 <b>BUDAPESTI CORVINUS EGYETEM</b>	<b>PROVISIONS OF THE VICE-RECTOR FOR EDUCATION</b>	<b>5/2023.</b> Version number: <b>01.</b>
<b>ON THE COMMENCEMENT OF THE 2ND (SPRING) SEMESTER OF THE 2023/2024 ACADEMIC YEAR</b>		

<b>Person responsible for professional aspects:</b>	Beáta Farkas	Managing Expert
<b>Professional aspects checked by:</b>	Réka Franciska Vas Lajos György Szabó	Vice-Rector for Education General Vice-Rector
<b>Legal aspects checked by:</b>	Barbara Bíró	Head of Legal Affairs
<b>Decision maker:</b>	Réka Franciska Vas	Vice-Rector for Education
<b>Person responsible for editing and publishing the text:</b>	Anikó Erős	Higher Education Expert

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**Preamble**

**1.§**

- (1) Based on paragraph c) of subsection (2) of Section 2 of the Study and Examination Regulations (hereinafter: “SER”), I hereby order the following rules for the organisation of education concerning the commencement of the 2nd (spring) semester of the 2023/2024 academic year.

**Definitions**


**2.§**

- (1) The terms used in these provisions shall have the meanings given to them in the SER.

**Organisation of lectures in daytime delivery bachelor programmes and two-cycle or single-cycle master programmes**

**3.§**

- (1) As a general rule, lectures may be delivered in the following format:
- in classrooms,
  - online.
- (2) In the case referred to in subsection (1)b), if a professional studio recording of the lecture has already been made in the previous year(s), the lecturer in charge of the subject may choose which of the options a)–d) below he/she elects in the course of the teaching:
- The mastering of recorded video or digital learning materials is not accompanied by contact lectures or consultations. *To account for the lecture as teaching workload, 50% of the normal number of classes will be taken into account in the case specified in this paragraph.*
  - The mastering of video or digital learning materials is not accompanied by contact lectures, but is followed by weekly seminars where the lecture material is processed and deepened. *To account for the lecture as teaching workload, 50% of the normal number of classes will be taken into account in the case specified in this paragraph.*
  - The mastering of video or digital learning materials shall be accompanied by guided consultations organised and conducted at the time of the lecture:
    - students can ask questions in the Moodle chat or in the related MS Teams group during the lecture,
    - students can ask questions in the Moodle forum or in the related MS Teams group before the lecture,the lecturer shall answer the questions raised pursuant to paragraphsca)-cb) during the lecture.

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*To account for the lecture as teaching workload, 100% of the normal number of classes will be taken into account in the case specified in this paragraph*

- d) A “mirrored lecture” is when students individually work through the video materials related to the lecture at home, followed by live interactive tasks during the lecture for deepening, explanation and structuring (the lecturer uses a variety of methodological elements: debate, argumentation, possibly creating and leading virtual rooms/forums). Issuing research questions closely related to the theory and requiring further research to the students or a group of students, which will also take place in the context of the lecture. *To account for the lecture as teaching workload, 100% of the normal number of classes will be taken into account in the case specified in this paragraph.*
- (3) Recording lectures in Neptun. Information required for timetabling:

	To be entered in the comment box of the course	Place in the Provisions	Timetable data
1.	Online - asynchronous	(2)a) and b)	no time slot, no classroom
2.	Online - asynchronous with consultation	(2)c) and d)	timeslot available (mainly to be placed in timeslot 7), no classroom
3.	Personal presence		time slot and classroom are available


- (4) In the comment fields of the lectures, the information "online - asynchronous" and "online - asynchronous with consultation" and "personal appearance" should be recorded.
- (5) <sup>1</sup>The lectures associated with the subjects included in the curricula of programmes offered in daytime delivery may be taught in blocks only during the intensive week, on the working days (M-F). Non-intensive weekly subjects can only be taught in blocks on Saturdays.

