



# UNIVERSITY OF SZEGED

## Faculty of Law and Political Sciences

### DEAN'S OFFICE

54. Tisza Lajos krt. Szeged 6720 H-6701 Post box 454  
Tel.: (36)-62/544-196, 544-197 Fax: (36)-62/544-204  
webpage: <http://www.juris.u-szeged.hu> e-mail: [ajtk.dekani@juris.u-szeged.hu](mailto:ajtk.dekani@juris.u-szeged.hu)

#együttújra

---

### Electronic administration of student requests at the Faculty of Law and Political Sciences

**At the Faculty of Law and Political Sciences electronic administration of student requests has been implemented. Students may submit their requests in the Modulo system.** The only exception to the electronic administration is the request for termination of student legal status that must be handed in to the Academic Office on a paper form. Please note that at the time of submission you need to prove your identity with an official document (ID card, passport etc.). Apart from this, request(s) on a paper form can be used and submitted only by students whose student status is terminated (due to completion of studies by obtaining the pre-degree certificate /absolutorium/, failing the final exam).

Students with student status can submit requests in the MODULO system.

#### Academic and Examination Regulations

*21.2. Depending on the nature of the request, the student is obligated to give reasons for the request, properly support and certify it, as well as provide every detail that the request forms submitted require.*

**Please note that in case the attachments are incomplete or not relevant to the subject matter, the Registrar's Office will send the request back to the student for correction.**

Further attachments can be added to the form by using the (+) icon.

After the submission of the document, students can be informed about the current state of the request by opening it.

**Requests must be submitted on forms that are assigned to different topics. These forms can be found in the following MODULO offices:**

#### ÁJTK:

- 1. Acknowledgement of research, academic fulfillments and teaching activities:** students of the Doctoral School can request for the acknowledgement of activities required by their study programme.

2. **Thesis Topic Selection** the thesis topic and the consultant shall be chosen by the end of the course registration period of the fifth semester in Bachelor's programmes, by the end of the course registration period of the third semester in Masters's degree programmes and by the end of the course registration period of the ninth semester in the single-cycle Law programme. Students of specialised postgraduate training programmes are required to choose the thesis topic and the consultant until the end of the course registration period of the last semester in their programmes. The 'Thesis' course shall be taken in the last semester in all training programmes.
3. **Application for the Final Examination – ÁJTK:** form for the students who wish to take the final exam in the given exam period. The form is available in different time periods connected to the different study programmes. Further information on the actual dates can be found in the Faculty Calendar of the Final Exam Period.

### **HSZI:**

1. **Application for permanent student card:** prior to filling this form, students need to request the NEK form at the Government Office (Kormányablak), on which there is a code of 16 digits which needs to be stated in this form in order to be able to submit it.
2. **Request for modifying the average:** the form is used to provide information on student grants and to submit requests connected to it (mainly used after the accreditation of Erasmus courses).
3. **Application for Studium insurance „Generali”** (for foreign students): fee-for-service health insurance for foreign student.
4. **Doctor's appointment (Generali Studium):** students bearing a „Generali Studium” insurance can make an appointment to the doctor.
5. **Request for Student Status Certificate:** the form is for requiring a Student Status Certificate for the current semester, which can be received personally at the Student Service Office or can be asked to be sent by post. In case the certificate is needed for various semesters at a time, please visit the Registrar's Office in person during office hours.
6. **Request for Tuition Fee Reduction:** the tuition fee is imposed in three installments in the Neptun system. After paying the first installment (50%), the student's status changes to Active. According to the *Policy of the University of Szeged on Student Fees, Charges and Benefits*, reduction of the first installment cannot be requested. Deadline for requesting the reduction of the other two installments is at least 15 days prior to the deadline of when the payment is due. (But the 25th of October and the 25th of March the latest.)

## **Interfaculty forms**

**1. Request form directed at the Dean** can be used for the following subjects:

Appeal for legal remedy against the decision of the Board of Studies

Appeal for legal remedy concerning the student status

Appeal for remedy regarding another subject

Request concerning finances

Request to the Dean for an exam after the examination period

Request for equity decision regarding another subject

**2. Recognition of courses completed in Erasmus study programme:** form for requesting the acknowledgement of credits earned during the Erasmus scholarship period. The evaluation of these courses is counted in the student's average for the given semester. The *Transcript of Records* and the *Learning Agreement (After the mobility)* must be attached to the request.

