



ELTE

FACULTY OF
SOCIAL SCIENCES

Useful information

Academic Registrar's Office

September 2026

ACADEMIC REGISTRAR'S OFFICE

<https://tatk.elte.hu/en/aro>

Our office hours (no appointment needed!):

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
10-13 h	13-16 h	-	-	9-12 h



ACADEMIC REGISTRAR'S OFFICE – CONTACT INFO



- Study-related inquiries should be sent to aro@tatk.elte.hu.
- Common mistake: sending study-related inquiries to the International Office (regarding course registration, etc.).



ELTE

FACULTY OF
SOCIAL SCIENCES

IMPORTANT!

- Academic Regulations for Students:
 - www.tatk.elte.hu/en -> About Us -> Regulations -> Academic Regulations for Students (pdf)
- It is important to always check your Neptun messages, as these are official notifications in all instances!
- Students are obligated to use their ELTE email address!
- It is also important to check your official notes!



TIPS

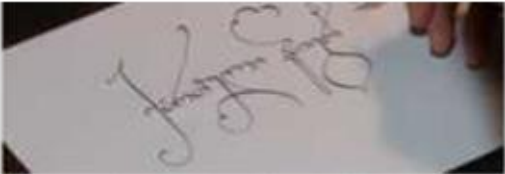
- It is important to keep an eye on the Neptun News page



News ▾ Student web Teacher web Reports 5 ▾ Courses ▾ Help ▾ 

News

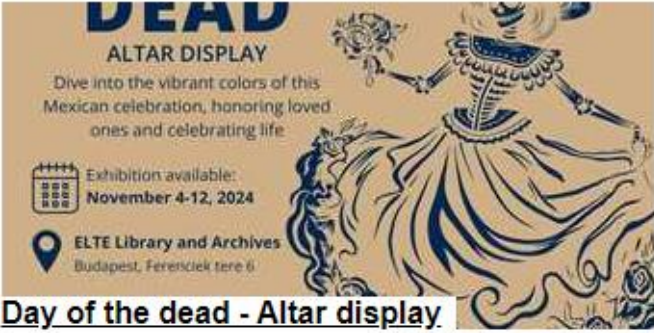
Unread ▾ ?



Date: November 8, 2024
Time: 17:00 to 19:00
Venue: ELTE, Faculty of Humanities
A Masterclass of Georgian Calligraphic Art
Tamás Kupsza, 7 days ago



CEEPUS mobility: Call for Application:
Apply for CEEPUS now
Missed out on the Erasmus+ application? Do not be discouraged!
ELTE Department of Erasmus+ and International Programs, 5 months ago



Day of the dead - Altar display
Tamás Kupsza, 7 days ago



CULTURAL FESTIVAL
Tuesday 5th & Wednesday 6th of November - All CHARM, CHU, Helyzet



ELTE

FACULTY OF
SOCIAL SCIENCES

FACULTY OF SOCIAL SCIENCES SOCIAL MEDIA

- Instagram: @elte_tatk
- TikTok: @elte_tatk



elte_tatk

Követem

Üzenet



62 bejegyzés

786 követő

2 követés

ELTE TáTK

ELTE Társadalomtudományi Kar | Ha érteni akarsz a világot...

Faculty of Social Sciences, ELTE | Understand the world... továbbiak

tatk.elte.hu ✓

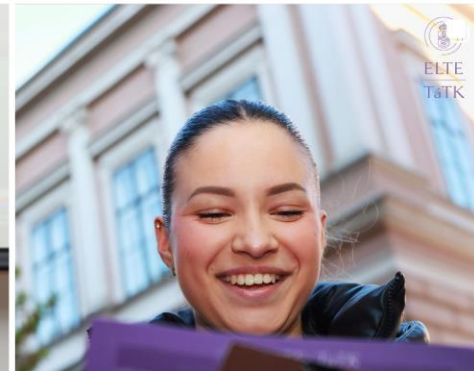
laura.al.jundi, mehdi.jmo és további 2 ember követi.



BEJEGYZÉSEK

REELS

MEGJELÖLVE



ELTE

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QUAESTURA

- Quaestura:
 - neptun.elte.hu/qter or click on „Q-Space” before logging into Neptun
 - Student ID
 - Finances, payment / transfer information
 - Certificate of Student Status
- 2 offices:
 - Egyetem tér 5.
 - Lágymányos campus, 1st floor
- quaestura@elte.hu



INTERNATIONAL OFFICE

- <https://tatk.elte.hu/en/office>
- Office: 228, 250
- E-mail: international@tatk.elte.hu OR erasmus@tatk.elte.hu
- International matters – e.g.: Erasmus, international internship, mobility



INFORMATION REGARDING STUDIES, STUDY OBLIGATIONS



ELTE

FACULTY OF
SOCIAL SCIENCES

ACADEMIC YEAR CALENDAR

I. (autumn) semester			26–31 October 2026 (Monday-Saturday)*
Registration period	31 August – 6 September, 2026 (Monday-Sunday)	Autumn break	National holiday: 23 October 2026 (Friday) All Saints' Day: 1 November 2026 (Sunday)
Orientation Week	31 August – 4 September, 2026 (Monday-Friday)	Last day of the study period	
International Opening Ceremony	3 September 2026 (Thursday, expected)	12 December 2026 is a workday 24 December 2026 is a day off	12 December 2026 (Saturday)
Opening ceremony (for Hungarian students, in Hungarian)	4 September 2026 (Friday)	Examination period	
Study period		First day of the exam period	14 December 2026 (Monday)
First day of the academic year	7 September 2026 (Monday)	Last day of the exam period	30 January 2027 (Saturday)*



REGISTRATION (ACTIVATION/PASSIVATION)

- Before **each semester** you must register for the given semester, i.e., make a statement about whether you will complete the semester in active or passive status.
- This is done in Neptun / Menu / Administration / Term registration.
- The system will never automatically register you as active. A student who has not registered as active by the end of that term's registration week will be considered *passive*.



