



IMPORTANT DATES AND INFORMATION REGARDING THE SPRING SEMESTER OF THE ACADEMIC YEAR 2025/2026

Dear Students,

We would like to inform you that from the academic year 2025/2026 academic year, the Faculty of Pharmacy will allow pre-scheduled exams to be announced at the beginning of the spring semester in order to support student progress and reduce dropout rates. **Pre-scheduled exams may be announced during the first week of instruction period of the spring semester (February 2-6, 2026).**

Pre-scheduled exams may only be announced based on the course director's own decision for courses where they have previously indicated their intention to announce an exam course. The list of exam courses to be announced in the spring semester of 2025/2026 can be viewed on the [Registrar's Office's website](#). The announcement of pre-scheduled exams, the determination of their dates within the pre-scheduled exam period, and the maximum number of examinees are to be decided by the course director.

Please note that enrollment in exam courses announced for the next semester is considered a new course registration, therefore **the grades earned in the pre-scheduled exams will be counted toward the spring semester of the academic year 2025/2026.**

IMPORTANT! If you successfully complete the pre-scheduled exam, you can only register for the subsequent course (to which the subject you completed with pre-scheduled exam is a prerequisite) by submitting a late course registration request. Therefore, after completing the prerequisite course, we recommend that you submit your request to the Registrar's Office in person or by email without delay. **The deadline for submitting late course registration requests is the end of the third week of the semester (February 20, 2026).**

The deadlines for the pre-scheduled exam period in the spring semester are listed in the table below:

PRE-SCHEDULED EXAM PERIOD – 2025/2026 spring semester (February 2-6, 2026)		
TASK	DEADLINE/PERIOD	RESPONSIBLE
Registering for exam courses (in the language taken up previously)	January 19, 2026 9am – February 6, 2026 12 am (midnight)	Students
Registering for the pre-scheduled exams in Neptun	January 24, 2026 9am – January 28, 2026 12am (midnight)	Students
Registering for the pre-scheduled exams in Neptun	February 2-6, 2026	Students



1. Schedule of the academic year and course registration

The instruction period of the spring semester of 2025/2026 is scheduled to take place according to the usual [timetable](#)s. These are to be announced on the website of the Registrar's Office on January 16, 2026.

Registration period for the semester: January 19, 2026 – January 31, 2026

First day of the instruction period: February 2, 2026 (Monday) (For the final year of the Pharmacy training the date is January 26, 2026)

Educational break: April 6, 2026 – April 10, 2026

Last day of the instruction period: May 15, 2026 (Friday)

The detailed schedule of events and deadlines may be found on the website of the Registrar's Office under the "[Schedule of the academic year](#)". All students are asked to carefully read through this so as to be aware of all the important dates for the semester and to be able to keep the deadlines.

The most important deadlines of the registration period may be found in the schedule of the academic year (linked above), otherwise they are listed in the following table:

REGISTRATION PERIOD – 2025/2026 spring semester (January 19, 2026 – January 31, 2026)	
EVENT	DATE
Registration for the new semester in Neptun	Between January 19, 2026 - 8:00 and January 31, 2026 – 24:00
Registering and dropping obligatory courses	Between January 19, 2026 - 9:00 and January 28, 2026 – 24:00
Registering and dropping of obligatory subjects for students who follow their curriculum (to their assigned study group)	From January 19, 2026 - 9:00
Registering and dropping of obligatory subjects for everyone (to their assigned study group)	From January 24, 2026 - 8:00
Registering and dropping of obligatory subjects for everyone (to any of the study groups)	Between January 26, 2026 - 8:00 and January 28, 2026 – 24:00
Registering and dropping of exam courses (in the same language as registered previously)	Between January 19, 2026 - 9:00 and February 6, 2026 – 24:00
Registering criterion requirements	Between January 19, 2026 - 9:00 and February 6, 2026 – 24:00
Dropping criterion requirements	Between January 19, 2026 - 9:00 and February 4, 2026 – 24:00
Registering elective and optional courses	Between January 26, 2026 - 9:00 and February 6, 2026 – 24:00
Dropping elective and optional courses	Between January 26, 2026 - 9:00 and February 4, 2026 – 24:00
Final deadline for students to make sure they registered every obligatory subject for the semester (and register the missing ones if there are any)	January 31, 2026 – until 24:00



IMPORTANT! Please read the detailed schedule of the registration period thoroughly, with specific attention to the subject- and course registration, especially the registration of obligatory subjects which will be carried out as follows in accordance with the above dates:

- ✓ In **the first period** of the obligatory course registration those students who progress in line with their recommended curriculum are entitled to sign up in the given subject to the group assigned for them in Neptun. After this, students lose their advantages coming from following the recommended curriculum regarding the given subject and can register for their study group only there are free places.
- ✓ In **the second period** of the obligatory course registration every student is entitled to sign up in the given subject to the group assigned for them in Neptun.
- ✓ In **the last period** of obligatory course registration every student is entitled to sign up to any groups recorded in Neptun depending on the number of free spots. **Registration for obligatory subjects closes on January 28, 2026 (Wednesday) 12am (midnight).**

Please be aware that one's registration for small-headcount activities (seminars and practices) is merely an indicative measure towards the course director. Changing and altering the size of the study groups, as well as determining their final structure is entirely within the authority of the course directors.

Furthermore, students who are considered to **follow their curriculum should pay special care to register their obligatory subjects in their own assigned study groups** and not sign up for spots in the other groups during the course registration period. This is the only way to guarantee that there will be no overlaps in the course schedule.

