

 CORVINUS UNIVERSITY of BUDAPEST	PROVISIONS OF THE VICE-RECTOR FOR ACADEMIC PROGRAMMES	10/2025 Version number: 00
RULES OF SCHEDULING ACADEMIC YEAR 2ND (SPRING) SEMESTER FOR THE START OF TEACHING		

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Version number	Date of publication	Effective date	Version tracking
00	03.10.2025	03.10.2025	publication

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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 2025/2026 academic year.

Definitions

2.§

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

Daytime delivery bachelor programmes, two-cycle and single-cycle master programmes

Organising lectures

3.§

- (1) As a general rule, the lectures will take the form of a classroom lecture, where, in addition to the traditional lecture format, a "mirrored lecture" option is also available.
- (2) 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 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) Deviations from the lecture format specified in Subsection (1) may only be made with the permission of the Vice Rector for Academic Programmes for certain special programmes and courses (e.g. CEMS, HSUP, preparatory courses associated with talent management programmes).

The requests shall be submitted in Neptun. Name of the request: O-308 Request for an online lecture in the case of a special programme. Submission period: **01.01.2025 - 28.11.2025**

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(4) Recording of lectures in Neptun. Information required for timetabling:

a) As a general rule:

	To be entered in the comment box of the course	Timetable data
1.	Personal	time slot and classroom are available

b) With the permission of the Vice-Rector for Academic Programmes for certain specific programmes and courses

	To be entered in the comment box of the course	Timetable data
1.	Online - asynchronous	no timeslot, no classroom
2.	Online - asynchronous with consultation	timeslot available (mainly to be placed in timeslot 7), no classroom

(5) In the comment fields of the lectures, the information "personal" and with the authorisation of the Vice-Rector for Academic Programmes in the case of certain special programmes and courses "online - asynchronous" and "online - asynchronous with consultation" should be recorded.

Organisation of seminars and other practical sessions for compulsory and compulsory elective subjects

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 subjects shall be set as follows.

Number of seminar and practical groups	Number of Bachelor students taking the subject (persons)	Setting the number of course participants in bachelor programme <i>expected number of course participants: 40 persons</i>
1	up to 45 persons	max. 45 persons
2	between 46-90 persons	23-45 persons
3	between 90-135 persons	23-45 persons
4	between 136-180 persons	23-45 persons

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Number of seminar and practical groups	Number of students taking the subject in master programme and single-cycle programme (in persons)	Setting the number of course participants in master programme and in single-cycle programme <i>expected number of course participants: 30 persons</i>
1	up to 40 persons	max. 40 persons
2	between 41-80 persons	20-40 persons
3	between 81-120 persons	20-40 persons
4	between 121-160 persons	20-40 persons

- (3) Deviations from the group sizes included in the table in Subsection (2) may be made only with the approval of the Vice-Rector for Academic Programmes. The approvals are valid for the current semester. When establishing the number of students specified in Subsection (2), if the expected number of students registering for the subject requires the start of several seminar groups, it is recommended to set the maximum number of students in each group at a lower value at the start of subject registration (e.g. 25 students each) and either to set a waiting list or, by monitoring the number of students registering during the registration period, gradually and simultaneously increase the maximum number for all seminar groups once the current maximum is reached.
- (4) Requests, along with the justification for the deviation from the **maximum** group size, shall be submitted by the Institute Administrator to the Vice-Rector for Academic Programmes 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 **03.11.2025**.
- (5) Requests, along with the justification for the deviation from the **minimum** group size, shall be submitted by the Institute Administrator to the Vice-Rector for Academic Programmes 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 until **12:00 pm on 16.02.2026**.
- (6) If the student is required to complete a certain number of credits from the compulsory elective block according to the sample curriculum, the subjects to be announced and not to be announced among the subjects within in the given block will be agreed by the Institute Administrator responsible for timetable data with the study programme leader and will pass the information to the PM timetable editor.
- (7) For subjects related to the preparation of a thesis (thesis seminar, preparation of the thesis, etc.), a consultation-type course must be opened. By way of derogation from Subsection (1), thesis consultations may be held online and in person. Thesis seminars shall be agreed with the lecturer in advance-

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Organisation of lectures, seminars and other practical sessions for free elective and intensive weekly subjects

