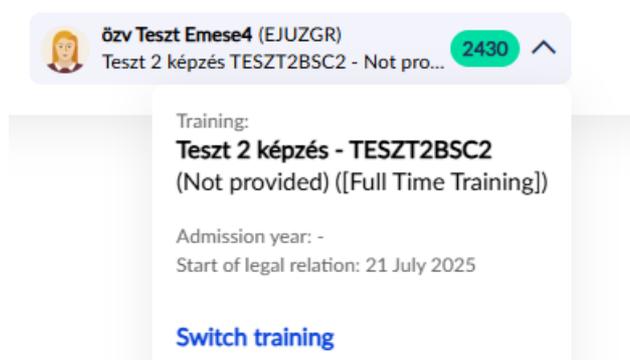


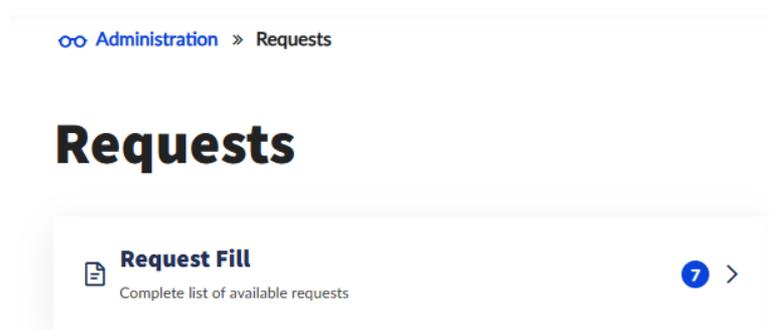
OE-0002 – Request for passive semester

The application of the request form „OE-0002 – Request for a passive semester” is submitted through the Neptun system as follows:

1. Login to the Neptun system: <https://neptun.uni-obuda.hu/ujhallgato/login>
2. If you have/had more than one degree at Óbuda University, you should select the degree for which you wish to submit the request, using the "Switch training" button in the right-hand side menu.



3. Available requests can be found in the left-hand side menu, under „Administration/Requests”, if you choose the „Request Fill” tile.



The passive semester request is a fee-based request, which is also indicated by the system under the name of the request:

OE-0002 - Request for passive semester

Fee is required, 4000 HUF

4. Fee-based request: a request that, when submitted, creates an active item for the student, waiting for payment. When the request is submitted, it is given a status that is not yet visible to the administrator on the request management interface. The submission will only be successful if the student pays the item specified for the request (4000 HUF). As soon as the item is paid, the request will appear with the administrator and they can complete the assessment.
5. Opening the request to fill in can happen in two ways:
 - a. clicking on the name of the request;
 - b. clicking the „Inspection” option on the right-hand side of the request,



then click the „Start filling” button.

6. The following two data groups will be filled in automatically from the Neptun system:
 - a. Personal Data;
 - b. Data of current major
7. On the request the following data will be also needed for the „Subject of request” part, where data can be edited, if needed:
 - a. Notification address
 - b. Notification phone number (mobile)
 - c. Notification email

The „Justification” part is a free-text field, and can be filled in as such.

PERSONAL DATA	
Name:	Teszt Emese4
Education ID:	
Neptun code:	EJUZGR

DATA OF CURRENT MAJOR	
Faculty:	Keleti Károly Faculty of Business and Management
Major:	Teszt 2 képzés
Level:	Not provided
Mode of attendance:	Full Time Training
Financial form:	Self supporting student
Start date of student status:	1/8/2024
Passive semesters:	0

SUBJECT OF REQUEST	
Teszt Emese4 student, with the following request, I turn to the Faculty Academic Committee to kindly permit the inclusion of a passive semester for the upcoming semester, based on Section 36 (1) a) and Section 40 (1) of the Óbuda University Student Requirements System.	
Semester:	2025/26/1
Notification address:	1225 <input type="text"/> Budapest <input type="text"/> Alma köz 1. <input type="text"/>
Notification phone number (mobile):	06301234567 <input type="text"/>
Notification email:	bilcska.csaba@uni-obuda.hu <input type="text"/>
Justification:	<input type="text"/>

8. Once you have completed the form, you can move on by clicking the "Next Page" button.
9. The preview page for the filled in request will appear, so you can double check the data.
10. The request can be submitted with the „Submit request” button in the top right corner.



WARNING! If you don't click on the „Submit Request” button at the end of the procedure, and you exit the page, the request will not be submitted!

11. If submitting the request was successful, you will be notified by a pop-up window:

Submission successful!

The request has been submitted and will be judged by the institution. You have no further action until you decide.

Payable request!

Amount of imposition: 4000 HUF

Close

Pay now

By clicking the „Pay now” button will navigate you to the interface where the related, automatically displayed item can be paid.

12. The submitted request can be viewed under „Administration/Requests” clicking at the „Submitted requests” tile. You can double check whether the submission of the request was successful.

This tab shows the following details of the submitted request:

- name,
- ID,
- date of submission,
- request status,
- administrator,
- reason for decision.

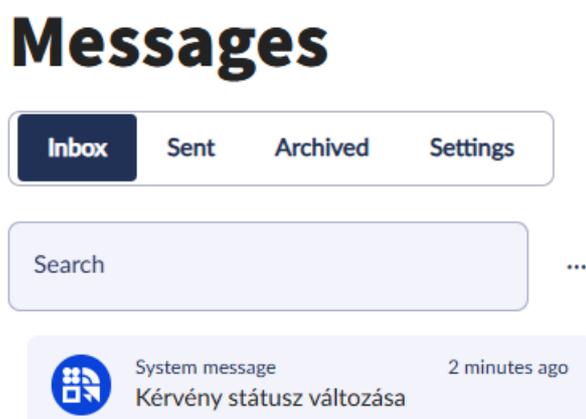
13. The pdf file generated from the submitted request can be downloaded in two ways:

- by clicking on the name of the request
- by clicking on the „Details” button on the right-hand side, then clicking the „Download request” button.

14. The status of the fee-based requests is „Waiting for pay in” at first

15. After the item was paid, the status of the request automatically changes to „Being processed”. The request is with a Student Administrator at this point and they will process the requests further.

16. When the request is processed and the decision is made upon it, you will receive an automatic system notification from the Neptun system about the status change:



Budapest, 23.07.2025.

Neptun Office
Óbuda University