

**Eötvös Loránd University Faculty of Humanities**  
**Office of Educational Affairs**

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**IMPORTANT TO KNOW (List of deadlines)**  
**Spring semester 2023/2024**

<b>FEBRUARY</b>			
1.	Thursday		<b>First day</b> of English language BA and English language MA programme application for self-paying students via <a href="https://apply.elte.hu/">https://apply.elte.hu/</a>
2.	Friday	16 <sup>00</sup> 20 <sup>00</sup>	<b>Last day</b> of exam period in autumn semester 2023/24. <b>Last day of pre-course registration</b> for spring semester 2023/24 in Neptun. <b>Start of ranking course registration.</b>
3.	Saturday	16 <sup>00</sup>	<b>First day to submit a grade complaint</b> (HKR 65. § (6)).
7.	Wednesday		<b>First day to submit requests to Credit Transfer Committee.</b>
8.	Thursday	17 <sup>00</sup>	<b>End of ranking course registration.</b> <b>Graduation Ceremony.</b>
9.	Friday	8 <sup>00</sup>	<b>Start of 'first-come-first-served' course registration.</b>
10.	Saturday	17 <sup>00</sup>	<b>Last day of submitting a grade complaint</b> (HKR 65. § (6)).
11.	Sunday	20 <sup>00</sup>	<b>Last day of registration period</b> for spring semester 2023/24.
12.	Monday		<b>First day of study period</b> in spring semester 2023/2024.
15.	Thursday	17 <sup>00</sup>	<b>End of ranking course registration.</b>
16.	Friday	16 <sup>00</sup> 16 <sup>00</sup> 16 <sup>00</sup>	<b>Last day to submit requests to Credit Transfer Committee.</b> <b>End of 'first-come-first-served' course registration.</b> <b>Last day to submit requests for personalised instruction for exceptional case</b> for spring semester 2023/2024.
24.	Saturday	16 <sup>00</sup>	Deadline to submit tuition fee-related equity requests or credit based tuition fee requests for student who have exceeded the official terms – the deadline is peremptory.
<b>MARCH</b>			
1.	Friday		<b>First day to submit Thesis title</b> (in electronic form) (for BA, MA students who are taking their final exams in autumn semester 2024/2025). <b>Administrative deadline: First day</b> to support and accept thesis title forms in Neptun (supervisor, head of department).
4.	Monday	16 <sup>00</sup>	<b>Administrative deadline: First day</b> of uploading 2024/25/1 courses by departments.
6.	Wednesday	16 <sup>00</sup>	<b>Last day</b> of application period for final exams in spring semester 2023/2024 (in Neptun).
15.	Friday		<b>Last day to transfer tuition fees.</b> more information: <a href="https://www.btk.elte.hu/fees-and-finances">https://www.btk.elte.hu/fees-and-finances</a> <b>Last day to submit Thesis title</b> in Neptun for BA, MA students who are taking their final exams in 2024/2025/1 semester. <b>Administrative deadline: Last day</b> to support and accept thesis title forms in Neptun (supervisor, head of department).
18.	Monday		<b>Administrative deadline: First day</b> of announcing exams in Neptun for the 2023/24/2 semester.
27.	Wednesday		<b>First day</b> of spring break (During the break no office hours in the Office of Educational Affairs).
<b>APRIL</b>			
1.	Monday		<b>First day</b> to approve or reject offered grade by students. <b>Administrative deadline: First day</b> to register offered grades by instructors.

