

TO DO LIST FOR FINAL SEMESTER STUDENTS

1. Data reconciliation

- Check your personal data and documents (language certificate, diploma etc.) recorded at the Education System and – if needed – ask the Student Office to update them until 4th of May.

2. Application for the final exam via MODULO: 7th April – 20th May.

3. Declaration of the attainment of the pre-degree certificate at the Student Office:

- fill and hand in the „**DECLARATION ON THE COMPLETION OF THE CONDITIONS OF ABSOLUTORY (PRE-DEGREE CERTIFICATE)**” form.
- The form has to be sent to the following e-mail addresses the latest 2 workdays prior to the day of the final exam: to.bbmk@szte.hu, tr.bbmk@szte.hu
- The date of recording your last grade at the NEPTUN Unified Education System should be put on the form.
- Attention! We firmly ask every student to continuously check in NEPTUN if every professor has registered your grade/signature. If you notice any absence, contact the Student Office as you can only hand in the form when all your grades/signatures are registered.

5. Filling the „EXIT FORM” and handing it in at the Student Office:

- The latest 2 workdays prior to the day of the final exam at the Student Office
- We call your attention to that if a student has any sort of debt (repeat exam fee, service fee, dormitory fee etc.) towards the University, he or she is not allowed to take the final exam.
- Settlement of debt has to be done the latest 2 workdays prior to the day of the final exam
- If you go to the Student Service Office (HSZI) (Szeged, Ady tér 10, 6722) and settle the debt paying by card the amount will get credited instantaneously. Payment by cheque takes 5-6 workdays to appear as completed in NEPTUN, and a bank transfer can take even up to 1 month, so we do not recommend these options.
