 CORVINUS UNIVERSITY of BUDAPEST	PROVISIONS OF THE VICE-RECTOR FOR EDUCATION	3/2024 Version Number: 01.
ON THE COMMENCEMENT OF THE FIRST (AUTUMN) SEMESTER OF THE 2024/2025 ACADEMIC YEAR		

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Preamble

1.§

- (1) Based on Section 2(2)c) of the Study and Examination Regulations (hereinafter: “SER”), I hereby order the following rules for the organisation of education concerning the commencement of the first (autumn) semester of the 2024/2025 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, two-cycle and 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 hours 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 hours 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 subparagraphsca)-cb) during the lecture. *To account for the lecture as teaching workload, 100% of the*

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normal number of hours 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). Distributing 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 hours 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 available, classroom available

- (4) In the comment fields of the classes, the information "online - asynchronous" and "online – asynchronous with consultation" and "personal appearance" should be recorded.
- (5) The subjects included in the curricula of daytime delivery programmes 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, two-cycle and single-cycle master programmes
4.§

- (1) As a general rule, seminars and other practice 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.

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Number of students taking the subject (persons) in bachelor programmes	Number of students (persons) taking the subject in master programmes and single-cycle programmes	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 Subsection (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 can be found in the [Timetabling Requests](#) table. Requests **not included there**, together 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* in [Timetabling Requests](#) on an ongoing basis, simultaneously with the request to launch the course, but no later than **08.03.2024**.
- (4) Within the context of these Provisions, the exact number of participants 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 subjects included in the curricula of daytime delivery programmes 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:
- for specialist postgraduate programmes and executive programmes, sessions may be held in the classroom according to the planned timetable.
 - for non-degree programmes (for students with or without student status), sessions can be both in the classroom and online,
 - for part-time bachelor, single-cycle and master programmes, sessions are held in the classroom.

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- (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 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 course participants is as follows:

Free elective subjects	Budapest (per- sons)
Free elective subjects in Bachelor programmes	30
Free elective subjects in Master programmes	30

- (3) For programmes delivered in Székesfehérvár, the minimum student number for free electives shall be determined in dialogue with the General Vice-Rector on the basis of the number of students in the cohort.
- (4) For intensive-week courses, the minimum number of course participants (regardless of academic level and language) is 20.
- (5) For programmes delivered in Székesfehérvár, the minimum number of course participants for intensive week courses shall be determined in dialogue with the General Vice-Rector on the basis of the number of students in the cohort.
- (6) If a subject is in a CEMS programme, a DSG programme or other double degree and multiple degree programmes, or is part of a Study Abroad programme and the number of participants is below the number of participants specified in Subsection (2), it may be cancelled only after consultation with the relevant programme leader, or in the case of Study Abroad programmes, 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 with respect to the minimal number of participants for a course, together 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 in [Timetabling Requests](#), based on the number of students taking the subject in question, no later than **4 pm on 02.09.2024**. 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 shall mean:
 - 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% matching professional content, students can take this subject, by subject joining. (Two subjects are offered under a joint course)
 - b) Where there is no such subject, 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 participants 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 preparing individually.
 - d) In the case specified in paragraph c), consultations may be held online, in blocks, with a number of hours different from the original number of contact hours. 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 hours.
- (3) 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 the Vice-Rector for Education and the General Vice-Rector under [Timetabling Requests](#) on the *Worksheet for consultations in programmes being phased out* no later than

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06.09.2024, on the *Worksheet for requests for joining subjects* no later than **06.09.2024**.

