

2./2021. Rector's order

2021/2022. academic year 1. semester

Schedule of the academic year

1. The schedule of the semester:

1.1. The semester begins on the 6th of September 2021 and ends on the 28th of January, 2022.

Opening ceremony and award ceremony: 6 September 2021 IO class, Dr. Sándor Posta
Sports Hall

Staff meeting: 6 September, 2021, 2 pm, Szegedi út 2. A / 88

Enrollment of 1st year full-time students: 6 September 2021, 11 a.m. Szegedi út 2.
Building C hall.

Enrollment of 1st-year Teacher, Kindergarten Teacher, Correspondence students of
the basic course: September 10, 2021, 8 o'clock Szegedi út 2. Building C hall.

Enrollment of correspondence students of the 1st year in the basic course of
Management and in the higher education vocational training course: 17 September,
2021. 11 a.m. Szegedi út 2. Building C hall.

The first day of education for the academic year is Tuesday, 7 September 2021.

Autumn break: 25-28 October 2021.

The educational buildings will be closed from 24 December 2021 to 31 December 2021.

I .3. Business Administration and Management

Term-time:

Start: 20 September 2021

End: 17 December 2021

Exam period:

Start: 20 December 2021

End: 28 January 2022

I. 7. Schedule of internship

Teaching Bachelor Course, Kindergarten Teacher Bachelor Course, Infant, and
Toddler Education Bachelor Course

20 September- .10 December 2021

For graduate students:: between 20 September 2021. and 26 November 2021

17 January- 11 March 2022

I. 9. Deadlines for the final exam:

Publication of final exam topics on the institute's websites: 22. October 2021

Date of the final exam:

10-12 January, 2022

Deadline for submitting the dissertation and applying for the final exam (all courses):

3 December 2021

Deadline for uploading dissertation reviews to Neptune from both consultant and
opponent):

3. January 2022

Diplomaátadás: központi főiskolai ünnepélyen 2022. január 21.

I. 10. Preparation for the final exam

Tasks of institutes:

- sending final exam topic lines electronically to the Student Office

22. October 2021

Tasks of the Student Office:

- informing students about how to apply for the final exam, the fees to be paid, and other information by 19 November 2021.

- notifying students of their appointment for the final exam through the Neptun system

till 4. January 2022

1.11. Open days: 2021. November 11., December 9.,

2022. January 13., February 3.

2.1.2. Preparation for the term-time

2.2. Institutes will finalize their courses advertised in NEPTUN (a course that is missing from NEPTUN cannot be taken by a student, so it cannot be started!) Until 19 August 2021.

2.3. Institutions should publish on their website by 10 September 2021:

- the subjects of the subjects according to the compulsory template,
- the names of the instructors of the subjects, - the recommended literature,
- TDK topics recommendation.

The schedule and budget of the study trips will be submitted by the institutes to the Rector and the Chancellor by 10 September 2021.

2.4. 2021/2022. The division of subjects for the 2nd semester of the academic year will be submitted by the institutes to the Rector and the Student Office by 26 November 2021.

2.5. 2021/2022. The division of subjects for the 2nd semester of the academic year will be submitted by the institutes to the Rector and the Student Office by 26 November 2021.

2.6. 2021/2022. academic year 1. semester subjects can be taken by students from 30 August to 19 September 2021 at Neptune.

After the deadline, it is only possible to take a subject by submitting the forms prepared by the Student Office (subjects not included in the sample curriculum, cross-semester subjects, and examination courses) by the deadline specified in the applications!

2.7. The Student Office will finalize the semester timetable by September 24, 2021.

2.8. Requests for studies

2021/2022. Applications related to studies for the first semester of the academic year can be submitted by students on the forms prepared by the Student Office by the deadline specified in the applications.

An application for the publication of cross-semester subjects not included in the sample curriculum can also be submitted to the Student Office by 24 September 2021 at the latest.

An application for a change of specialty, specialization, specialization, or department can be submitted by 10 September 2021, at the latest.

2.8. Deadline for payment of the cost: 17 September 2021

3. Preparation for the examination period

3.1. The institutes will submit their proposals for exam days, examiner, and on-call arrangements to the Student Office by 12 November 2021. (applicable based on TVSZ)

3.2. The Student Office will prepare the exam calendar and room layout by 26 November 2021 and publish it on the bulletin board, website, and send it to the institutes.

3.3. The Institutes will upload the exam dates they have announced to the NEPTUN system by 26 November 2021.

4. Apply for the exam

Students can register in the NEPTUN system for the indicated exam days from 26 November 2021.

5. Procedure for taking the exam

In the case of examinations, instructors may set a staff limit, which must be fixed in Neptune. If due to a large number of applicants, the student does not fit into the number limit, he/she can only apply for later dates.

6. Replacement of failed exams:

A repeated examination on the same subject may be taken no more than twice per examination period.

7. Additional responsibilities of Institute Directors and Examiners

7.1 At the request of the student, the re-examination must be taken before a committee. The members of the committee shall be appointed by the competent director of the institute.

7.2 The change in the person of the examining instructor must be notified to the students 3 days before the examination.

7.3 The instructor shall register the examination mixture in NEPTUN on a working day following the examination, but no later than by the last working day of the examination period (28.01.2021).

7.4 An examination form must also be issued for non-examination assessments. On the exam sheet, the examiner instructs the assessment of the exam and validates it immediately after signing the exam.

7.5 By 13 December 2021, the Directors of the Institute shall submit to the Rector their proposals on the composition of the final examination committees.

8. Preparation for the second semester of the academic year 2021/2022

Institutes submit schedule requests to the Student Office by December 3, 2021

The institute's record 2021/2022 in the NEPTUN system. courses to be announced in the 2nd semester of the academic year until 10 December 2021.

Students in 2021/2022. Courses for the 2nd semester of the academic year will be admitted to the NEPTUN system until 1 February 2022.

9. Miscellaneous provisions

9.1 The duration of the timetable hours is 45 minutes. Teaching lessons begin throughout the lesson (the first lesson is at 8 p.m.).



Ad hoc changes in the specific order of timetable classes must be reported by the lecturer of the subject to the competent director of the institute and, in case of approval, to the Student Office

9.2 Order of publication of the instruction

To execute the instruction:

- can be downloaded by institutes and students from the college website.

For information they will receive:

- the directors of the institutes
- the Student Office
- the college rapporteur,
- the head of the Student Self-Government.

