, then Requests. **The right request has to be chosen, then submitted.**

After submission, the request can be tracked under Administration/Requests menu Submitted requests tab.

Request title	Submission period	Related fees
Changing of status of the term to active after deadline 2023/24/2	12 February 2024 – 14 March 2024	3.000 HUF
Changing of status of the term to passive after deadline 2023/24/2	12 February 2024 – 14 March 2024	free of charge
Application for temporary (exceptional) deactivation of student status	15 March 2024 – 29 June 2024	3.000 HUF
General Request for Educational Issues 2023/24/2 <sup>1</sup>	can be submitted continuously	2500 HUF/request
Termination of student status upon the student's own request	can be submitted continuously	free of charge

<sup>1</sup> General Request for Educational Issues 2023/24/2 can be submitted specially but not excludingly for cases listed below

- registration for more than 45 credits of subjects per semester
- subject registration for 4th times or more (only valid for students of Kaposvár Campus and Károly Róbert Campus, who had started their studies in academic year 2020/21 or before, when number of subject registration was not limited);
- late selection of specialisation;
- taking subjects based on a pre-requisit subject in same semester as ONLY EXAM course of the pre-requisit subject.
- The general request can not be submitted instead of any other request which has a request template in Neptun system!

Request title	Submission period	Related fees
Thesis topic and/or supervisor modification request	can be submitted continuously (6 months before final exam at the latest)	free of charge
Request for reclassification to self-financed status	Until 31 <sup>th</sup> January 2024	free of charge
Application for printed document (student status certificate, transcript, extract of master file, temporary student ID, pre-degree certificate)	can be submitted continuously	The request is free of charge, but the fee of certificate has to be paid
Equity Request	can be submitted continuously	10.000 HUF / request
Subject recognition request (optional (C) subjects)	22 January 2024 – 03 March 2024	- for students transferred from another HEI**, or former graduated students of another HEI**: 3.000 HUF/subject;  - subjects fulfilled when changing program within MATE or continuing studies in same University, from higher vocational education to bachelor, or readmission to same program, and part-time training of the University: Free of charge  The fee is transcribed after decision
Application for programme transfer	20 January 2024 for spring semester and 21 August 2024 for autumn semester	5000 HUF

## Requests that can be submitted from Studies menu/Curriculum submenu

Surface: NEPTUN Educational System

Steps: Choosing **"Studies"** menu, then **Curriculum**. **The right curriculum has to be chosen, then choose "list subjects"**. **At the end of the row, click on +, and choose submitting request,**

After submission, the request can be tracked under Administration/Requests menu Submitted requests tab.

Request title	Submission period	Related fees
Registering a subject after deadline 2023/24/2	19 February 2024 – 25 February 2024	3.500 HUF / request
Drop a subject after deadline 2023/24/2	19 February 2024 – 25 February 2024	3.500 HUF / request
Request for a Course	29 January –8 February 2024	free of charge
General raising objection request	29 April-14 July 2024	free of charge

Request title	Submission period	Related fees
Request for taking an exam out of exam period	30 June 2024- 03 July 2024	2.500 HUF/request
Subject recognition request (Replacing a subject which can be found in the curriculum)	22 January 2024 – 03 March 2024	- for students transferred from another HEI**, or former graduated students of another HEI**: 3.000 HUF/subject;  - subjects fulfilled when changing program within MATE or continuing studies in same University, from higher vocational education to bachelor, or readmission to same program, and part-time training of the University: Free of charge  The fee is transcribed after decision
Request for reduced timetable 2023/24/2	22 January 2024 – 18 February 2024	1.000 HUF/ subject
Subject Recognition based on prior work experience	22 January 2024 – 03 March 2024	3.000 HUF/request

### Requests that can be submitted from Financies menu/Payment submenu

Surface: NEPTUN Educational System

Steps: Choosing "Financies" menu, then Payment. The transcribed item has to be chosen, then at the end of the row, click on +, and choose submitting request.

Request title	Submission period	Related fees
Request for paying reduced tuition fee 2023/24/2	Not later than 19 February 2024	free of charge
Request for paying in instalments 2023/24/2	Not later than 19 February 2024	free of charge

### Requests that can be submitted on paper

The requests can be downloaded from <https://oig.uni-mate.hu/papir-alapu-kervenyek> website.

Request title	Submission period	Related fees
Application for registration of students with disabilities	in the semester of the student's enrolment 30 September in the autumn semester, 28 February in the spring semester, continuous for senior students	free of charge

Requests for benefits and exemptions on the grounds of disability	can be submitted continuously	free of charge
Thesis / Dissertation / Thesis / Portfolio confidentiality request	30 days before the thesis/dissertation submission deadline	10.000 Ft/accepted request
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 degree or direct entry to the same course)	free of charge
Termination of student status upon the student's own request (Fill in in Neptun Sys, but hand in on paper to Registrar's Office)	can be submitted continuously	free of charge

**IMPORTANT**

In case of submitting a request, you are kindly asked to upload any necessary attachment. Please verify whether the submission of the request was successful or not.  
(Administration/Requests menu – Submitted requests)

Gödöllő, 24<sup>th</sup> January 2024

Ferenc Szalai  
Educational Director