### **Organisation of seminars and other practical sessions in daytime delivery bachelor programmes and two-cycle or single-cycle master programmes**

#### **4.§**

- (1) As a general rule, seminars and other practical sessions shall be delivered as classroom sessions.
- (2) Group sizes for Hungarian-, English- and German-language programmes shall be set at a maximum of 40 for Bachelor programmes and 30 for Master programmes and single-cycle programmes, as set out in the table below.

<sup>1</sup> Amended by: Vice-Rector for Education, effective from: October 18, 2023

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Number of Bachelor students taking the subject (persons)	Number of students taking the subject in master programmes and single-cycle programmes (persons)	Number of seminar and practical groups
1-40	1-30	1
41-80	31-60	2
81-120	61-90	3
121-160	91-120	4

- (3) Deviations from the maximum group sizes in the table in (2) may be made only with the joint approval of the Vice-Rector for Education and the General Vice-Rector. The approvals granted from the 2022/2023 academic year on can be found in the [Timetabling Requests](#) table. Requests **not included there**, along with the justification for the deviation from the maximum group size, shall be submitted by the lecturer in charge of the subject to the Vice-Rector for Education and the General Vice-Rector on the *worksheet for deviation from the maximum group size* under [Timetabling Requests](#) on an ongoing basis, simultaneously with launching the courses, but no later than **10.11.2023**.
- (4) Within the context of these Provisions, the exact number of students in each group is determined by the lecturer in charge of the subject in consultation with the Head of Institute and the study programme leader, taking into account the number of students taking the subject, the classroom capacity and the teaching capacity, and the subject is announced accordingly in Neptun.
- (5) By way of derogation from Subsection (1), thesis seminars may be held online and in person. Thesis seminars shall be agreed with the lecturer in advance.
- (6) The practice sessions associated with the subjects included in the curricula of programmes offered in daytime delivery may be taught in blocks only during the intensive week, on the working days (M-F). Non-intensive weekly subjects can only be taught in blocks on Saturdays.

### **Provisions for specialist postgraduate programmes, non-degree programmes and part-time programmes**

#### **5.§**

- (1) As a general rule:
- a) for specialist postgraduate programmes and executive programmes, sessions may be held in the form of classroom sessions according to the planned timetable.
  - b) for non-degree programmes (for students with or without student status), sessions can be held as both classroom and online sessions,

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- c) for part-time bachelor, single-cycle and master programmes, sessions are held in the form of classroom sessions.
- (2) For programmes under Subsection (1), the lecturer in charge of the subject, in consultation with the subject leader and the Head of Institute, shall decide on the formation of the necessary groups and shall announce the subjects in Neptun accordingly.

**Minimum number of course participants**

**6.§**

- (1) Courses shall start with group sizes within the limits set out in Subsections 4.§(2)-(3) of Section 4, it being understood that for compulsory subjects, this requirement may be derogated from on the basis of the size of the cohort in each year of the study programme. If a certain number of credits from the compulsory elective block is required by the sample curriculum, the most popular subjects must be announced for at least the number of credits specified in the sample curriculum.
- (2) For free elective subjects, the minimum number of students is as follows:

<b>Free elective subjects</b>	<b>Budapest (persons)</b>
Free elective subjects in Bachelor programmes	30
Free elective subjects in Master programmes	30

- (3) For programmes delivered in Székesfehérvár, the minimum number of students for free elective subjects shall be determined in consultation with the General Vice-Rector.
- (4) For intensive-week courses, the minimum number of students in the course, regardless of academic level and language, is 20 for Budapest,
- (5) For intensive-week courses, the minimum number of students in courses delivered in Székesfehérvár shall be determined in consultation with the General Vice-Rector.
- (6) If a subject is included in a CEMS programme, an Erasmus programme, a DSG programme or other double degree and multiple degree programmes, or in a Study Abroad programme and the number of students is below the number of students specified in Subsection (2), it may be cancelled only after consultation with the Director of International Programmes.
- (7) Deviations from the minimum number of course participants specified in the table in Subsections (2) and (6) may be made only with the joint approval of the Vice-Rector for Education and the General Vice-Rector. Requests for deviating from the minimum number of course participants, along with the justification for the deviation, shall be submitted by the institute in charge of the subject on the *worksheet for deviation from the*

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*minimum number of participants* under [Timetabling Requests](#), based on the number of students registered for the subject in question, between 22.01.2024 and **08.02.2024**. The General Vice-Rector, together with the Vice-Rector for Education, takes the decision after obtaining the prior professional opinion and approval of the Deans.

