

INFORMATION ABOUT the 1st semester of the academic year 2025/26, DEADLINES

1) CALENDAR OF THE 1ST SEMESTER OF THE ACADEMIC YEAR 2024/25:

Academic year opening ceremony	September 7, 2025 (Sunday)
1st semester	
Registration week:	September 1 – September 5, 2025 (1 week)
1st semester study period:	
1st semester study period for non-graduating students (students not finishing their studies in January 2026)	September 8 – December 12, 2025 (13 weeks)
1st semester study period for 4th/5th-year students taking their professional final exam in undivided teacher training programmes	September 8 – November 28, 2025 (12 weeks)
1st semester study period for graduating students (students finishing their studies in January 2026)	September 8 – November 28, 2025 (12 weeks)
Autumn holiday	October 20 – 24, 2025 (1 week)
1st semester exam period	
1st semester exam period for non-graduating students (students not finishing their studies in January 2026)	December 15, 2025 – January 30, 2026 (7 weeks)
1st semester exam period for 4th/5th-year students taking their professional final exam in undivided teacher training programmes	December 1, 2025 – January 30, 2026 (9 weeks)
1st semester exam period for graduating students (students finishing their studies in January 2026)	December 1 – December 23, 2025 (3.5 weeks)
1st semester final exam period for graduating students (students finishing their studies in January 2026)	December 29, 2025 – January 16, 2026 (3 weeks)

2) ENROLMENT PERIOD IN THE 1ST SEMESTER OF 2025/26:

There is an enrolment period for only those students who were admitted in the **summer of 2025** (by **2025A** and the faculty admission process). (Students who are not in their 1st year have a registration period – see 3)).

For foreign students: Regarding enrollment, please follow the steps written in the letter you received from the Coordinating Centre for International Education!

3) REGISTRATION PERIOD IN THE 1ST SEMESTER OF 2025/26:

Registration is compulsory for all those **students who are starting at least their second active/passive semester**, who have student status and have not finished their studies (that is they still have to receive practical grades, exam grades, comprehensive exam grades, physical education grades, a fire and occupational safety signature, and may have to complete a thesis subject, etc.).

Courses (the study period) start on (Monday), 8 September 2025

Free registration period:

**(Monday), 1 September, 8.00 a.m. – (Sunday), 21 September 2025, 11.59 p.m.
(4 weeks)**

You can register in **Neptun** in **Menu/Administration/Term registration** by clicking on **Register**, and by selecting *Active* or *Passive* in the pop-up window. After clicking on **Select**, you will get a notification about successful registration.

In the case of *passive status*, please read *TVSZ (Academic and Examination Rules and Regulations of the University of Debrecen)* § 3 (7), (8) for information about the possibility for deferrals. Please note that as a result of fees charged in your previous studies, **you can have payment obligations during a passive semester** as well (fees for unearned credits, unjustified absence from exams, etc.). If you **do not fulfil your payment obligations until the deadline, your student status can be terminated**.

Only students who do not have any payment obligations towards the faculty and the university can register for either an active or a passive semester.

Early registration is necessary, because the **Oktatási Hivatal** (Education Office) **calculates the number of the student's funded semesters which have been used so far** on the basis of the registration data reported to the Higher Education Information System (FIR) by the university. The number of funded semesters includes the semesters which have been used at other institutions as well. The updated data is uploaded to Neptun, and if according to the Education Office the student has used up all their funded semesters, the institute must reclassify them, which means that the student can continue their studies only in fee-paying/self-financed training from the 1st semester of 2025/26 onwards.

Late registration (a fee* of **HUF 5,000/week** to be paid at the Registrar's Office):

**(Monday), 22 September, 8.00 a.m. – (Friday), 26 September 2025, 12.00 noon
(1 week)**

Late registration (active or passive semester) can be conducted only by the staff of the Registrar's Office according to the form submitted by the student, and it must be permitted by the Head of the Registrar's Office/Vice Dean for Education. (The form *Egyéb kérelem (Other application forms)* can be downloaded here: <https://btk.unideb.hu/hallgatoknak-nyomtatvanyok-urlapok>.)

