

TASKS AND RULES OF PROCEDURES RELATED TO THE CLOSING OF THE I. (FALL) SEMESTER 2025/2026 AS WELL AS THE PREPARATIONS AND THE STARTING OF THE II. (SPRING) SEMESTER 2025/2026¹

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 13, 2025 (Saturday)

1. Grade entry period: **November 1, 2025 – February 11, 2026**
2. Period for assigning the offered grades: **November 24, 2025 (Monday) – December 16, 2025 (Tuesday)**
3. The Instructor is required to evaluate every student in each of their courses by **December 15, 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: **January 13, 2026 (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 5, 2026**, the administrator will set these grades to accepted on **January 6, 2026**.
6. Deadline for calculating averages and closing semesters: **February 13, 2026 (Friday) 18:00**

II. Preparations for the exam period of the I. (fall) semester of 2025/2026 (TÜ 4.7 §) **Exam period: December 15, 2025 (Monday) – February 6, 2026 (Friday)**

- 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 27, 2025 (Thursday) 12:00**
- b. Start of the exam applications in case of all Faculties: **December 1, 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: **February 6, 2026 (Friday) 18:00**
 - ii. Part-time evening, corresponding and distance learning (online) schedule: **February 6, 2026 (Friday) 18:00**

The University will be closed between December 18, 2025 and January 4, 2026!

- a) Last day for bank data import in 2025: **December 17, 2025 (Wednesday)**
- b) First day for bank data import in 2026: **January 5, 2026 (Monday)**

¹ Amended by the University's Education Committee at its meeting on October 7, 2025.

III. Preparations for the final examination of the I. (fall) semester of the 2025/2026 academic year

Final examination period: January 26, 2026 (Monday) – February 6, 2026 (Friday)

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

1. Deadline for sending the student the final "Thesis/Diploma work assignment sheet" by the Institute/Department: **October 31, 2025 (Friday)**
2. The Thesis Portal (or Diploma Work Portal: <https://diploma.uni-obuda.hu/>) will start accepting submissions from **November 17, 2025**.
3. The deadline for uploading the thesis/diploma work to the Thesis Portal: **December 15, 2025. (Monday)**

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, 2025**.

4. Deadline for uploading the thesis/diploma work into the plagiarism checker by the consultant: **December 19, 2025**

In case of a higher education vocational training the plagiarism check can be done **until January 2, 2026**.

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.

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| 1. Start of the early final exam application period: | November 26, 2025 (Wednesday), 8:00 |
| 2. End of the early final exam application period: | December 2, 2025 (Tuesday), 23:59 |
| 3. Start of the early final exam withdrawal period: | December 3, 2025 (Wednesday), 8:00 |
| 4. End of the early final exam withdrawal period: | January 11, 2026 (Sunday), 23:59 |
| 5. Start of the final exam application period: | December 1, 2025 (Monday), 8:00 |
| 6. End of the final exam application period: | January 11, 2026 (Sunday), 23:59 |
| 7. Start of the final exam withdrawal period: | January 12, 2026 (Monday), 8:00 |
| 8. End of the final exam withdrawal period: | January 25, 2026 (Sunday), 23:59 |

Deadline for requesting final exam record-keeper authorizations: **January 7, 2026 (Wednesday)**

IV. Preparations for the II. (spring) semester of the 2025/2026 academic year.

A. Checking curriculum data in Neptun.

Deadline: **November 21, 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 **November 21, 2025**.

2. **Until November 24, 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 **November 26, 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 **November 28, 2025**.
 3. Instructors can only make individual requests regarding the schedule and forward it to the schedule editor by **December 1, 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 **December 1, 2025**.
 5. Announcement of the courses in Neptun **by November 28, 2025 the latest**.
 6. The Dean of the Faculty responsible for the training approves the announced courses **until December 3, 2025**.
 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 schedule editor records the schedule data of the announced courses in Neptun and assigns rooms and dates to them **by January 14, 2026 the latest**.
 - Arising schedule problems (conflicts, overlaps, etc.) must be reported by the affected instructors – after checking their own schedules - **by January 14, 2026**, to the schedule editor for corrections.
- Deadline of finalizing the schedule: **January 16, 2026 (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!**
 10. Deadline for announcing **special courses** and sending out messages before the start of the final course registration period: **February 6, 2026 (Friday)**