5.§

- (1) Lectures shall start with group sizes within the limits set out in Section 3, seminars and other practical courses within the limits set out in Section 4 (2)-(3).
- (2) For free elective subjects, the minimum number of course participants is 30 persons.
- (3) For intensive-week courses, the minimum number of course participants is: 20 persons.
- (4) Deviations from the minimum number of course participants specified in Subsections (2) and (3) may be made only with the authorisation of the Vice-Rector for Academic Programmes. Requests for deviating from the **minimum** number of course participants, along with the justification, shall be submitted by the institute in charge of the subject on the *worksheet for deviation from the minimum number of participants* under Timetabling Requests , based on the number of students registered for the subject in question, by **16.02.2026 12:00 pm.** The requests are decided by the Vice-Rector for Academic Programmes, following the prior professional opinion and approval of the Deans.
- (5) If a subject is offered to students of a CEMS or Erasmus programme, DSG programme, other double or multiple degree, Study Abroad programme or other exchange programme, and the number of applicants for the subject does not reach the minimum number of students specified in (2) or (3), its course may be cancelled only after consultation with the programme leader.

Provisions for specialist postgraduate programmes, non-degree programmes and part-time programmes regarding the organisation of lectures, seminars and other practical sessions

6.§

- (1) As a general rule:
 - a) for specialist postgraduate programmes, sessions may be held as classroom sessions according to the planned timetable. Exceptions to this rule are only possible if already included in the curriculum or if authorised by the Vice-Rector for Academic Programmes.
 - b) for non-degree programmes (for students with or without student status), sessions can be held as both classroom and online sessions,
 - c) for part-time bachelor and master programmes, sessions are held in the form of classroom sessions.
- (2) For programmes under Subsection (1), the study programme leader/programme manager, in consultation with the Head of Institute, shall decide on the formation of the necessary groups

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on the basis of the maximum number of study programme participants and Section 4 (2) and then the Institute Administrator shall announce the subjects in Neptun accordingly. In the case of programmes under Subsection (1), the study programme leader may deviate from the number provided for in Section 4 (2).

- (3) In the case of paragraphs a) and c) of Subsection (1), for students repeating a subject due to the specificities of the announcement of the subject, consultation-type courses may be announced in a semester other than where they are included in the sample curriculum. The dean decides in consultation with the lecturer in charge of the subject and the study programme leader. In this case, the student must submit the 'B105 Declaration of completion of subjects to be phased out' to confirm that he or she accepts individual preparation. The teaching workload is determined in accordance with Section 7 (2).
- (4) With regard to consultation-type courses launched for students lagging behind in part-time programmes contained in Subsection (3), the requests shall be submitted, along with the justification, by the lecturer in charge of the subject to the Vice-Rector for Academic Programmes on the *consultation worksheet in programmes being phased out* in Timetabling Requests on an ongoing basis, simultaneously with the launch of the course, no later than **12:00 pm on 16.02.2026**.

Special provisions for programmes and subjects 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 in subjects belonging to sample curriculum semesters that have already expired:
 - a) If among the announced subjects, there is one with 75% matching professional content, students can take this subject, by subject joining. (Two subjects are offered under a joint course)
 - b) Where there is no subject as referred to in paragraph a), but at least 25 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 Section 4 (2) of these Provisions.

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- c) If neither of the solutions under a) and b) is available, the former subject shall be offered and a consultation-type course shall be launched. In this case, the student must submit the 'B105 Declaration of completion of subjects to be phased out' to confirm that he or she accepts individual preparation.
 - d) In the case specified in paragraph c), consultations may be held in blocks, with a number of hours 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 specified in c), for the purpose of counting the classes towards the teaching workload, the number of hours shall be calculated as the number of hours per student, starting from the number of students, multiplied by 0.2, up to the original number of hours.
- (3) Subjects that are being phased out: A subject is discontinued as a result of the annual curriculum review. In this case, the procedure set out in Subsection (2) shall be followed.
- (4) Information concerning the case specified in Subsection (2) and the justification shall be submitted by the study programme leader/lecturer in charge of the subject to PM under Timetabling Requests on the *Worksheet for consultations in programmes being phased out* no later than **12:00 pm on 16.02.2026**, on the *Worksheet for requests for joining subjects* no later than **12:00 p.m. on 20.02.2026**.

Additional rules for launching a course**8.§**

- (1) Except for subjects included in the 1st semester of the sample curricula, the planned number of students for each subject included in the sample curriculum is determined as follows: The number of students who have signed in for the relevant year of the programme in the semester preceding the announcement of the subject +10%.
- (2) For students enrolled for the 1st semester, the planned number of students in the subject is determined as follows: the number of students admitted -15%.
- (3) For students falling behind, in the case of subjects that are no longer included in the (new) curricula, the number of students who have not completed the subject should be used to determine the planned number of students in the subject and the procedure set out in Section 7 (2) has to be followed.
- (4) For the created courses, depending on the number of the courses created, courses with the number of participants specified in the table, the "registration is disabled" and "deregistration is disabled" checkboxes should be both ticked. New courses can be opened or modified to the "launching" status when the courses already opened are full.

