

Current semester schedule is available on the **homepage of Questura:**

<https://qter.elte.hu/Statikus.aspx/timeplan>

### BSc 1st semester

DATE	WHAT TO DO	HOW/WHERE TO FIND	NEEDED DOCUMENTS/ATTACHMENTS
Orientation week	Orientation Lecture, solemn oath	exact date and place is sent via e-mail	white gloves, appropriate dress, suit for the occasion
Enrollment	Neptun registration, INF login, e-n	main computer laboratory - student coordinator	<ul style="list-style-type: none"> <li>-signed Enrollment Statement printed from Neptun Education Management System.</li> <li>-Original + copy of graduation certificate and official translation</li> <li>-Original and copy of the language certificate (if you have)</li> <li>- original + copy of passport and visa</li> <li>-1 passport photo (with your name on the back).</li> <li>- medical certificate</li> <li>- Letter of Admission, Letter of Award</li> </ul>
1st week of the educational period	course registration - first come, first served registration	in Neptun Education Management System - by the student coordinator	
Registration week on both autumn/spring semester	application of accepting earned credits of a course	at the student coordinator csbsc.elte.hu - Credit Transfer - <b>Credittransfer.doc</b>	<ul style="list-style-type: none"> <li>-filled application form</li> <li>-proof of completion</li> <li>-authenticated verification of the descriptions of subjects studied on other faculty or university</li> </ul>
15 October/15 March	deadline for paying the tuition fee	credit the transferred tuition fee in Neptun Education Management System	
due to an accident, illness or other unexpected reason, the student in person or by an authorised person – <b>in 8 days</b> just after the reason of the problem or when the problem is solved	change your status to "passive" - cancellation of registration in an emergency situation till 14 October	in Neptun Education Management System, <b>Student's request for interruption of studies due to extraordinary circumstances</b>	The original document with the reason of the emergency has to be attached. Details: ARS section 131 (3)

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### Higher classes

DATE	WHAT TO DO	HOW/WHERE TO FIND	NEEDED DOCUMENTS/ATTACHMENTS
<b>Deadlines of the semester-beginning:</b>			
from the beginning of exam period, till the end of the registration week	registration - setting the active/passive semester	in Neptun Education Management System	
Registration week	application of accepting earned credits of a course	at the student coordinator csbsc.elte.hu - Credit Transfer - <b>Credittransfer.doc</b>	Regarded completed courses a completion certificate has to be attached and if needed, the description of the certified topics of the course.
1st Friday of the educational period	course registration - first come, first served registration	in Neptun Education Management System	
1st Friday of the educational period	application for an exemption of the prerequisite - application for a prerequisite weakening	at the student coordinator csbsc.elte.hu - Requests - <b>prerequisite weakening request</b>	Only with a good reason (for example: in case of finishing the last semester without a postpone), a simple slip in the training is not acceptable.
2nd Friday of the educational period	course post-registration (in case of course in the ideal curriculum)	in Neptun Education Management System, <b>Request for being registered to course after the course registration period</b>	
2nd Friday of the educational period	exemption from catalog	Request for being registered to course after the course registration period_	
3rd Friday of the educational period	course post-registration - for those students, who have applied for a credit acceptance	in Neptun Education Management System, Request for being registered to course after the course registration period	
3rd Friday of the educational period	post cancellation of a registered course - for those students, who have applied for a credit acceptance	in Neptun Education Management System, Request for being deregistered from course after the course registration period	
<b>Other deadlines:</b>			
due to an accident, illness or other unexpected reason, the student in person or by an authorised person – <b>in 15 days</b> just after the reason of the problem or when the problem is solved	cancellation of the course	in Neptun Educational Management System, <b>Request for being deregistered from course after the course registration period</b>	An attachment with the original document of the reason is needed.
anytime, no deadline	termination of the student status	in Neptun Educational Management System, <b>Announcement of Termination of Student Status</b>	Withdraw of decision is impossible, it will result the termination of the legal student status. Please keep this in mind, when submitting this application.

### Autumn semester

DATE	WHAT TO DO	HOW/WHERE TO FIND	NEEDED DOCUMENTS/ATTACHMENTS
from the registration week until 1 December	application for a transfer from another university	from the student coordinator csbsc.elte.hu - Request - <b>transfer request</b>	Needed documents are on the application form.
30 September	description of the MSc thesiswork's topic, together with the connecting courses	in Neptun Education Management System, <b>Thesis topic description</b>	
15 October	payment deadline of the tutorial fee	in Neptun Education Management System	
15 October	deadline for the application of the final examination	in Neptun Education Management System, <b>IK - Registration for Final Examination (BSC/MSC)</b>	

