

 CORVINUS UNIVERSITY of BUDAPEST	PROVISIONS OF THE VICE-RECTOR FOR EDUCATION	9/2024 Version Number: 00.
ON THE COMMENCEMENT OF THE SECOND (SPRING) 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 second (spring) 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 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.

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.*

- (2) Deviations from the lecture format specified in Subsection (1) may only be made with the permission of the Vice Rector for Education for certain special programmes and courses (e.g. CEMS, HSUP, preparatory courses for talent management programmes).

The requests shall be submitted in Neptun. Name of the request: "Request for an online lecture in the case of a special programme". **Deadline: 18.10.2024**

- (3) Recording 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 presence	time slot available, classroom available

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

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

- (4) In the comment fields of the classes, the information "personal presence" and with the authorisation of the Vice-Rector for Education in the case of certain special programmes and courses "online - asynchronous" and "online - asynchronous with consultation" 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.

Number of students taking the subject (persons) in bachelor programmes	Number of students taking the subject in master programmes and in 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 Subsection (2) may be made only with the joint approval of the Vice-Rector for Education and the General Vice-Rector. The

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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 **18.10.2024**

- (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****5.8**

- (1) As a general rule:
 - a) for specialist postgraduate programmes, sessions may be held as classroom lectures according to the planned timetable.
 - b) for non-degree programmes (for students with or without student status), sessions can be both in the classroom and online,
 - c) for part-time bachelor, single-cycle and master programmes, sessions are held in the classroom.
- (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.
- (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, students shall fill in a declaration that they agree to preparing individually. The teaching workload is determined in accordance with Section 7 (2).

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- (4) With regard to consultation-type courses launched for students lagging behind in part-time programmes defined in Subsection (3), the requests shall be submitted, along the justification, by the lecturer in charge of the subject to the Vice-Rector for Education and the General Vice-Rector on the *worksheet for students lagging behind in part-time programmes* in [Timetabling Requests](#) on an ongoing basis, simultaneously with the the launch of the course, no later than **9:00 am on 17.02.2025.**

Minimum number students in a course

6.§

- (1) Courses shall be launched with group sizes within the limits set out in Subsections 4.§(2)-4.§(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 given 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 30 persons.
- (3) For programmes delivered in Székesfehérvár, the minimum student number for free elective subjects shall be determined in dialogue with the General Vice-Rector on the basis of the number of students in the cohort. Székesfehérvár students should also have access to the free elective subjects offered in Budapest.
- (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 Subsections (2) and (6) may be made only with the joint authorisation 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 minimum number of participants* in [Timetabling Requests](#), based on the number of students taking the subject in question, no later than **9 am on 17.02.2025.** 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.

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Special provisions for programmes that are being phased out

7.§

- (1) Programmes that are being phased out shall mean:
- programmes that the University has decided to terminate—students who have fallen behind have nowhere to join,
 - 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,
 - 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:
- 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)
 - Where there is no subject as referred to in paragraph a), 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.§(2) or 6.§(7) of these Provisions.
 - 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, students shall fill in a declaration that they agree to preparing individually.
 - 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 hours. Consultations shall be agreed with the students in advance. Students shall also fill in a consultation acceptance form together with course registration.
 - 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) 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 EM under [Timetabling Requests](#) on the *Worksheet for consultations in programmes being phased out* no later than **21.02.2025**, on the *Worksheet for requests for joining subjects* no later than **21.02.2025**.

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- (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 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.
- (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 “launches” status when the courses already opened are full.

	number of created courses	“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.	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 Tuesday 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.

Preliminary subject registration**9.§**

- (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).

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- (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.
- (3) After the preliminary subject registration, the staff of EM will check whether the capacity of the room allocated to the course is adequate based on the number of students. If the room capacity is inadequate, a replacement will be initiated and implemented in consultation with the institutes.

Final subject registration

10.§

- (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) Information on checking the number of students in the courses and course closures will be sent out by the General Vice-Rector 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.

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. Székesfehérvár students should also have access to the free elective subjects offered in Budapest.

Rules applicable to doctoral programmes

12.§

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

Timetabling provisions

13.§

- (1) Timetabling shall be overseen by the Vice-Rector for Education at the University.