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	number of created courses	the "registration is disabled" and "deregistration is disabled" checkboxes should be both ticked
1	in the case of 1-3 courses	for 0 courses
2	in the case of 4-8 courses	for 1 course
3	in the case of 9-19 courses	for 2 courses
4	in the case of 19 courses and more	for 3 courses

- (5) For opened lectures and practice sessions, the use of a waiting list is recommended, it being understood that the waiting list must be cleared by the Thursday of the first week of the registration period and students on the waiting list must be removed from the subject.
- (6) When launching a course, for subjects advertised as free electives only, the *waiting list* for a course *must be set to 5 students*. This will ensure that for fully booked free elective subjects, the number of students is not reduced even if some students drop the subject. In this case the waiting list shall be cleared by the Thursday of the first week of the registration period and students on the waiting list must be removed from the subject.
- (7) For courses started, the data set out in Subsection (4) of the Annex shall be recorded.
- (8) The number of courses for daytime Bachelor and Master programmes shall be set at the expected number of course participants corresponding to the academic level as specified in the Table under Section 4 (2). In case of authorisation by the VRAP, PM will set the number of course participants to the authorised number. For specialist postgraduate programmes and part-time programmes, the number of students in a given year can be set.
- (9) Assignment of lecturers to courses:
- Multiple lecturers can be assigned to a course. For a course, in the course lecturers interface, the percentage of classes taught by the lecturer must also be set, in full accordance with the percentage of classes to be held that can be set by fixing a time slot.
 - In the case of multiple lecturers, the lecturers must also be assigned to the slot of the course in the timetable.
 - Only one lecturer can be assigned to a time slot of a given course.
 - The assignment of lecturers to timetable slots shall be carried out in accordance with Annex 5.
 - Deviations from this are only possible with the approval of the Vice-Rector for Academic Programmes. The requests shall be submitted in Neptun. Name of the request: O309-Request for assigning more than one lecturer to a certain timeslot. Submission period:
01.10.2025 - 13.02.2026

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(10) Changing the lecturer of a course:

- a) before the final subject registration, the institutes may change the course lecturer in consultation with the subject leader.
- b) after the final subject registration, the institutes may change the course lecturer with the approval of the VRAP.

(11) The assignment of the lecturer to a course or timeslot must be done in such a way that the lecturer's teaching workload can be clearly identified (the number of classes is only counted towards the classes held if the lecturer has been assigned to a timeslot)

(12) Using "Lecturer TBD":

- a) In cases where an external lecturer is needed and the actual lecturer is not yet identified or the conclusion of a contract is still in progress.
- aa) in Neptun, the lecturer called "Lecturer TBD" can be selected as the lecturer (Neptun Code: EGQGSE).
- ab) the "Lecturer TBD" entry must be removed for all courses by **28.02.2026** at the latest.

Preliminary subject registration

9.§

- (1) After the start of the preliminary subject registration period, the institutes have to continuously check the current registration numbers and if all places in the already opened courses are filled, a new course can be started (based on the expected number of students).
- (2) After the end of the preliminary subject registration period, courses of free elective subjects with fewer than 20 applicants in a Bachelor programme, 15 applicants in a Master programme will be cancelled in view of Section 5 (5).
- (3) After the preliminary subject registration period, the staff of PM will check whether the capacity of the room allocated to the course is adequate based on the number of course participants. If the room capacity is inadequate, a replacement will be initiated and implemented in consultation with the institutes.

Final subject registration

10.§

- (1) Even during the final subject registration, the institutions must continuously monitor the current number of enrolments and if all places in the courses already opened are filled, they must either increase the number of course participants in compulsory subjects depending on the expected number of participants or, if the number of applicants is expected to allow the provision contained in Section 4 (2), another course may be started.

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- (2) At the time of final subject registration, the remaining free elective subjects may be taken.
- (3) Information on checking the number of course participants and course closures will be sent out by the Vice-Rector for Academic Programmes by email before the commencement of the final subject registration.
- (4) During the final subject registration, the size of the courses cannot be set at a number that is larger than the capacity of the practical session/seminar and laboratory rooms. An increase in the number of students of the course is only possible if the institute has requested and received a room of sufficient size in advance.
- (5) Before the start of the additional subject registration, the PM Class Schedule Editors will remove the progress barrier function.

