



TASKS AND RULES OF PROCEDURES RELATED TO THE CLOSING OF I. (FALL) SEMESTER 2024/2025 AS WELL AS THE PREPARATIONS, STARTING OF THE II. (SPRING) SEMESTER 2024/2025¹

I. Closing of the study period of the I. (fall) semester of the 2024/2025 academic year. (TÜ 4:11. §) End of the study period: December 14, 2024 (Saturday)

1. Grade entry period: November 1, 2024 – February 12, 2025
2. Period for assigning the offered grades: November 25, 2024 (Monday) – December 17, 2024 (Tuesday)
3. The Instructor is required to evaluate every student in each of their courses by December 16, 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: January 14, 2025 (Tuesday)
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 January 6, 2025, the administrator will set these grades to accepted on January 7, 2025.
6. Deadline for calculating averages and closing semesters: February 14, 2025 (Friday) 18:00

II. Preparations for the exam period of the I. (fall) semester of 2023/2024 (TÜ 4.7 §) Exam period: December 16, 2024 (Monday) – February 8, 2025 (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: **November 28, 2024 (Thursday) 12:00**
- b. Start of the exam applications in case of all Faculties: **December 2, 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: **February 7, 2025 (Friday) 18:00**
 - ii. Part-time evening, corresponding and distance learning (online) schedule: **February 8, 2025 (Saturday) 18:00**
- d. The university will be closed between December 19, 2024, and January 5, 2025!
 - a) Last day for bank transaction processing in 2024: December 18, 2024 (Wednesday)
 - b) First day for bank transaction processing in 2025: January 6, 2025 (Monday)

¹ Accepted by the University's Education Committee at its meeting on October 8, 2024.



III. Preparations for the final examination of the I. (fall) semester of the 2023/2024 academic year

Final examination period: January 27, 2025 (Monday) – February 7, 2025 (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: **October 31, 2024 (Thursday)**
2. The Thesis Working Portal (<https://diploma.uni-obuda.hu/>) will start accepting submissions from **November 4, 2024.**
3. The deadline for uploading the thesis/diploma work to the Thesis Portal: **December 15, 2024. (Sunday)**

The theses of the higher education vocational training, as well in case of civil engineer BSc and MSc, the architectural engineering BSc and the architect MSc majors, the thesis plan can be uploaded **until December 29, 2024.**

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

In case of a higher education vocational training the plagiarism check can be done **until January 3, 2025.**

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 application period: Wednesday, November 27, 2024, 8:00
2. End of early final exam application period: Tuesday, December 3, 2024, 23:59
3. Start of early final exam withdrawal period: Wednesday, December 4, 2024, 8:00
4. End of early final exam withdrawal period: Sunday, January 5, 2025, 23:59
5. Start of final exam application period: Monday, December 2, 2024, 8:00
6. End of final exam application period: Sunday, January 5, 2025, 23:59
7. Start of final exam withdrawal period: Monday, January 6, 2025, 8:00
8. End of final exam withdrawal period: Sunday, January 26, 2025, 23:59

IV. The preparation of II. (spring) semester of the 2024/2025 academic year.

A. Checking curriculum data in Neptun.

Deadline: **November 22, 2024 (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. Requests for inter-faculty teaching must be submitted by **November 22, 2024.**
2. **Until November 25, 2024** the Faculties will coordinate their "large room" needs for their courses with



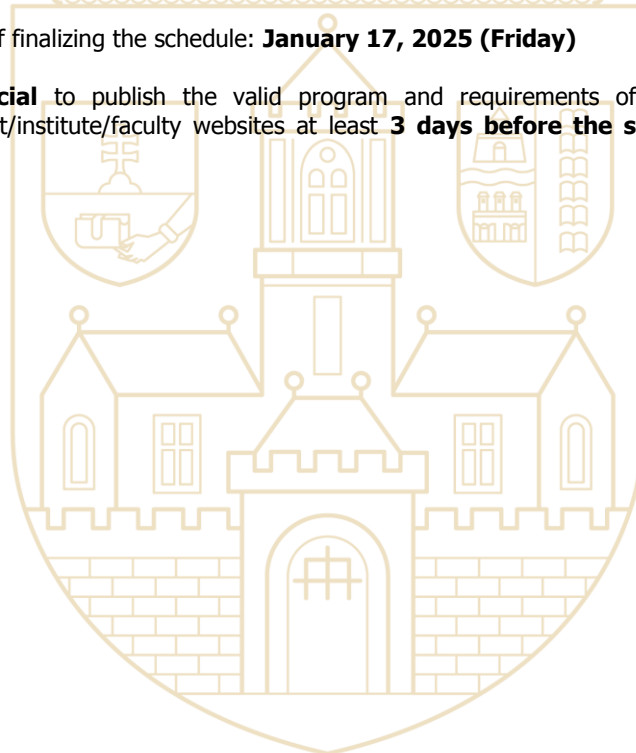
over a 100 students.

The faculty representatives will agree on the requests by **November 27, 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 November 29, **2024**.

3. Instructors can only make individual requests regarding the schedule and forward it to the schedule editor by **December 2, 2024 the latest**, after the request was approved by the institute director/department head.
4. Acceptance and/or rejection of inter-faculty teaching requests must be communicated between faculties by **December 2, 2024**.
5. Announcement of the courses in Neptun by **November 29, 2024 the latest**.
6. The Dean of the Faculty responsible for the training approves the announced courses **until December 4, 2024**.
7. During the preparation of the schedule, **one must 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 – Saturday 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 15, 2025 the latest**.
- Arising schedule problems (conflicts, overlaps, etc.) must be reported by the affected instructors **by January 15, 2025**, to the schedule editor for correction.

