

## **TASKS AND RULES OF PROCEDURES RELATED TO THE CLOSING OF II. (SPRING) SEMESTER 2024/2025 AS WELL AS THE PREPARATIONS, STARTING OF THE I. (FALL) SEMESTER 2025/2026<sup>1</sup>**

### **I. Closing of the study period of the II. (spring) semester of the 2024/2025 academic year. (TÜ 4:11. §)**

**End of the study period: May 24, 2025 (Saturday)**

1. Grade entry period: April 1, 2025 – July 9, 2025 (Wednesday) 12:00
2. Period for assigning the offered grades: May 5, 2025 (Monday) – May 27, 2025 (Tuesday)
3. The Instructor is required to evaluate every student in each of their courses by May 28, 2025, 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: June 7, 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 June 29, 2025, the administrator will set these grades to accepted on June 30, 2025.
6. Deadline for calculating averages and closing semesters: July 10, 2025 (Thursday)

### **II. Preparations for the exam period of the II. (spring) semester of 2024/2025 (TÜ 4.7 §)** **Exam period: May 26, 2025 (Monday) – July 5, 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: **May 8, 2025 (Thursday) 12:00**
- b. Start of the exam applications in case of all Faculties: **May 12, 2025 (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: **July 4, 2025 (Friday) 18:00**
  - ii. Part-time evening, corresponding and distance learning (online) schedule: **July 5, 2025 (Saturday) 18:00**
- d. According to Section 48, Subsection (12) of the Student Requirements System of Obuda University, the beneficial exam week is: **August 25-29, 2025.**
  - i. The Dean of the faculty will decide **by July 31, 2025**, which subjects will have exams during the beneficial exam week.
  - ii. Deadline for posting the exams for the beneficial exam week: **August 8, 2025.**
  - iii. Registration period for exams during the beneficial exam week: **August 11-25, 2025.**

<sup>1</sup> Accepted by the University's Education Committee at its meeting on March 4, 2025.

- iv. The beneficial exams must be announced for the first two days of the exam week: **August 25-26, 2025 (Monday-Tuesday)**.
- v. The Study Office must release the semesters of students who have registered for exams so that the instructors can enter the results into Neptun.
- vi. The results of the beneficial exams must be entered into Neptun no later **than Wednesday, August 27, 2025, by 12:00**.
- vii. After entering the grades, the Study Office must recalculate the average grades for students who took the exams for the 2024/25/2 semester and upload them to FIR. Deadline: **Thursday, August 28, 2025**.

### III. Preparations for the final examination of the II. (spring) semester of the 2024/2025 academic year

**Final examination period: June 23, 2025 (Monday) – July 4, 2025 (Friday)**

#### A. Deadlines for submitting theses/diploma works. (TÜ 8:2. – 8:10. §)

1. Deadline for sending the student the final "Thesis/Diploma work test" by the Institute/Department: **March 31, 2025 (Monday)**
2. The Neptun System will start accepting submissions from **April 23, 2025**.
3. The deadline for uploading the thesis/diploma work to the Neptun System: **May 15, 2025. (Thursday)**

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 May 29, 2025**.

4. Deadline for uploading the thesis/diploma work into the plagiarism checker by the consultant: **May 20, 2025 (Tuesday)**

In case of a higher education vocational training the plagiarism check can be done **until June 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 final exam application period: **Monday, May 5, 2025, 8:00**
2. End of final exam application period: **Sunday, June 1, 2025, 23:59**
3. Start of final exam withdrawal period: **Monday, June 2, 2025, 8:00**
4. End of final exam withdrawal period: **Sunday, June 22, 2025, 23:59**

Deadline for requesting final exam record-keeper authorizations: **June 6, 2025 (Friday)**

### IV. The preparation of I. (fall) semester of the 2025/2026 academic year.

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

Deadline: **April 25, 2025 (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 **April 25, 2025**.
  2. **Until April 29, 2025** 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 **April 30, 2025**, 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 case until **May 6, 2025**.
  3. Instructors can only make individual requests regarding the schedule and forward it to the schedule editor by **May 7, 2025 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 **May 9, 2025**.
  5. Announcement of the courses in Neptun by **May 13, 2025 the latest**.
  6. The Dean of the Faculty responsible for the training approves the announced courses **until May 16, 2025**.
  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 – 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 June 11, 2025 the latest**.
  - Arising schedule problems (conflicts, overlaps, etc.) must be reported by the affected instructors **by June 12, 2025**, to the schedule editor for correction.
- Deadline of finalizing the schedule: **June 13, 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: **June 13, 2025 (Friday)**
2. Beginning of the preliminary course registration period

