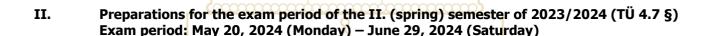# TASKS AND RULES OF PROCEDURES RELATED TO THE CLOSING OF II. (SPRING) SEMESTER 2023/2024 AS WELL AS THE PREPARATIONS, STARTING OF THE I. (AUTUMN) SEMESTER 2024/2025[1]

I. **Closing of the II. (spring) semester 2023/2024 term-time. (TÜ 4:11. §)**
End of the term-time: May 18, 2024. (Saturday)

1. Grading period: April 1, 2024 - Thursday, July 4, 2024, 12:00

2. Period for assigning the offered grades: Monday, April 29, 2024 - Tuesday, May 21, 2024

3. The Instructor is required to evaluate every student in each of their courses by May 21, 2024, at the latest:
   - In the case of a signature requirement: "Signed", "Refused", or "Banned";
   - In the case of a mid-year grade requirement: a grade (1-5) or "Banned".

4. Deadline for making up signatures and mid-year grades: Monday, June 3, 2024

5. If the student did not make a statement (did not accept it or did not reject it) regarding the offered grade in Neptun by June 3, 2024, the administrator will set these grades to accepted on June 4, 2024.

6. Deadline for calculating averages and closing semesters: Friday, July 5, 2024, 18:00

II. **Preparations for the exam period of the II. (spring) semester of 2023/2024 (TÜ 4.7 §)**
Exam period: May 20, 2024 (Monday) – June 29, 2024 (Saturday)

a. The announcement of exam dates, signature and mid-year grade supplementations, as well as the deadline for setting the exam period in Neptun: **May 2, 2024 (Thursday) 12:00**

b. Start of the exam applications in case of all Faculties: **May 6, 2024. (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.

c. End of the exam period in all Faculties
   i. Full-time schedule: **June 28, 2024. (Friday) 18:00**
   ii. Part-time evening, corresponding and distance learning (online) schedule: **June 29, 2024. (Saturday) 18:00**

d. According to Section 48 (12) of the Student Requirements System of Óbuda University, the preferential exam week is from **August 26-30, 2024**.
   a. The Dean of the Faculty will decide by July 31, 2024, in which subjects exams can be held during the preferential exam week.

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[1] Accepted by the University's Education Committee at its meeting on March 5, 2024. Amended by the Education Committee at its meetings on April 9, 2024, and May 7, 2024.

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b. Deadline for announcing exams for the preferential exam week: **August 9, 2024**

c. Registration period for the exams of the preferential exam week: **August 12-26, 2024**

d. The preferential exams must be announced for the first two days of the exam week: **Monday-Tuesday, August 26-27, 2024**

e. The semester records of students registered for the exams must be unlocked by the Registrar's Office so that instructors can enter the results in Neptun.

f) Results obtained during the preferential exam week must be recorded in Neptun by **Wednesday, August 28, 2024, 12:00** at the latest.

g) After entering the grades, the Registrar's Office must recalculate the averages for the 2023/24/2 semester for the students who took exams and upload them to FIR. Deadline: **Thursday, August 29, 2024.**

III. **Preparations for the final examination of the II. (spring) semester of 2023/2024**
Final examination period: June 24, 2024 (Monday) – July 5, 2024 (Friday)

A. **Deadlines for submitting theses/dissertations. (TÜ 8:2. – 8:10. §)**

1. Deadline for sending the student the final "Thesis/Thesis work test" by the Institute/Department: **April 2, 2024 (Tuesday**)

2. The Thesis Working Portal (https://diploma.uni-obuda.hu/) will receive the theses **from April 8, 2024**.

3. The deadline for uploading the thesis/diploma work to the Thesis Portal: **May 15, 2024. (Wednesday)**

   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 May 29, 2024**.

4. Deadline for uploading the thesis/diploma work into the plagiarism checker by the consultant: **May 20, 2024 (Monday)**

   In case of a higher education vocational training the plagiarism check can be done **until June 3, 2024**.

   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 the final exam registration period: **May 6, 2024 (Monday) 08:00**
2. End of the final exam registration period: **June 2, 2024 (Sunday) 23:59**
3. Start of the exam withdrawal period: **June 3, 2024 (Monday) 08:00**
4. End of the exam withdrawal period: **June 23, 2024 (Sunday) 23:59**

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IV. The preparation of I. (autumn) semester 2024/2025.

A. Checking curriculum data in Neptun.
Deadline: **April 26, 2024 (Friday)**
<u>Responsible:</u> 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 for cross-education needs between Faculties by **April 26, 2024.**

2. **Until April 30, 2024** 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 **May 2, 2024**, 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 **May 7, 2024.**

3. Instructors can only make individual requests regarding the schedule and forward it to the schedule editor by **May 7, 2024 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 mu be provided **until May 10, 2024.**

5. Announcement of the courses in Neptun **by May 14, 2024 the latest.**

6. The Dean of the Faculty responsible for the training approves the announced courses **until May 17, 2024.**

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 June 5, 2024 the latest.**

• Arising schedule problems (conflicts, overlaps, etc.) must be reported by the affected instructors **by June 5, 2024,** to the schedule editor for correction.

