

**TIME SCHEDULE OF TASKS AND PROCEDURES RELATED TO  
CLOSING SEMESTER 2020/21/1, AND TO PREPARING FOR  
SEMESTER 2020/21/2**

**Resolution adopted by the Study Committee on 13 October 2020**

**I. Closing study period of semester 2020/21/1 (Study Rules (TÜ) Section 3:8)**

1. The last date to make up for signatures and intra-semester marks for regular course students: **5 January 2021** (Tuesday).
2. The last date to make up for signatures and intra-semester marks for evening, correspondence, and distance education students: **5 January 2021** (Tuesday).
3. If a student has not acted in connection with their offered grade (has not accepted or rejected it) by **5 January 2021** in the Neptun system, then the faculty system administrator will set such marks accepted on **6 January 2021**.
4. Instructors **must evaluate** all students attending their courses by **14 December 2020** the latest, by **submitting “signed”, “rejected”, or “banned” for a signature requirement; and “marked (1-5)” or “banned” for an intra-semester requirement** in the Neptun.

**II. Preparations for the examination period of semester 2020/21/1, signing up for examination dates (Study Rules (TÜ) Section 3:6)**

**Examination period: 14 December 2020 (Monday) – 23 January 2020 (Saturday)**

1. Examination period, examination dates, signature and intra-semester mark retake dates must be set up in the Neptun system before **12:00 on 26 November 2020 (Thursday)**.
2. It is highly important to fully adhere to Section 48 (1) of the Study and Examination Regulations: *“At least three examination dates per subject must be scheduled, with one of them for the last week of the examination period.”*
3. Offered grades can be submitted **from 23 November to 13 December 2020**.
4. Signing up for examination dates:  
Registering for an examination date shall be subject to obtaining a signature. Students may only sign up for an examination if the signature on the subject is submitted.  
Starting date of registering for examinations for all faculties: **13:00 on 30 November 2020 (Monday)**
5. Closing date of examination period in the Neptun system for all students is **18:00 on 23 January 2021 (Saturday)**.
6. **The University is closed between 24 December 2020 and 2 January 2020.**
7. Last day of processing bank account transactions in 2020: 23 December 2020 (Wednesday).
8. First day of processing bank account transactions in 2021: 4 January 2021 (Monday).

### III. Preparations for semester 2020/21/2

#### A. Verifying curriculum data in the Neptun system. Deadline: 20 November 2020.

In charge: vice deans of education and faculty neptun system administrators

#### B. Publishing courses, preparing timetables (Study Rules (TÜ) Section 3:1)

1. Settling demands for cross-teaching by faculties: **before 20 November 2020**.
2. Faculties shall settle their large auditorium needs for lectures exceeding a headcount of 100 persons **before 23 November 2020**, involving site timetable editors.

Faculty representatives shall agree on the demands received **before 25 November 2020**, which shall be considered fixed to complete faculty timetables.

Should faculty representatives disagree on how to share auditoriums, they shall promptly notify the Directorate-General of Education, which shall decide **by 27 November 2020**.

3. Courses are to be published in the Neptun system: **by 3 December 2020**, the latest.
4. The dean of the faculty in supervision of the training course shall approve the courses to be announced **by 7 December 2020**.
5. Instructors may submit their personal timetable-related requests only following the approval of the director of the institute **before 25 November 2020**.
6. Faculty timetable editors shall record the timetable data of published courses together with rooms and time schedules in the Neptun system, **by 8 January 2021**, the latest.

Instructors shall report any timetable problems (missing or clashing classes, etc.) arising – on checking their own timetables – to the faculty timetable editor **before 8 January 2021**, for the sake of an adjustment or update. Deadline for complete timetables: **10 January 2021**.

7. **Highly important!** The programme and requirements – for the given semester – of subjects to be taught must be published at the homepage of the institute (or faculty) 3 days prior to the preliminary registration for subjects at the faculty.
8. While compiling timetables, **efforts should be made** to avoid that classes in the regular training mode start after 18:00 hours.
9. Sections above, obviously, shall be applicable to foreign language subjects, criterion subjects and optional subjects, as well.

#### C. Registering for subjects in the Neptun system (Study Rules (TÜ) section 3:2)

1. Deadline for setting the preliminary period of registration for subjects: **8 January 2021**.
2. Students may register for subjects in advance and sign up for courses in the Neptun student information system **by 28 January 2021**.