After the free registration period, students cannot change an active semester to a passive one in Neptun, so if they wish to defer the semester during the late registration week, they have to submit the form *Halasztási kérelem (Request for deferral)* to the Registrar's Office. The application can be submitted through the Neptun system.

The rule stating that only students **who do not have any payment obligations** towards the faculty and the university can be registered after the deadline (for either an active or passive semester) also applies to the request for late registration.

(*Charging the fee is required by § 28 (1) – (3) of the *Student Fees and Benefits Regulations*, its title and sum are defined in Appendix 3.)

4) SUBJECT AND COURSE REGISTRATION AND DEREGISTRATION PERIOD:

Only students with active student status can register for subjects and courses in Neptun.

The active status of the students who were admitted and enrolled in the summer of 2025 is set by the Student Administration Centre within 24 hours after the enrolment. After receiving an automatic message in Neptun and by e-mail confirming this, these students can register for subjects/courses.

Free period:

(Monday), 1 September, 8.00 a.m. – (Sunday), 21 September 2025, 11.59 p.m. (3 weeks)

Within this period:

- **subjects, courses of your programme, registration and deregistration:**
(Monday), 1 September, 8.00 a.m. – (Sunday), 21 September 2025, 11.59 p.m. (3 weeks)
- **physical education:**
(Tuesday), 2 September, 13.00 a.m. – (Sunday), 14 September 2025, 11.59 p.m.
- **freely chosen subjects of the university:**
(Wednesday), 3 September, 9.00 a.m. – (Sunday), 21 September 2025, 11.59 p.m.

Students can register for and deregister from subjects and the related courses (of their programme and general ones) free of charge in the specified period in Neptun.

Please follow the institute/department/programme practices in connection with subject and course registration (e.g. consult the lecturer if necessary).

If the courses are full, you can ask the subject/course lecturer or the study staff administrator of your programme – not the Registrar's Office – for the increase of places.

Please note that in addition to the subjects in your programme **you must complete**

- during your studies as a *full-time* student, a certain number of **PHYSICAL EDUCATION** courses – 2 in BA programmes, 1 in MA programmes, 3 in undivided training,
- as a *full-time* student in BA programmes, undivided training, MA programmes and as a *part-time* student in short-cycle teacher training MA programmes, an **OCCUPATIONAL SAFETY** course (*Munkavedelem*)

to receive the final pre-degree certificate. You cannot get your final pre-degree certificate, you cannot take your final exam and cannot receive your diploma in the given programme if you do not complete these courses. You can complete them in any semester.

I call your attention to the fact that **only students who have registered for an active semester can register for subjects/courses.**

Late subject/course registration and deregistration period with a fee to be paid:

(Monday) 22 September, 8.00 a.m. – (Friday) 26 September 2025, 12.00 noon (1 week)

Late subject/course registration fee: HUF 1,500/course

During this period, students cannot register for and deregister from subjects/courses, only the Registrar's Office can, **according to the applications submitted by the students, provided the Vice Dean for Education gives permission.**

Late subject/course registration in the 1st semester of 2025/26 is possible **ONLY** in the period mentioned above. You have to submit the relevant form, which is filled in **PROPERLY** and signed by the lecturer. (The form can be downloaded here: <https://btk.unideb.hu/hallgatoknak-nyomtatvanyok-urlapok>.) You also have to pay a fee of HUF 1,500/course.

Late subject/course deregistration fee: HUF 3,000/course.

Late course deregistration in the 1st semester of 2025/26 is possible **ONLY** in the period mentioned above. You have to submit the relevant form filled in **PROPERLY**. (The form can be downloaded here: <https://btk.unideb.hu/hallgatoknak-nyomtatvanyok-urlapok>.) You also have to pay a fee of HUF 3,000/course.

