

Reference number: MATE-OKT/3856-8/2025
Administrator: Ferenc SZALAI
Phone: +36/28 522 000
E-mail: oktatasi.igazgato@uni-mate.hu

INFORMATION

on application of electronic requests (academic year 2025/26, autumn semester)

Dear Student,

The most important information on submitting requests for academic year 2025/26 in NEPTUN SYS can be found in the tables below. The requests are grouped by their access route in NEPTUN SYS.

If a request was charged by a fee, it is automatically transcribed, and you can see it in **Finance/To be paid** menu. The evaluation procedure of the requests 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.

For 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/ Payment*.

To avoid misapplication, please read the information on the application form before completing and submitting it.

If the application needs to be corrected, our colleagues will indicate this by returning the application for correction, describing the error, the deadline for its correction and the possible legal consequences of the failure.

The NEPTUN SYS will also send a system message about the request returned for correction, indicating that the status of the request has changed. When the request is opened for correction a message window will display information about the necessary corrections.

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

Surface: NEPTUN SYS

Steps: Chose „Administration” menu, then Requests, Request Fill then Available request forms. **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	8 September 2025 – 14 October 2025	5.000 HUF
Changing of status of the term to passive after deadline	8 September 2025 – 14 October 2025	free of charge
Application for temporary (exceptional) deactivation of student status	15 October 2025 – 31 January 2025	5.000 HUF
Request for 3 rd or 4 th consecutive passive semester	27 August 2025 – 14 October 2025	Free of charges

Request title	Submission period	Related fees
Request for changing to dual training	27 August 2025 – 14 October 2025	Free of charges
Request for cancell dual training	can be submitted continuously	Free of charges
Request for changing placement in dual training	in autumn semester: 30 August the latest in spring semester: 30 January the latest	Free of charges
Request for selection of specialisation after deadline	26 August 2025	5.000 HUF
Request for belated thesis topic selection	until two weeks after the end of thesis topic selection period	5.000 HUF
Request for accepting scientific student conference paper as thesis	1 September 2025– 21 October 2025	Free of charge
Request for permission to write thesis in English	3 month prior to final exam the latest	Free of charge
Request for registration of a student with a disability	in the semester of the student's enrolment: 30 September in the autumn semester, 28 February in the spring semester, continuously for senior students (can be submitted at NEPTUN SYS from 1 August 2025)	Free of charge
Request for equal opportunities benefits	can be submitted continuously	Free of charges
Thesis topic and/or supervisor modification request	can be submitted continuously (3 months prior to final exam at the latest)	free of charge
Request for belated final exam registration	18 October 2025 – 11 November 2025	14.540 HUF
Request for reclassification to state scholarship status (Hungarian citizens)	for spring semester of 2025/26: until 31 January 2026; for autumn semester of 2026/27 between 1-30 June 2026.	Free of charge
Request for reclassification to self-financed status	for spring semester of 2025/26: until 28 February 2026; for autumn semester of 2026/27 between 1 June and 30 September 2026.	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 certificates has to be paid

Request title	Submission period	Related fees
Equity Request	can be submitted continuously	14.540 HUF / request
Subject recognition request (optional (C) subjects)	27 August 2025 – 28 September 2025	- for students transferred from another HEI**, or former graduated students of another HEI** : 5.000 HUF/subject; The fee is transcribed after decision - 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
Request for changing specialisation	27 August 2025 – 7 September 2025	5.000 HUF
Application for programme transfer	21 August for autumn semesters and 20 January for spring semesters	10.000 HUF
Application form for professional practice	2 months prior to start professional practice, the latest	Free of charge
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	Free of charge
Request for registration of a student under age 30, married with children	27 August 2025 - 1 October 2025	Free of charge

Requests that can be submitted from Subjects/Subject related requests

Surface: NEPTUN Educational System

Steps: Select **Subjects** menu then **Subject related requests** submenu. At the end of the subject row, click on next, and select from available requests,

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

Request title	Submission period	Related fees
Request for belated subject registration	15 September 2025 – 21 September 2025	5.000 HUF / request
Request for dropping a subject after deadline	15 September 2025 – 21 September 2025	5.000 HUF / request
Request for belated optional (C) subject registration	15 September 2025 – 21 September 2025	5.000 HUF / request
Request for dropping an optional (C) subject after deadline	15 September 2025 – 21 September 2025	5.000 HUF / request
Request for registration of subjects above 45 credits	15 September 2025 – 21 September 2025	5.000 HUF / request
Request for belated registration of Thesis writing related subject for students registered for final exam	22 September 2025 – 31 October 2025	10.000 HUF / subject
Request for belated registration of professional practice related subject for students registered for final exam	22 September 2025 – 31 October 2025	10.000 HUF / subject
Request for registration of subjects out of curriculum	27 August 2025 – 21 September 2025	Free of charge, but 5000 HUF/subject in case of undue application
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	27 August 2025 – 21 September 2025	free of charge, but in the case of belated registration the relevant special procedure fee shall be paid (5.000 HUF/subject)
Request for changing course of a subject	27 August 2025 – 21 September 2025	2.500 HUF / subject
Request for a course of a subject from expired curriculum	27 August 2025 – 3 September 2025	Free of charge
Request for retake a midterm test, in exam period	8 December 2025 – 24 January 2026	5.000 HUF
Request for raising objection	8 December 2025 – 1 February 2026	Free of charge
Request for exam period extension (exam after exam period)	1-2 February 2026	5.000 HUF/request

Request title	Submission period	Related fees
Subject recognition request (Replacing a subject which can be found in the curriculum)	27 August 2025 – 28 September 2025	- for students transferred from another HEI**, or former graduated students of another HEI** : 5.000 HUF/subject; The fee is transcribed after decision. - 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
Request for reduced timetable 2024/25/2	27 August 2025 – 14 September 2025	5.000 HUF/ subject
Subject Recognition based on prior work experience	27 August 2025 – 28 September 2025	5.000 HUF/request

Requests that can be submitted from Financies menu / To be paid submenu

Surface: NEPTUN SYS

Steps: Chose **Financies menu**, then **To be paid submenu**. **The transcribed item has to be chosen, then at the end of the row, click on details, and choose Submit request.**

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

Request title	Submission period	Related fees
Request for paying reduced tuition fee	until 15 September 2025	Free of charge
Request for paying in installments	until 15 September 2025	Free of charge
Request for service fee reimbursement	continuously	Free of charge
Request for tuition fee reimbursement	continuously	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.
Or ask your educational administrator.

Request title	Submission period	Related fees
Thesis confidentiality request	30 days before the thesis/dissertation submission deadline	25.000 Ft/accepted request

Request title	Submission period	Related fees
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 it in Neptun SYS, but hand in on paper to Registrar's Office)	can be submitted continuously	free of charge
Request for an appeal	within 15 days from decision	free of charge

IMPORTANT

In case of submitting a request, you are kindly asked to upload any necessary attachment.

Please ensure whether the submission of the request was successful or not.

(Administration/Requests menu – Submitted requests)

Gödöllő, 25 July 2025

Ferenc Szalai
Educational Director