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- (2) Timetabling authorisations shall be approved by the Vice-Rector for Education and set up by the Neptun system administrator of SS.
- (3) For Communication staff authorisations for the general use of rooms shall be approved by the Head of Communication and set up by the Neptun system administrator of SS.
- (4) 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.
- (5) 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.
- (6) 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.
- (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) As a general rule, programmes that can be placed on the Gellért Campus in the spring semester of 2024/2025:
 - a) bachelor study programmes
 - aa) Philosophy, Politics, Economy
 - ab) Data Science in Business
 - b) master study programmes
 - ba) Economic Behaviour Analysis
 - bb) Economic Analysis
 - bc) International Accounting and Auditing
 - bd) Political Economy
 - c) executive programmes
 - ca) Master of Business Administration (MBA)
 - cb) Executive MBA
- (10) As a general rule, these programmes are placed on the Gellért Campus. If the number of course participants exceeds the capacity of the classrooms and the exchange within the building cannot be solved, courses can be moved to other buildings of the university, taking into account the transit time between the buildings.

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Provisions on classroom reservations

14.§

- (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 bookings for the examination period are set out in the provisions of the VRE for the examination period.
- (3) Recording classroom bookings in Neptun for non-educational purposes (e.g. events).
 - a) General bookings for classrooms can be made as follows.
 - aa) 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.
 - 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.

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.
- (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 the last day of the 2nd (spring) semester of the 2024/2025.academic year.

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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	
	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 am to 3:10 pm	4	1:40 am 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 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
Gellért Campus Educational and community spaces		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

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	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				
Gellért Campus Corvinus Sports Centre	Monday to Saturday					
	7.00 am to 6.00 pm					
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				

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;
- 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.

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- 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:
 - 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 2024/2025/2) in the sample curricula recorded in Neptun, with the estimated number of participants.
- a. Course information entered when launching a course:

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- 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
 - 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.
- Editing the comment box by class schedule editors pursuant to Subsection (3) of Section 3 of these Provisions: “**personal presence**” or “**Online - asynchronous**”, “**Online - asynchronous with consultation**” for certain special programmes and courses with the authorisation of the Vice-Rector for Education .
- (5) Physical education classes and foreign language classes are added to the timetable by the administrator of the relevant organisational unit.

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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	07.10.2024	11.10.2024
2	Preparation of a list of programmes with students in the given semester, with breakdown by semester and estimated numbers of students	Class Schedule Editors	07.10.2024	11.10.2024
3	Submission of requests to the EM for preliminary general room bookings	institutes, study programme leaders	07.10.2024	11.10.2024
4	Requesting the timetable (Excel) proposed by the study programme leader to be delivered for correspondence and evening programmes with preliminary timetables.	study programme leader, lecturer, institute administrator	07.10.2024	11.10.2024
5	Fixing preliminary general room bookings for timetabling	Class Schedule Editors	07.10.2024	25.10.2024
6	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	14.10.2024	22.11.2024
7	Delivery of the timetable (Excel) proposed by the study programme leader to EM (class schedule editors) for correspondence and evening programmes with preliminary timetables.	study programme leader, lecturer, institute administrator	14.10.2024	22.11.2024
8	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 of instruction. Also for the subjects of the phased-out programmes given in paragraph 6.	Class Schedule Editor	14.10.2024	18.10.2024
9	Launch of courses for students falling behind or pursuing study programmes that are being phased out as referred to in paragraph 6 on the basis of the decision of the study programme leader/subject leader/institute, notification of the class schedule editors	institute	14.10.2024	22.11.2024
10	Launch of the foreign language courses of the FLTRC and adding the language classes to the timetable	FLTRC administrator	14.10.2024	29.11.2024
11	Launch of physical education courses offered by the Centre of Physical Education and adding the physical education classes to the timetable	Administrator of the Centre of Physical Education	14.10.2024	31.01.2025

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No	name of task	task is performed by	start	Deadline
	(physical education is not part of preliminary subject registration)			
12	Course launch of the subjects of doctoral programmes and delivering timetabling data for doctoral programmes.	CDS	14.10.2024	22.11.2024
13	Checking course launches. Reporting any omissions to EM.	institute administrator	21.10.2024	31.10.2024
14	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	21.10.2024	31.10.2024
15	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, institute administrator	21.10.2024	31.10.2024
16	Dean’s opinion on requests concerning deviation from the maximum number of participants—on an ongoing basis.	Dean	04.11.2024	08.11.2024
17	Joint granting of requests concerning deviation from the maximum number of participants by the VRE and the GVR.	GVR, VRE	04.11.2024	08.11.2024
18	Course launch for rigorosa and exam courses.	subject leader, institute administrator	21.10.2024	31.10.2024
19	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	21.10.2024	31.10.2024
20	Class schedule editing in Neptun, English language programmes with daytime delivery, reconciliations	Class Schedule Editor	04.11.2024	25.11.2024
21	Class schedule editing in Neptun for all other programmes, reconciliation	Class Schedule Editor	04.11.2024	13.12.2024
22	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	25.11.2024	25.11.2024
23	Daytime programmes in English. Checking of the completed timetable by the Institute, sending the list of errors to EM.	institute administrator	26.11.2024	28.11.2024