IMPORTANT! If, as a state scholarship student, **it is the 4th time you have registered for a subject** in the current semester, try to complete it (with at least a *pass*), otherwise **your student status can be terminated**.

The Academic and Examination Rules and Regulations of the University of Debrecen, and its Appendix containing the Faculty of Humanities features were modified on February 16 2023 regarding the possible number of the times of subject registration and the number of exams a student can take. The relevant section of the *Regulations* is as follows:

If a state-financed / (partial) **state scholarship** student does not get the credits for a subject or fails to fulfill the requirements specified in the curriculum of the subject, after taking the subject **four times**, the Dean, in their powers delegated by the Rector, shall terminate the student status of the student, or the student may ask for continuing his/her studies in the fee-paying program. The student who, at his/her own request, continues his/her studies in a fee-paying program may take the subject two more times. If a student pursuing his/her studies in a **fee-paying program** does not get the credits for a subject or fails to fulfill the requirements specified in the curriculum of the subject, **after taking the subject six times**, the Dean, in their powers delegated by the Rector shall terminate the student status of the student. The numbers of subject registrations of a student who has changed the form of financing of his/her studies are added together.

The number of the exams students can take is not limited, but as they can take exams in a subject 3 times maximum in a given semester, registering for a subject 6 times maximum means they can take the given exam 18 times maximum.

I inform you that the 5th and the 6th time of subject registration (if you are entitled to it) are conducted by the staff of the Registrar's Office in Neptun on the basis of the form downloaded from the faculty website and submitted on paper.

5) DEADLINE FOR SUBMITTING APPLICATION FORMS

A) (Friday), 26 September 2025, 12.00 noon

I call your attention to the fact that the deadline for applications regarding transfer (e.g. full-time/part-time transfers) is different. The deadline according to legislation in the case of the autumn semester is:

B) (Friday), 12 September 2025, 12.00 noon

Deadline A) is for any application regarding studies (deferrals, course registration, course deregistration, credit acceptance, dropping a 50-credit modul, etc. – *except transfer applications*) (except the application for the termination of student status).

The Registrar's Office accepts **applications which are submitted after the deadline only in certain, well-justified cases.**

Please use the forms available on the faculty website – btk.unideb.hu, and fill them in properly. You should only write your own application if you cannot find a form suitable for your request on the faculty website.

If you do not fill in the form properly, or do not provide all the necessary information, your application will be rejected by the faculty without taking a decision on merits.

You can submit the forms which are filled in properly (and signed by the lecturer if necessary) to the Registrar's Office

- a. in person, in the Main Building, floor 3, 330
- b. by mail, sending it to the following address: DE-BTK TO 4002 Debrecen Pf.: 400
- c. by e-mail, sending it Tóth-Báthori Orsolya (bathori.orsolya@arts.unideb.hu)

After they have been filed, the forms will be sent to the people who make the decision on applications.

We inform students about decisions concerning student status and financial applications (permission for deferrals, transfer, tuition fees, credit acceptance, dropping programmes, terminating student status, etc.) by mail or e-mail at the addresses in their application form.

6) TO THE ATTENTION OF FEE-PAYING/SELF-FINANCED STUDENTS

Deadline for paying the tuition fee:

(Friday), 31 October 2025

The staff of the Student Administration Centre (HAK) records the tuition fee.

Deadline for paying the fee if the student has a permit to pay in instalments:

(Sunday), 30 November 2025

The student must contact HAK

- in connection with the invoice, if their **employer** pays the fee, (<http://hak.unideb.hu/gyik/19-befizetesi-ft-informacio/35-nyilatkozat-szamlazashoz>),
- if they wish to cover the cost of their studies with a **student loan**.

The *Student Fees and Benefit Regulations of the University of Debrecen* and its Appendix for the Faculty of Humanities were modified on 27 April 2023. They can be found on the website of the faculty and the university website:

(<https://btk.unideb.hu/>, <https://unideb.hu/szabalyzatok>).