PROGRAMME STRUCTURE

- **MEANING:** Recommended study plan, which when followed allows the necessary pre-requirements to be fulfilled for each course registration period, so the study requirements can be completed within the training period.
- **PRE-REQUIREMENT:**
 - The registration or completion of some courses can be tied to the prior completion or concurrent registration of another course.
 - **Strong pre-requirement:** the condition for the registration of a given course is the prior completion of another course.
 - **Weak pre-requirement:** the condition for the registration and completion of a given course is the completion of another course in the same semester at the latest.
 - Courses with a pre-requirement are marked in the programme structure.
- **STRUCTURES BY PROGRAMME:** <https://tatk.elte.hu/en/studies/>
- **PROGRAMME STRUCTURE IN NEPTUN:** Menu / Studies / Advancement (*can be misleading when counting elective credits*)



PROGRAMME STRUCTURE

									Prerequisites		
Course group	Subject code	Subject name	Semester	Credit	Classes per week	Subject type	Course type	Requirement	strong	weak	co-requisite
Compulsory Courses				127	Compulsory						
	IRB100	Introduction to political science	1	3	2	compulsory	lecture	exam (5)			
	IRB101	Introduction to law	1	3	2	compulsory	lecture	exam (5)			
	IRB102	Introduction to economics I	1	3	2	compulsory	lecture	exam (5)			
	IRB103	Reading Academic Texts	1	5	2	compulsory	seminar	term mark (5)			
	IRB104	Awareness training	1	5	2	compulsory	seminar	term mark (5)			
	IRB106	Introduction to international law	1	3	2	compulsory	lecture	exam (5)			
	IRB107	The history of European integration	1	3	2	compulsory	lecture	exam (5)			
	IRB150	Introduction to the History of International Relations	1	3	2	compulsory	lecture	exam (5)			
	IRB151	Introduction to the History of International Relations	1	3	2	compulsory	lecture	exam (5)			



PROGRAMME STRUCTURE



- **TIP:** It is recommended to follow the programme structure, as this can make the registration of courses easier.
- **CREDIT EXCEED:**
 - The credit amount defined in the programme structure may be exceeded by a **maximum of 10%** without incurring the obligation to pay a credit exceed fee.
 - Credit exceed fee amount.: <https://www.tatk.elte.hu/> → Hallgatóknak → Tanulmányi információk → Térítések)
 - Crucially, the registered credits will be counted, not just completed ones!

PROGRAMME STRUCTRE – SUBJECT TYPES

- **COMPULSORY SUBJECT**: a subject that must be completed to finish the programme.
- **COMPULSORY ELECTIVE SUBJECT**: the amount of credits defined for the subject group must be completed to finish the programme.
- **ELECTIVE SUBJECT**:
 - Courses outside of the programme structure (can be courses completed at other faculties).
 - Important: If within a given subject group, the necessary amount of credits have been reached, any additional credits completed within this same subject group will be counted as elective credits!



REALLOCATION

- **MEANING:** An official decision made about changing the financing status (to state-financed or self-supported).
- If a student was reallocated from state-financed to self-supported financial status, they are obligated to sign a study agreement. If this is not completed, the students status will be terminated by the deadline given by the ARO.
- **3 TYPES:**
 - Performance-based reallocation
 - Reallocation based on the number of semesters
 - Reallocation upon request



REALLOCATION

- **PERFORMANCE-BASED REALLOCATION**
 - At the end of the academic year, based on study results.
 - **When is someone reallocated?**
 - From state-financed to self-supported status:
 - If in the last two active semesters, they did not complete at least 36 credits.
 - If the weighted study average of the last two semesters does not reach 3,5.
 - From self-supported to state-financed:
 - The best-performing students based on the corrected credit index (as many as can fit the emptied state-financed places).
 - **Who is exempt from performance-based reallocation?**
 - Those who spent at least one of the last two active semesters as part of Erasmus or
 - CEEPUS scholarship.
 - Those who have been granted Personalised Instruction for Exceptional Cases.
 - Registered special needs students.
 - For any other factors impeding studies (illness, birth etc.) a request must be submitted to the faculty study committee until the final work day of the 5th week of the spring exam period.



REALLOCATION

- **REALLOCATION BASED ON THE NUMBER OF SEMESTERS:**
 - If the student runs out of state-financed semesters, they can only continue the programme in self-supported status.
- **REALLOCATION UPON REQUEST:**
 - A decision made on request by the student.
 - Reallocation from state-financed to self-supported status (starting from the next semester) may be requested at any time.
 - Reallocation from self-supported to state-financed status may not be requested.
 - Important: Reallocation back to state-financed status is only possible through the performance-based reallocation process!



SUBJECT REGISTRATION (COURSE REGISTRATION)

- **MEANING:** Applying for the courses in Neptun that a student wishes to complete in the given semester.
- **COURSE REGISTRATION PERIOD:** <https://neptun.elte.hu/oktig/tanugyi-idorend>
- **NEPTUN / MENU / SUBJECTS / REGISTER FOR SUBJECT**



SECTIONS OF COURSE REGISTRATION PERIOD

- **RANKING COURSE REGISTRATION**

- In this period the student will be ranked according to their received points for all subjects.
- What defines a student's points? – see: Academic Regulations for Students
- **In this period, speed does not matter. (Meaning at the ranking stage there is no need to rush to course registration as soon as it opens!)**
- Those who are within the course limit number on the ranking list can successfully register the course. Other students will be dropped from the course.
- Tip: it is worthwhile to watch the changes of the ranking list, as the **place within the ranking list can change**, it is possible to drop out of the limit! During the ranking period, it is worth checking on which courses the ranking position is most favourable!



