

BME Central Academic Office (CAO) Newsletter on Opening the 2019/20/2 Term – 2. Term Registration and Enrolment for Subjects

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]):

- The online registration period when you have to set/modify your active or passive status in Neptun lasts from 26th January 2020 6:00 - 9th February 2020 23:59.
- Any matured liabilities, dues will prevent you from registering for active term.
- You can enrol for subjects only after the registration for active term from 18:00:00 (CET) on 3rd February until 12:00 (CET) on 4th February and from 18:00 (CET) on 5nd February until 23:59 (CET) on 9th February.
- Your E100 request should be submitted in Neptun to complete your registration including the clear and readable attachment of the receipt of the health insurance and tuition fee payment HUF until 23:59 (CET) on 9th February
- If you do not need student status certificate for this term then you do not need to come to CAO this registration period at all.

The details

1. Term registration, preliminary and final enrolment for subjects and other periods

| name of period | beginning of period | end of period |
|------------------------------------|--------------------------------------|-----------------------------------|
| term registration | 06:00 on 26 th January | 23:59 on 9 th February |
| preliminary enrolment for subjects | 18:00:00 on 3 rd February | 12:00 on 4 th February |
| final enrolment for subjects | 18:00 on 5 nd February | 23:59 on 9 th February |

Term registration

- Please register for active or passive term by the end of the registration period (23:59 on 9th February) in Neptun clicking in *Administration* then *Enrolment/Registration* the + sign in the line of the 2019/20/2 term and Register. In the opening window select *Active* 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 certain amount in your training program** (4 in BSc and MSc and 6 in one-tier master (OTM) training program 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 24th 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 24th 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 9th February automatically.**
- If you register for active term but your due liabilities until **23:59 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 requesting your tuition fee to be returned 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

- Please note that **beside doing your term and subject registration your tuition fee also has to be paid. You have to submit the E100 Registration form request to which you have to attach your proof of tuition fee payment along with your insurance!**
(*Administration/Requests/Available request forms/ E100 Registration Form* and click *Submit request* at the bottom) **to complete your registration including the clear and readable attachment of the receipt of the health insurance fee of 35.000 HUF for Student health insurance package of Generali Insurance Co.** (please download the payment slip from the

[Neptun website](#) after clicking the English flag among the Downloadable documents as *Generali Studium health insurance payment slip.docx*, fill it out, print it and pay it in a Raiffeisen bank) **or the contract of any equivalent health insurance valid from not later than 3rd February 2020 until at least 30th June, 2020. If you do not need student status certificate for this term then you do not need to come to CAO this registration period at all.**

- If you need **student status certificate** for any reason then at first please do your active term registration, pay your tuition fee and submit your E100 or E100P request in Neptun, wait for its accepted status and then come to CAO during office hours to pick it up.
- **Your contract and health insurance card of Generali Studium health insurance** can be picked up on Tuesdays and Thursdays between 12:00 and 15:30 after drawing a number for *Health insurance for tuition fee paying students* from one of the terminals in the main hall of building R.
- **If you do not pay your tuition fee and/or do not submit your E100 request completed with the above attachment until 23:59:59 on 16th February and would like to be registered then you have to submit E100P request until 23rd February and you will be charged by 5.500.- HUF late registration fee in Neptun. After 24th February tuition fee payment without permission is not acceptable, your already registered subjects will be deleted, your status will be set to passive in Neptun and your case will be reported to the Immigration Office.**
- If you wish to have **tuition fee reduction, tuition fee payment in installments or delayed payment of tuition fee** then please submit **E010 and E100 requests in Neptun until 16th February and do not pay tuition fee.** If your request is rejected then your total tuition fee should be paid within 5 days after the decision without 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! If the late registration fee expires and neither the tuition fee nor the late registration fee are paid then your already registered subjects will be deleted, your status will be set to passive in Neptun and your case will be reported to the Immigration Office.

Preliminary and final enrolment for subjects

- **The preliminary period for enrolment for subjects is between 18:00:00 (CET) on 3rd February until 12:00 (CET) on 4th February and the final one takes place between 18:00 (CET) on 5nd February until 23:59 (CET) on 9th 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
Curriculums: 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 you have valid signature from the corresponding subject.
- **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 gray 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 then please submit an **E018 request** in Neptun under *Administration/Requests* until 23:59 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/course late fee in Neptun in advance (it is necessary to have at least the above amount on your Neptun bank account before submitting the request,**

please check it!) meaning you will not be enrolled for the subject until you pay at least 5.500.- HUF in Neptun and **if it is accepted then the rest to fulfil the 5.500.- HUF/course late fee requirement. After 24th 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 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 until 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, and please be informed at your program coordinator about its details. 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 is 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 to 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.

3. Student ID

If you have not already applied for your permanent student card (student ID) valid in Hungary to be eligible to student discounts and would like to receive it then please read and follow **“Application procedure for permanent student card 15.10.2018.pdf”** on [Neptun’s login website](#) after clicking the English flag among the downloadable documents.

If you have permanent student card then the sticker on it issued for the autumn term of the 2018/19 academic year is **valid until 31st March**. **If your status was passive during the autumn term** and you register for the spring term in Neptun (by setting active term status, paying tuition fee and submitting acceptable E100 or E100P request) successfully then your sticker for the spring term will be issued from 12th February.

Wishing you successful term registration, enrolment for subjects, submission of E100 request in Neptun:

BME CAO Office of International Education