



Please fill this form with CAPITAL LETTERS!

REQUEST FOR SETTING STATUS TO PASSIVE

(Institutional ID: FI 58544)

Name: Neptun code:

Date of birth: Mother's name:

Address:

Email:

Study program:

Specialization:

Reason(s):

.....
.....
.....
.....

Attached document(s):

Pécs,

.....
signature

TEMPORARY TERMINATION OF STUDENT STATUS

Code of Studies and Examinations of the University of Pécs:

Article 22.

(1) The student's student status shall automatically be temporarily terminated in accordance with the provisions stipulated in Article (4) and Article 23 (2) (except the semester of enrolment/matriculation) in case the student:

- a) declares on registration that he/she intends to temporarily terminate his/her student status in the given semester, or
- b) fails to register necessary to continue his/her studies in the given semester.

(1a) Temporary termination of the student status in the semester of enrolment/matriculation may be permitted – except the cases specified in Sections (5)–(7) of Article 22 – by the Dean based on the student's reasoned request in equitable cases.

(2)* The Registrar may permit the temporary termination of student status upon written request in case the student intends to revoke his/her registration within one month from the commencement of the term of study as long as the student's academic achievements have not been evaluated during the semester. The deadline for the submission of applications or its communication towards the University in written form shall be the last workday of the fourth week of the semester. In case the last workday of the fourth week of the semester is a date after October 14 or March 14, the deadline to submit the applications its communication towards the University in written form shall be October 14 in the fall semester and March 14 in the spring semester.



- (3) If the student fails to request the temporary termination of his/her studies by the point of time stipulated in Article (2) the given semester qualifies as active semester even if the student does not attend classes and does not fulfil any of his/her academic requirements.
- (4) The student can temporarily terminate his/her student status on more than one occasion, but the student status may be temporarily terminated for a continuous period of no longer than two semesters.
- (5)* Student status shall also be temporarily terminated if the student cannot meet his/her academic obligations as a result of childbirth, accident, illness or any other unanticipated cause through no fault of his/her own. The restrictions under Articles (2)–(4) shall not apply to the cases defined in this Article. The student shall promptly report the exceptional circumstance and certify it with documents to the EC, which shall examine the justification of the temporary termination. After two continuously pending passive semesters the student has to request the temporary termination in each semester.
- (5a)* In derogation from Section (4), a student may temporarily terminate his/her student status for four consecutive semesters if he/she is receiving infant care benefit, child-care allowance or – with regard to his/her maternity leave – a salary. Based on this provision, the student may request the passivation of the semester(s) in an application addressed to the Faculty's Educational Committee and must attach a document certifying the circumstances his/her request is based on (e.g. resolution by an authority, employer's certificate).
- (6) Student status shall be suspended if the student is not allowed to continue his/her studies for a definite period of time as a result of disciplinary sanctions.
- (7)* Student status shall be temporarily pending for the period of doing Army Services. In this period the student is exempted from the obligations stated in this Regulation. The certificate proving such cases shall be submitted by the student to the EC prior to the start of the Army Service.
- (8)* If a student temporarily terminates his/her studies, his/her semester shall qualify as a passive semester. The student shall not be entitled to take up courses, attend the final examination, this means his/her studies cannot be assessed in the passive semester, further, the student shall not be entitled to grants and benefits stipulated in the Fees and Grants Regulations during the semester, and no dormitory residency can be granted to him/her.
- (9)* In case of the permission for the temporary termination (passivation) according to Sections (2) and (5) the day of the temporary termination shall be the day of submitting the request for the temporary termination (hereinafter: day of announcement). The day of announcement shall mean the day of posting in case of sending the request by post, the day of sending in case of faxing the request, the day of submission in case of submitting the request personally or by an authorized person or the day of sending in case of sending the request via e-mail. In case of sending the request for temporary termination via e-mail it is necessary to send it from the e-mail address that is registered in ES for the student and to indicate the name and the ES username in the e-mail containing the request.
- (10)* If the student pursues studies simultaneously at more than one majors of the University and registering for at least one major (in other words declaring that he/she intends to continue his/her studies), his/her student status shall be active in the given semester regardless of whether he/she suspends his/her studies in the further major or majors. At the same time, the restrictions pertaining to the temporary termination of student status and the legal consequences set forth in Article 23 (2) shall be separately examined in the particular programmes of the student.

THE TERMINATION OF STUDENT STATUS

Article 23.

- (2) The University shall terminate, by a unilateral statement, as of the day the decision concerning termination becomes final, the student status in the given major of the student who failed to register for the following semester on two consecutive occasions, except from the students under 22 (5), or who does not commence his/her studies following the temporary termination of his/her student status provided the student has – at least once – been warned in writing to meet his/her obligation by the given deadline and has been informed about the legal consequences of such omission. The warning shall be issued not later than two weeks before the registration period of the semester in which the legal consequences of the omission are due. In case the warning returned undelivered to the Registrar's Office from the notification address of the student stored in ES with „Rejected”, „Not claimed”, „Unknown”, „Recipient unknown”, „Takeover denied” or „Moved away” notifications, the warning is considered delivered – considering the fact that the student is responsible in every case for the correctness and completeness of the data which can be modified by the student in ES, according to Article 37 (2) of the this Code. The warning shall be considered as delivered if during the electronic administration the provider of the official availability certifies that the consignment was received by the customer at the time indicated in the confirmation or if the provider provider of the official availability certifies that the recipient refused to receive the consignment at the time indicated in the confirmation on the refusal or the provider of the official availability certifies that the recipient has not taken the consignment despite having been notified two times on the fifth workday following the date indicated in the confirmation.
- In case of delivering by post the assumption of delivery cannot be applied to students in foreign language training programmes. In their cases if the warning letter if sending the warning by post was unsuccessful the personal handing over shall be attempted at the Registrar's Office within a short period of time. If the student does not pick up the warning before the stated deadline in person at the Registrar's Office, the warning shall be considered as delivered and the warning letter shall be uploaded to the ES and the student shall be notified about the upload through the messaging system of the ES.