Additional rules for launching a course
8.§¹

- (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 registered for the relevant year of the study programme in the semester preceding the announcement of the course +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.
- (4) For created courses, depending on the number of courses created, courses with the number of participants specified in the table, the “does not launch” or “registration is disabled” and “deregistration is disabled” checkboxes should be both ticked. New courses can be opened or modified to the “launches” status when the courses already opened are full.

	number of created courses	“does not launch” or “registration is disabled” and “deregistration is disabled” checkboxes should be both ticked
1.	for 1-2 courses	for 0 courses
2.	for 3-8 courses	for 1 course
3.	in the case of 9-19 courses	for 2 courses
4.	19 courses and more	for 3 courses

- (5) A waiting list must be established for the lectures and practical courses that have been opened with the following number of participants:

	planned number of students in the course based on the provisions of the VRE at the beginning of the semester*	number of students on waiting list
1.	25 persons	2 persons
2.	30 persons	3 persons
3.	40 persons	4 persons

¹Introduced by: Vice-Rector for Education, effective from: 3 April 2024.

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*The aim is that where, for example, the maximum number of students is 25, too few courses will be avoided by gradually opening courses and adjusting the maximum number of students based on the waiting list (max. 27 persons). (It is better to start 3 courses with 27-27 participants than 4 courses with 20-20-20 or 21 participants.

- (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.

Preliminary subject registration**9.§²**

- (1) After the start of the preliminary course registration, the institutes have to continuously check the current enrolment 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 subject registration of students taking courses at another higher education institution and the normal preliminary subject registration period, courses of free elective subjects with fewer than 15 applicants will be cancelled.

Final subject registration**10.§³**

- (1) If not all the courses created after the preliminary subject registration are full, the institutes must keep checking the current registration numbers even during the final subject registration period and if all the places in the courses already opened are full and applicants are still expected, a new course can be launched.
- (2) At the time of final subject registration, the remaining free elective subjects may be taken.
- (3) During the final subject registration period, the subjects of the sample curriculum for the first year can be retaken after the enrolment of the first-year students.

Special provisions for the Székesfehérvár Campus**11.§**

- (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**12.§**

²Introduced by: Vice-Rector for Education, effective from: 3 April 2024.

³Introduced by: Vice-Rector for Education, effective from: 3 April 2024.

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- (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 applicable to doctoral programmes

13.§

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

Timetabling provisions


14.§

- (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 Student Services.
- (3) All sessions, classes, exams, consultations, etc. which are parts of teaching activities shall be recorded in Neptun as a timetabled class under the present provisions.
- (4) So-called make-up classes due to the cancellation of a timetabled class can be recorded in Neptun as a general room reservation, provided that the original timetable time of the class is retained in Neptun.
- (5) In the timetabling process, there shall be no timetable clashes of compulsory and compulsory elective subjects in the sample curriculum for the relevant semester in any year of any programme.
- (6) Deviations from the subject and programme structure of the sample curriculum are not allowed.
- (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

15.§

- (1) The general class schedule of the University is set out in Annex 1.
- (2) Rules for Timetabling definitions are set out in Annex 2.

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- (3) Timetabling deadlines are set out in Annex 3.
- (4) The present Provisions shall be effective from the day following their publication to the last day of the first (autumn) semester of the academic year 2024/2025.

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1. Annex
General class schedule

Budapest Campus						
	Monday to Thursday		Friday		Saturday	
Main Building	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
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 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
“Salt House”	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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Székesfehérvár Campus						
Main Building	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. 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 hours 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. Room reservation for timetabled classes: Room reservation for a course recorded in Neptun, which is recorded in the Neptun timetabling interface.
- h. General room reservation: any classroom reservation in Neptun not recorded in the Neptun timetabling interface.
- i. Prior room reservation: general classroom reservation for a specific purpose (e.g. for part-time programmes, consultations, language classes) prior to timetabling.
- j. Rooms 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.