SECTIONS OF COURSE REGISTRATION PERIOD

- **FIRST-COME, FIRST-SERVE PERIOD:**
 - The last period of course registration.
 - During the first-come, first-serve period, students can apply for empty spots on courses, based on whoever was the fastest to apply.
 - Tip: It is worth keeping an eye on Neptun, as somebody could drop a course at any time, and the empty spot can be filled by whoever is the fastest to apply!



SUBJECT REGISTRATION (COURSE REGISTRATION)

- **INVALID COURSE REGISTRATION:**

- When is the course registration invalid?
 - If the strong pre-requirement of the given course is not fulfilled.
 - If the weak pre-requirement course connected to the given course was not registered.
 - If the number of applicants exceeds the limit number.
- A Neptun message will be sent regarding the deletion of invalid registrations by the first day of the second week of the study period.
- The potentially emptied places may be filled until the end of the second week of the study period in the form of first-come, first-serve registration.



SUBJECT REGISTRATION (COURSE REGISTRATION)

- **WHEN WILL A COURSE NOT START?**
 - If the number of registered students does not reach the minimum headcount.
 - By the decision of the programme director: they can make this decision until the second Thursday of the semester.
- **LATE COURSE REGISTRATION:** through request submitted in Neptun / Menu / Administration / Requests: „Request to be registered to a course after the course registration period...”
- **LATE COURSE DEREGISTRATION*:** through request submitted in Neptun / Menu / Administration / Requests: „Request to be deregistered from a course after the course registration period...”

*only permitted in specific instances – you cannot freely drop courses once the registration period has ended



SUBJECT REGISTRATION (COURSE REGISTRATION)

- **IMPORTANT:**

- Courses may only be registered if the **semester is active!**
- A given subject may only be registered a maximum of **three times!**
- A completed subject may not be registered again! (Subjects which have different codes in Neptun, but are identical in their content belong to this category too.)
- During course registration, those for whom the subject is mandatory will be favoured. In case you still cannot register the subject, in the next semester – and within a year at the latest – the university must provide registration onto the mandatory course.



ABANDONMENT OF A COURSE

- **MEANING:** If a course – despite its registration – is left uncompleted without the student attempting to receive a grade.
- **IN THE CASE OF SEMINARS AND PRACTICAL COURSES:** if the student did not take part in the sessions, or for some other reason their performance was ungradeable.
- **IN THE CASE OF EXAMS:** if the student did not attempt to take the exam, not including if the student did not attempt the completion because they did not complete the pre-requirement of the course.



CREDIT TRANSFER

- **PROCESS:** submission of request in Neptun/Menu/Administration/Requests → „TáTK Credit Transfer”
- **DOCUMENTS TO BE ATTACHED:**
 - Transcript
 - Syllabus of subjects
- Courses which a student wishes to complete through credit transfer must be registered in Neptun in the course registration period!
- **DEADLINE:** end of course registration period



CREDIT TRANSFER

- **IMPORTANT:**
 - Only one subject credit transfer may be requested per request, so in the case of multiple subjects, multiple requests must be submitted!
 - For elective subjects, the syllabus does not need to be attached.
 - If you completed the course at the ELTE Faculty of Social Sciences, you do not need to attach either the transcript or the syllabuses.
- **IN THE CASE OF ERASMUS:**
 - See.: Erasmus information on the website (<https://www.elte.hu/en/erasmus/planning-your-studies?m=593>)
 - The subjects which a student wishes to have recognized must be agreed in advance with the programme director!



INTERNSHIP

- **MEANING:** Internship to completed at an outside training site, institution, valid organisation or higher education training site.
- The completion of the internship is a requirement for the completion of the programme, and to be allowed to take the final exam.
- Scholarships, support of internships, see:
http://tatklok.elte.hu/osztondijak_palyazatok
- **For more information, please consult the relevant department!**



LECTURE



- **GRADE, ASSESMENT:**
 - Exam (= assessment that closes the lectures)
 - Type of exam (oral/written, online/in person etc.) is decided by the professor.
 - Announcing of results:
 - Written exam completed during the study period (in-class exam): within two weeks from the time of writing the exam.
 - Written exam completed during the exam period: by 12 noon on the work day preceding the oral exam.
 - Exam (also) including written exam: within 8 work days.
 - Students must be granted the opportunity to look at their corrected and graded in-class exam.
 - If more than 50% of students do not succeed on the exam, the programme director by the request of the Student Government must investigate the case.



LECTURE

- **GRADE, ASSESSMENT:**
 - When can you not complete the lecture?
 - If your grade was fail or „did not meet the requirements“.
 - If you did not complete the weak pre-requirement course.
 - In the case of course abandonment.
- The content of the course and the requirements for completion are contained in the course syllabus.
 - Important:
 - The grades can be verified in Neptun until the end of the semester.
 - Grades not recorded in Neptun must be indicated to the professor, as there is no opportunity for late recording of the grades!



PRACTICE

- **Participation** and the completion of practical requirements is mandatory. (Participation is monitored and documented by the professor.)
- Requirements: the professors makes known the requirements for completion and other necessary information on the **first session** (see: course syllabus)
- **GRADE, ASSESSMENT:**
 - The requirements of the practical grade must be completed **during the study period.**



PRACTICE

OFFERED GRADE

- Offered grades can be accepted or rejected in **Neptun/Menu/Subjects/Offered Grades**



PRACTICE

- **OFFERED GRADE:**

- In the case of an accepted offered grade: you cannot apply for exams, the accepted offered grade cannot be improved on an exam.
- In the case of a rejected offered grade: a written or oral exam must be taken during the exam period.
- **Important: An offered grade that has not been accepted will count as a rejected grade! (Even a 5 is not automatically accepted!)**
- You will be notified by Neptun message when an offered grade is recorded.
- Period for recording offered grades:
 - Autumn semester: from 1 November until 6 PM on the final day (Sunday) of the first week of the exam period .
 - Spring semester: from 1 April until 6 PM on the final day (Sunday) of the first week of the exam period .