**3. Request for a passive student status:** taking a passive semester must be announced in MODULO.

Students can request passive status in the first semester of their study programme only based on circumstances deserving special consideration, which can be submitted until the end of the semester. Decision on the request is made by the Academic Board.

**4. Request for a passive student status after the deadline:** After the end of the course registration period the form can be used until the end of the status settlement (the first Friday of October/March). After this deadline the passive student status can be requested submitting the 'Request form directed at the Academic Board' until the beginning of the examination period of the given semester. In case the student is unable to continue his/her studies due to pregnancy, accident, illness or any unforeseen circumstances.

**5. Request for exceptional study schedule:** The exceptional study schedule may involve the — conditional or unconditional — exemption from attending compulsory classes, taking examinations in the examination period, and may also allow the student to substitute his or her study responsibilities with other tasks, or complete them in a way that deviates from the regular course of procedure. During the course of their studies, students may spend two semesters in exceptional study schedule in a given programme. If the duration of the programme is more than six semesters, students may continue their studies for one third of the duration of the programme in exceptional study schedule. The following documents must be

attached to the request: table listing the student's courses with the written approval of professors/departments/institutes and other necessary documents/certificates (Erasmus+ scholarship certificate, medical certificate, proof of employment). The deadline for submission of exceptional study schedule requests is the end of the course registration period. The Academic Board makes a decision on the requests by the end of the fifth week of the study period and informs the student of its decision. Until the notification on the decision, studies must be continued according to the regular study schedule. If the request is accepted, the decision becomes valid from the beginning of the study period. Subject to the provisions of the University's Terms and Conditions for Equal Opportunities and Equal Treatment, the authorisation will affect the student's academic and examination privileges.

- 6. Course drop request:** form to request course-deletion outside of the assigned period. The decision on the request is made by the Academic Board by the beginning of the eighth week in the study period.
- 7. Request for course registration:** can be submitted after the end of the course registration period. The decision on the request is made by the Academic Board by the beginning of the eighth week in the study period.
- 8. Request for credit transfer I.:** form for requesting the acknowledgement of previous studies (conducted either at the University of Szeged or at another higher education institution in a study programme other than the current one). A certified transcript of records with certified course description must be attached to the request.
- 9. Request for credit transfer II.:** form for requesting the acknowledgement of previous studies conducted at the University of Szeged in the same study programme (eg.: law– law).  
It allows the student to list all the courses s/he wants to be accredited on the same form.

**10. Request form directed to the Academic Board:**

- a)** Request to transfer studies from another university/ Student-transfer
- b)** Request to change study programme
- c)** Request to switch from full-time study programme to part-time
- d)** Internship
- e)** Request to change specialisation
- f)** Request to change thesis supervisor
- g)** Request to postpone the deadline for thesis submission

- h)** Request to accredit a course with 0 credit
- i)** Request to establish a guest student status
- j)** Request for other subject

**Request for the termination of student legal status must be handed in to the Registrar's Office on a paper form addressing the Academic Board.**

Szeged, 22 August 2023

Prof. Dr. Zsuzsanna Juhász  
Vice-Dean for Academic Affairs

## ATTACHMENT TO THE REQUEST FOR AN EXCEPTIONAL STUDY SCHEDULE

Name of student: \_\_\_\_\_ Neptun code: \_\_\_\_\_

„As a professor of the faculty, I hereby approve that the student may complete the course held by me with the conditions described below within the frame of an exceptional study schedule. It is hereby assured that by meeting the described conditions the student's performance will be evaluated in the same way as students within a regular study schedule.

The **”Requirements for the completion of the course”** field should list **all the conditions the student is required to meet in order to complete the given course. Exemption from taking the exam of the course cannot be granted.** The deadline for registering grades in the Neptun system is the first week of March in the fall semester and the second week of July in the spring semester. Erasmus students may also take examinations outside the examination period at a time agreed with the course supervisor by the end of the course registration period of the following semester.

<b>Title of course Professor's name</b>	<b>Requirements for the completion of the course (exam, written assignment etc.)</b>	<b>Deadlines</b>	<b>Professor's signature</b>	<b>Notes, comments</b>

\*Recommendation of the Institute/ Head of Department: **supported / rejected**

\* Signature of the Head of Department/Institute to which the student's study programme belongs (except Law.)

Signature:.....  
of seal

Place