**Administration for graduands (dissertation upload and check-out )**

|  |  |  |  |
| --- | --- | --- | --- |
| **MÉK** | Action | Responsibility | Deadline |
| 1. | Study Dpt sends a list of graduating students to the Library | Study Dpt | April 2020 |
| 2.  | A library sends a confirmation to the Study Dpt with a list of uploaders supplemented with a list of debts.**Those who do not have books overdue, the Library will also cerify the check-out with this list.** | Library | May 11, 2020 |
| 3. | Students will be informed about the success of the upload and **check-out**. | Study Dpt |  |
| 4.  | Library searches students for debts | Library | April 30, 2020 |
| 5. | Library sends the Study Dpt information on status of **check-out** (on request) | Library |  |
| 6. | Deadline for returning books | Library | May 20, 2020 |
| 7.  | Deadline for **check-out** | Library | May 27, 2020 |

**How to take your books back:**

 **1. In person:** from 20 April at the following places and times:

 Library on the Kassai street Campus: continuously in the bookcase at the rear / economic entrance

 Library at the Life Science Building: on Tuesdays and Thursdays 9- 15 h in the bookcase in front of the building

 **Note**: When administering books, please note that returned books will be quarantined for 3-5 days prior to return. Every Tuesday, we take back books thrown in the previous week. In both locations, we provide the ability to return books borrowed from either unit.

 **1. By post**

 Mailing address: DEENK, 4032 Debrecen, Egyetem tér 1.

 Note: When administering books, please note that returned books will be quarantined for 3-5 days prior to return. Books sent by mail are counted from the time they are received.