IMPORTANT: the virtual, so-called buffer groups with the "T0" designation only become available for **the last two days of the registration period for obligatory subjects (January 27 – Tuesday and January 28 – Wednesday)**, and everyone is asked to only register these if they cannot find a spot in their assigned study group, or any of the other study groups. Students who registered the T0 group need to consult with the course director to be placed in a proper study group.

IMPORTANT: Make sure that in terms of your registered subjects, you have also registered any necessary parallel prerequisites each subject may require according to your curriculum (unless these parallel prerequisites have already been completed beforehand). Subjects with missing parallel prerequisites would be removed from the student's registrations following the registration period by the Registrar's Office! Therefore, please take special care to register the subject's parallel prerequisites as well when the curriculum prescribes it as necessary.

The guide for course registration within the Neptun system is available under the following link:
<https://neptun.pte.hu/en/neptun/user-guides/subject-and-course-registration>

Professional practices: Please be aware that summer practices of the Pharmacy training are criterion requirement subjects and as such need to be registered during the course registration period! Registering for the practice places happens in May, however without having the subject of the summer practice registered, this would not be possible and consequently the



completion of the practice would also be impossible in the summer of the current year. Therefore, if you need to/wish to do a summer practice in the summer of 2026, please make sure to register its subject during the course registration period. The affected students of the Biotechnology bachelor training will receive information about the professional practice at a later date.

Please be advised that for optimal progression it is recommended to take at least 32 credits worth of courses each semester.

2. Unsettled debts and tuition fee payment obligation

The payment deadline for the first instalment (40%) of the spring semester tuition fee in the academic year of 2025/2026 is **January 9, 2026**.

Anyone who happens to have unsettled debts from previous semesters, do have to pay these in, otherwise they would be barred from registering for the spring semester of 2025/2026.

3. Periodic health aptitude tests

During the spring semester, the Centre for Occupational Medicine (Foglalkozás-egészségügyi és Munkahigiénés Központ - hereinafter: FMK) handles the periodic health aptitude tests **only for those students, whose health-aptitude validity expires until August 31, 2026 or has already expired earlier**. The validity of the current checkup result (based on the official information received from the FMK) may be viewed in Neptun under the menu of *Studies/Advancement/Registry record/Training data/Institution data/End of health-aptitude test validity*.

The links for applying to the checkup may be found on the [here](#). **The appointments on this link can be booked starting from January 12, 2026. The health aptitude examinations will be held between January 19 and March 31, 2026.**

Please be aware that students not attending a registered appointment, and/or receiving an “unsuitable” or “temporarily unsuitable” classification during the checkup means that they would not be allowed to participate in any kind of healthcare-related activity (including practices conducted at healthcare institutions) and shall be blocked from exam registration for the spring semester’s exam period.

Considering the limited number of appointments, there is no guarantee that a missed appointment could be made-up-for at a later time, therefore every student is kindly asked to go to their registered checkup appointment for avoiding any such possible impediments to their study progress.

In addition, students who do not attend their registered appointment, are obligated to pay a “missed checkup penalty fee” according to Article 51 (12) of the Code of Charges and Benefits (CCB).

Students who do not have a valid checkup result by the time the spring semester's exam period commences, would be blocked from registering the exams! Thus, it is imperative that everyone registers an appointment at the earliest possible time and attends the registered appointment.



4. Electronic administration:

During working hours (between 8:00 and 16:00), our colleagues are at the students' disposal via phone and e-mail. They may be contacted through the means listed on the website of the [Registrar's Office](#)

The Registrar's Office ensures the means of **electronic administration** for the students without the need for personal visits to the office, by offering the option of issuing electronically signed official documents.

The Registrar's Office is also able to receive officially addressed electronic letters via the Official Gateway/Client Gateway+, which method is quicker and more effective than postal delivery. Any official document intended for the Registrar's Office and sent via the client gateway, is to be addressed to (the code of) PTEAOKTH within the system.

Those students who do have a Client Gateway+ account and have given their consent to electronic administration in Neptun, primarily receive the official documents from the Registrar's Office via the Client Gateway+. Giving consent to electronic administration with the University is possible in **Neptun** under the **Administration/Requests** tab, by filling out the electronic request form titled "**Statement of the student on giving consent to the electronic administration.**"

5. Opening hours of the Registrar's Office:

Monday:	09:00-12:00
Tuesday:	13:00-15:00
Wednesday:	09.00-15.00
Thursday:	13:00-15:00
Friday:	closed

The Registrar's Office is open during the period listed above for handling study-related matters in person. This happens in the order of arrivals, according to the queue-management system. For the Registrar's Office to be able to help as many students as possible each day, everyone is kindly asked to only come personally to the RO with matters that may be quickly resolved and don't require extended consultations.

In case any student happens to have questions that would require a discussion and advice from our colleagues, we recommend booking an appointment for personal consultation.

Personal Consultations

Please be aware that for the means of supporting the students' study progress the Registrar's Office introduced an option for personal consultations during its opening hours. During these appointments, the students may inquire about their progression, their course registrations, transfer options, as well as matters related to passivation and finances from our colleagues. Appointments for these 30-minute personal consultations may be booked on the [link](#) listed on the main website of



the Registrar's Office. The link is also available under the Contacts option.

The consultations are held at the inside offices of the Registrar's Office, therefore everyone who booked an appointment is kindly asked to wait on the corridor until they are called by our colleagues.

There is no possibility for issuing documents or other types of certifications (e.g. student status or credit certificates) during these consultations and the number of appointments is also limited, therefore in these simpler matters that do not require a discussion, please continue to use the available means of electronic administration or the regular service provided by the Registrar's Office.

We wish you a successful semester!

Sincerely,

dr. Nóra Baán
Registrar