Deadline of finalizing the schedule: **January 17, 2025 (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 course registration period!**





C. Course registration. (TÜ. 4:4. §)

1. Deadline for setting the preliminary drop-add period: **January 17, 2025**
2. Beginning of the preliminary course registration period

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

AMK: Monday, January 20, 2025, 14:00
YBL: Monday, January 20, 2025, 14:00
KGK: Tuesday, January 21, 2025, 14:00
RKK: Wednesday, January 22, 2025, 14:00
KVK: Wednesday, January 22, 2025, 14:00
NIK: Thursday, January 23, 2025, 14:00
BGK: Friday, January 24, 2025, 14:00

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

AMK: Monday, January 27, 2025, 14:00
YBL: Monday, January 27, 2025, 14:00
KGK: Tuesday, January 28, 2025, 14:00
RKK: Wednesday, January 29, 2025, 14:00
KVK: Wednesday, January 29, 2025, 14:00
NIK: Thursday, January 30, 2025, 14:00
BGK: Friday, January 31, 2025, 14:00

3. The end of the preliminary course registration period: **February 9, 2025 (Sunday)**
4. Since there is also an exam period during the preliminary course registration period, in order to manage both periods simultaneously, no courses can be registered for between 8:00 and 14:00 at any faculty from January 20-24, 2025. However, exam registration is allowed. Therefore, courses can be registered for between 14:00 and 8:00 the following day from January 20-24, 2025. From 12:00 to 13:00 on January 20-24, 2025, the Neptun Office system administrator will centrally restart the student web servers to prevent unnecessary load on the system.
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, January 15, 2025, 23:59**.
6. Start of the final course registration period: **Monday, February 10, 2025, 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 **February 10, 2025**, at the latest.
9. End of the final course registration period: **Thursday, February 13, 2025, 23:59**
10. The Institutes/Departments will remove any remaining students from courses marked as "Not Offered" by **February 14, 2025**, at the latest.



V. Starting the II. (spring) semester of the 2024/2025 academic year.

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."

Enrolment period: **Monday, January 20, 2025 - Friday, February 14, 2025.**

2. Enrolment.

Students admitted for the 2024/2025 academic year's II. (spring) semester are required to enroll in the program in the *Neptun / Administration / Enrollment/Registration* menu by selecting *Active* status.

Enrolment becomes valid upon submitting the authenticated "OE-0045 - Enrolment Form" request and its approval by the Student Office.

Enrollment is not allowed with expired financial obligations!

Newly enrolled students are recommended to be registered for first-semester courses, according to their curriculum, by the campus Neptun system administrator.

Requesting a semester with *Passive* status: After selecting *Active* status, submit the "OE-0002 - Request for Passive Semester" form.

Enrolment period: **Monday, January 20, 2025 – Friday, February 14, 2025.**

3. Registration week: **February 10, 2025 (Monday) – February 14, 2025 (Friday)**

4. First day of education: **February 17, 2025 (Monday)**

5. In case of professional advanced studies/specialized training programmes the enrolment period can be extended **until February 28, 2025.**

B. Tasks for registration week (TÜ. 4:6. §)

1. The deadline for submitting requests addressed to the Faculty Credit Transfer Committee, the Faculty Study Committee, and the Student Affairs Subcommittee of the Equal Opportunities Committee is preferably the first day of registration week, i.e., **February 10, 2025**. However, faculties may set a different deadline for requests that are not to be submitted through the Neptun system.

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 **February 17, 2025**. The Directorate General for Education informs the transferring institution with the data received from the Neptun Office through Official Gateway (Hivatali Kapu).



C. Scholarship transfer deadlines.

1. **Until February 17, 2025** the Study Offices will update students' information in the Neptun system. The Neptun Office will extract the data required for internal statistics from the Neptun system.
2. **Until February 19, 2025** the Neptun Office creates the university's internal statistics and sends it to the Directorate General for Education, which negotiates with EHÖK (Student Union) about faculty frameworks.
3. **Until February 19, 2025** the Neptun Office sends the students' data to EHÖK.
4. **Until February 20, 2025** EHÖK forwards the faculty data tables to the Faculties HÖK.
5. **Until February 24, 2025** the Faculty HÖK creates the transfer lists and sends it to the Faculty Neptun Administrator.
6. **Until February 26, 2025** the Faculty Neptun Administrator records the final transfer data into Neptun and notifies the Faculty HÖK.
7. **Until February 27, 2025** the Faculty HÖK send the Reference sheet to the Study Office, from where it gets forwarded to the Economic and Financial Affairs Office of the Faculty.
8. **Until March 3, 2025** 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 5, 2025** the Neptun Office checks the faculty transfer data in Neptun, as well as obtains the signature of the Vice-Rector of Education on the Reference and Certificate Accompanying sheet, then forwards everything to the Directorate General for Economic and Financial Affairs.
10. **Until March 10, 2025** the Directorate 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: **March 5, 2025 (Wednesday)**
2. Deadline for checking student, lecturer, dormitory and mobility data sent into OSAP, fixing errors, correcting deficiencies: **March 14, 2025 (Friday)**
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 2024/25/2 semester by the deadline!
3. OSAP statistics are expected to conclude on March 31, 2025.

Budapest, 8th of October 2024.

Prof. Dr. Enikő Maior
Vice-Rector responsible for Education

Csaba Bilicska
Head of the Neptun Office