You can submit a request to pay the fee in instalments only in Neptun system / Menu / Administration / Requests.

For full-time students, a form to request tuition fee reduction is available on the faculty website. Please submit the forms at the Registrar's Office, floor 3, 330.

7) DEADLINE FOR SUBMITTING THE *STATEMENT OF BA/MA STUDENTS*:

(Friday), 31 October 2025, 3.00 p.m.

All final-year students – getting their final pre-degree certificate and taking the final exam in the last active semester, or who received their final pre-degree certificate in the previous semester but who are taking the final exam in the 1st semester of 2025/26 – have to fill in the form properly, and submit it to their programme administrator showing their ID and address card as well.

The form must be **submitted in Neptun** under the Administration – Requests menu item, together *with the copy of your ID and address card*.

Submitting the form is important because only students submitting it can register for the final exam period in Neptun.

We ask all students who are finishing their studies in the semester, but **who are not taking the final exam in the exam period of the last semester** to fill in the **form requesting the final pre-degree certificate** relevant to them **after the exam period**, and to submit it to their programme administrator at the Registrar's Office **after submitting the programme form(s)** in order to close their studies with the final pre-degree certificate. The form can be downloaded here: <https://btk.unideb.hu/hallgatoknak-nyomtatvanyok-urlapok>

We inform final-year students about their tasks in connection with finishing their studies during the semester, so please read your e-mails and Neptun messages with a subject *BTK TO*.

8) STUDENT CARD, STUDENT LOAN, UNIPASS CARD, STUDENT STATUS AND OTHER CERTIFICATES

The Student Administration Centre (HAK) helps you with the administration of these issues.

You can request a certificate of student status in Neptun / Menu / Administration or by e-mail: hak@unideb.hu.

The office of HAK in Egyetem tér:

Kossuth Lajos II Kollégium, ground floor (you can enter from outside)

<http://hak.unideb.hu>

E-mail: hak@unideb.hu

Tel.: (36) 52-518 672, 52-518 600/**73967, 73972-73976**

Fax: (36) 52-518 677, 52-518 600/73977

9) THE STAFF OF THE REGISTRAR'S OFFICE (PROGRAMME ADMINISTRATORS):

BERTALAN IBOLYA, managing expert, programme administrator

- MA (disciplinary and teacher MA) students
- students in undivided teacher training programmes
- students in postgraduate specialized training courses

Contact: Main Building, floor 3, 330, **Tel.:** (52) 512-900 / 62555

E-mail: bertalan.ibolya@arts.unideb.hu

KATONA JUDIT, managing expert, programme administrator:

- BA students
- students in partial knowledge training

Contact: Main Building, floor 3, 333 **Tel.:** (52) 512-900 / 22171

E-mail: katona.judit@arts.unideb.hu

VÁRHEGYI LÁSZLÓ TIBOR, managing expert

- Neptun administrator of the faculty
- subject registration, dropping subjects, changing courses, subject accreditation
- administration of Erasmus transcripts

Contact: Main Building, floor 3, 333 **Tel.:** (52) 512-900 / 23382

E-mail: varhegyi.laszlo@arts.unideb.hu

TÓTH-BÁTHORI ORSOLYA, managing expert

- student records, filing, mail
- administration of student applications

Contact: Main Building, floor 3, 330 **Tel.:** (52) 512-900 / 62556

E-mail: bathori.orsolya@arts.unideb.hu

OFFICE HOURS OF THE REGISTRAR'S OFFICE

Monday: 8 – 12

Tuesday: 8 – 12

Wednesday: 8 – 12

Thursday: 8 – 12; 13 – 15

Friday: 8 – 12

We wish you a successful semester start.

Debrecen, 28 July 2025

Bartáné Kustár Katalin
Head of the Registrar's Office