PRACTICE

- **OFFERED GRADE:**

- Deadline for accepting an offered grade: end of the second week of the exam period.
- Offered grades and exam registration:
 - An offered grade may only be accepted if there is no valid exam registration for the given subject!
 - You cannot register for an exam for the given course until the offered grade for the course has been rejected!
 - In the case of a successful exam result before the offered grade has been accepted, the offered grade will be counted as having been rejected.



PRACTICE

- **WHEN CAN YOU NOT COMPLETE A PRACTICAL SUBJECT?**
 - If your grade was (1) fail or „did not fulfill the requirements”.
 - If you did not complete the weak pre-requirement course.
 - In the case of course abandonment.
- **IMPROVEMENT OF FAIL GRADE:** you have the opportunity for this during the first two weeks of the exam period on the date provided by the professor, in the form of an exam.
- If more than 67% of students do not succeed on an in-class exam, the Student Government may request an investigation.
- **IMPORTANT:** The grades can be verified in Neptun until the end of the semester. Grades not recorded in Neptun must be indicated to the professor, as there is no opportunity for late recording of the grades!



PRACTICE

- **ABSCENCES FROM PRATICE SESSIONS:**

- You may only be absent from **one third of sessions** at most! (Otherwise, the course cannot be completed.)
- If the student was absent from more than one quarter, but less than one third of practical sessions, the professor may prescribe additional tasks or decline to grant a grade – the professor must inform the students regarding this during the first session of the semester.



EXAMS

- **WHEN DO EXAMS TAKE PLACE?**
 - During the exam period – see Academic Calendar
 - The exam dates for a given course are decided by the professor.
 - The announced exam dates can be seen in Neptun
 - In the case of written exams the professor must provide at least three exam dates, in such a way that there are at least two weeks between each date.
- Usually, only a limited number of students may apply for an exam date, but the total headcount limit for the exams of a given course reach at least 120% of the number of students who have registered the course.
- If during an exam over 67% of exam takers receive a fail grade, the Student Government can request the investigation of the case.



EXAMS – EXAM REGISTRATION

- The requirement for taking an exam is registration to the exam, which is possible through Neptun.
- **Neptun/Menu/Exams/Take exam**



EXAMS – EXAM REGISTRATION

- **IMPORTANT:** During one exam period you may register for a maximum three exams for a given course!
- **DEADLINES:**
 - Exam registration: for a given exam date, students may register up to 24 hours before the beginning of the exam at the latest.
 - Rescinding of exam registration: students may rescind the exam registration up to 24 hours before the beginning of the exam at the latest.



EXAMS



- **PROCESS OF AN EXAM**
 - The professor must verify the identity of the student.
 - The professor or the supervisor of the exam may interrupt or mark as failed the exam in case a not permitted aid tool is used or the student cooperates with others.
 - In the case of oral exams the student will always be provided with time to prepare before the examination.
 - If during an online exam any technicaly issue surfaces, the exam is not counted as an attempt to receive a grade.



EXAMS

- **FAILED EXAM:** an exam which the student did not complete the requirements of, despite attempting it.
- **AUTHORISED ABSENCE:**
 - If the student could not appear for the exam due to reasons beyond their control.
 - Must be indicated immediately to the professor, after which a new exam date can be registered.
- **UNSUCCESSFUL EXAM:**
 - An exam which was not postponed, i.e. the absence is not authorized.
 - Does not have a grade.
 - Counts towards the number of exam registration in the given semester.
- **INVALID EXAM:** An exam the result of which must be ignored, as the weak pre-requirement necessary for the completion of the course was not completed.



EXAMS

- **RETAKE AND REMEDIAL EXAMS:**
 - Remedial exam: an attempt to improve the grade of a successful exam.
 - Retake exam: another attempt made to complete an unsuccessful exam.
 - The professors are obligated to provide retake exam dates for unsuccessful exam takers.
 - Date of retake exams: until the end of the week before the final week of the exam period.
 - If the retake exam after the unsuccessful exam was not successful either, the student can request to take the new retake exam in front of a different professor or exam committee.
 - Remedial exams may be taken on retake exam dates, if you indicates this to the ARO at least 3 working days before the exam!



EXAMS

- **RETAKE AND REMEDIAL EXAMS – IMPORTANT:**
 - The registration for a retake exam also counts towards the maximum three exam registrations for a course!
 - Retake and remedial exams may only be taken in the given training period.
 - The new exam result invalidates the previous grade. (So you cannot ask for the previous exam result instead, even if you did better on that one.)
 - In one semester 2 remedial exams are allowed. (In the case of three or more remedial exams, the remedial exam results acquired later will be deleted from Neptun.)



EXAMS

- **RETAKE AND REMEDIAL EXAMS:**

- Administrative fees: in the case of repeated exams or unsuccessful exams – see: <https://www.tatk.elte.hu/> → Hallgatóknak → Tanulmányi információk → Térítések

- **EXAM COURSE:**

- A course which does not have contact hours during the semester, but for which an exam can be taken during the exam period.