(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:

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- i. Lecture (E)
 - ii. Practice session (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) Opening a collective course: Collective courses are created by the class schedule editors of EM, 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 2024/2025/1) 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. maximum number of course participants according to Subsection (3) of Section 4 of these Provisions
 - vi. "No clashes" or "conditional clash" for clash enablement
 - vii. language in which the course is taught
 - 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)
- (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:
 - a. launch of additional courses based on the estimated number of participants
 - b. course code, with additional information, if necessary
 - c. course language check, setting it, if necessary
 - d. course lecturer, with percentage

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- e. Setting the number of participants:
 - f. change of maximum number of participants (subject to authorisation)
 - 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 how many students can take it as offered otherwise by the institution can be set.
 - h. Editing the comment box by 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 reservations for exams: The rules on classroom bookings for the examination period are set out in the provisions of the VRE for the examination period.
- (7) Recording classroom bookings in Neptun for non-educational purposes (e.g. events).
- a. General room reservations cannot be made for classrooms without obtaining the opinion of EM.
 - b. General room bookings can be made by the class schedule editor of EM for the study and exam periods of future semesters, that is, not the current semesters.
 - c. General room reservations for the current semester can be made by the staff member of the event organisation with room reservation rights for the study period of the current semester after timetabling is completed or the examination date has been fixed.

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Annex 3

Timetabling deadlines

No	name of task	task is performed by	start	Deadline
1	Delivery of the filtering results carried out by EM of students of study programmes that are being phased out to study programme leaders, institutes	EM	28.02.2024	27.05.2024
2	Definition of the subjects to be announced (using analyses and filtering) based on the performance of students of study programmes that are being phased out. Filling in an Excel spreadsheet, checking one of the three options pursuant to the provisions of the VRE.	Study programme leader/EM	28.02.2024	27.05.2024
3	Decisions of Deans and the VRE	Dean, VRE	28.02.2024	27.05.2024
4	Joining of subjects after the decision	Class Schedule Editors	28.02.2024	21.05.2024
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, notification of the class schedule editors	institute	08.03.2024	21.05.2024
6	Adding to the timetable the normal courses of the extra subjects of the programmes that are being phased out	Class Schedule Editors	05.02.2024	14.05.2024
7	Transposition of corrections adopted by the EC to the current sample curricula	Name of EM programme leader	05.02.2024	29.02.2024
8	recording the curricula for the 2024/2025 academic year	Name of EM programme leader	30.04.2024	30.04.2024
9	Preparation of a list of programmes with students in the given semester, with breakdown by semester and estimated numbers of students	Class Schedule Editors	04.03.2024	08.03.2024
10	Fixing preliminary general room bookings for timetabling	Class Schedule Editors	28.02.2024	08.03.2024
11	Delivery of the proposed timetable (excel) to EM (class schedule editors) for correspondence and evening programmes with preliminary timetables.	study programme leader, lecturer, institute administrator	28.02.2024	08.03.2024
12	Preparation and sharing with the class schedule editors of the list of subjects already accepted for derogation from the maximum number of participants.	EM/GVR	28.02.2024	08.03.2024
13	New requests for deviations from the maximum number of participants in accordance with Subsection (3) of Section 4 of these Provisions shall be submitted in the Excel spreadsheet provided. Recording deviations from the maximum number of participants: On the "timetabling requests" interface.	subject leader, Head of Institute	28.02.2024	08.03.2024

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No	name of task	task is performed by	start	Deadline
14	Dean's opinion on requests concerning deviation from the maximum number of participants—on an ongoing basis.	Dean	28.02.2024	08.03.2024
15	Joint granting of requests concerning deviation from the maximum number of participants by the VRE and the GVR.	GVR, VRE	28.02.2024	08.03.2024
16	Requests for deviations from the minimum number of participants in accordance 6 of these Provisions shall be submitted in the Excel spreadsheet provided. Recording deviations from the minimum number of participants: On the "Requests for class schedule editing" interface.	subject leader, Head of Institute	01.07.2024	30.08.2024
17	Dean's opinion on requests concerning deviation from the minimum number of participants.	Dean	01.09.2024	04.09.2024
18	Joint granting of requests concerning deviation from the minimum number of participants by the GVR and the VRE.	GVR, VRE	01.09.2024	04.09.2024
19	Launch of the foreign language courses of the FLTRC and adding the language classes to the timetable	FLTRC administrator	11.03.2024	14.06.2024
20	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	11.03.2024	22.08.2024
21	Course launch, creation of collective courses . Launch of collective 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 (with the exception of first-year subjects)	Class Schedule Editor	08.03.2024	14.03.2024
22	Checking course launches. Reporting any omissions to EM.	institute administrator	14.03.2024	28.03.2024
23	Course launch splitting of collective courses . Assigning lecturers to courses and setting the course language for the compulsory and compulsory elective subjects of sample curricula. (Also for subjects of exchange students, SA, DD and sample curricula. Also for subjects of period books, SPM, DD, CEMS, groups of free elective subjects across the University and sample curricula.) Ticking the "not starting" box for courses that will not be started.	institute administrator	14.03.2024	28.03.2024
24	Ticking the "Registration blocked" box for practice period courses.	Class Schedule Editor	08.03.2024	14.06.2024

