University of Szeged
Faculty of Agriculture

COURSE REGISTRATION

Spring semester of the 2024/2025 academic year

Where do I have to register/ sign up for my courses?

Course registration is available in the Neptun system from **03 February to 23 February 2025**. Upon logging in set your language preferances and choose *'Subjects'* from the **Menu** and then the *'Register for subject'*. Select the actual term (2024/2025/2) and the Subject type: Subject from curriculum, then click on the down arrow at the end of the subject line and click *'Take subject'*.

The **'Subject type'** buttons divide the subjects which you can register for in two types:

•*'Subjects from curriculum'*: you can filter the list to compulsory or elective subjects of the training programme with it. These subjects have the subject code   EMG24...or EFNAP24....

•*'Other elective subjects'*: these courses are all university courses that are linked to one of the faculties in the fields of sport, art, foreign languages, etc. They are, of course, also available to you. The code of these subjects starts with 'X' (e.g.   XA0021...). Please note that they are held at one of the venues of the University in Szeged, and are likely to be held at the same time as your compulsory courses in Hódmezővásárhely.

After you set the *'Additional filters'*, click on the **'Search subjects'** button to show the list of all compulsory subjects in the curriculum. By ticking the box of *'Also show taken subjects'*, you can see the subjects that you have previously fulfilled.

You can further filter the results based on 'Subject name/code', 'Subject group', 'Subject type' etc. The use of **'Recommended term'** is particularly advised. You can get further information by clicking on **'Details'**. You can also download the syllabus by clicking on **'Download syllabus'**.

After choosing the subject you want to register for, click the *'Take subject'* button. You can only register for one subject at a time.

Rules on subject and course registration

1. The general rule is that you have to register for at least one of each course types for successful registration. For example, the subject consists of lecture and practice types courses, you need to register for both. In case you are unable to register for one of the courses due to the maximum number of students, please inform the Student Registration Office so that they can increase the limit. All compulsory courses in the Faculty of Agriculture must be available to all students.

2. For students admitted before 2024/2025 academic year, it is also advised to keep in mind the **prerequisites** of particular subjects. In these cases registering for the given subject is only possible, if the subject's prerequisite has been fulfilled.

3. If you need to uptake an examination course (when only the practical part of the subject has been fulfilled, the lecture part of the subject can be uptaken as an **examination course** without the obligation to attend class), first please contact your teacher and only after his/her approval ask the Student Registration Office via email to announce the course for you as an examination course in Neptun.

4. In this study programme, each student is required to complete a total of **5** elective/optional courses (with EFNAP… code) announced by the Faculty during the 6 semesters. The fulfillment of the 5 elective courses (with EFNAP… code) is also the criterion of starting the Engineering Internship in the final semester.

A notification pop-up window informs you about whether the registration was successful or not. A short message will inform you of the reason of unsuccessful registration (e.g. 'unfulfilled subject requirements' or' registration limit is reached', etc.).

If I have any outstanding liabilities, will I not be able to register for my courses?

Neptun only permits registration for those students who paid in **at least 50% of** their **tuition fee** of the current semester.

Can I modify a registered course?

I want to re-register for a course because I could not complete it previously. How can I register for it in Neptun?

If you have not completed a compulsory or optional course in a previous semester and you want to re-register it, you can choose it again from the list of all the subjects you can register for.

Why can I not see available dates in the class schedule for a registered course?

There are some courses without any contact hours, such as Weekly practice I.-VI., Physical education I.-II., Degree Thesis I.-VI. etc. Although these courses have no contact hours, they have different requirements that need to be met, such as submitting assignments, signing an attendance sheet etc. Also, the schedule of the Faculty's optional courses will only be clarified after the beginning of the semester, and the instructor will inform the student about this on CooSpace or via email.

What does 'examination course' mean?

The student is entitled to register for a course as an examination course, if obtained a practical grade and attended the lectures but did not pass the exam. The theoretical part of the subject can be uptaken as an examination course without the obligation to attend class. Prior permission of the instructor and consultation with the Student Registration Office are required for the announcement and uptake of examination courses in Neptun.

How can I deregister courses

Students can withdraw from a course in Neptun for which they have been wrongly enrolled, until the end of the course registration period.

Click on **'Subjects'**, then **'Registered subjects'**, choose the current semester and all the registered subjects will be displayed. Select the relevant subject and click the **'Drop'** button.

How can I register/ deregister courses after the course registration period?

Course registration/ deregistration is possible by submitting the **Request for registering from a course after deadline/ Request for deregistering from a course** after deadline in Modulo system.

Modulo/ Submission/ Interfaculty forms

Is there any limit for taking up credits per semester?

There is **a maximum of 45 credit limits** determined. However, we highly advise you to follow the curriculum of your study programme, especially **pay attention to courses built upon each other**.

Can I register for courses built upon each other parallelly in a semester?

Yes, students **can register for a course of which prerequisite has not been fulfilled**, only the order in which they register for the exams has to be considered.

Is it possible that my compulsory classes overlap so they're held at the same time and I cannot attend one of them?

In case of **following the schedule of the recommended curriculum** the university guarantees that **compulsory subjects won't overlap** in your schedule.

If an unfulfilled practical course from a previous semester clashes with a practical course of the current semester, the lecturers concerned must be consulted as attendance at practical classes is compulsory.

Where can I find the course description/syllabus?

The syllabus can be found on Coospace/ Scenes / Course name, where students can click to access the course requirements and topic.

What is Ranked course registration?

The so-called Ranked course registration period is not really relevant at our Faculty, since in Neptun system all compulsory subjects are available to uptake for all students.

It is only recommended to enrol in a course during the Ranked course registration period, if there is an elective university course (with a code 'X') that you would like to enrol in while places are still available.

When can I register for courses in Neptun?

➢ **Course registration period** starts on **03.02.2025** and ends on **23.02.2025**.

➢ **Ranked course registration** starts on **27.01.2025** and ends on **01.02.2025.**

Last updated: 21. 01. 2025.