Rules with regard to doctoral programmes

11.§

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

Timetabling provisions

12.§

- (1) Timetabling shall be overseen by the Vice-Rector for Academic Programmes at the University.
- (2) The timetable editing rights are approved by the Vice-Rector for Academic Programmes and set by the Neptun group of SAS.
- (3) Authorisations for the general use of rooms requested by Communication staff shall be approved by the Chief Communications Officer and set up by the Neptun group of SAS.
- (4) Prior to the start of the timetabling, lecturers can indicate the maximum of 7 timeslots (90 minutes each) when they are unable to teach and/or indicate other special needs by submitting the Neptun application "O311-Lecturer's timetable request". Applications are approved by the relevant head of the institute. The PM Class Schedule Editors will start the timetable compilation taking into account the timetable requests approved by the Head of the Institute. The period for submitting lecturers' requests: **01.10.2025 10:00 – 10.10.2025 23:59**, the period of approval by the Head of the Institute: **11.10.2025 - 14.10.2025** The PM will send the Excel spreadsheet containing the aggregated data of the applications to the Vice-Rector for Faculty and Research and to the Vice-Rector for Academic Programmes for verification by **15.10.2025**.
- (5) After joint approval by the Vice-Rector for Academic Programmes and the Vice-Rector for Faculty and Research, lecturers can submit an O303 request in Neptun for a change of timetable at any time until the end of the semester. Submission period: **16.10.2025 10:00 am - 24.05.2026 12:00 pm**

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- (6) 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.
- (7) 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.
- (6) 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 year of any programme according to the sample curriculum
- (7) Deviations from the subject and programme structure of the sample curriculum are not allowed.
- (8) The timetable should be designed so that the theoretical lecture of a given subject precedes its practical seminar within a teaching week.
- (9) Only one course can be placed in the same room at the same time.
- (10) When adding classes to the timetable, the general class schedule set out in Annex 1 may be used.

Provisions on classroom reservations

13.§

- (1) The executive programmes (executive MBA and FMBA) shall be placed in the following classrooms:
 - a) G-J501
 - b) G-J504
 - c) G-J505
- (2) Classroom reservations for exams: The rules on classroom reservations for the examination period are set out in the provisions of the VRAP concerning the examination period.
- (3) Recording classroom reservations in Neptun for non-educational purposes (e.g. events).
 - a) general bookings for classrooms can be made as follows.
 - aa) general classroom reservations can be made by the timetable editor of PM for the study and exam periods of future semesters that are not current.
 - ab) general room reservations for the study period of the current semester can be made by the staff member of the event organisation unit with room reservation rights for available slots once the registration period has been closed.

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Miscellaneous and final provisions

14.§

- (1) The general class schedule of the University is set out in Annex 1.
- (2) Timetabling definitions and rules are set out in Annex 2.
- (3) Timetabling deadlines are set out in Annex 3.
- (4) The present Provisions shall enter into force on the day following their publication and shall remain in force until 28 June 2026.

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Annex 1

1) General class schedule for full-time programmes

Main Building		Monday to Thursday		Friday		Saturday
	1	8:00 am to 9.30 am	1	8:00 am to 9.30 am	1	
	2	9:50 am to 11:20 am	2	9:50 am to 11:20 am	2	
	3	11:40 am to 1:10 pm	3	11:40 am to 1:10 pm	3	
	4	1:40 pm to 3:10 pm	4	1:40 pm to 3:10 pm	4	
	5	3:30 pm to 5:00 pm	5	3:30 pm to 5:00 pm	5	
	6	5:20 pm to 6:50 pm	6	5:20 pm to 6:50 pm	6	
	7	7:10 pm to 8:40 pm	7	7:10 pm to 8:40 pm	7	
Building C		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 pm to 3:10 pm	4	1:40 pm to 3:10 pm	4	1:40 pm 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		
Salt House		Monday to Thursday		Friday		
	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		
	3	11:40 am to 1:10 pm	3	11:40 am to 1:10 pm		
	4	1:40 pm to 3:10 pm	4	1:40 pm to 3:10 pm		

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	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		
	7	7:10 pm to 8:40 pm	7	7:10 pm to 8:40 pm		
		Monday to Thursday		Friday		Saturday
Gellért Campus Educational and community spaces	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 pm to 3:10 pm	4	1:40 pm to 3:10 pm	4	1:40 pm 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		
Gellért Campus Corvinus Sport Centre		Monday to Saturday				
		7.00 am to 6.00 pm				

2) Class schedule for part-time programmes

In all buildings during the opening hours of the building	Monday to Saturday		
	1	9:00	10:30
	2	10:40	12:10 pm
	LUNCH	12:10 pm	1:00 pm
	3	1:00 pm	2:30 pm
	4	2:40 pm	4:10 pm
	5	4:20 pm	5:50 pm
	6	6:00 pm	7:30 pm

3) Study programme leaders in evening and correspondence programmes must choose one of the two class schedules, which will be applied to all subjects in the study programme.