**ON THE COMMENCEMENT OF THE FIRST (AUTUMN)
SEMESTER OF THE 2024/2025 ACADEMIC YEAR**

No	name of task	task is performed by	start	Deadline
25	Course launch for rigorosa and exam courses.	subject leader, institute administrator	08.03.2024	14.06.2024
26	Sharing the special requirements of foreign and Hungarian visiting lecturers with EM (Class Schedule Editors), such as sharing specific requests of lecturers among places of delivery, academic activities, etc.)	study programme leader, lecturer, institute administrator	28.02.2024	28.03.2024
27	Course launch of the subjects of doctoral programmes and delivering timetabling data for doctoral programmes.	CDS	28.02.2024	28.03.2024
28	Checking and approval of intensive-week subjects	Deans	28.02.2024	28.03.2024
29	Class schedule editing in Neptun, English language programmes with daytime delivery, reconciliations	Class Schedule Editor	02.04.2024	10.05.2024
30	Class schedule editing in Neptun for all other programmes, reconciliation	Class Schedule Editor	02.04.2024	07.06.2024
31	Daytime programmes in English. Timetable to be ready before preliminary subject registration, notification for review. Sending out requests to carry out timetable checks (Head of Institute, study programme leader, CDS, course lecturer, subject leader)	Class Schedule Editor	13.05.2024	13.05.2024
32	Daytime programmes in English. Checking of the completed timetable by the Institute, sending the list of errors to EM.	institute administrator	13.05.2024	17.05.2024
33	Daytime programmes in English. Implementation of requests for correction received.	Class Schedule Editor	21.05.2024	24.05.2024
34	Daytime programmes in English. Checking the setting of Neptun parameters and dates for preliminary subject registration, correction of any deviations in the case of programmes in English, SA and Erasmus.	SS Neptun Team	06.05.2024	10.05.2024
35	Preliminary subject registration: SA and Freemover CEMS programmes 12:00	student	27.05.2024	29.05.2024
36	Preliminary subject registration: Erasmus Exchange Programme 12:00	student	31.05.2024	04.06.2024
37	Specifications of corrections required after preliminary SA and Erasmus subject registration.	institute administrator	29.05.2024	31.05.2024
38	All other programmes. Timetable to be ready before preliminary subject registration, notification for review. Sending out requests to carry out timetable checks (Head of Institute, study programme leader, CDS, course lecturer, subject leader)	Class Schedule Editor	10.06.2024	10.06.2024
39	All other programmes. Checking of the completed timetable by the Institute, sending the list of errors to EM.	institute administrator	10.06.2024	14.06.2024
40	All other programmes. Implementation of requests for correction received.	Class Schedule Editor	17.06.2024	21.06.2024