**Special provisions for programmes that are being phased out**

**7.§**

- (1) Programmes that are being phased out:
  - a) programmes that the University has decided to terminate—students who have fallen behind have nowhere to join,
  - b) for upgraded study programmes, the curricula are significantly different from the pre-upgrade curricula, so students who are lagging behind from earlier (pre-upgrade) study programmes have nowhere to join,
  - c) study programmes which are no longer available under a legal provision.
- (2) For programmes that are being phased out, depending on the number of students who have fallen behind, for subjects belonging to sample curriculum semesters that have already expired:
  - a) If among the announced subjects, there is one with 75% equivalent professional content, students can take it (by combining subjects, Education Management).
  - b) Where there are none, but many students are affected, the former subject should be offered. Courses (lectures and practice sessions) listed in the subject datasheet may be offered to them, and the number of students shall be determined in accordance with 3.§(3) or 6.§(7) of these Provisions.
  - c) If none of these solutions is available, the former subject shall be offered and a consultative course shall be launched. In this case, students shall fill in a declaration that they agree to the individual preparation.
  - d) In the case specified in paragraph c), consultations may be online, in blocks, with a number of classes different from the original number of contact classes. Consultations shall be agreed with the students in advance. Students shall also fill in a consultation acceptance form together with course registration.
  - e) In the case referred to in paragraph c), the classes are accounted for in terms of teaching workload with a multiplier of 0.2 per student up to the original number of classes.
- (3) Data provision concerning the cases specified in 4.§(2) ,along the justification shall be submitted by the study programme leader/lecturer in charge of the subject to the Vice-Rector for Education and the General Vice-Rector on the *Worksheet for consultations in programmes being phased out* under [Timetabling Requests](#) no later than **01.02.2024**.



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**Special provisions for the Székesfehérvár Campus**

**8.§**

- (1) For the programmes offered on the Székesfehérvár Campus, all classes shall be delivered as the subject is delivered on the Budapest Campus.

**IT support for course organisation**

**9.§**

- (1) In parallel with timetabling and classroom scheduling, the conditions for online teaching also need to be put in place. The official online education platform used by the University continues to be the Moodle - MS Teams integrated application. IT support for MS Teams is provided by the IT unit, and IT support for Moodle is provided by the Centre for Educational Quality Enhancement and Methodology.
- (2) Before the start of the study period, the IT unit shall set up an MS Teams channel for each course in the context of the Moodle - MS Teams integration. Once the courses have been created, the Neptun–Moodle–MS Teams synchronisation shall take place at the end of the subject registration period, taking into account the students' course changes.


**Rules with regard to doctoral programmes**

- (1) The rules set out in Annexes 1 and 2 also apply to the timetabling of doctoral programmes.

**Timetabling provisions**

**10.§**

- (1) Timetabling shall be overseen by the Vice-Rector for Education of the University.
- (2) Timetabling authorisations shall be approved by the Vice-Rector for Education and set up by the Neptun system administrator of SS.
- (3) All sessions, classes, exams, consultations, etc. which are parts of teaching activities shall be recorded in Neptun as timetabled classes, in accordance with the rules hereunder.
- (4) So-called make-up classes held due to the cancellation of a timetabled classes can be recorded in Neptun as a general classroom reservation, provided that the originally timetabled time of the class is retained in Neptun.
- (5) In the timetabling process, there shall be no timetable clashes in terms of compulsory and compulsory elective subjects of the sample curriculum for the relevant semester of any sample curriculum year of any programme.
- (6) Deviations from the subject and programme structure of the sample curriculum are not allowed.

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- (7) The timetable should be designed so that the theoretical lecture of a given subject precedes its practical seminar within a teaching week.

