



## TASKS AND RULES OF PROCEDURES RELATED TO THE CLOSING OF I. (AUTUMN) SEMESTER 2023/2024 AS WELL AS THE PREPARATIONS, STARTING OF THE II. (SPRING) SEMESTER 2023/2024<sup>1</sup>

### I. Closing of the I. (autumn) semester 2023/2024 term-time. (TÜ 4:11. §) End of the term-time: December 16, 2023. (Saturday)

1. Supplementation of the Instructor's signature and mid-year grade at the latest: **January 17, 2024 (Wednesday)**
2. If the student did not make a statement regarding the offered grade (did not accept it or did not reject it) **until the January 7, 2024.** in Neptun, then the faculty administrator will mark these grades as accepted on the **January 8, 2024.**
3. The instructor must grade every of their students in every course **until the December 18, 2023. the latest** – if a signature is required "Signed" , "Refused" or "Banned" ; in case of a mid-year grade by assigning the grade (1-5) or "Banned" entry.

### II. Preparations for the exam period of the I. (autumn) semester of 2023/2024 (TÜ 34:67 §) Exam period: December 18, 2023 (Monday) – February 3, 2024 (Saturday)

1. Period for assigning the offered grades: **December 4, 2023 (Monday) – February 3, 2023 (Saturday)**
2. The announcement of exam dates, signature and mid-year grade supplementations, as well as the deadline for setting the exam period in Neptun: **November 30, 2023 (Thursday) 12:00**

It is extremely important to be fully compliant with Section 48 (1) of the Study and Examination Regulations: "It is mandatory to schedule at least three exam dates for each subject, from which one must be on the last week of the exam period"

3. Start of the exam applications in case of all Faculties: **December 4, 2023. (Monday) 13:00**  
Application for the exams are subject to obtaining a signature, i.e. the student can only apply for the exam if the signature for the subject has been entered in Neptun.
4. End of the exam period in all Faculties
  - a. Full-time schedule: **February 2, 2024. (Friday) 18:00**
  - b. Part-time evening, corresponding and online schedule: **February 3, 2024. (Saturday) 18:00**
5. **The University will be closed from December 20, 2023, to January 7, 2024.**
  - a. The last day for bank file uploads in 2023: **December 18, 2023 (Monday).**
  - b. The first day for bank file uploads in 2024: **January 8, 2024 (Monday).**

<sup>1</sup> Approved by the Universities' Education Committee on the 3rd of October 2023.



**III. Preparations for the final examination of the I. (Autumn) semester of 2023/2024**  
**Final examination period: January 22, 2024 (Monday) – February 2. (Friday)**

**A. Deadlines for handing in the Thesis/Diploma work. (TÜ 8:2. – 8:10. §)**

1. Deadline for sending the student the final "Thesis/Thesis work test" by the Institution/Faculty: **October 31, 2023 (Tuesday)**
2. The Thesis Working Portal (<https://diploma.uni-obuda.hu/>) will receive the theses **from November 2, 2023.**
3. The deadline for uploading the thesis/diploma work to the Thesis Portal: **December 15, 2023. (Friday)**

In the case of students taking their final exams ahead of schedule, the faculties may also set an earlier deadline for submitting their thesis or dissertation.

The theses of the higher education vocational training, as well in case of civil engineer BSc, the architectural engineering BSc and the architect MSc majors, the thesis plan can be uploaded **until December 29, 2023.**

4. Deadline for uploading the thesis/diploma work into the plagiarism checker by the consultant: **December 20, 2023 (Wednesday)**

In case of a higher education vocational training the plagiarism check can be done **until January 3, 2023.**

In the case of the thesis plan of the civil engineering BSc, architectural engineering BSc and architect MSc majors the plagiarism check is not mandatory in this way.

5. Deadline for the evaluation of the thesis by the evaluator: **10. workdays before the final exam.**

**B. Deadlines for final exam applications.**

- |   |   |
|---|---|
| 1. Start of early final exam registration period:   | <b>November 27, 2023 (Monday) 08:00</b> |
| 2. End of early final exam registration period:     | <b>December 3, 2023 (Sunday) 23:59</b>  |
| 3. Start of early final exam withdrawal period:     | <b>December 4, 2023 (Monday) 08:00</b>  |
| 4. End of early final exam withdrawal period:       | <b>January 7, 2024 (Sunday) 23:59</b>   |
| 5. Start of regular final exam registration period: | <b>December 4, 2023 (Monday) 08:00</b>  |
| 6. End of regular final exam registration period:   | <b>January 7, 2024 (Sunday) 23:59</b>   |
| 7. Start of final exam withdrawal period:           | <b>January 8, 2024 (Monday) 08:00</b>   |
| 8. End of final exam withdrawal period:             | <b>January 21, 2024 (Sunday) 23:59</b>  |