**ON THE COMMENCEMENT OF THE FIRST (AUTUMN)
SEMESTER OF THE 2024/2025 ACADEMIC YEAR**

No	name of task	task is performed by	start	Deadline
41	Checking the setting of Neptun parameters and dates for preliminary subject registration, correction of any deviations for all other programmes . Daytime, correspondence, evening Bachelor programmes, two-cycle or single-cycle master programmes, specialist postgraduate programmes and all other curricula.	SS Neptun Team	03.06.2024	07.06.2024
42	Preliminary subject registration: for all programmes based on the schedule provided by the SS. (Period books, SPM, DD.)	student	24.06.2024	28.06.2024
43	Request for corrections after preliminary subject registration: course suspension (“not starting” tick), course launch—notification to Class Schedule Editors for all programmes.	Department Administrator	01.07.2024	05.07.2024
44	Corrections after preliminary subject registration. Implementing of changes in the number of participants.	Class Schedule Editor	08.07.2024	09.07.2024
45	Launch of courses for first-year students enrolling for the autumn, 1st semester of 2024/2025/1, creation of collective courses	Class Schedule Editors	06.05.2024	07.05.2024
46	Launch of courses for first-year students enrolling for the 1st, autumn semester of 2024/2025, splitting of collective courses	institute administrator	08.05.2024	10.05.2024
47	Timetabling for first-year students enrolling for the 1st, autumn semester of 2024/2025	Class Schedule Editors	13.05.2024	28.06.2024
48	Completed timetable for first-year students enrolling to the 1st, autumn semester of 2024/2025, sending a request for checking it Sending out requests to carry out timetable checks (Head of Institute, study programme leader, CDS, course lecturer, subject leader)	Class Schedule Editors	28.06.2024	28.06.2024
49	Timetabling for first-year students enrolling for the 1st, autumn semester of 2024/2025, performing the checks, sending the list of corrections to Class Schedule Editors.	subject leader, institute administrator	01.07.2024	05.07.2024
50	Implementing corrections and modifications received for students enrolling in the 1st, autumn semester of 2024/2025	Class Schedule Editors	08.07.2024	12.07.2024
51	Selection of a subspecialisation, providing the name and proposed number of participants of the subspecialisation to be launched to EM (deadlines with regard to choosing a subspecialisation)	SS, study programme leader	03.06.2024	08.07.2024
52	Selection of a subspecialisation, launch of the courses of subspecialisations to be launched (but are still missing), creation of collective courses	Class Schedule Editors	08.07.2024	10.07.2024
53	Selection of a subspecialisation, launch of the courses of subspecialisations to be launched (but are still missing), splitting of collective courses	institute administrator	08.07.2024	10.07.2024

**ON THE COMMENCEMENT OF THE FIRST (AUTUMN)
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No	name of task	task is performed by	start	Deadline
54	Class schedule editing in Neptun for subspecialisations to be launched (but missing).	Class Schedule Editor	10.07.2024	12.07.2024
55	Timetable ready before final subject registration, sending out requests to check it. Sending out requests to carry out timetable checks (Head of Institute, szudy programme leader, CDS, course lecturer, subject leader)	Class Schedule Editor	15.07.2024	15.07.2024
56	Performing a check before the final subject registration, delivery of list of corrections to Class Schedule Editors.	institute administrator	15.07.2024	19.07.2024
57	Performing corrections required before final subject registration.	Class Schedule Editor	15.07.2024	26.07.2024
58	Checking the setting of Neptun parameters and dates for final subject registration, correction of any deviations.	SS Neptun Team	08.07.2024	13.07.2024
59	Exact dates and times for final subject registration, subject registration and subject deregistration for all according to the schedule provided by SS in line with the calendar of the academic year.	student	26.08.2024	30.08.2024
60	Final subject registration, subject registration and deregistration for the students of doctoral programmes in accordance with the schedule provided by the UDO.	student	26.08.2024	30.08.2024
61	Checking the number of course participants	GVR, institutes	31.08.2024	05.09.2024
62	Ticking the "Deregistration blocked" box for courses 13:00-14:00	Class Schedule Editors	06.09.2024	06.09.2024
63	Beginning of final subject registration period, only registering for subjects	student	09.09.2024	09.15.2024
64	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 nd teaching week.	Class Schedule Editor	16.09.2024	30.09.2024
65	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	