### **Miscellaneous and final provisions**

#### **11.§**

- (1) The general class schedule of the University is set out in Annex 1.
- (2) Timetabling definitions are set out in Annex 2.
- (3) Timetabling deadlines are set out in Annex 3.
- (4) <sup>2</sup>The present Provisions shall be effective from the day following their publication to the last day of the 2nd (spring) semester of the 2023/2024 academic year.

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<sup>2</sup> Amended by: Vice-Rector for Education, effective from: October 18, 2023




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**1. Annex**
**General class schedule**

<b>Budapest Campus</b>						
	Monday to Thursday		Friday		Saturday	
<b>Main Building</b>	1	8:00 am to 9.30 am	1	8:00 am to 9.30 am	1	8:00 am to 9.30 am
	2	9:50 am to 11:20 am	2	9:50 am to 11:20 am	2	9:50 am to 11:20 am
	3	11:40 am to 1:10 pm	3	11:40 am to 1:10 pm	3	11:40 am to 1:10 pm
	4	1:40 am to 3:10 pm	4	1:40 am to 3:10 pm	4	1:40 am to 3:10 pm
	5	3:30 pm to 5:00 pm	5	3:30 pm to 5:00 pm	5	3:30 pm to 5:00 pm
	6	5:20 pm to 6:50 pm	6	5:20 pm to 6:50 pm	6	5:20 pm to 6:50 pm
	7	7:10 pm to 8:40 pm	7	7:10 pm to 8:40 pm	7	7:10 pm to 8:40 pm
<b>Building C</b>		Monday to Thursday		Friday		Saturday
	1	8:00 am to 9.30 am	1	8:00 am to 9.30 am	1	8:00 am to 9.30 am
	2	9:50 am to 11:20 am	2	9:50 am to 11:20 am	2	9:50 am to 11:20 am
	3	11:40 am to 1:10 pm	3	11:40 am to 1:10 pm	3	11:40 am to 1:10 pm
	4	1:40 am to 3:10 pm	4	1:40 am to 3:10 pm	4	1:40 am to 3:10 pm
	5	3:30 pm to 5:00 pm	5	3:30 pm to 5:00 pm	5	3:30 pm to 5:00 pm
	6	5:20 pm to 6:50 pm	6	5:20 pm to 6:50 pm	6	5:20 pm to 6:50 pm
<b>“Salt House”</b>		Monday to Thursday		Friday		Saturday
	1	8:00 am to 9.30 am	1	8:00 am to 9.30 am	1	8:00 am to 9.30 am
	2	9:50 am to 11:20 am	2	9:50 am to 11:20 am	2	9:50 am to 11:20 am
	3	11:40 am to 1:10 pm	3	11:40 am to 1:10 pm	3	11:40 am to 1:10 pm
	4	1:40 am to 3:10 pm	4	1:40 am to 3:10 pm	4	1:40 am to 3:10 pm
	5	3:30 pm to 5:00 pm	5	3:30 pm to 5:00 pm	5	3:30 pm to 5:00 pm
	6	5:20 pm to 6:50 pm	6	5:20 pm to 6:50 pm	6	5:20 pm to 6:50 pm
	7	7:10 pm to 8:40 pm				

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<b>Székesfehérvár Campus</b>						
<b>Main Building</b>	Monday to Thursday		Friday		Saturday	
	1	8:00 am to 9.30 am	1	8:00 am to 9.30 am	1	8:00 am to 9.30 am
	2	9:45 am to 11:15 am	2	9:45 am to 11:15 am	2	9:45 am to 11:15 am
	3	11:30 am to 1:00 pm	3	11:30 am to 1:00 pm	3	11:30 am to 1:00 pm
	4	1:30 pm to 3:00 pm	4	1:30 pm to 3:00 pm	4	1:30 pm to 3:00 pm
	5	3:15 pm to 4:45 pm	5	3:15 pm to 4:45 pm	5	3:15 pm to 4:45 pm
	6	5:00 pm to 6:30 pm	6	5:00 pm to 6:30 pm	6	5:00 pm to 6:30 pm
	7	6:45 pm to 8:00 pm	7	6:45 pm to 8:00 pm		
	8	8:10 pm to 9:40 pm				