Start of preliminary registration for subjects in case of regular students:

BGK	11 January 2021	from 13:00 hours
AMK	12 January 2021	from 13:00 hours
YBL	12 January 2021	from 13:00 hours
KGK	13 January 2021	from 13:00 hours
RKK	14 January 2021	from 13:00 hours
KVK	14 January 2021	from 13:00 hours
NIK	15 January 2021	from 13:00 hours

Start of preliminary registration for subjects in case of students enrolled for the following modes of training: **correspondence, distance education and evening courses:**

BGK	18 January 2021	from 13:00 hours
AMK	19 January 2021	from 13:00 hours
YBL	19 January 2021	from 13:00 hours
KGK	20 January 2021	from 13:00 hours
RKK	21 January 2021	from 13:00 hours
KVK	21 January 2021	from 13:00 hours
NIK	22 January 2021	from 13:00 hours

3. Parallel with preliminary subject registration the examination period still runs. In order to conduct the preliminary registration and the examination period in parallel, subjects may not be signed up for at any of the faculties **between 08:00 and 13:00 each day from 11 to 15 January 2021 and from 18 to 22 January 2021**; but meanwhile examinations can still be registered for. Thus, subjects may be signed up for during the preliminary registration period **between 13:00 and 8:00 the next morning from 11 to 15 January 2021 and from 18 to 22 January 2021**.
4. **Between 12:00 and 13:00 each day from 11 to 15 January 2021 and from 18 to 22 January 2021**, the system administrator of the Neptun Office restarts student web servers to prevent students from overloading the system.
5. Review of preliminary criteria, deciding on courses not to be launched, cancelling courses not launched: **by 29 January 2021**.
6. Students shall finalize their subject registrations from 8:00 on the first day to the last but one day of the registration week, that is, **from 8:00 on 1 February 2021 (Monday) to 24:00 on 4 February 2021 (Thursday)**.
7. Registration week: **1 February (Monday) to 5 February 2021 (Friday)**.
8. First school day: **8 February 2021 (Monday)**.

#### **D. Enrolment / Registration**

1. Students admitted in January 2021 are required to enrol on their training course through the Neptun system. Enrolment period: **18 January to 5 February 2021**.
2. Upper-year students are required to register for the next semester by selecting their semester status. Registration period: **11 January to 5 February 2021**.
3. Registration for an active semester is permitted only after signing up for subjects.

#### **E. Tasks of the registration week (Study Rules (TÜ) Section 3:3)**

1. The submission deadline for applications addressed to the faculty Credit Transfer Committee, the faculty Study Committee, and the Committee to Assess Applications by Students with Disabilities (e.g.: applications for the admission of subjects, a passive semester, parallel education, transfer requests, etc.) shall be the first day of the registration week, that is, **1 February 2021**. (Faculties may also specify different dates in case of applications to be submitted outside the petition management system of Neptun).
2. When a student transfers from another higher education institution, it must be recorded which institution the transfer is from, and so must be the starting date of the student's legal relationship at Óbuda University. Both the sending institution and the Neptun Office must be informed in writing on student transfer by sending the resolution of transfer, by **15 February 2021**.

## F. Stipend transfer and statistical deadlines of semester 2020/21/2

1. **By 15 February 2021**, Registrar's Departments shall set students' data in the Neptun system and send data as required for internal statistics to the Neptun Office.
2. **16-17 February 2021**: compilation of internal statistics. Consultation on allocation of faculty budgets with EHÖK at the Directorate-General of Education.
3. **17-18 February 2021**: parallel with the consultation on faculty allocation, the financial administrator of the Neptun Office will send student data to the EHÖK in order to specify study stipends, wherefrom faculty data spreadsheets will be forwarded to the competent representatives of faculty HÖK organizations.
4. **By 23 February 2021**, the faculty HÖK organizations shall complete transfer lists and coordinate with the faculty Registrar's Office (TO) in respect of the conformity of the transfer lists.
5. **By 25 February 2021**, the faculty Neptun system administrator shall submit final transfer data in the Neptun system. Meanwhile faculty signatures shall be provided to the sheets accompanying the receipts.
6. **By 27 February 2021**, the Neptun Office shall receive the faculty sheets accompanying the receipts related to transfer lists.
7. **By 2 March 2021**, the financial administrator of the Neptun Office shall check faculty transfer data and forward the finalized files to the Directorate of Business Administration. In the meanwhile, the vice-rector of education signs faculty sheets accompanying the receipts, as well, and forwards them to the Directorate of Business Administration.
8. **By 5 March 2021**, the Directorate of Business Administration shall complete the transfer order based on the faculty sheets accompanying the receipts, and forward it printed to the Directorate-General of Education.
9. **By 8 March 2021**, the vice-rector of education signs the transfer orders and returns them to the Directorate of Business Administration.
10. **By 9 March 2021**, transfers shall be initiated to students' bank accounts by the Directorate of Business Administration.

## G. OSAP statistical deadlines semester of 2020/21/1

1. The deadline for setting data related to the statistics is **5 March 2021**. Afterwards, only targeted data consignments shall be sent to the FIR by special notice.
2. The deadline for the final correction of errors shall be **16 March 2021**. It is of high priority to correct STATK and STATT errors of the OSAP statistics of semester 2020/21/1.
3. The OSAP statistics is expected to be closed on 31 March 2021.

Dated: Budapest, 13 October 2020

signed by

Dr. Márta Seebauer  
vice-rector of education  
Directorate-General of Education

Csaba Bilicska  
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Neptun Office