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

BGK – June 16, 2025 (Monday) 14:00  
 AMK – June 17, 2025 (Tuesday) 14:00  
 YBL – June 17, 2025 (Tuesday) 14:00  
 KGK – June 18, 2025 (Wednesday) 14:00  
 RKK – June 19, 2025 (Thursday) 14:00  
 KVK – June 19, 2025 (Thursday) 14:00  
 NIK – June 20, 2025 (Friday) 14:00

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

BGK – June 23, 2025 (Monday) 14:00  
 AMK – June 24, 2025 (Tuesday) 14:00  
 YBL – June 24, 2025 (Tuesday) 14:00  
 KGK – June 25, 2025 (Wednesday) 14:00  
 RKK – June 26, 2025 (Thursday) 14:00  
 KVK – June 26, 2025 (Thursday) 14:00  
 NIK – June 27, 2025 (Friday) 14:00

3. The end of the preliminary course registration period: **July 6, 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 June 16-20, 2025**. However, exam registration is allowed. Therefore, courses can be registered for between **14:00 and 8:00 the following day from June 16-20, 2025**. **From 12:00 to 13:00 on June 16-20, 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, June 11, 2025, 23:59**.  
  
The preliminary subject registration period for Physical Education courses will uniformly begin on Monday, June 30, 2025, at 14:00.
6. Start of the final course registration period: **Monday, September 1, 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 and change the course status to "Not Offered" by **September 2, 2025**, at the latest.
9. End of the final course registration period: **Thursday, September 4, 2025, 23:59**

10. The Institutes/Departments will remove any remaining students from courses marked as "Not Offered" by **September 5, 2025**, at the latest.

## V. Starting the I. (fall) semester of the 2025/2026 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, June 16, 2025 - Thursday, September 4, 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, August 4, 2025 – Thursday, September 4, 2025.**

3. Registration week: **September 1, 2025 (Monday) – September 5, 2025 (Friday)**
4. First day of education: **September 8, 2025 (Monday)**
5. In case of professional advanced studies/specialized training programmes the enrolment period can be extended **until September 26, 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., **September 1, 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 Obuda University. The student must be notified by sending the transfer resolution, and the Neptun Office have to be notified about the successful transfer by uploading the resolution to the Neptun System until **September 15, 2025**. The Rector's Office informs the transferring institution with the data received from the Neptun Office through Official Gateway (Hivatali Kapu).

### C. Scholarship transfer deadlines.

1. **By September 17, 2025**, the Study Offices will update students' data in the Neptun system. The Neptun Office will retrieve the necessary data for internal statistics from the Neptun system.
2. **By September 19, 2025**, the Neptun Office will compile the university's internal statistics and send them to the Directorate-General for Education.
3. **On September 22, 2025**, the Directorate-General for Education, the Student Union (EHÖK), and the Neptun Office will discuss faculty quotas.
4. **By September 23, 2025**, the Neptun Office will send student data to the Student Union (EHÖK).
5. **By September 25, 2025**, the Student Union (EHÖK) will forward the faculty data tables to the faculty-level Student Unions (HÖK).
6. **By September 29, 2025**, the faculty-level Student Union (HÖK) will prepare the transfer lists and send them to the local Neptun system administrator.
7. **By September 30, 2025**, the local Neptun system administrator will record the final transfer data in Neptun and notify the faculty-level Student Union (HÖK) of the results.
8. **By October 1, 2025**, the faculty-level Student Union (HÖK) will submit the signed Transfer Accompanying Sheet to the Study Office, which will then forward it to the Faculty Economic Office.
9. **By October 2, 2025**, the signed Transfer and Accompanying Sheet forwarded by the Faculty Economic Office will arrive at the Neptun Office.
10. **By October 6, 2025**, the Neptun Office will verify the faculty transfer data in Neptun, have the Transfer and Accompanying Sheet signed by the Vice-Rector responsible for Education, and forward everything to the Directorate-General of Economic Affairs.
11. **By October 10, 2025**, the Directorate-General of Economic Affairs will initiate the transfers to students' bank accounts.

### D. OSAP statistics deadlines.

1. Deadline for setting up data related to the statistics: **October 6, 2025 (Friday)**
2. Deadline for checking student, lecturer, dormitory and mobility data sent into OSAP, fixing errors, correcting deficiencies: **October 14, 2025 (Tuesday)**  
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 2025/26/2 semester by the deadline!
3. OSAP statistics are expected to conclude on October 31, 2025.

Budapest, March 4, 2025.

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*Vice-Rector responsible for Education*

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