

Dear Student,

We kindly ask you to read through and study the [Academic Calendar](#) you find on the faculty website.

We would like to draw your attention to some important pieces of information from the ELTE Organisational and Operational Regulations Vol. 02. - Academic Regulations for Students (hereinafter referred to as "HKR").

1. ACCEPTING THE OFFERED GRADES

If a student receives an "offered grade" from a lecturer, the grade becomes valid only if the student accepts the grade in the Neptun electronic study system.

The deadline for accepting the offered grades in Neptun: See the [Academic Calendar](#)

Applicable HKR-reference: HKR Section 68/B

(1) Based on their performance throughout the semester, the instructor may offer the Student a grade (offered grade). The offered grade can be recorded in the Electronic Registration System from 1 November and 1 April until 6:00 PM on the last day of the first week of the exam period.

(2) The Student has until the end of the second week of the exam period to accept or reject the offered grade in the Electronic Registration System. The Student can only accept an offered grade if they have not registered for an exam.

(3) Offered grades that are not accepted by the deadline specified above will be marked in the Electronic Registration System as rejected.

2. CONSEQUENCES OF COMPLETING A SUBJECT WITHOUT COMPLETING ITS WEAK PREREQUISITES

If a student completes a subject without having completed its weak prerequisites, the grade obtained with prerequisite-violation will be deleted from Neptun following the exam period.

Applicable HKR-reference: HKR Section 19.

(4) The results of a study unit are considered invalid if the prerequisite was not completed. In such cases, the grades will be cancelled in the electronic system by the Office of Educational Affairs.

3. CONSEQUENCES OF NOT COMPLETING THE ACADEMIC OBLIGATIONS

If a student fails to complete a compulsory subject after three registrations (in case of a language proficiency exam, after four registrations), they must be discharged from the study programme.

Applicable HKR-reference: HKR Section 52. (1)

[...] a student must be dismissed from a programme if

a) the student has not completed a study unit, which forms part of a programme's curriculum, after three course registrations, or in the case of Language Proficiency Exams, after four unsuccessful attempts;

b) a study unit, which forms part of a programme's curriculum, has not been completed after six attempts, excluding failed attempts and exams due to uncompleted weak prerequisites;

4. COMPLETING LESS THAN 36 CREDITS DURING THE FIRST THREE ACTIVE SEMESTERS

If a student fails to complete at least 36 credits during their first three active semesters, they must be dismissed from the study programme.

Applicable HKR-reference: HKR Section 327.

The student shall be expelled from the programme if he/she fails to obtain 36 credits over the course of his/her first three active semesters.

5. DOUBLE-CHECKING GRADES AND THE CONSEQUENCES OF NOT CHECKING THEM

Students **must check** at the end of each exam period whether all their grades are (correctly) recorded in Neptun for every subject they registered for and completed in the given semester.

(Go to Menu/Studies/Advancement in Neptun, select "Registry record", click on the relevant semester. Click on "Details" next to each registered subject. You will see your grade in the upper-left corner. Under the grade, you can see the status of the subject, which should be "Fulfilled". If you only see "Registered" under the status, your grade is not entered.)

If a grade is missing or a different grade is recorded, the student must report it in Neptun, within 7 days following the end of the exam period.

Deadline for submitting complaints in the Neptun system: See the [Academic Calendar](#)

If the student fails to submit the grade complaint by the deadline, they **cannot request** the addition or correction of the grade later, even if the incorrect or unrecorded grade negatively affects their academic progress (e.g. lower academic average, prerequisite problems, delayed graduation...etc.)

Applicable HKR-reference: HKR Section 65. (6)

In the case of the grade recorded on Neptun and the grade awarded by the lecturer do not match, and despite the student having sat for an exam or completed the required assignment, a grade does not appear in Neptun or an unexcused absence is entered into the system, the student and/or the lecturer can lodge a complaint within 7 days following the examination period. In the case of missing this deadline, a complaint can only be lodged if for at least half the 7-day period available to lodge the complaint, the student was not able to act due to health problems that he/she can prove with a doctor's note. The doctor's note can be submitted within 3 days after the problem causing the absence is resolved. The evaluation process for the complaint is prepared by the Office for Educational Affairs, and if deemed justified, it will act accordingly within its scope of authority. If it is deemed unjustified, it will forward it to faculty Educational Committee for a first instance decision.

6. UNJUSTIFIED ABSENCE FROM AN EXAM

Absence from an exam is when a student registers for an exam date in Neptun (or in another study system), but does not show up at the exam and does not attempt to demonstrate their knowledge. A justified absence is seen as postponing the exam.

Applicable HKR-reference: HKR Section 4. (116)

Postponed examination: if the Student cancels his/her exam registration before the given deadline, or he/she stays away from the exam for a justifiable reason;

In the case of absence from an exam without valid justification, the Office of Educational Affairs issues a fee of 6,000 HUF.

