



TASKS AND RULES OF PROCEDURES RELATED TO THE CLOSING OF THE II. (SPRING) SEMESTER 2025/2026 AS WELL AS THE PREPARATIONS AND THE STARTING OF THE I. (FALL) SEMESTER 2026/2027¹

I. Closing of the study period of the II. (spring) semester of the 2025/2026 academic year. (TÜ 4:11. §)

End of the study period: May 23, 2026 (Saturday)

1. Grade entry period: **April 1, 2026 – July 8, 2026 (Wednesday) 12:00**
2. Period for assigning the offered grades: **May 4, 2026 (Monday) – May 26, 2026 (Tuesday)**
3. The Instructor is required to evaluate every student in each of their courses by **May 27, 2026**, 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 8, 2026 (Monday)**
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 28, 2026**, the administrator will set these grades to accepted on **June 29, 2026**.
6. Deadline for calculating averages and closing semesters: **July 9, 2026 (Thursday)**

II. Preparations for the exam period of the II. (spring) semester of 2025/2026 (TÜ 4.7 §)

Exam period: May 26, 2026 (Tuesday) – July 4, 2026 (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 7, 2026 (Thursday) 12:00**
- b. Start of the exam applications in case of all Faculties: **May 11, 2026 (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 3, 2026 (Friday) 18:00**
 - ii. Part-time evening, corresponding and distance learning (online) schedule: **July 4, 2026 (Saturday) 18:00**
- d. Based on Section 48 (12) of the Student Requirements System of Obuda University, the **beneficial exam week** is: **August 24–28, 2026**.
 - i. The Dean of the faculty will decide by **July 31, 2026**, which subjects will have exams during the beneficial exam week.
 - ii. Deadline for posting the exams for the beneficial exam week: **August 7, 2026**.
 - iii. Registration period for exams during the beneficial exam week: **August 10-24, 2026**.

¹ Amended by the University's Education Committee at its meeting on March 3, 2026.



- iv. The beneficial exams must be announced for the first two days of the exam week: **August 24-25, 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 26, 2026, by 12:00**.
- vii. After entering the grades, the Study Office must recalculate the average grades for students who took the exams for the 2025/26/2 semester and upload them to FIR. Deadline: **Thursday, August 27, 2026**.

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

Final examination period: June 22, 2026 (Monday) – July 3, 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: **March 31, 2026 (Tuesday)**
2. The Thesis Portal (or Diploma Work Portal: <https://diploma.uni-obuda.hu/>) will start accepting submissions from **April 20, 2026**.
3. The deadline for students for uploading the thesis/diploma work to the Thesis Portal: **May 15, 2026. (Friday) 16:00**

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, 2026**.

4. Deadline for uploading the thesis/diploma work into the plagiarism checker by the consultant: **May 20, 2026 (Wednesday)**

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

1. Start of the final exam application period: **May 4, 2026 (Monday), 8:00**
2. End of the final exam application period: **May 31, 2026 (Sunday), 23:59**
3. Start of the final exam withdrawal period: **June 1, 2026 (Monday), 8:00**
4. End of the final exam withdrawal period: **June 21, 2026 (Sunday), 23:59**

Deadline for requesting final exam record-keeper authorizations: **June 5, 2026 (Friday)**

IV. Preparations for the I. (fall) semester of the 2026/2027 academic year.

A. Checking curriculum data in Neptun.

Deadline: **April 24, 2026 (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 24, 2026**.
2. **Until April 28, 2026** 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 29, 2026**, 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 5, 2026**.
3. Instructors can only make individual requests regarding the schedule and forward it to the schedule editor by **May 6, 2026 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 8, 2026**.
5. Announcement of the courses in Neptun **by May 12, 2026 the latest**.
6. The Dean of the Faculty responsible for the training approves the announced courses **until May 15, 2026**.
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 schedule editor records the schedule data of the announced courses in Neptun and assigns rooms and dates to them **by June 10, 2026 the latest**.
 - Arising schedule problems (conflicts, overlaps, etc.) must be reported by the affected instructors – after checking their own schedules - **by June 11 2026**, to the schedule editor for corrections.