REQUESTS

- All requests are submitted through **Neptun/Menu/Administration/Requests**
- Important: **CERTIFIED documents must be attached!**



REQUESTS

- **FREQUENTLY USED REQUESTS (EXAMPLES) (+DEADLINES)**
 - Dean's equity request– during the whole semester
 - Credit transfer request – until the end of the course registration period of the current semester
 - Late course registration requests – until the end of the **first week** counting from the end of the course registration period
 - Late course deregistration requests– from the end of the course registration period until the end of the exam period
 - Erasmus credit transfer request– in the case of credits completed during an autumn semesters: until 1 May, in case of credits completed during a spring semester: until 1 December.
 - Personalised instruction for exceptional cases– until the end of the course registration period
 - Announcement of the termination of student status– at any time
 - Tuition fee reduction
 - Tuition fee payment deadline modification
 - Tuition fee payment in installments



REQUESTS

- **DEAN'S EQUITY REQUEST**
 - Condition: an **extraordinary and substantial change in the student's health or life circumstances** happens, which requires **special exercise of equity**.
 - Submission:
 - The facts regarding the justification of the equity must be written in the request, and the **certification of these facts attached**.
 - If the equity request regards the missing of a deadline: the request may be submitted up the **two weeks following the missed deadline**.



REQUESTS

- **DEAN'S EQUITY REQUEST**
 - Equity cannot be exercised:
 - In the case of a missed deadline, if the deadline of the provision with a forfeiture deadline is in effect.
 - For the validation of an acquired completion that is not in accordance with the rules.
 - Regarding the pre-requirements defined by the programme structure, except if the reason for the delay is participation in an international mobility program.
 - Important:
 - A dean's equity request may only be submitted a maximum of three times per programme!
 - All requests must be provided with certified documents! In case of a lack of certification, or in the case of requests with unsubstantiated justifications, requests will be rejected without substantive examination!



REQUESTS

- **PERSONALISED INSTRUCTION FOR EXCEPTIONAL CASES**
 - Meaning: request regarding the alternate completion of the time and content of study requirements.
 - May only be requested for one semester at a time, but can be requested any number of times.
 - Request are decided within 30 days at the latest.
 - Process of requesting Personalised instruction for exceptional cases:
 1. Contacting programme director and professor
 2. Submission of detailed study plan (specifying the mode of completion and assessment etc.)
 3. The support of the professor and the programme director is necessary.
 4. Submission of request through Neptun.

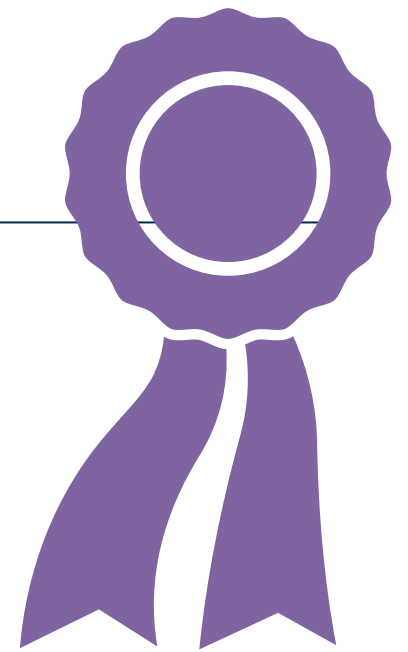


CERTIFICATES

- **STUDENT STATUS CERTIFICATE**
 - At the Quaestura Office – see: <https://qter.elte.hu/Ugy.aspx/Hallgatoijogviszonylgazolas>
 - From the ARO: Contact your Academic Registrar!
 - Digitally through Neptun request
- **TRANSCRIPT:**
 - Contains the completed courses from prior semesters and the acquired grades.
 - The Erasmus application requires this document too, in English.
 - Request: from the ARO: Contact your Academic Registrar!
- **CREDIT CERTIFICATE / SYLLABUS:**
 - Contains the completed courses, their syllabuses, and the acquired grades.
 - Request: from the ARO: Contact your Academic Registrar!



OTHER INFORMATION



- **TUTORIAL:**
 - What does it mean? What does tutoring contain?
 - A form of training for students with exceptional skill.
 - Personalised study requirements;
 - Registration of subjects outside the programme and curriculum, without completion of their pre-requirements.
 - Personal courses
 - Exemption from credit exceed
 - Support from a professor (tutor)
 - Applying for tutoring: by request through Neptun
 - Conclusion: Report on research results during the exam period.



OTHER INFORMATION

- **HONORATION:**

- Who can apply?:
 - Those who have at least one closed semester on a bachelor's programme.
 - Those pursuing studies on a master's programme.
 - Those with exceptional study and research results.
- Applying: by request through Neptun
- **Can only be granted once during a given programme!**



- **TDK, OTDK:**

- Up-to-date information, calls for applications: <https://tatk.elte.hu/tdk>
- Faculty TDK president: Gecser Ottó



STUDENTS WITH SPECIAL NEEDS:

- For registration as a student with special need see:
<https://tatk.elte.hu/en/specialneeds>
- The student must declare during this registration whether they wish to take advantage of the 1000 additional points during the ranking course registration.
- For more information contact Bulyáki Tünde, the coordinator for special needs students:
 - Room: 204
 - Email: bulyaki.tunde@tatk.elte.hu



COMPLETION OF STUDIES



ELTE

FACULTY OF
SOCIAL SCIENCES

PRE-DEGREE CERTIFICATE (ABSOLUTORIUM)

- Certifies the completion of the study and exam requirements of the programme.
(Without certifying qualification.)
- **CONDITIONS:**
 - Completion of study and exam requirements of the programme structure.
 - Completion of internship.
 - Completing prescribed credits.
- **NOT A CONDITION OF ACQUIRING THE CERTIFICATE:**
 - Language exam certificate
 - Degree thesis



Degree thesis

- Thesis requirements: Requirements are universal on all programmes as of the 2024/25 academic year!