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- 4) The number of classes set out in the sample curriculum should be added to the timetable using the slots in the class schedule, so that when several slots are used consecutively, breaks should always be left out (left free).
- 5) The class schedule of external, non-university locations may differ from the class schedule of Corvinus.

Annex 2

(1) Timetabling definitions:

- a. Contact hour (or academic hour): a session with a duration of forty-five (45) minutes, where the personal contribution of a lecturer, but not necessarily the simultaneous personal 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 SER).
- b. Timeslot: 2 classes held in one session (90-minute time unit according to Corvinus' general practice of organisation of education).
- c. Course: within the meaning of the Nftv., a subject (unit of study) announced for a given semester, realised in a specific form and type of knowledge transfer, for which data concerning the semester - including data on the course lecturers, class times, progress checks during the semester - are recorded in the study administration system in addition to the subject data (SER Section 3);
- d. Normal course: the teaching of a course of a given subject in one timeslot. Weekly/biweekly teaching of the subject based on the number of hours per week specified in the sample curriculum, or biweekly teaching if one hour 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 by PM, 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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- k. A consultation-type course can be used in the following cases:
- i. thesis courses
 - ii. in the cases specified in Section 7(2)(c),
- (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. Lecture (E)
 - ii. Practice session (G)
 - iii. Consultation (K)
 - iv. Exam course (V)
 - b. The course type specified in Point a. can be deviated from only if the practical course has to be divided according to the subject curriculum (e.g.: room with a board, some classes are also held in the computer room). In this case, Lab (L) can also be used.
 - c. 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) Opening a collective course: Collective courses are created by the class schedule editors of PM, and they mean the launch of individual courses (lectures, practice sessions, etc.) in the subject datasheets in Neptun of the subjects of the current semesters (semester **2025/2026/2**) in the sample curricula recorded in Neptun, 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. expected number of course participants according to Subsection (2) of Section 4 of these Provisions
 - vi. "No clashes allowed" or "conditional clash" for clash enablement
 - vii. language in which the course is taught

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- 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, period: second semester, subject type: compulsory, estimated number of participants: 100 persons)
- (4) Splitting collective courses and checking courses: Courses launched by PM may be split further and checked by the staff member of the Institute if necessary, and he/she shall enter the following information in the comment box:
 - a. start of additional courses based on the estimated number of participants
 - b. course code, with additional information, if necessary
 - c. course language check, specifying it, if necessary
 - d. course lecturer, with percentage
 - e. setting the maximum number of course participants to the expected number of course participants as set out in Subsection (2) of Section 4 of these Provisions
 - f. setting “No clashes allowed” or “conditional clash” for clash enablement
 - g. 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 the number of students who can take it as offered otherwise by the institution can be set.
 - h. Editing the comment box by class schedule editors pursuant to Subsection (3) of Section 3 of these Provisions: “**personal**” or “**Online - asynchronous**”, “**Online - asynchronous with consultation**” for certain special programmes and courses with the authorisation of the Vice-Rector for Academic Programmes.
- (5) Physical education classes and foreign language classes are added to the timetable by the administrator of the organisational unit responsible for the subjects.
- (6) In the event of course closures, the
 - a. task of institute administrators:
 - i. ticking the “not launching” box for courses
 - ii. removing students who have not yet withdrawn from a course from both the subject and the course
 - iii. setting the maximum number to 0
 - b. after ticking the “not launching” box, the task of Class Schedule Editors:
 - i. deleting the time of the course from the timetable
 - ii. deleting the room assignment of the course