#### IV. The preparation of II. (Spring) semester 2023/2024.

##### A. Checking curriculum data in Neptun.

Deadline: **November 24, 2023 (Friday)**

Responsible: Deputy Dean for Education of the Faculty and the Faculty Neptun administrator

##### B. Announcement of the courses, preparation of schedules. (TÜ. 4:2. §)

1. Application of cross-education needs between Faculties **November 24, 2023**.
2. **Until November 27, 2023** the Faculties will coordinate their "large room" needs for their courses with over a 100 students.  
The faculty representatives will agree on the requests by **November 29, 2023**, which must be treated as initial (fixed) data when creating the faculty schedule. If the faculty representatives fail to come to an agreement about the "large room" distributions, they must indicate it to the Directorate-General for Education which makes decision in this cases until **December 1, 2023**.
3. Instructors can only make individual requests regarding the schedule and forward it to the schedule editor by **December 4, 2023 the latest**, after the request was approved by the institute director/department head.
4. Feedback on approval and/or rejection of cross-education needs between Faculties **until December 6, 2023**.
5. Announcement of the courses in Neptun **by December 1, 2023 the latest**.
6. The Dean of the Faculty responsible for the training approves the announcement of the courses **until December 6, 2023**.
7. During the preparation of the schedule, **one most strive to**, that the
  - a) Full-time courses during the 1-12. hours, i.e. between 8:00 – 18:40;
  - b) Part-time evening courses during 10-16. hours, i.e. between 16:15 – 22:00;
  - c) BSc full-time courses between the days of Monday – Thursday;
  - d) BSc corresponding courses between the days of Friday – Sunday must be held.
8. The Faculty schedule editor records the schedule data of the announced courses in Neptun, and assigns rooms and dates to them **by January 17, 2024 the latest**.  
Arising schedule problems (absence, class conflict etc.) are checked by the relevant instructors – by checking their own schedule – and for the sake of replacement/correction they notify the schedule editor **until January 17, 2024**.  
Deadline of finalizing the schedule: **January 19, 2024 (Friday)**
9. **It is extremely important**, that the valid program and requirements of the courses that are to be announced be published on the department/institute/faculty websites at least 3 days before the drop-add period



### C. Applying for courses. (TÜ. 4:4. §)

1. Deadline for setting the preliminary drop-add period: **January 19, 2024 (Friday)**
2. Beginning of the preliminary drop-add period
  - a) In case of **full-time students**:

RKK	January 22, 2024 (Monday)	13:00
KVK	January 22, 2024 (Monday)	13:00
NIK	January 23, 2024 (Tuesday)	13:00
BGK	January 24, 2024 (Wednesday)	13:00
AMK	January 25, 2024 (Thursday)	13:00
YBL	January 25, 2024 (Thursday)	13:00
KGK	January 26, 2024 (Friday)	13:00

- b) In case of **part-time evening and corresponding students**:

RKK	January 29, 2024 (Monday)	13:00
KVK	January 29, 2024 (Monday)	13:00
NIK	January 30, 2024 (Tuesday)	13:00
BGK	January 31, 2024 (Wednesday)	13:00
AMK	February 1, 2024 (Thursday)	13:00
YBL	February 1, 2024 (Thursday)	13:00
KGK	February 2, 2024 (Friday)	13:00

3. The end of the preliminary drop-add period: **February 4, 2024. (Sunday)**
4. During the preliminary drop-add period the exam period is still in process, hence in order to conduct the two periods in parallel, **between January 22-26, 2024. from 8:00 to 13:00** course application is not possible in neither of the Faculties, however exam application is allowed.

I.e. course application is possible **between January 22-26, 2024, between the hours of 13:00 and 8:00 the next day.**

The Neptun Office administrator will reset the student web servers centrally, **between January 22-26, 2023, between the hours of 12:00 and 13:00**, so that the students do not overload the system unnecessarily.