Deadline of finalizing the schedule: **June 12, 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: **August 28, 2026 (Friday)**



C. Course registration. (TÜ. 4:4. §)

1. Deadline for setting the preliminary course registration (drop-add) period: **June 12, 2026 (Friday)**
2. Beginning of the preliminary course registration period

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

RKK — June 15, 2026 (Monday), 14:00
KVK — June 15, 2026 (Monday), 14:00
NIK — June 16, 2026 (Tuesday), 14:00
BGK — June 17, 2026 (Wednesday), 14:00
AMK — June 18, 2026 (Thursday), 14:00
YBL — June 18, 2026 (Thursday), 14:00
KGK — June 19, 2026 (Friday), 14:00

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

RKK — June 22, 2026 (Monday), 14:00
KVK — June 22, 2026 (Monday), 14:00
NIK — June 23, 2026 (Tuesday), 14:00
BGK — June 24, 2026 (Wednesday), 14:00
AMK — June 25, 2026 (Thursday), 14:00
YBL — June 25, 2026 (Thursday), 14:00
KGK — June 26, 2026 (Friday), 14:00

3. The end of the preliminary course registration period: **July 5, 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 June 15-19, 2026**. However, exam registration is allowed. Therefore, courses can be registered for between **between June 15-19, 2026, from 14:00 until 08:00 the following day**. **From 12:00 to 13:00 on June 15-19, 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, June 10, 2026, 23:59**.
6. Registration for Physical Education courses
 - a. The preliminary course registration period for Physical Education courses for upper-year students begins on **June 29, 2026 (Monday), 14:00**.
 - b. The preliminary course registration period for Physical Education courses for students admitted in summer 2026 is between **August 24-30, 2026**.
 - c. Students admitted for the 2026/27/1 semester will still have the opportunity to choose a Physical Education course during the first two weeks of the study period, between **September 7-18, 2026**.
7. The final course registration period begins on **August 31, 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 **September 1, 2026** at the latest.
9. End of the final course registration period: **Thursday, September 3, 2026, 23:59**



10. The Institutes/Departments will remove any remaining students from courses marked as "Not Offered" by **September 4, 2026**, at the latest.

V. Starting of the I. (fall) semester of the 2026/2027 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: **June 15, 2026 (Monday) – September 3, 2026 (Thursday).**

2. Enrolment.

Students admitted for the 2026/2027 academic year's I. (fall) 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 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: **August 3, 2026 (Monday) – September 3, 2026 (Thursday).**

3. Registration week: **August 31, 2026 (Monday) – September 4, 2026 (Friday)**
4. First day of education: **September 7, 2026 (Monday)**
5. In case of specialized postgraduate training programmes the enrolment period can be extended **until September 25, 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, so **August 31, 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 **September 15, 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 September 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 September 21, 2026**, the Neptun Office will compile the university's internal statistics and send them to the Directorate-General for Education.
3. **On September 23, 2026**, the Directorate-General for Education, the Student Union (EHÖK) and the Neptun Office will discuss faculty quotas.
4. **By September 24, 2026**, the Neptun Office will send student data to the Student Union (EHÖK).
5. **By September 25, 2026**, the Student Union (EHÖK) will forward the faculty data tables to the faculty-level Student Unions (HÖK).
6. **By September 28, 2026**, the faculty-level Student Union (HÖK) will prepare the transfer lists and send them to the local Neptun system administrator.
7. **By September 30, 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 October 1, 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 October 2, 2026**, the signed Transfer and Accompanying Sheet forwarded by the Faculty Economic Office will arrive at the Neptun Office.
10. **By October 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 October 9, 2026**, the Directorate-General of Economic Affairs will initiate the transfers to students' bank accounts.

D. OSAP statistics deadlines.

1. OSAP headcount statistics for the 2026/27/1 semester
 - a. Deadline for setting up data related to the statistics: **October 2, 2026 (Friday)**
 - b. Deadline for checking submitted student, instructor, dormitory and mobility data in OSAP, correcting errors and completing missing information: **October 14, 2026 (Wednesday)**
The verification of faculty data is coordinated by the Vice Dean for Education of the faculty.
After this, only targeted data submissions to the FIR will be made based on specific notifications.
It is particularly important to correct STATK and STATT errors affecting the 2026/27/1 semester OSAP statistics by the deadline!
 - c. The OSAP statistics are expected to close on **October 31, 2026**.
2. OSAP financial statistics for the 2025/26/2 semester
 - a. Deadline for setting up data related to the statistics: **November 6, 2026 (Friday)**
 - b. Deadline for checking submitted financial data in OSAP, correcting errors and completing missing information: **November 20, 2026 (Friday)**
The verification of faculty data is coordinated by the Head of the Faculty Study Office.
After this, only targeted data submissions to the FIR will be made based on specific notifications.
It is particularly important to correct PULK and PULT errors affecting the 2025/26/2 semester OSAP statistics by the deadline!
 - c. The OSAP statistics are expected to close on **November 30, 2026**.

Budapest, March 3, 2026.

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

Csaba Bilicska
Head of the Neptun Office