https://tatk.elte.hu/dstore/document/2714/ELTE_TATK_thesis%20requirements.pdf

- **THESIS SUPERVISOR:**

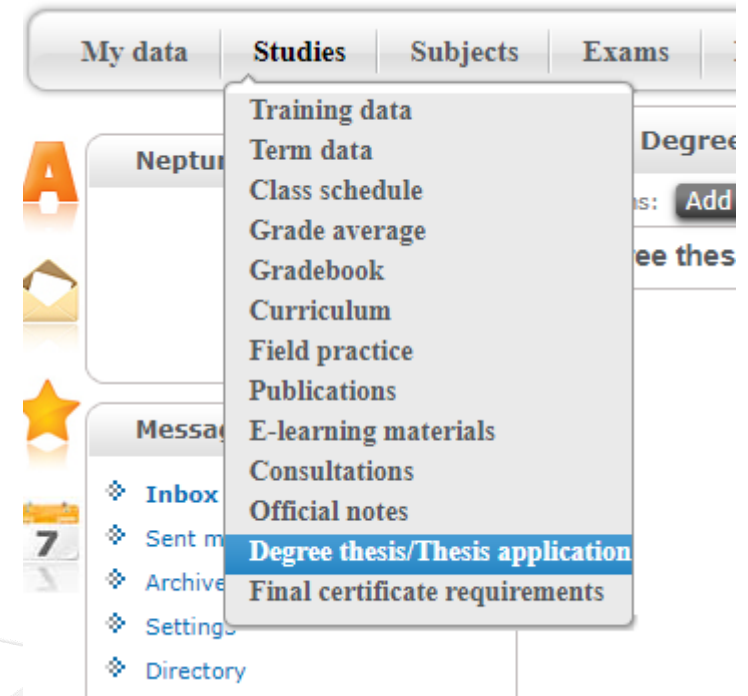
- Aids in the completion of the thesis
- Who can be a supervisor?
 - A professor of the university
 - External supervisor: the external supervisor and their topic always has to be approved by the programme director



THESIS – TOPIC SELECTION – **APPROACHING DEADLINE!**

- **THESIS SUPERVISOR AND TOPIC SELECTION**

- **Between 15 October and 15 November**
- Neptun: Studies → Degree thesis/Thesis application → Thesis application
- Important: 6 months must pass between the selection of the thesis topic and the beginning of the final exam period.
- Tip: It is worth contacting the supervisor in advance, so that you know if they will accept your application.
- From the 2024/25/1 semester there is no ranking topic selection, you can only apply for one place at a time!



THESIS – TOPIC SELECTION

- **IN THE CASE OF AN EXTERNAL SUPERVISOR:** a request must be submitted
 - Process: Neptun: Administration → Requests: “TáTK thesis topic external supervisor...”
 - Mandatory attachments:
 - Support of the programme director
 - Professional CV of the supervisor (except if the supervisor is a professor emeritus or former ELTE lecturer)
 - If available: supervisor’s ELTE Neptun code
 - In the case of an external supervisor, only the request must be submitted, you do not need to choose a topic in Neptun!



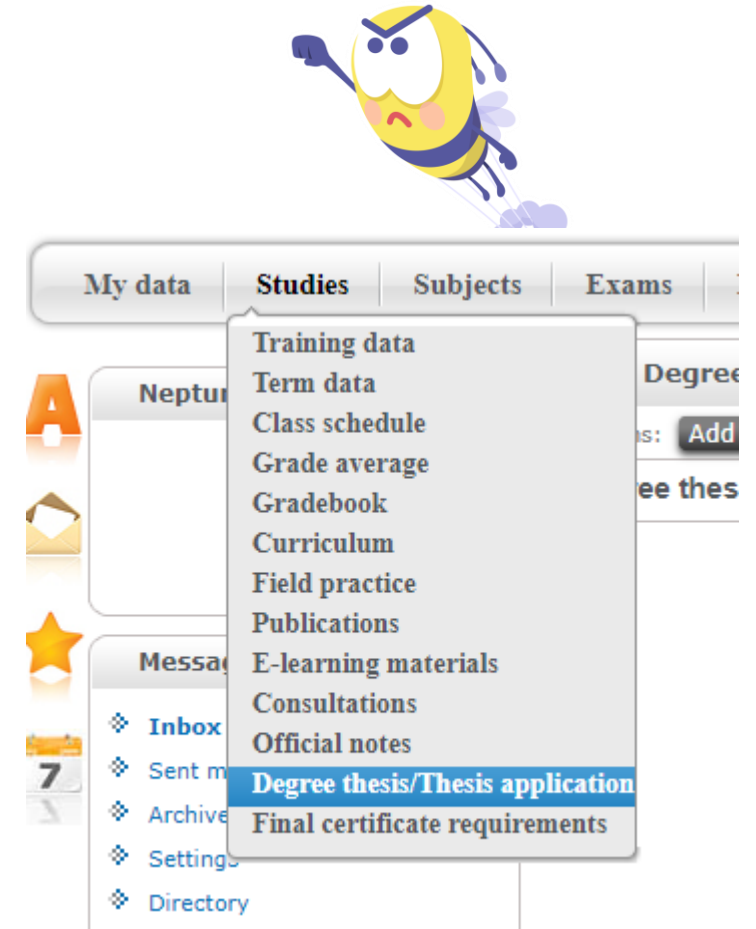
THESIS – MODIFICATION OF THESIS TOPIC

- **MODIFICATION OF THESIS TOPIC:**
 - Deadline: 15 September / 15 February
 - 4 months must pass between the thesis topic modification and the beginning of the final exam period.
 - In the case of a topic modification, the university is not obligated to provide a supervisor.



THESIS SUBMISSION – **APPROACHING DEADLINE!**

- Neptun: Studies → Degree thesis
- **DEADLINE:**
 - Autumn semester: **2 December, 12 PM! (15 November)**
 - Spring semester: 15 April
 - Important: The deadline cannot be extended!
- **IMPORTANT:**
 - Thesis requirements are universal on all programmes as of the 2024/25 academic year!
 - A declaration of the originality of the thesis must also be attached when the thesis is submitted!