5. Beginning of the final drop-add period: **February 5, 2024. (Monday) 8:00**  
The students can finalize their courses during this period.
6. The Institutes/Departments after receiving the application of the courses will decide on the courses that will not be started, the affected students will be notified, and they set the course into "Not started" status **by February 5, 2024 the latest.**
7. End of the final drop-add period: **February 8, 2024. (Thursday) 23:59**
8. The Institutes/Departments will delete the students who might still be on courses with "Not started" statuses **until February 9, 2024.**



## V. Starting the II. (Spring) semester of 2023/2024.

### A. Enrolment, registration.

#### 1. Registration. (TÜ. 4:3. §)

Students who begin their second or further semester must register for their next semester through Neptun *Administration/Enrolment/Registration* menu by choosing an active status for the semester.

Applying to a course is possible only and exclusively after enrolment and choosing an active status. Registration is not allowed with expired financial debt!

Registration period: **January 22, 2024 (Monday) – February 9. (Friday)**

#### 2. Enrolment.

Student who were admitted for the II. (Spring) semester 2023/2024. must enrol for the training in Neptun *Administration/Enrolment/Registration* menu. The enrolment will be valid after handing in the validated *OE-0045 – Enrolment sheet* and with the acceptance of the Faculty Administrators Office. Enrolment is not allowed with expired financial debt!

**By recommendation** it is the Neptun administrator of the Faculty who will register the enrolled students for the first semester courses of the sample curriculum.

Request for a Passive Semester: After selecting Active Status, submit the "OE-0002 - Passive Semester Application" form.

Enrolment period: **January 22, 2024. (Monday) – February 9, 2024. (Friday)**

#### 3. Registration week: **February 5, 2024. (Monday) – February 9, 2024. (Friday)**

#### 4. First day of education: **February 12, 2024. (Monday)**

#### 5. In case of professional advanced studies the enrolment period can be extended **until February 16, 2024.**

### B. Tasks of the registration week (TÜ. 4:6. §)

1. The recommended deadline to submit application to the Faculty Credit Transfer Committee, the Faculty Academic Committee and to the Equal Opportunities Committee is the first day of the registration week, i.e. **February 5, 2023.** but the Faculties can determine a different deadline in case of submissions not to be handed into Neptun.
2. In case of transfer from another Higher Education Institution it must be recorded, that from which institution does the transfer takes place and when does the student status starts in Óbuda University. The student have to be notified by sending the transfer resolution, and the Neptun Office have to be notified about the successful transfer by sending a copy of the resolution until **February 15, 2023.** The Directorate-General for Education informs the transferring institution with the data received from the Neptun Office through Official Gateway.



### C. Scholarship transfer deadlines.

1. **Until February 15, 2024.** the Registrar's Offices sets the students data in Neptun and send the necessary data to the Neptun Office for the home statistics.
2. **Until February 19, 2024.** the Neptun Office creates the university home statistics and sends it to the Directorate-General for Education, which negotiates with EHÖK about faculty frameworks
3. **Until February 19, 2024.** the Neptun Office sends the students' data to EHÖK.
4. **Until February 20, 2024.** EHÖK forwards the faculty data tables to the Faculties HÖK.
5. **Until February 22, 2024.** the Faculty HÖK creates the transfer lists and sends it to the Faculty Neptun Administrator.
6. **Until February 26, 2024.** the Faculty Neptun Administrator records the final transfer data into Neptun and notifies the Faculty HÖK.
7. **Until February 27, 2024.** the Faculty HÖK send the Reference sheet for the Faculty Administrators Office, from where it gets forwarded to the Economic and Financial Affairs Office of the Faculty.
8. **Until March 1, 2024.** the signed Reference and Certificate Accompanying sheet arrives to the Neptun Office from the Economic and Financial Affairs Office of the Faculty.
9. **Until March 4, 2024.** the Neptun Office checks the faculty transfer data in Neptun, as well as signs the Reference and Certificate Accompanying sheet with the Vice-Rector of Education, then forwards everything to the Directorates-General for Economic and Financial Affairs.
10. **Until March 10, 2024.** the Directorates-General for Economic and Financial Affairs starts the transfers to the students' accounts.

### D. OSAP statistics deadlines.

1. Deadline for setting data related to the statistics: **March 1, 2024. (Friday)**
2. Deadline for checking student, lecturer, dormitory and mobility data sent into OSAP, fixing errors, correcting deficiencies: **March 18, 2023. (Monday)**  
It is the Faculty Vice-Dean of Education who coordinates the control of faculty data.  
After that targeted data is only sent to FIR based on individual indication.  
STATK and STATT errors affecting the OSAP statistics for the II. semester of 2023/2024. are extremely important to correct until the deadline!
3. OSAP statistics are expected to close on March 31, 2024.

Budapest, 3<sup>rd</sup> of October 2023.

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