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No	name of task	task is performed by	start	Deadline
24	Daytime programmes in English. Implementation of requests for correction received.	Class Schedule Editor	27.11.2024	29.11.2024
25	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	25.11.2024	29.11.2024
26	Spring semester preliminary subject registration for guest students, SA programme and Free mover students for the 2nd semester of 2024/2025	student	02.12.2024	04.12.2024
27	Spring semester preliminary subject registration for guest students (Erasmus, exchange students) for the 2nd semester of 2024/2025	student	09.12.2024	11.12.2024
28	Specifications of corrections required after preliminary SA and Erasmus subject registration.	institute administrator	12.12.2024	13.12.2024
29	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	16.12.2024	16.12.2024
30	All other programmes. Checking of the completed timetable by the Institute, sending the list of errors to EM.	institute administrator	16.12.2024	20.12.2024
31	All other programmes. Implementation of requests for correction received.	Class Schedule Editor	06.01.2025	10.01.2025
32	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	06.01.2025	10.01.2025
33	Preliminary subject registration: for all programmes based on the schedule provided by the SS. (Period books, SPM, DD.)	student	13.01.2025	17.01.2025
34	Request for corrections after preliminary subject registration: course suspension (“not starting” tick), course launch—notification to Class Schedule Editors for all programmes.	Department Administrator	20.01.2025	27.01.2025
35	Corrections after preliminary subject registration. Implementing of changes in the number of participants, room exchanges	Class Schedule Editor	20.01.2025	28.01.2025
36	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	20.01.2025	17.02.2025

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No	name of task	task is performed by	start	Deadline
37	Dean's opinion on requests concerning deviation from the minimum number of participants.	Dean	18.02.2025	19.02.2025
38	Joint granting of requests concerning deviation from the minimum number of participants by the GVR and the VRE.	GVR, VRE	18.02.2025	19.02.2025
39	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	10.01.2025	10.01.2025
40	Selection of a subspecialisation, launch of the courses of subspecialisations to be launched (but are still missing), creation of collective courses	Class Schedule Editors	13.01.2025	16.01.2025
41	Selection of a subspecialisation, launch of the courses of subspecialisations to be launched (but are still missing), splitting of collective courses	institute administrator	13.01.2025	17.01.2025
42	Class schedule editing in Neptun for subspecialisations to be launched (but missing).	Class Schedule Editor	13.01.2025	18.01.2025
43	Timetable ready before final subject registration, sending out requests to check it. Sending out requests to carry out timetable checks (Head of Institute, study programme leader, CDS, course lecturer, subject leader)	Class Schedule Editor	20.01.2025	20.01.2025
44	Performing a check before the final subject registration, delivery of list of corrections to Class Schedule Editors.	institute administrator	20.01.2025	31.01.2025
45	Performing corrections required before final subject registration.	Class Schedule Editor	20.01.2025	07.02.2025
46	Checking the setting of Neptun parameters and dates for final subject registration, correction of any deviations.	SS Neptun Team	03.02.2025	07.02.2025
47	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	10.02.2025	16.02.2025
48	Final subject registration, subject registration and deregistration for the students of doctoral programmes in accordance with the schedule provided by the UDO.	student	10.02.2025	16.02.2025
49	Checking the number of course participants*	GVR, institutes	17.02.2025	19.02.2025
50	Ticking the "Deregistration blocked" box for courses 13:00-14:00	Class Schedule Editors	19.02.2025	19.02.2025
51	Beginning of final subject registration period, only registering for subjects	student	20.02.2025	23.02.2025
52	Cancellation of classroom reservations that are outside the timetable and are not necessary; corrections for necessary classroom changes;	Class Schedule Editor	24.02.2025	28.02.2025

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No	name of task	task is performed by	start	Deadline
	fulfilment of new requests until the end of the 2 nd teaching week.			
53	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	

Annex 4

Lecturer applications:

Name of application	Accessible by	Display
O303-OM-Request for a change of class schedule	institute staff member, lecturer	20.02.2025-24.05.2025