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Annex 3

Timetabling deadlines

No.	name of task	task is performed by	start 2025/26/2	Deadline 2025/26/2
1	Delivering the filtered data extracted by PM on the students of programmes that are being phased out to study programme leaders, institutes and the SAS	PM	01.10.2025	10.10.2025
2	Identifying courses and subjects to be phased out based on student completion Filling in the Excel table for Timetabling requests, selecting the version according to Section 7(2)b)-c) of the provisions of the VRAP.	study programme leader, study programme coordinator/ lecturer, Institute Administrator	13.10.2025	21.11.2025
3	Preparing a list of programmes with students in the given semester, with breakdown by semester and estimated numbers of students	PM Class Schedule Editors	01.10.2025	10.10.2025
4	Asking the study programme leader to submit requests for preliminary general room bookings (Excel)	PM Class Schedule Editors	01.10.2025	03.10.2025
5	Requesting the timetable (Excel) proposed by the study programme leader to be delivered in the case of correspondence and evening programmes where there is a draft timetable in advance.	PM Class Schedule Editors	01.10.2025	03.10.2025
6	Entering the timetable needs of lecturers in the O311 Neptun application.	lecturers	01.10.2025	10.10.2025
7	Approval of timetable requests by the Head of the Institute.	Heads of Institute	11.10.2025	14.10.2025
8	Sending aggregated data on lecturers' timetable requests to the Vice-Rector for Education and Academic Affairs	PM Class Schedule Editor	14.10.2025	15.10.2025
9	Submitting to the PM preliminary requests for general classroom bookings for timetabling and for the scheduling of rigorous and examination courses.	study programme leader, study programme coordinator, lecturer, Institute Administrator, lecturer	06.10.2025	21.10.2025

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No.	name of task	task is performed by	start 2025/26/2	Deadline 2025/26/2
10	Delivering the timetable (Excel) proposed by the study programme leader to PM (class schedule editors) for correspondence and evening programmes where there is a preliminary timetable.	study programme leader, study programme coordinator, lecturer, Institute Administrator, lecturer	06.10.2025	21.10.2025
11	Recording preliminary general classroom reservations for the timetabling of part-time programmes.	PM Class Schedule Editors	06.10.2025	21.10.2025
12	Course launch. Launch of courses for the compulsory, compulsory elective and free elective subjects of sample curricula. (Also for subjects of Period Books, SPM UL, DD sample curricula, groups of free elective subjects across the University, SA, exchange students and CEMS). For all academic levels, all delivery modes and languages of instruction. Also for the subjects of the phased-out programmes given in paragraph 6.	PM Class Schedule Editors		01.10.2025
13	Launching courses for students of the programmes and subjects to be phased out as set out in Point 2.	PM Class Schedule Editors	13.10.2025	21.11.2025
14	Launch of the foreign language courses of the FLTRC and adding the language classes to the timetable	FLTRC administrator	13.10.2025	28.11.2025
15	Launch of physical education courses offered by the Centre of Physical Education and adding the physical education classes to the timetable (physical education is not part of preliminary subject registration)	Administrator of the Centre of Physical Education	13.10.2025	30.01.2025
16	Launching courses for the subjects of the doctoral programmes, delivering timetabling data with regard to doctoral programmes.	UDO	13.10.2025	21.11.2025
17	Checking course launches, reporting deficiencies to the PM.	study programme leader, study programme coordinator/	02.10.2025	15.10.2025

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No.	name of task	task is performed by	start 2025/26/2	Deadline 2025/26/2
		lecturer, Institute Administrator		
18	Course division and assignment of lecturers to courses; checking and correcting course settings. For exchange students, SA, DD, SPM, CEMS sample curricula, for subjects in the optional subject groups at university level, and also for Period books Ticking the “not starting” box for courses that have been cancelled.	institute administrator	02.10.2025	15.10.2025
19	Requests for deviations from the maximum number of students pursuant to Section 4 (3) of these Provisions. Entering requests in a given Excel spreadsheet. Recording deviations from the maximum number of participants: On the “Requests for class schedule editing” interface.	subject leader, Head of Institute, institute administrator, study programme coordinator	02.10.2025	03.11.2025
20	Obtaining the Dean’s opinion on requests concerning deviation from the maximum number of participants—on an ongoing basis.	Dean	03.11.2025	07.11.2025
21	Joint granting of requests concerning deviation from the maximum number of participants by the VRE and the GVR.	VRAP	03.11.2025	07.11.2025
22	Course launch for rigorous and exam courses.	PM Class Schedule Editors	21.10.2025	31.10.2025
23	Sharing the special requirements of foreign and Hungarian visiting lecturers with EM (Class Schedule Editors), (such as sharing specific requests of lecturers with regard to place of delivery, academic activities, etc.)	institute administrator	20.10.2025	31.10.2025
24	Editing the class schedules in Neptun for English language programmes offered in daytime delivery, holding consultations.	PM Class Schedule Editors	03.11.2025	21.11.2025
25	Editing class schedules in Neptun for all further programmes, holding consultations.	PM Class Schedule Editors	03.11.2025	12.12.2025