THESIS SUBMISSION

- **PROCESS:**
 - The submission takes place through Neptun, a bound copy does not need to be submitted!
 - Important: Before submitting, you must verify that the topic and supervisor are correct in Neptun, and if the thesis status is set to uploadable („feltölthető”)! (Neptun: Studies → Degree thesis menu)
 - For a student to be able to submit the thesis, the supervisor must support the submission. To request this, click the „Thesis submission request” button in Neptun!
 - The supported thesis can be submitted by clicking the „Upload degree thesis” button
 - First, the final title must be recorded.
 - In the provided field, 5-10 keywords must be written (relating to the subject matter of the thesis)
 - In the provided field, a short abstract must be written (maximum of 500 characters)
 - The thesis must be submitted in PDF format!
 - The uploaded thesis can be verified, or edited before the submission deadline by clicking the „View degree thesis” button.



DEGREE THESIS



- **GRADING, REVIEW PROCESS:**

1. The supervisor evaluates the thesis.
 2. The reviewer (opponent) appointed by the programme director grades the thesis (on the five-degree scale).
 - Appointment of reviewers: by 12 December
 - Uploading of reviews to Neptun: by 3 January (Friday)
 3. If the reviewer graded the thesis as failed, the programme director within 3 days appoints a new reviewer to grade the thesis. If the evaluations of the two reviewers differ, the final exam committee will decide the grade of the thesis.
 - In 2024/25/1: by 8 January at the latest
1. The defence of the accepted theses during the final exam is based on the questions put forth by the reviewer.
 2. Five-degree scale: see: Academic Regulations for Students



DEGREE THESIS

- **IMPROVING THESIS:**

- If the grade of the thesis is fail (1), a new thesis must be written. In this case, there is an opportunity to choose the same topic.
- An administrative fee must be paid in case of a new thesis submission!
- If the thesis receives a grade better than fail (1), there is no opportunity for improving the grade.
- **Important: You cannot request an investigation of the opponent's review!**

- **CONFIDENTIALITY:**

- During submission in Neptun, it is only necessary to mark the thesis as confidential if it contains any of the following:
 - Business secrets
 - Classified information
 - Substantial information relating to a non-public intellectual creation
 - Personal data of third parties
 - Touches on the business interests of the university
- **Important: if the personal data is anonymized, confidentiality is not necessary!**



FINAL EXAM



- **CONDITIONS**

- Pre-degree certificate (absolutorium) must be acquired two days before the final exam at the latest!
- Thesis must be submitted in the semester of the final exam at the latest
- You must have active status during the semester of the final exam
- No outstanding debts to the university (e.g.: dormitory fees, library fees, late fees, credit exceed fees etc.)
- The final exam is a condition of acquiring the diploma.
- The final exam is made up of multiple parts - thesis defense, and the requirements of the given programme - defined in the Academic Regulations. This differs on each programme. See: <https://tatk.elte.hu/en/studies>



FINAL EXAM REGISTRATION

- **DEADLINE:**
 - Autumn semester: 15 October
 - Spring semester: 15 March
- **PROCESS:** Neptun: Exams → Final exam
- **FINAL EXAM PERIODS**
 - Autumn semester: mid-**January**
 - Spring semester: mid-to-late-**June**

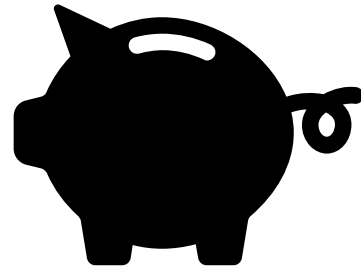


FINAL EXAM

- **GRADING OF THE FINAL EXAM:**
 - Differs on each programme– see: <https://tatk.elte.hu/en/studies>
- Retaking the final exam:
 - If the thesis is graded as fail (1), a new thesis must be written – in this case, the student may apply for the following final exam period at the earliest.
 - If any portion of the final exam was graded as failed, only that portion of the final exam must be repeated – this can take place during the following final exam period at the earliest.
 - In case of a retaken final exam, an administrative fee must be paid! (10,000 HUF)
 - Important: any grade better than a fail cannot be improved!
- Important: In the case of students enrolled in 2012 or after, the thesis can be submitted and the final exam taken until the end of the 5th year following the issuing of the pre-degree certificate (absolutorium).



FINANCES – SCHOLARSHIPS, PRIZES, GRANTS



SCHOLARSHIPS / GRANTS

- Detailed information: http://tatklok.elte.hu/osztondijak_palyazatok
- **GRANTS BASED ON SOCIAL CRITERIA**
 - Regular social grant
 - Irregular social grant
 - Bursa Hungarica Higher Education Local Government Scholarship, Institutional share
 - Foreign students' ministerial scholarship
 - Basic financial support
 - Support of internship participation



SCHOLARSHIPS / GRANTS

- **PERFORMANCE-BASED SCHOLARSHIPS / GRANTS**
 - Academic scholarship
 - National Higher Education Scholarship
 - Research scholarship
 - Support of participation in competitions and conferences
 - Public service scholarship
 - Sports scholarship
 - Cultural scholarship
 - Compensation of parallel study
 - ERASMUS+ Start
 - Good student, Good athlete scholarship
 - Professional scholarship
 - Arts scholarship



SCHOLARSHIPS / GRANTS

- **OTHER SCHOLARSHIPS**
 - Scholarships written out by the faculty leadership
 - Goals: the utilisation of faculty administrative fees paid by students to support students
 - Categories:
 - Erasmus
 - Alumni
 - Self-supported students



PAYMENT OF SCHOLARSHIPS / GRANTS

- Autumn semester payment period months: September, October, November, December, January
- Spring semester payment period months : February, March, April, May, June, July
- The payment of the first month (September / February) of a given payment period is transferred in one sum with the payment of the second month (October / March).
- Monthly payments are transferred by the 10th day of the given month at the latest.