due to an accident, illness or other unexpected reason, the student in person or by an authorised person – <b>in 8 days</b> just after the reason of the problem or when the problem is solved	change your status to "passive" - cancellation of registration in an emergency situation till 15 October	in Neptun Education Management System, <b>Student's request for interruption of studies due to extraordinary circumstances</b>	The original document with the reason of the emergency has to be attached. Details: ARS section 131 (3)
1 December	in case of a final exam in June: designating the theme of the thesis, first consultation	consult with your Thesis supervisor	
1 December	in case of a final exam in June: Submitting the theme of the thesis (BSc)	in Neptun Education Management System, <b>IK - Thesis topic declaration</b>	The lecturer reviews it in Neptun.
1 December	in case of a final exam in June: designating the theme of the thesis, first consultation	consult with your Thesis supervisor	
1 December	in case of a final exam in June: Submitting the theme of the thesis (MSc)	in Neptun Education Management System, <b>IK - Thesis registration form</b>	The lecturer reviews it in Neptun.
1 December	in case of final exam in January: submitting of the thesis for recording students for MSc	in Neptun Education Management System	
15 December	submitting of the thesis (BSc)	in Neptun Education Management System	
15 December	submitting of the thesis (MSc)	in Neptun Education Management System	
15 December	application for submitting of the thesis (BSc) with a deadline of 29 December	in Neptun Education Management System, <b>IK - Thesis submission extension request</b>	the approval of the supervisor is needed.
15 December	application for submitting of the thesis (MSc) with a deadline of 29 December	in Neptun Education Management System, <b>IK - Thesis submission extension request</b>	the approval of the supervisor is needed.
20 January	changing of curriculum	in Neptun Education Management System, <b>IK - Tanterváltás</b>	
5th Friday of the exam period	Request for a 3rd exam in case of the subject is offered in each semester	at the student coordinator csbsc.elte.hu - Requests - <b>3rd exam request</b>	
1st Friday after exam period	Request for equity: getting a 4th option for registering a study unit	in Neptun Education Management System, <b>IK - Equity Request towards the Dean of the Faculty</b>	
1st Friday after exam period	Disagreement with the grades written in Neptun	in Neptun Education Management System, <b>Form of Complaint Concerning Grades</b>	

### Spring semester

DATE	WHAT TO DO	HOW/WHERE TO FIND	NEEDED DOCUMENTS/ATTACHMENTS
from the first week of the education term until 15 May	application for a transfer from another university	at the student coordinator csbsc.elte.hu - Requests - <b>Transfer request</b>	Needed documents are on the application form.
15 March	payment deadline of the tuition fee	in Neptun Education Management System	
due to an accident, illness or other unexpected reason, the student in person or by an authorised person – <b>in 8 days</b> just after the reason of the problem or when the problem is solved	withdrawal of the registration in an emergency situation till 14 March	in Neptun Education Management System, <b>Student's request for interruption of studies due to extraordinary circumstances</b>	The original document with the reason of the emergency has to be attached. Details: ARS section 131 (3)
15 March	deadline for the application of the final examination (in case of a final exam in June)	in Neptun Education Management System, <b>IK - Registration for Final Examination (BSC/MSC)</b>	
15 May	submitting of the thesis	in Neptun Education Management System	

15 May	application for submitting of the thesis with a deadline of 29 May	in Neptun Education Management System, <b>IK - Thesis submission extension request</b>	the approval of the supervisor is needed
1 June	in case of a final exam in January: indicate the BSc theme of the thesis, first signature of the consultation sheet	csbsc.elte.hu - Thesis Work - <b>Consultation form</b>	
1 June	in case of a final exam in January: Submitting the theme of the thesis (BSc)	in Neptun Education Management System, <b>IK - Thesis registration form</b>	The lecturer reviews it in Neptun.
1 June	in case of a final exam in January: indicate the MSc theme of the thesis, first signature of the consultation sheet	csbsc.elte.hu - Thesis Work - <b>Consultation form</b>	
1 June	in case of a final exam in January: Submitting the theme of the thesis (MSc)	in Neptun Education Management System, <b>IK - Thesis registration form</b>	The lecturer reviews it in Neptun.
1 July	changing of curriculum	in Neptun Education Management System, <b>IK - Tantervváltás</b>	
5th Friday of the exam period	Request for a 3rd exam (in front of a committee)	at the student coordinator csbsc.elte.hu - Requests - <b>3rd exam request</b>	
1st Friday after exam period	Request for equity: getting a 4th option for registering a study unit	in Neptun Education Management System, <b>IK - Equity Request towards the Dean of the Faculty</b>	
1st Friday after exam period	Disagreement with the grades written in Neptun	in Neptun Education Management System, <b>Form of Complaint Concerning Grades</b>	