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No.	name of task	task is performed by	start 2025/26/2	Deadline 2025/26/2
26	English-language programmes (offered in daytime delivery). Timetable to be ready before preliminary subject registration, sending out requests to review it. Checking the timetable, sending out notices (Head of Institute, study programme leader, subject leader).	PM Class Schedule Editors	24.11.2025	26.11.2025
27	English-language programmes (offered in daytime delivery). Reviewing the completed timetable by the Institute and the study programme leader, sending the list of errors to PM	study programme leader, study programme coordinator/ lecturer, Institute Administrator	25.11.2025	28.11.2025
28	English-language programmes (offered in daytime delivery). Implementing requests for correction.	PM Class Schedule Editors	25.11.2025	01.12.2025
29	English-language programmes (offered in daytime delivery). Checking the setting of Neptun parameters and periods for preliminary subject registration in the case of English- language, SA, Erasmus CEMS programmes.	SAS Neptun Team	24.11.2025	28.11.2025
30	Preliminary subject registration for the spring semester for guest students, SA programme and Free mover, CEMS students for the 2nd semester of 2025/2026 12:00	student	03.12.2025	05.12.2025
31	Spring semester preliminary subject registration for (Erasmus, exchange students) for the 2nd semester of 2025/2026 10:00	student	08.12.2025	10.12.2025
32	Providing corrections required after preliminary SA and Erasmus subject registration.	institute administrator	12.12.2025	12.12.2025
33	All other programmes. Timetable to be ready before preliminary subject registration, sending out requests to review it. Sending requests to check the timetable (Head of Institute, study programme leader, subject leader)	PM Class Schedule Editors	12.12.2025	12.12.2025

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No.	name of task	task is performed by	start 2025/26/2	Deadline 2025/26/2
34	All other programmes. Reviewing the completed timetable by the Institute, sending the list of errors to class schedule editors.	institute administrator, study programme coordinator	12.12.2025	19.12.2025
35	All other programmes. Implementing requests for correction.	PM Class Schedule Editors	05.01.2026	09.01.2026
36	Checking the setting of Neptun parameters and periods for preliminary subject registration, for all other programmes . Daytime, correspondence, evening bachelor programmes, two-cycle or single-cycle master programmes, specialist postgraduate programmes and all other curricula.	SAS Neptun Team	05.01.2026	09.01.2026
37	Preliminary subject registration for the spring semester for students of all programmes for the 1st semester of 2025/2026/2.	student	12.01.2026	16.01.2026
38	Providing corrections after preliminary subject registration: course suspension ("not launching" box ticked), course launch—notification to Class Schedule Editors for all programmes.	institute administrator	19.01.2026	23.01.2026
39	Performing corrections after preliminary subject registration. Implementing of changes in the number of participants, room exchanges	PM Class Schedule Editors	19.01.2026	23.01.2026
40	Submission of requests for deviations from the minimum number of participants in accordance with Section 6 of this provision, in the Excel spreadsheet provided, using the timetabling interface.	subject leader, institute director	20.01.2026	16.02.2026
41	Obtaining the Dean's opinion on requests concerning deviation from the minimum number of participants.	Dean	17.02.2026	18.02.2026
42	Joint granting of requests concerning deviation from the minimum number of participants by the GVR and the VRE.	VRAP	17.02.2026	18.02.2026

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No.	name of task	task is performed by	start 2025/26/2	Deadline 2025/26/2
43	Selection of subspecialisation, providing the name and the planned maximum student number of the subspecialisation to be launched to PM (deadlines for choosing a subspecialisation)	study programme leader, study programme coordinator	09.01.2026	09.01.2026
44	Selection of a subspecialisation, launch of the courses of subspecialisations to be launched (but are still missing).	PM Class Schedule Editors	12.01.2026	15.01.2026
45	Selection of subspecialisations, assigning lecturers to the courses of the starting (but still missing) subspecialisations, checking and correcting course settings.	institute administrator	12.01.2026	16.01.2026
46	Class schedule editing in Neptun for subspecialisations to be launched (but missing).	PM Class Schedule Editors	12.01.2026	16.01.2026
47	Timetable to be ready before the final subject registration, sending a request for checking it. Sending requests to check the timetable (Head of Institute, study programme leader, Head of UDO, course lecturer, subject leader)	PM Class Schedule Editors	19.01.2026	19.01.2026
48	Review before final subject registration, sending list of corrections to Class Schedule Editors.	institute administrator, study programme coordinator	19.01.2026	30.01.2026
49	Corrections before final subject registration.	PM Class Schedule Editors	19.01.2026	06.02.2026
50	Checking the setting of Neptun parameters and periods for final subject registration.	SAS Neptun Team	02.02.2026	06.02.2026
51	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 SAS for 2025/2026/2.	student	09.02.2026	15.02.2026
52	Final subject registration, subject registration and deregistration for the students of doctoral programmes in accordance with the schedule provided by the UDO.	student	09.02.2026	15.02.2026