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## Annex 2

### (1) Timetabling definitions:

- a. Class: a session with a duration of forty-five (45) minutes, where the personal contribution of a lecturer, but not necessarily the simultaneous in-person presence of the student and the lecturer at the same place is required for the fulfilment of the academic requirements laid down in the curriculum (Section 3 of the SER).
- b. Timeslot: 2 classes held in one session (90-minute time unit according to Corvinus' general practice of organisation of education).
- c. Course: the announcement of a given subject for one (1) semester along with the conditions pertaining to the announcement parameters of the given subject, in particular by indicating the form of teaching, the name of the lecturer and, if relevant, the timetable slot, the date and the language of the course (Section 3 of the SER).
- d. <sup>3</sup>Normal course: the teaching of a course of a given subject in one timeslot. Weekly/biweekly teaching of the given subject based on the number of classes per week specified in the sample curriculum, or biweekly teaching if one class per week is scheduled.
- e. Block course: a course where, in deviation from the number of classes per week specified in the sample curriculum, several timeslots are taught in a single and uninterrupted timeframe on a non-weekly/biweekly basis.
- f. Collective course: course(s) created temporarily, for the first time for a given semester, for which all the students expected to take the subject are listed in the comments section.
- g. Timetable classroom reservation: Classroom reservation for a course recorded in Neptun, which is recorded in the Neptun timetabling interface.
- h. General classroom reservation: any classroom reservation in Neptun not recorded in the Neptun timetabling interface.
- i. Prior classroom reservation: general classroom reservation for a specific purpose (e.g. for part-time programmes, consultations, language classes) prior to timetabling.
- j. Classrooms in own management: all classrooms managed by an organisational unit with timetabling rights. Classes are recorded in Neptun by the staff member in charge of timetabling in the organisational unit concerned.

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<sup>3</sup> Amended by: Vice-Rector for Education, effective from: October 18, 2023

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- (2) Course coding rules: upon launching a course, course codes are generated according to the following rule.
- a. Course types that can be set according to Section 46 of the SER:
    - i. Theoretic (E)
    - ii. Practical (G)
    - iii. Consultation (K)
    - iv. Exam course (V)
  - b. Course code generation: Course type code, serial number with two digits, hyphen and other information. Other information: -P for an intensive (project) week course, -Lecturer's name for a thesis seminar course. E.g.:
    - i. E01, E01-P
    - ii. G01, G01-P, G01-FinM2\_Lec
    - iii. K01-Lecturer's name
    - iv. V01
- (3) <sup>4</sup>Opening a collective course: Collective courses are created by the class schedule editors of EM, which means the launch of a course out of the courses (lecture, practical session) provided in the subject datasheets featured in Neptun for the subjects of the current semesters in the sample curricula recorded in Neptun for the 2nd semester of 2023/2024, with the estimated number of participants.
- a. Course information entered when launching a course:
    - i. subject code and subject title
    - ii. semester
    - iii. course code (E01, G01, K01)
    - iv. course type
    - v. maximum number of course participants according to Subsection (3) of Section 4 of these Provisions
    - vi. "No clashes" value for clash enablement
    - vii. language of instruction of the course
  - b. Comment box: estimated number of participants (e.g. GINF-2-K:100; GMEN-2-K:484; PSZV-2-KV:124;) (e.g.: GINF-2-K:100 meaning: programme: Business Informatics, semester: second semester, subject type: compulsory, estimated number of participants: 100)

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<sup>4</sup> Amended by: Vice-Rector for Education, effective from: October 18, 2023