PAYMENT OF SCHOLARSHIPS / GRANTS

- **INCORRECT PAYMENT:**
 - If the university transfers a payment that is unjustified or a larger amount than the defined amount.
 - Students are notified about incorrect payments on Neptun.
 - The incorrectly transferred payment must be paid back by the final work day of the given month.
 - Important: an already transferred academic scholarship payment, which was disbursed until the accepted late passivation, does not count as an incorrect payment!



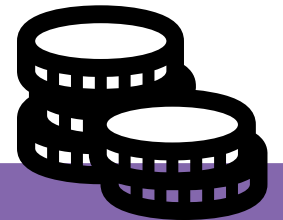
TUITION FEE / SELF-SUPPORT FEE

- The amount of the fee is recorded in an agreement between the student and the higher education institution.
- Tuition fees: www.elte.tatk.hu → Hallgatóknak → Tanulmányi információk → Self support fee + English language curriculum development fee
- In the case of self-support fee or foreign language training contribution fee, it is mandatory to sign a study agreement! If this is not completed by the deadline set by the ARO, the student's status will be terminated.



TUITION FEE / SELF-SUPPORT FEE

- **FOREIGN LANGUAGE TRAINING CONTRIBUTION FEE:**
 - Students on English-language programmes must pay this fee in every active semester.
 - Important: **This applies to semesters spent as part of the Erasmus programme!**
 - The amount of this fee can also be found in the „Tanulmányi információk” page on the website, and is also recorded in the study agreement, which is mandatory for the student to sign.
 - The tuition fee reduction requests also apply to the foreign language training contribution fee!



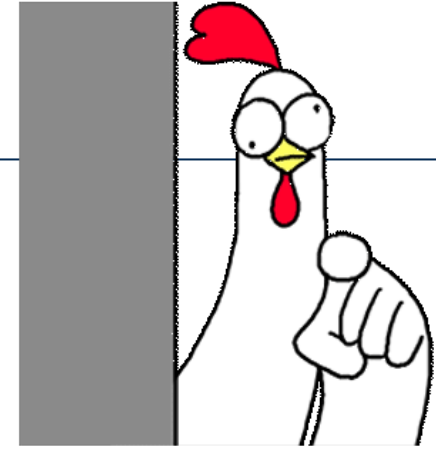
TUITION FEE / SELF-SUPPORT FEE

- **METHOD OF PAYMENT**

- Through Neptun:
 - from the collective account/with bank card/with bank transfer
- For detailed information, see:
<https://neptun.elte.hu/qter/gyik/Penzugy>



TUITION FEE / SELF-SUPPORT FEE



- **PAYMENT DEADLINE**
 - Autumn semester: 15 October
 - Spring semester: 15 March
 - Third-country nationals: must be paid before submitting visa request
- **IN CASE OF MISSED PAYMENT DEADLINE**
 - In case of a missed payment deadline, the system will automatically transcribe a **3500 HUF** late fee!
 - The payment obligation must be fulfilled within one month from the original deadline (the student will receive a summons for this in Neptun.)
 - If the payment is not fulfilled despite the summons, then the student status will be terminated, and the student cannot register for exams, cannot register for the next semester, and cannot begin the final exam.

TUITION FEE / SELF-SUPPORT FEE

- **IN THE CASE OF TERMINATED / SUSPENDED STUDENT STATUS:**
 - **90%** of the tuition fee amount can be refunded if the student status is terminated or suspended after the registration period but **before 15 October in case of an autumn semester, or before 15 March** in case of a spring semester. (But the unpaid 10% must still be paid!)
 - **30%** of the tuition fee amount can be refunded if the student status is terminated or suspended **after the defined deadline, but before the final day of the study period.** (But the unpaid 70% must still be paid!)
 - A refund cannot be requested if the termination or suspension of the student status takes place after the final day of the study period. (But the unpaid tuition fee obligation will remain even after the legal relationship with the University is terminated!)



TUITION FEE / SELF-SUPPORT FEE

- **REQUESTS:**

- Request to pay in installments, payment postponement: can be requested based on income status and study results.
- Tuition fee reduction request: found in Neptun.
- Submission of request: through Neptun.
 - Deadline:
 - Deadline is defined in the Academic Regulations for Students.
 - If the reallocation to self-supported status takes place later, the deadline is 15 days following the notification regarding the reallocation.



ADMINISTRATIVE FEES

- **AMOUNT OF ADMINISTRATIVE FEES: SEE:**
https://neptun.elte.hu/qter/Teritesi_dijak/charges_20260801.pdf
- Most common causes of fees
 - Missing an administrative deadline
 - Missing an exam without authorization
 - Taking three exams from the same subject in the same semester
 - Retaking a subject for the 2nd or 3rd time



ADMINISTRATIVE FEES

- **FEES SET OUT BY THE FACULTY OF SOCIAL SCIENCES:**
 - Credit exceed fee:
 - The credits defined in the programme may be exceeded by 10%. If the student registers an amount that surpasses this, they must pay a per-credit administrative fee.
 - Credits acquired as part of the Erasmus programme do not count towards the credit exceed!
 - Courses registered as part of visiting student status or adult training status.
- **OTHER:**
 - Dormitory fees (the details of this are contained in the dormitory fees and allowances regulations)
 - Library late fees



ADMINISTRATIVE FEES

- **IN CASE OF A MISSED PAYMENT:** in case of any outstanding payment obligation, the student cannot register for end-of-term exams, cannot register for the next semester, and cannot begin the final exam.
- Students are notified through Neptun messages about administrative fees being transcribed.
- Important: Any outstanding debts remain even after the student status is terminated!
- **It is crucial to keep an eye on deadlines!** – Neptun: Finances → Payment





ELTE

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Thank you for your attention!

September 2026