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No.	name of task	task is performed by	start 2025/26/2	Deadline 2025/26/2
53	Checking the number of course participants, determining course closures*	VRAP, institutes	16.02.2026	18.02.2026
54	Implementing course closures	VRAP, institutes	17.02.2026	18.02.2026
55	Ticking the “Deregistration blocked” box for courses 13:00 14:00 , disabling progress barrier function for bachelor programmes	PM Class Schedule Editors	19.02.2025	19.02.2025
57	Start of final subject registration, only subject registration for 2025/2026/2	student	19.02.2026	22.02.2026
58	Cancelling classroom reservations that are outside the timetable and are not necessary; performing corrections for necessary classroom changes; fulfilling new requests until the end of the 2 nd teaching week.	PM Class Schedule Editors	23.02.2025	27.02.2025
59	Specifying 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)	PM Class Schedule Editors	On an ongoing basis	On an ongoing basis

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Annex 4

Lecturers' requests for the start of the semester:

Name of application	Accessible by	Period of display
O303-PM-Request for a change of class schedule	institute staff member, lecturer	16.10.2025 10:00 am – 24.05.2026 12:00 pm
O308-PM- Request for an online lecture in the case of special programmes.	institute staff member, lecturer	01.10.2025 10:00 am – 28.11.2025 12:00 pm
O309-PM- Request for assigning more than one lecturer to a certain timeslot.	institute staff member, lecturer	01.10.2025 10:00 am – 13.02.2026 12:00 pm
O311-PM- Lecturer's timetable request form.	lecturer, institute staff member	01.10.2025 2025 10:00 am – 10.10.2025 23:59

Annex 5

Assigning multiple lecturers of a course to a specific timeslot

	Task	Person in charge
1.	Creating a collective course	PM
2.	Splitting a collective course, assigning lecturers and other data to courses	Institutes
3.	Timetabling. Adding courses to the timetable, creating specific timeslots.	PM
4.	In the case of multiple lecturers, assigning lecturers to specific timeslots: Neptun / Subjects (706000) / Subject courses (720000) / Course selection / Assigning to timetable tab; Modifications to lecturers' timetable button	Institutes

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Kurzuskötegek		Felajánlott kurzusok	Órarendhez rendelés	Jegyzetek	Kiegészítő Adatok	Hallgatói eredménylista
☐	Óraidőpont valós kezdete Δ	Óraidőpont valós vége	A hét napja	Temek	Oktatók	Événys
☐	2025. 02. 17. 8:00:00	2025. 02. 17. 11:20:00	Hétfő		Teszt Hallgató (GGI1WR)	☒
☐	2025. 02. 24. 8:00:00	2025. 02. 24. 11:20:00	Hétfő		Teszt Oktató (COF38Q)	☒
☐	2025. 03. 03. 8:00:00	2025. 03. 03. 11:20:00	Hétfő		Teszt Hallgató (GGI1WR)	☒
☐	2025. 03. 10. 8:00:00	2025. 03. 10. 11:20:00	Hétfő		Teszt Oktató (COF38Q)	☒
☐	2025. 03. 17. 8:00:00	2025. 03. 17. 11:20:00	Hétfő		Teszt Hallgató (GGI1WR)	☒
☐	2025. 03. 24. 8:00:00	2025. 03. 24. 11:20:00	Hétfő		Teszt Oktató (COF38Q)	☒
☐	2025. 03. 31. 8:00:00	2025. 03. 31. 11:20:00	Hétfő		Teszt Hallgató (GGI1WR)	☒
☐	2025. 04. 07. 8:00:00	2025. 04. 07. 11:20:00	Hétfő		Teszt Oktató (COF38Q)	☒
☐	2025. 04. 14. 8:00:00	2025. 04. 14. 11:20:00	Hétfő		Teszt Hallgató (GGI1WR)	☒
☐	2025. 04. 28. 8:00:00	2025. 04. 28. 11:20:00	Hétfő		Teszt Oktató (COF38Q)	☒
☐	2025. 05. 05. 8:00:00	2025. 05. 05. 11:20:00	Hétfő		Teszt Hallgató (GGI1WR)	☒
☐	2025. 05. 12. 8:00:00	2025. 05. 12. 11:20:00	Hétfő		Teszt Oktató (COF38Q)	☒
☐	2025. 05. 19. 8:00:00	2025. 05. 19. 11:20:00	Hétfő		Teszt Hallgató (GGI1WR)	☒