

BME Central Academic Office (CAO) Newsletter for Scholarship Holder Students on Opening the 2019/20/2 Term

Dear Student!

The main features of the online term registration, preliminary and final enrolment for subjects and completed registration are the following at a glance (the newsletter gives you the details, please note that all times are given in Central European Time [CET]):

name of period	beginning of period	end of period
term registration	06:00:00 on 26th January	23:59:59 on 9th February
preliminary enrolment for subjects	18:00:00 on 3rd February	11:59:59 on 4th February
final enrolment for subjects	18:00:00 on 5th February	23:59:59 on 9th February

- The online registration period when you have to set/modify your active or passive status in Neptun lasts from 06:00:00 on 26th January until 23:59:59 on 9th February.
- Any matured liabilities, dues will prevent you from registering for active term.
- You can enrol for subjects only after the registration for active term. The period of preliminary enrolment for subjects lasts from 18:00:00 on 3rd February until 11:59:59 on 4th February. The period of final enrolment for subjects lasts from 18:00:00 on 5th February until 23:59:59 on 9th February. Please note that between 11:59:59 on 4th February and 18:00:00 on 5th February you will be unable to enrol for subjects in Neptun.

The details:

Term registration:

- Please register for active or passive term by the end of the registration period (23:59:59 on 9th February) in Neptun clicking on *Administration* then *Enrolment/Registration* the + sign in the line of the 2019/20/2 term and Register. In the opening window select *Active* (in case of part-time students *Active (International program)*) or *Passive* accordingly. Neptun will send you a message about the successful term registration.
- Please note that you can register for active term only if you do not have matured (due) liabilities.

You can check **your liabilities** in Neptun clicking *Finances/Payment* setting *Terms* and *Status* to *All* under the *Payments*.

- If you wish to register for passive term please note the following:

- you can have **at most two consecutive passive terms**,
 - **the number of your passive terms cannot exceed a certain amount in your training program** (4 in BSc and MSc and 6 in MSc in Architecture),
 - your Faculty Study Committee (FSC) - in extremely justified case - can extend your above upper limits by two passive terms if you submit an E003 request in Neptun,
 - **if you reached the maximum number of passive terms and your next term would also be passive and you do not have permission from FSC of your faculty then you will be dismissed on 10th February automatically**,
 - if you have already enrolled for subjects you have to cancel them before registering for passive term,
 - if you registered for passive term and did not cancel the subjects which you have already enrolled for, after **9th February** the enrolled subjects will be cancelled and extra fee will be charged.
- If you do not register for either active or passive term by the end of the registration period (9th February) **you will be registered for passive term** in Neptun by CAO on **10th February**. **If you miss the registration 3 consecutive times you will be dismissed on 10th February automatically**.
 - If you register for active term but your due liabilities until **23:59:59 on 9th February** will not be paid then your registered subjects will be cancelled and your term status will be set to passive.
 - You can withdraw your registration for active term until 14th March submitting an E030 request in Neptun without any reason. In this case your term status will be set to passive and your registered subjects will be cancelled.
 - In any case if you are registered for passive term then your passive status will be reported to the Immigration Office.

Completed registration

- If you need **student status certificate** for any reason then at first please do your active term registration and then come to CAO during office hours to pick it up.
- **If you do not complete your online registration until 23:59:59 on 9th February and would like to be registered for active term then you have to submit E102P request between 06:00:00 on 10th February and 23:59:59 on 16th February and you will be charged by 5.500.- HUF late registration fee in Neptun. (It is necessary to have the above amount on your Neptun bank account before submitting the request, please check it!)**

Enrolment for subjects:

- **Online subject and course registration** is in Neptun **from 18:00:00 (CET) on 3rd February until 23:59:59 (CET) on 9th February** even from home. Please be

informed that it will be closed for a while from **11:59:59 (CET) on 4th February until 18:00:00 (CET) on 5th February.**

- To do your **enrolment for subjects** please choose *Register for subject* option under *Subjects* menu and do the settings in the following way:

Terms: 2019/20/2

Subject type: Subjects from curriculum

Curriculum: All

Subject group: All

Language: English

Period start: blank

Period end: blank

Click on *List subjects*.

If you wish to search for the name or code of a certain course please click on the *magnifier (search icon) on the right top*, choose *Subject name* or *Subject code* and type or copy the name or code of the course and click on *Search*.

After finding the subject click *Register* in its row and the square at the course(s) in the new opening window (you have to take all types of courses like lecture, practice and laboratory if the subject has different types of courses) then click on *Save*.

Always check the language of the course. It should be *English* (except for Hungarian language subjects).

After choosing all your subjects please check your schedule. Under *Studies* menu choose *Class schedule* option and do the necessary settings (Classes, Normal, Weekly view, proper time interval) to see your schedule.