C. Course registration. (TÜ. 4:4. §)

1. Deadline for setting the preliminary course registration (drop-add) period: **January 16, 2026 (Friday)**
2. Beginning of the preliminary course registration period

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

NIK – January 19, 2026 (Monday) – 14:00
BGK – January 20, 2026 (Tuesday) – 14:00
AMK – January 21, 2026 (Wednesday) – 14:00
YBL – January 21, 2026 (Wednesday) – 14:00
KGK – January 22, 2026 (Thursday) – 14:00
RKK – January 23, 2026 (Friday) – 14:00
KVK – January 23, 2026 (Friday) – 14:00

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

NIK – January 26, 2026 (Monday) – 14:00
BGK – January 27, 2026 (Tuesday) – 14:00
AMK – January 28, 2026 (Wednesday) – 14:00
YBL – January 28, 2026 (Wednesday) – 14:00
KGK – January 29, 2026 (Thursday) – 14:00
RKK – January 30, 2026 (Friday) – 14:00
KVK – January 30, 2026 (Friday) – 14:00

3. The end of the preliminary course registration period: **February 8, 2026 (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 19-23, 2026**. However, exam registration is allowed. Therefore, courses can be registered for between **14:00 and 8:00 the following day from January 19-23, 2026**.
From 12:00 to 13:00 on January 19-23, 2026, 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 Instruction," 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 14, 2026, 23:59**.
6. The preliminary course registration period for Physical Education courses begins uniformly on **February 2, 2026 (Monday) at 14:00**.
7. The final course registration period begins on **February 9, 2026 (Monday) at 8:00**. During this period, students can finalize their course selections.
8. Based on the number of enrolled students, Institutes/Departments will decide which courses will not be offered, notify the affected students, and set the status of the course to "Not offered" by **February 9, 2026** at the latest.
9. End of the final course registration period: **Thursday, February 12, 2026, 23:59**
10. The Institutes/Departments will remove any remaining students from courses marked as "Not Offered" by **February 13, 2026**, at the latest.

V. Starting of the II. (spring) 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: **January 19, 2026 (Monday) - February 13, 2026 (Friday).**

2. Enrolment.

Students admitted for the 2025/2026 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 to be registered for the first-semester courses according to the curriculum by the faculty Neptun system administrator.
Requesting a semester with *Passive* status: After selecting *Active* status, submit the "OE-0002 - Request for Passive Semester" form.

Enrolment period: **January 19, 2026 (Monday) – February 13, 2026 (Friday).**

3. Registration week: **February 9, 2026 (Monday) – February 13, 2026 (Friday)**

4. First day of education: **February 16, 2026 (Monday)**

5. In case of professional advanced studies/specialized training programmes the enrolment period can be extended **until February 28, 2026.**

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 9, 2026**. 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 **February 16, 2026**. 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 February 17, 2026**, 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 February 19, 2026**, the Neptun Office will compile the university's internal statistics and send them to the Directorate-General for Education.
3. **On February 23, 2026**, the Directorate-General for Education, the Student Union (EHÖK) and the Neptun Office will discuss faculty quotas.
4. **By February 24, 2026**, the Neptun Office will send student data to the Student Union (EHÖK).
5. **By February 25, 2026**, the Student Union (EHÖK) will forward the faculty data tables to the faculty-level Student Unions (HÖK).
6. **By February 27, 2026**, the faculty-level Student Union (HÖK) will prepare the transfer lists and send them to the local Neptun system administrator.
7. **By March 2, 2026**, 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 March 3, 2026**, 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 March 4, 2026**, the signed Transfer and Accompanying Sheet forwarded by the Faculty Economic Office will arrive at the Neptun Office.
10. **By March 6, 2026**, 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 March 10, 2026**, 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: **March 6, 2026 (Friday)**
2. Deadline for checking student, lecturer, dormitory and mobility data sent into OSAP, fixing errors, correcting deficiencies: **March 13, 2026 (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 STATI errors related to the OSAP statistics for the 2025/26/2 semester by the deadline!
3. OSAP statistics are expected to conclude on March 31, 2026.

Budapest, October 7, 2025.

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

Csaba Bilicska
Head of the Neptun Office