Passivization

- **Suspension of student status / Interruption of studies**
- **Passivization during the registration period**
- **Passivization during the semester due to vis major reasons**

Suspension of student status / Interruption of studies

Passivization

- Passivization is the suspension of the student status.

- During the passivization your student status is put on hold, you can continue your studies in an upcoming semester but
    - **For scholarship holder students** (SH, SCYP, Students at Risk): The passive status semesters do not count towards the semesters of your scholarship as you will not receive a scholarship during the period of passivization.
    - **For tuition fee-paying students:** You do not have to pay the tuition fee for the passive semesters
    - You do not have to register for subjects
    - in case of reallocation the passive semesters will not count toward your average
    - You may suspend your status multiple times during your training programme, however, you can suspend your status only for 2 consecutive semesters at a time. In case you do not set your status „Active" for the 3rd semester after the two passive semesters your legal status with the university will be terminated.

    During the period of your passivization, you won't be able to use your student discounts, you will not receive a validation sticker on your student card.

- **There are two types of passivization:**
    - Passivization in the Registration period,
    - Passivization during the study term due to vis major (due to circumstances out of your hand, ex. serious Illness, accident, pregnancy) reason. These will be discussed in the following.

ELTE | IK
INFORMATIKAI KAR

Please note that your visa/student's residence may be affected as passive-status students do not have active legal status with the university

Passivization during the registration period

▪ When you would like to suspend your student status during the Registration period, you just have to set your status in Neptun to „Passive". You don't have to do anything else, you don't have to register for subjects or pay the tuition fee. The passive semester is not considered a spent state-subsidized semester. The passive status semesters do not count toward the semesters of your scholarship

▪ **Please note that if you passivize your status in the Registration period you will not be able to set your status „Active" for the semester later on, not even with a request.**

▪ **In case you are not sure about your decision consider setting your status „Active", you can still passivize your semester if necessary later on.**

Please visit our website for the **semester schedule** and further information.

Passivization during the registration period

To register for the semester and activate your student status, log in to Neptun, and go to **Administration > Enrollment/Registration**. Choose the current semester, then **click on the +** sign at the end of the row.

Registration for the semester
(activation of student status)

Click on Enroll and a pop-up menu will appear. **Set your status to Passive**, and **click Save**. Verify your personal and educational data, and if all the information is correct, **click Next and Submit the request.**

Registration for the semester
(activation of student status)

You can double-check the passivization in the **Enrollment/Registration** menu.

Passivization during the semester due to vis major reasons (reasons out of your hand)

- **You can passivize (suspend your legal relationship/ interrupt your studies) during the semester if you are forced to postpone the continuation of your studies due to some unexpected reason, through no fault of your own (e.g. pregnancy, illness, accident).** You'll need to **prove the justification of the passivation with a certificate by the 8th day after the situation has arisen or been averted**.

- **The earlier you apply and prove your right to passivation, the more favorable conditions you can do so.**

- In the case of passivation during the semester, 3 deadlines distinguish the outcome of the passivation:

Date of submitting the request	14 October 14 March	Until the end of the study term	Until the end of the exam period
In case of scholarship-holder students	Please check your rights and obligations at the scholarship provider's **website**		
In case of tuition fee-paying students	• 90% of the paid in tuition fee will be refunded • 10% of the tuition fee will be deducted/has to be paid in	• 30% of the paid in tuition fee will be refunded • 70% of the tuition fee will be deducted/has to be paid in	• There is no refund from the paid in tuition fee, the tuition fee has to be paid in in full