You can check the chosen course's schedule info before registering it if you click on the subject's line on *the gray square with + in it* and choose *Subject details*.

- Please note that you can **enrol for subjects only if in the 2019/20/2 term your term registration is done and active and**
- **you fulfilled all the prerequisites of the desired subjects.**

You can check the **prerequisites** in Neptun clicking *Subjects/Subject registration* setting the parameters according to your situation, clicking *List subjects* and *the + sign* at the subject in question and in the opening window under *Tabular pre-requirement*.

- Before the enrolment for an **exam course** please check if your signature from the corresponding subject is valid. It is valid in the term when it is obtained and in the following 6 consecutive terms (in the 2019/20/2 term signatures obtained in the 2016/17/2 term or later).
- **If you wish to deregister from a subject** please choose *Subjects* menu and click *Registered subjects* option under it. Choose the proper term (2019/20/2), click on *List* button then on *the grey square with + in it* at the subject you want to cancel, choose *Deregister subject* option and confirm your decision.
- If you miss to enrol for or drop a subject by 9th February please submit an **E018 request** in Neptun under *Administration/Requests* until **23:59:59 on 16th February** not to miss it for the spring term at all. Please note that you can enrol for a subject late if the subject is not full. If you

miss to submit E018 request but you would like to enrol for or drop a subject you can submit an **E018P request** in Neptun until **23:59:59 on 23rd February**. Submitting the E018P request **you have to pay 5.500.- HUF late fee in Neptun in advance (It is necessary to have the above amount on your Neptun bank account before submitting the request, please check it!) and if it is accepted then the rest to fulfil the 5.500.- HUF late fee/course requirement. After 23rd February enrolment for or dropping subjects is not possible.**

Please note that a subject can have several courses (like lecture, practice, lab) which should be registered together and the above fee should be paid per course.

Repeated enrolment for subjects not passed in previous terms

- If you **did not pass a subject for its first enrolment** in a previous term and would like to enrol for it again then **you have to pay 4.500.- HUF/course (like lecture, practice, lab) in Neptun.**

Enrolment for subjects to improve the marks achieved in previous terms

- If you passed a subject in a previous term and would like to enrol for it **to improve the mark achieved please submit an E008 request in Neptun between 06:00:00 on 29th January and 23:59:59 on 9th February** Please note that you can try to improve your mark in case of a given passed subject only once during your studies. If your request is accepted **you have to pay 4.500.- HUF in Neptun in advance** (meaning: you will not be enrolled for the subject until you register for and pay the above fee in Neptun).
- If your request is accepted then **the Faculty Study Committee (FSC) will inform CAO which issues a document** and forward it to the department managing the subject. The subject will not be registered in Neptun again but the new mark will replace the old one. Please note that the new mark does not replace the already achieved one if it not better than the old one and the already collected credits cannot be lost.

2. Dismissal

A student will be dismissed for the following academic reasons:

- if he/she is **not able to collect all the credits necessary for graduation** in his/her training program **during twice as much time as the nominal duration of the program** or in case of transfer students until the deadline given by the Faculty Study Committee (FSC) or
- if in the same program **in case of the same subject** after 1st of September, 2012 he/she has **at least six unsuccessful exams** or
- if in the same program **in case of the same subject** after 1st of September, 2015 he/she is **unable to collect the credits of the subject after six subject registration** or
- if in a BSc or one-tier master (OTM) training program started later than 1st October, 2015 after the fourth active term the cumulative credit index (CCI) is below 2.25, or

- if in an MSc training program started later than 1st October, 2015 after the second active term the cumulative credit index (CCI) is below 2.5, or
- if in a training program started later than 1st October, 2015 he/she has been unable to collect at least 20 credits during the last 3 active terms.

The student will be informed about his/her dismissal according to academic reasons in a declaration by email to his/her email address in Neptun. In case of terminating student status the liabilities should be paid and the transcript can be retained until their total payment.

A student can be dismissed according his/her own request by submitting an E032 request in Neptun. The student status will be terminated on the day of the submission of the request. The student is informed about the termination of his/her student status in a declaration by email to his/her email address in Neptun. In case of terminating student status the liabilities should be paid and the transcript can be retained until their total payment.

Based on the Operational Regulations by Tempus Public Foundation the institute **may terminate your scholarship status** by a unilateral declaration **if you do not obtain at least 18 credits on the average of the last two semesters** where the student status was not interrupted. This rule applies only for those students who have started their studies from the 2018/19 academic year.

3. Student ID

The sticker on your student ID issued for the spring term of the 2019/20 academic year is **valid until 31st October**. **If your status was passive during the spring term** and you register for the fall term in Neptun (by setting active term status) successfully then your sticker for the fall term will be issued from 10th September.

Wishing you a successful term registration and enrolment for subjects:

BME CAO Office of International Education