

Course registration general guideline

You can only begin course registration once your semester status has been set to "active."

1. What courses / subjects do I have to register for?

Full-degree students: your main guidelines for choosing your courses will be the curriculum. You will find the curriculum for your study program on Neptun's opening page in the relevant folder. Besides this, please wait for the guidance of your Head of program and the program coordinator.

<https://host.sdakft.hu/momehw/login>

Erasmus students: please consult with the program coordinator of the **department which will welcome you for the semester**. Usually, each study program sends out a Welcome information email to the arriving Erasmus students, and they advise you in this email about the courses available for that study program.

In the Erasmus Welcome presentation, you will see the email addresses of the program coordinator.

2. Where can I find the course descriptions or syllabi?

You can find the syllabi on Neptun's opening page in the respective folder. Please check back regularly as the syllabi gets uploaded gradually. For questions regarding the **course description**, **course approval**, or other **content-related** matters, please contact the school offering the course or the course instructor.



Moholy-Nagy University of Art and Design Budapest

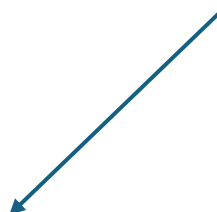
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3. What is the difference between a subject and a course? (Tárgy és kurzus)

In your curriculum what you see for each semester are the “subjects”. A subject will have a course open under it, or sometimes two, or even three courses. Often a “subject” will only be fulfilled when you register and complete **all the courses** that are under that subject. Or, in other cases, there are two- three, or four courses open under a ‘subjects’ and you can just choose one that you prefer, and that is enough to fulfil the subject’.

4. Free electives

Electives are open both with English and with Hungarian codes (with 50-50%), sometimes on both BA and MA level, if the course criteria allow.

English MA students: Hungarians studying in the English MA programs can complete a maximum of 15 ECTS in **elective** courses taught in Hungarian, with the written approval of your Head of program. If you cannot see such a course, listing for you in Neptun, you may ask the education managers to open it for you and register you on the course.

Erasmus students: for you the elective course which are taught in English will be listed with an Erasmus code.

5. RDA / Research- Development-Innovation courses

RDI courses in English are primarily open for those studying in the English MA programs (full-degree students) or for the incoming Erasmus students.

Hungarian RDI courses are meant for the students studying in Hungarian.

6. How many ECTS should I take per semester

Full-degree students are advised to complete 30 ECTS per semester, however, there is flexibility, and you can complete fewer or more. The minimum credits per semester is an average of 5 ECTS in two semesters. But the general rule of thumb is that students take 30 ECTS per semester.

Erasmus students: you must check with your home university how many credits they expect you to complete.

7. How does the ‘waiting list’ _ ‘approval list’ work?

Some courses require the approval of the education managers. When you register on such course, a pop-up message will tell you. It is important to check the ‘course criteria’ (or ‘notes’ section) where it may be specified if the course is only available to certain students. (e.g: the course is primarily open to Animation and Photography students)

The approval of the eligible students happens in chronological order. You will receive an automated Neptun message when your registration is approved and rejected.

8. Who can assist with my **technical issues**?

(.e.g: the course does not exist for you; the course is listed but it does not let you register ...)

The best strategy is to identify who / which department has created the course and reach out to them for assistance.

The codes will show you where the course is created:

- if you see CS- in the code: it is Classic School / below are the Education managers for each school.

You can email: hajba.maria@mome.hu

matefi.vivien@mome.hu

- If you see FS- in the code: it is Future School

You can email: palagyi.diana@mome.hu

Beres.biborka@mome.hu (English MA students!)

- If you see TP-in the code: it is the Tech Park

You can email: kovacs.timea@mome.hu

- Courses for Erasmus students should always contain ER- in the code

9. Adding and dropping courses after the course registration period

Students must complete all their registration and de-registration within the given course registration period. In the last two days of the course registration period, you can only register on courses and NOT drop courses. Please keep to deadline indicated in the Academic Calendar.

Any further changes require special approval and are charged by administrative fees. If someone missed out on anything beyond this, we can still add them with written approval from both the program coordinator and the course instructor.

10. Registration for the Course Week course

The Course Week is an intensive / immersive study week with courses that do not bear credit.

Full-degree students: it is mandatory to complete minimum 2 CW courses during your studies, but you can choose in which semester you will do this. Registration is at a separate period, usually 2 weeks prior to the CW. Please pay attention to the information sent to you, and check the AC for details of the Course Week dates.

Erasmus students: The Course Week courses do not bear credits; therefore, you have the option to opt out and have a week for Autumn holiday. Of course, you can also register for one, if you would like to join a course. During this week the other “normal” / semester courses are on hold.

Please always read carefully the information emails sent to you about Course registration, either by the Student Affairs and Registrar’s Office (Tanulmányi Információs Központ) or by the department / school where you study program belongs to.