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2.	Tuesday	08 <sup>00</sup>	<b>Last day</b> of spring break (During the break no office hours in the Office of Educational Affairs). <b>First day</b> to submit <b>Thesis</b> (in Neptun) for BA and MA students (HKR 338. § (1)). <b>Administrative deadline:</b> First day of accepting Thesis admission requests by supervisors via Neptun.
15.	Monday	23 <sup>59</sup>	<b>Last day</b> to submit <b>Thesis</b> (in Neptun) for BA and MA students (HKR 338. § (1)) <b>Administrative deadline:</b> Last day of accepting Thesis admission requests by supervisors via Neptun.
30.	Tuesday	23 <sup>59</sup>	<b>Last day</b> to submit <b>Thesis</b> (in Neptun) for instruction of English as a Foreign Language students
<b>MAY</b>			
1.	Wednesday		<b>First day</b> to submit credit transfer requests (in Neptun) for <b>graduating students who need credit transfer for obtaining the absolutorium.</b>
8.	Wednesday	19 <sup>00</sup>	<b>Exam registration starts for 2023/24/2.</b>
10.	Friday		Pázmány Day (no tuition).
18.	Saturday		<b>Last day</b> of study period in spring semester 2023/2024.
19.	Sunday	17 <sup>00</sup> 17 <sup>00</sup>	<b>First day</b> of registration period for autumn semester 2024/25. <b>First day</b> of pre-course registration for autumn semester 2024/25 in Neptun. <b>Administrative deadline: Uploading thesis evaluation</b> in Neptun If the thesis and its oral defence are evaluated separately, the critique of the thesis must be uploaded to the Electronic Registration System at least five days before the thesis' defence is scheduled. (HKR 79. § (5))
21.	Tuesday		<b>First day</b> to choose Specialisation/track in Neptun (HKR 48. § (2)). <b>First day</b> of exam period in spring semester 2023/2024.
23.	Thursday		<b>First day</b> of the Final Examination period in spring semester 2023/24.
26.	Sunday	18 <sup>00</sup>	<b>Administrative deadline: Last day</b> to register seminar and thesis writing seminar grades in Neptun by instructors. <b>Administrative deadline: Last day</b> to register offered grades by instructors.
<b>JUNE</b>			
2.	Sunday		<b>First day</b> to approve or reject offered grade by students.
13.	Thursday		<b>Last day</b> to choose Specialisation/track in Neptun (HKR 48. § (2)). <b>Administrative deadline: First day</b> to approve applications for Specialisation/track.
28.	Friday		<b>Last day</b> of the Final Exam period.
30.	Sunday		<b>Last day</b> of English language BA and English language MA programme application for self-paying students via <a href="https://apply.elte.hu/">https://apply.elte.hu/</a>
<b>JULY</b>			
5.	Friday		<b>Last day</b> of exam period in spring semester 2023/24.
6.	Saturday		<b>Administrative deadline: Last day</b> of announcing exams in Neptun for the 2023/24/2 semester. <b>First day</b> to submit „Form of Complaint Concerning Grades” via Neptun.
8.	Monday		<b>Last day</b> to submit requests for the Educational Committee (via e-mail to <a href="mailto:kertes.emese@btk.elte.hu">kertes.emese@btk.elte.hu</a> ): Further course registration and weakening of strong prerequisites requests, additional passive semester, change of study programme

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9.	Tuesday		<b>Administrative deadline:</b> Entering "did not appear" to ungraded exams by the instructor.
11.	Thursday		<b>Administrative deadline:</b> Last day to approve applications for Specialisation/track.
13.	Saturday		<b>Last day</b> to submit "Form of Complaint Concerning Grades" via Neptun.
15-18.	Monday to Thursday		Graduation Ceremonies.
<b>AUGUST</b>			
30.	Friday	16 <sup>00</sup> 20 <sup>00</sup>	<b>Last day</b> of pre-course registration period. <b>First day</b> of ranking course registration period.
<b>SEPTEMBER</b>			
5.	Thursday	17 <sup>00</sup>	<b>Last day</b> of ranking course registration period.
6.	Friday	8 <sup>00</sup>	<b>First day</b> of 'first-come, first-served' course registration period.
9.	Monday		<b>First day</b> of study period.
13.	Friday	16 <sup>00</sup>	<b>Last day</b> of 'first-come, first-served' course registration period.

Please, besides reading the list of deadlines, follow the announcements, and read your messages in Neptun carefully.

**Opening hours of the Office of Educational Affairs:**

With study issues, please contact Ms Emese Kertész coordinator: [kertesz.emese@btk.elte.hu](mailto:kertesz.emese@btk.elte.hu)

Office hours:

Mon 09:00-12:00

Wed 09:00-12:00 13:00-16:00

**Student Affairs and Curriculum:**

<https://www.btk.elte.hu/en/units/tanulmanyi-es-tantervi-csoport>

**Admission Office:**

<https://www.btk.elte.hu/szervezetek/719/felveteli-iroda>

**Registry and IT Group:**

<https://www.btk.elte.hu/szervezetek/720/nyilvantartasi-es-informatikai-csoport>