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- (4) Splitting collective courses and checking courses: Courses launched by EM may be split further by the staff member of the Institute if necessary, and he/she shall enter the following information in the comment box:
- start of additional courses based on the estimated number of participants
  - course code, with additional information, if necessary
  - course language check, specifying it, if necessary
  - course lecturer, with percentage
  - Setting the number of participants:
  - change of maximum number of participants (subject to authorisation)
  - optional information for the number of participants: If a subject is compulsory or compulsory elective, but the Institute also offers it as a free elective subject, then the number of students who can take it as part of the sample curriculum as well as how many students can take it as offered otherwise by the institution can be set.
  - Comment box editing for class schedule editors pursuant to 3.§(3) of these Provisions: **“Online - asynchronous”**, **“Online - asynchronous with consultation”** or **“personal presence”**
- (5) Physical education classes and foreign language classes are added to the timetable by the administrator of the relevant organisational unit.
- (6) Classroom reservation for exams: The rules on classroom reservations for the examination period are set out in the provisions of the VRE concerning the examination period.
- (7) Recording classroom reservations in Neptun for non-educational purposes (e.g. events).
- General classroom reservations cannot be made for classrooms without obtaining the opinion of the EM.
  - General classroom reservations can be made by the timetable editor of EM for the study and exam periods of future semesters that are not current.
  - General classroom reservations for the current semester can be made by the staff member of the event organisation unit with room reservation powers after the timetable has been edited or the examination date has been fixed.

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### Annex 3

#### Timetabling deadlines<sup>5</sup>

No.	name of task	task is performed by	start	Deadline
1	Delivery to study programme leaders, institutes of the filtering carried out by EM of students pursuing study programmes that are being phased out	EM	29.09.2023	01.02.2024
2	Definition of the subjects to be announced (using analyses and filtering) based on the performance of students of programmes that are being phased out. Filling in an Excel spreadsheet, selecting one of the three options pursuant to the Provisions of the VRE.	Study programme leader/EM	29.09.2023	01.02.2024
3	Decisions of Deans and the Vice-Rector for Education	Dean, Vice-Rector for Education	29.09.2023	01.02.2024
4	Combination of subjects after the decision	Class Schedule Editors	29.09.2023	01.02.2024
5	After the decision, launch of courses for students falling behind or pursuing study programmes that are being phased out on the basis of the decision of the study programme leader/subject leader/institute, and notification to the class schedule editors	institute	29.09.2023	01.02.2024
6	Adding to the timetable the normal courses of the extra subjects of the programmes that are being phased out	Class Schedule Editors	29.09.2023	01.02.2024
7	Preparation of a list of programmes with students in the given semester, with breakdown by semester and estimated numbers of students	<b>Class Schedule Editors</b>	<b>02.10.2023</b>	<b>06.10.2023</b>
8	Recording preliminary general classroom reservations for timetable editing	Class Schedule Editors	<b>02.10.2023</b>	13.10.2023
9	Delivery of the proposed timetable (excel) to EM (class schedule editors) for programmes offered in correspondence and evening delivery modes where a preliminary timetable is available.	study programme leader, lecturer, institute administrator	02.10.2023	13.10.2023
10	Preparation of the list of subjects already accepted for derogation from the maximum number of students and sharing it with the class schedule editors.	EM/VRE	02.10.2023	06.10.2023
11	Submission of <b>new</b> requests for deviations from the <b>maximum</b> number of students in accordance with Subsection (3) of Section 4 of these Provisions in the Excel spreadsheet provided. Recording deviations from the maximum number of participants: On the "Requests for class schedule editing" interface.	subject leader, institute director	02.10.2023	10.11.2023
12	Submission of requests for deviations from the minimum number of students in accordance with Subsection (5) of Section 6 of these Provisions in the Excel spreadsheet provided. Recording deviations from the minimum number of participants: On the "Requests for class schedule editing" interface.	subject leader, institute director	22.01.2024	08.02.2024

<sup>5</sup> Amended by: Vice-Rector for Education, effective from: October 18, 2023