   Deadline of finalizing the schedule: **June 7, 2024 (Friday)**

9. **It is crucial** to publish the valid program and requirements of the announced courses on the department/institute/faculty websites at least **3 days before the start of the drop-add period!**

C. Applying for courses. (TÜ. 4:4. §)

1. Deadline for setting the preliminary drop-add period: **June 7, 2024 (Friday)**

2. Beginning of the preliminary drop-add period

    a) In case of **full-time students**:

    KGK: Monday, June 10, 2024, 14:00
    RKK: Tuesday, June 11, 2024, 14:00
    KVK: Tuesday, June 11, 2024, 14:00
    NIK: Wednesday, June 12, 2024, 14:00
    BGK: Thursday, June 13, 2024, 14:00
    AMK: Friday, June 14, 2024, 14:00
    YBL: Friday, June 14, 2024, 14:00

    b) In case of **part-time evening and corresponding and distance learning (online) students**:

    KGK: Monday, June 17, 2024, 14:00
    RKK: Tuesday, June 18, 2024, 14:00
    KVK: Tuesday, June 18, 2024, 14:00
    NIK: Wednesday, June 19, 2024, 14:00
    BGK: Thursday, June 20, 2024, 14:00
    AMK: Friday, June 21, 2024, 14:00
    YBL: Friday, June 21, 2024, 14:00

3. The end of the preliminary drop-add period: **July 5, 2024. (Friday)**

4. Since there is also an exam period during the preliminary drop-add period, in order to manage both periods simultaneously, no courses can be registered for between 8:00 and 14:00 at any faculty from June 10-14, 2024. However, exam registration is allowed. Therefore, courses can be registered for between 14:00 and 8:00 the following day from June 10-14, 2024.

5. According to the "23/2023. (XII.6.) Rector's Directive," students whose "OE-0089 - Token-based Early Course Registration Request" is accepted will be able to register for courses in Neptun one hour before the above starting times, beginning at 13:00. The deadline to submit this request is **Wednesday, June 5, 2024, 23:59.**

6. Start of the final course registration period: **Monday, September 2, 2024, 8:00**

7. During the final course registration period, students can finalize their course selections.

8. Based on course enrollment numbers, the Institute/Departments will decide on courses that will not be offered and will notify the affected students, changing the course status to "Not Offered" by **September 3, 2024,** at the latest.

9. End of the final drop-add period: **Thursday, September 5, 2024, 23:59**

10. The Institutes/Departments will remove any remaining students from courses marked as "Not Offered" by **September 6, 2024**, at the latest.

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V. Starting the I. (autumn) semester of 2024/2025.

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 obligations!
    Request for a Passive semester: After selecting Active status, submit the form "OE-0002 - Request for Passive semester."
    Enrollment period: **Monday, June 10, 2024 - Friday, September 6, 2024.**

2. Enrolment.

    Student who were admitted for the I. (autumn) semester 2024/2025. 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* with the acceptance of the Faculty Administrators Office. Enrolment is not allowed with expired financial obligations!

    By recommendation it is the Neptun administratos 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: **August 5, 2024. (Monday) – September 6, 2024. (Friday)**

3. Registration week: **September 2, 2024. (Monday) – September 6, 2024. (Friday)**

4. First day of education: **September 9, 2024. (Monday)**

5. In case of professional advanced studies/specialized training programmes the enrolment period can be extended **until September 27, 2024**.

B. Tasks for 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 subcommittee for student affairs of the Equal Opportunities Committee is the first day of the registration week, i.e. **September 2, 2024**. but the Faculties may 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 at Óbuda University. The student must 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 **September 16, 2024**. The Directorate-General for Education informs the transferring institution with the data received from the Neptun Office through Official Gateway.

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C. Scholarship transfer deadlines.

1. **Until September 16, 2024.** the Registrar's Offices sets the students data in Neptun. The necessary data for in-house statistics is retrieved by the Neptun Office from the Neptun system.

2. **Until September 19, 2024**. the Neptun Office creates the university home statistics and sends it to the Directorate-General for Education, which negotiates with EHÖK (Student Union) about faculty frameworks.

3. **Until September 19, 2024.** the Neptun Office sends the students' data to EHÖK.

4. **Until September 20, 2024.** EHÖK forwards the faculty data tables to the Faculties HÖK.

5. **Until September 23, 2024.** the Faculty HÖK creates the transfer lists and sends it to the Faculty Neptun Administrator.

6. **Until September 26, 2024.** the Faculty Neptun Administrator records the final transfer data into Neptun and notifies the Faculty HÖK.

7. **Until September 27, 2024.** the Faculty HÖK send the Reference sheet to the Registrar's Office, from where it gets forwarded to the Economic and Financial Affairs Office of the Faculty.

8. **Until October 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 October 4, 2024.** the Neptun Office checks the faculty transfer data in Neptun, as well as obtains the signature of the Vice-Rector of Education the Reference and Certificate Accompanying sheet, then forwards everything to the Directorates-General for Economic and Financial Affairs.

10. **Until October 10, 2024.** the Directorates-General for Economic and Financial Affairs initiates the transfers to the students' accounts.

D. OSAP statistics deadlines.

1. Deadline for setting up data related to the statistics: **October 4, 2024. (Friday)**

2. Deadline for checking student, lecturer, dormitory and mobility data sent into OSAP, fixing errors, correcting deficiencies: **October 14, 2024. (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.
It is particularly important to correct STATK and STATT errors related to the OSAP statistics for the 2024/25/1 semester by the deadline!

3. OSAP statistics are expected to conclude on October 31, 2024.

Budapest, 5rh of March 2024.

Ervin Rácz, Ph.D., habil
Vice-Rector responsible for Education

Csaba Bilicska
Neptun Director