Applicable HKR-reference: HKR Section 133. (2)

Pursuant to the provisions of Article 56 (2) of Vhr2., if the Student fails to appear at an exam without a justifiable excuse specified in Section 71 (7) of the Regulations, the Student is obliged to pay a training contribution specified in paragraph (1).

Applicable HKR-reference: HKR Section 71. (7)

If the student is absent from an exam without a justifiable excuse and has not postponed, the exam is regarded unsuccessful and is included in the number of exam registrations for the semester, but is not included in the number of possible attempts to achieve a grade. An absence is only justifiable if it occurs due to reasons beyond the student's control or attributed to external circumstances. A justified absence is seen as postponing the exam.

Unjustified absence from an exam means that the student does not appear at the registered or agreed exam date and fails to properly justify their absence within the manner and deadline specified by the regulations of the higher education or educational institution (e.g. a medical certificate or official document).

7. FINANCIAL OBLIGATIONS (FEES)

In several cases, **students must pay a fee**. These include for instance: registering for a subject for the second or more times, unjustified absence from an exam, credit exceeding...etc.

You find further information on financial obligations here: [Fees and Finances | Eötvös Loránd Tudományegyetem](#)

The credit exceeding fee must be paid by students, who register for more than 110% of the total number of credits prescribed by their curriculum (limit on BA programmes: 189 credits, limit on MA programmes: 132 credits). The credit exceeding fee is **4300 HUF/credit**.

The following credits are not included when the 110% is calculated:

- the credit number of courses for which students register for the second, third or further time (if a fee for second/third/further registration has already been issued after the course registration)
- credits of courses completed in the frames of college for advanced studies ('szakkollégium')

- credits of courses if the registration was approved in in honorator status or during tutoring,
- credits completed and accepted during Erasmus studies,
- credits accepted through credit transfer,
- credits of general sports courses,
- courses registered in the frames of the 60-credit module advertised by the Faculty of Informatics.

The fee of second or further course registration is issued by the Office of Educational Affairs in the Neptun electronic study system after the course registration period ends. The fee for unjustified absence from an exam is issued after the end of the exam period, while the credit exceeding fee is issued in the middle of the academic term, all with a **30-day payment deadline**.

Applicable HKR-reference regarding the credit exceeding: HKR Section 130.

(1) Pursuant to paragraph (4) section 58 of the Regulations, the Student taking more courses (including retaking courses not completed for any reason) than specified in paragraph (2a) point a) of Section 49 of the Nftv. shall pay a credit fee (students enrolled in programmes launched before September 2012), or a tuition fee (for programmes launched after September 2012). The Dean may grant an exemption from the payment obligation for courses organised based on inter-faculty agreements, as well as in cases specified in the Special Provisions.

(3) The credit fee and the tuition fee shall be paid after the Student has exceeded the 10% extra credits that he/she is entitled to take without having to pay tuition or credit fee.

(5) Every first registration for

a) courses in the curriculum,

b) elective courses up until the credit value required for obtaining the degree certificate is deducted from the 100%.

(6) Every additional course registration is deducted from the 10% for which the Student does not have to pay immediately.

Applicable HKR-reference regarding the unjustified absence from an exam: HKR Section 133.

(2) Pursuant to the provisions of Article 56 (2) of Vhr2., if the Student fails to appear at an exam without a justifiable excuse specified in Section 71 (7) of the Regulations, the Student is obliged to pay a training contribution specified in paragraph (1).

8. REQUESTS TO BE SUBMITTED TO THE EDUCATIONAL COMMITTEE

If – for any reason – you can continue your studies in the 2026/27/1 semester only with the approval of the Educational Committee, you can submit the relevant request in the Neptun electronic study system.

Deadline for submitting requests to the Educational Committee: See the [Academic Calendar](#)

You find further information on the requests to be submitted to the Educational Committee here: [Information regarding requests to be submitted to the Educational Committee | Eötvös Loránd Tudományegyetem](#)

Applicable HKR-reference regarding the passive student status: HKR Section 39.

(1) The consecutive interruption of the student status cannot last longer than two semesters, but it may be repeated.

(3) If the Student fails to register to start or continue his/her studies after two consecutive semesters of interruption, his/her student status will be terminated.

Applicable HKR-reference regarding changing study programmes: HKR Section 34/B., 354.
Section 34/B.

(2) The Student shall only be entitled to one change in majors under a single student status.

Section 354.

(2) BA students may only apply for transfer within their faculty after having completed at least one semester. The conditions for transfer are the following: a) the student meets the admission requirements for the programme he/she wishes to transfer to b) after the second completed semester the student completed at least 20 credits in each semester and has a grade point average of at least 4.00 in each semester. c) the person responsible for the programme the student wishes to transfer to supports the student's transfer request.

In case you have questions, feel free to contact your academic coordinator at kertesz.emese@btk.elte.hu.

Budapest, 23rd April 2026

Best regards,
ELTE BTK, Office of Educational Affairs