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No.	name of task	task is performed by	start	Deadline
13	Obtaining the Dean's opinion on requests concerning deviation from the <b>maximum</b> number of participants—on an ongoing basis.	Dean	10.11.2023	17.11.2023
14	Dean's opinion on requests concerning deviation from the <b>minimum</b> number of participants.	Dean	30.01.2024	01.02.2024
15	Joint granting of requests by GVR and the VRE concerning deviation from the <b>maximum</b> number of students —on an ongoing basis.	GVR, VRE	20.11.2023	24.11.2023
16	Launch of the foreign language courses by the FLTRC and adding the language classes to the timetable	FLTRC administrator	16.10.2023	17.11.2023
17	Launch of physical education courses offered by the Centre of Physical Education and adding the physical education classes to the timetable (physical education subject may not be taken during the preliminary subject registration)	Administrator of the Centre of Physical Education	16.10.2023	17.11.2023
18	Course launch, <b>creation of collective courses</b> . Launch of collective courses for the compulsory, compulsory elective and free elective subjects of the sample curricula. (Also for subjects included in the sample curricula of Period Books, SPM EK, DD programmes, groups of free elective subjects across the University, SA, exchange and CEMS programmes). For all academic levels, all delivery modes and languages.	Class Schedule Editor	09.10.2023	13.10.2023
19	Checking course launches. Reporting any omissions to the EM.	institute administrator	13.10.2023	20.10.2023
20	Course launch, <b>splitting of collective courses</b> . Assigning lecturers to courses and setting the course language for the compulsory and compulsory elective subjects of sample curricula. (Also for subjects included in the sample curricula of exchange, SA, DD programmes, free elective subjects across the University, Period Books, SPM, DD, CEMS programmes). Putting a check mark in the "will not be launched" box for courses that will not be started.	institute administrator	13.10.2023	20.10.2023
21	Ticking the "Registration blocked" box for practice period courses.	Class Schedule Editor	13.10.2023	20.10.2023
22	Course launch for rigorosa and exam courses.	institute administrator	13.10.2023	01.12.2023
23	Sharing the special requirements of foreign and Hungarian visiting lecturers with EM (Class Schedule Editors), (such as individual requests of lecturers with regard to place of delivery, due to scientific activities, etc.)	study programme leader, lecturer, institute administrator	13.10.2023	27.10.2023
24	Course launch for the subjects of the doctoral programmes, sending of timetabling data with regard to doctoral programmes.	CDS	09.10.2023	06.11.2023
25	Checking and approval of intensive-week subjects	Deans	06.11.2023	10.11.2023
26	Class schedule editing in Neptun for English language programmes offered in daytime delivery, coordination.	Class Schedule Editor	16.10.2023	17.11.2023



**ON THE COMMENCEMENT OF THE 2ND (SPRING) SEMESTER  
OF THE 2023/2024 ACADEMIC YEAR**

No.	name of task	task is performed by	start	Deadline
27	Class schedule editing in Neptun for all further programmes, coordination.	Class Schedule Editor	16.10.2023	08.12.2023
28	Programmes for which the language of instruction is English (offered in daytime delivery). Sending a signal about the completed timetable before preliminary subject registration. Sending a request for checking the timetable (to Heads of Institute, study programme leaders, course lecturers, subject leaders)	Class Schedule Editor	17.11.2023	17.11.2023
29	Programmes for which the language of instruction is English (offered in daytime delivery). Review of the completed timetable by the Institute, sending the list of errors to EM	institute administrator	20.11.2023	24.11.2023
30	Programmes for which the language of instruction is English (offered in daytime delivery). Implementation of requests for correction.	Class Schedule Editor	27.11.2023	01.12.2023
31	Programmes for which the language of instruction is English (offered in daytime delivery). Checking the setting of Neptun parameters and dates for preliminary subject registration, correction of any deviations in the case of English- language, SA and Erasmus programmes.	SS Neptun Team	20.11.2023	01.12.2023
32	<b>Preliminary subject registration: SA and Freemover programme 12:00</b>	student	<b>04.12.2023</b>	<b>06.12.2023</b>
33	<b>Preliminary subject registration: Erasmus Exchange Programme 12:00</b>	student	<b>08.12.2023</b>	<b>12.12.2023</b>
34	Specifications of corrections required after preliminary SA and Erasmus subject registration.	institute administrator	06.12.2023	07.12.2023
35	All other programmes. Sending a signal about the completed timetable before preliminary subject registration. Sending a request for checking the timetable (to Heads of Institute, study programme leaders, course lecturers, subject leaders)	Class Schedule Editor	08.12.2023	08.12.2023
36	All other programmes. Review of the completed timetable by the Institute, sending the list of errors to EM	institute administrator	11.12.2023	15.12.2023
37	All other programmes. Implementation of requests for correction.	Class Schedule Editor	18.12.2023	22.12.2023
38	Checking the setting of Neptun parameters and dates for preliminary subject registration, correction of any deviations <b>for all other programmes</b> . For all daytime, correspondence, evening bachelor programmes, two-cycle or single-cycle master programmes, specialist postgraduate programmes and all other curricula.	SS Neptun Team	02.01.2024	05.01.2024
39	<b>Preliminary subject registration: all bachelor, master and specialist postgraduate programmes based on the schedule provided by SS. (Period Books, SPM, DD.)</b>	student	<b>08.01.2024</b>	<b>12.01.2024</b>
40	Entering corrections after the preliminary subject registration: in the case of course cancelation (Putting a check mark in the "will not be launched" box for courses that will not be started. In the case of new	Department Administrator	15.01.2024	19.01.2024

**ON THE COMMENCEMENT OF THE 2ND (SPRING) SEMESTER  
OF THE 2023/2024 ACADEMIC YEAR**

No.	name of task	task is performed by	start	Deadline
	course launch—sending request to Class Schedule Editors to include course in timetable, for all programmes.			
41	Performing corrections after preliminary subject registration. Increasing numbers of participants.	Class Schedule Editor	03.07.2023	26.08.2023
42	Selection of subspecialisation, providing the name and the planned maximum student number of the subspecialisation to EM (deadlines for choosing a subspecialisation)	SS, study programme leader	05.01.2024	05.01.2024
43	Selection of subspecialisation, starting the courses of subspecialisations to be launched, creation of collective courses	Class Schedule Editors	08.01.2024	08.01.2024
44	Selection of subspecialisation, starting the courses of subspecialisations to be launched, splitting of collective courses	institute administrator	09.01.2024	12.01.2024
45	Class schedule editing in Neptun for subspecialisations to be launched.	Class Schedule Editor	10.01.2024	19.01.2024
46	Timetable to be ready before final subject registration, signalling the need to review. Sending requests to check the timetable (to Heads of Institute, study programme leaders, Dean of CDS, course lecturers, subject leaders)	Class Schedule Editor	19.01.2024	19.01.2024
47	Review before final subject registration, sending list of corrections to Class Schedule Editors.	institute administrator	22.01.2024	26.01.2024
48	Corrections before final subject registration.	Class Schedule Editor	29.01.2024	02.02.2024
49	Checking the setting of Neptun parameters and dates for final subject registration, correction of any deviations.	SS Neptun Team	29.01.2024	02.02.2024
50	<b>Final subject registration, exact dates and times for taking and dropping subjects in line with the calendar of the academic year, according to the schedule specified by SS.</b>	student	<b>05.02.2024</b>	<b>11.02.2024</b>
51	<b>Final subject registration, taking and dropping subjects for doctoral students</b>	student	<b>05.02.2024</b>	<b>11.02.2024</b>
52	<b>Checking the number of students for each course.</b>	GVR, institutes	<b>12.02.2024</b>	<b>14.02.2024 14:00</b>
53	<b>Tickling the “Deregistration blocked” box for courses</b>	Class Schedule Editors	<b>14.12.2024 13:00</b>	<b>14.12.2024 14:00</b>
54	<b>Start of final subject registration, only subject registration</b>	student	<b>14.02.2024</b>	<b>18.02.2024</b>
55	Cancellation of classroom reservations that are outside the timetable and are not necessary; corrections for necessary classroom changes; fulfilment of new requests until the end of the 2 <sup>nd</sup> teaching week.	Class Schedule Editor	19.02.2024	01.03.2024
56	Specification of classroom requirements of programmes not in line with the time schedule of the academic year (on an ongoing basis but 1 month before start at the latest)	Class Schedule Editor	On an ongoing basis	