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**Rector's instructions 6/2022  
for the academic year 2022/2023 spring semester's study schedule**

**1. Schedule of the semester:**

1.1. The semester begins on January 30, 2023, and ends on June 23, 2023.

1.2. The timetable for the non-graduate classes of the Primary School Teacher, Pre-school Teacher, Infant and Early Childhood Educator BA, the first year of the Business Administration and Management BSc, and the Business Administration and Management higher-level vocational training:

The termtime:

beginning:	30 January 2023
end:	12 May 2023

The examination period:

beginning:	15 May 2023
end:	23 June 2023

1.3. The timetable for the graduating students of Primary School Teacher, Pre-school Teacher, Infant and Early Childhood Educator BA:

The termtime:

beginning:	13 March 2023
end:	21 April 2023

The examination period:

beginning:	24 April 2023
end:	19 May 2023

1.4. The timetable for the non-graduate II, III and IV classes of Business Administration and Management:

The termtime:

beginning:	30 January 2023
end:	28 April 2023

The examination period:

beginning:	15 May 2023
end:	23 June 2023

1.5. The timetable for classes of Business Administration and Management in English:

The termtime:

beginning: 30 January 2023  
end: 28 April 2023

The examination period:

beginning: 15 May 2023  
end: 23 June 2023

Spring (Rectoral) break: 11 April 2023

**From 17 April to 20 April 2023: Online education**1.6. Schedule of consultation weeks for correspondence students:**Schedule of Business Administration and Management BSc, and the Business Administration and Management higher-level vocational training**

Classes	consultation I	consultation II	consultation III	consultation IV	consultation V	consultation VI	consultation VII
1-2-3	10-11/02	24-25/02	10-11/03	24-25/03	14-15/04	21-22/04	5-6/5

**Schedule of Primary School Teacher, Pre-school Teacher, Infant and Early Childhood Educator**

Classes	consultation I	consultation II	consultation III	consultation IV	consultation V	consultation VI	consultation VII
1-2-3-4	3-4/02	17-18/02	3-4/03	17-18/03	31/03-1/4	14-15/04	28-29/4

\* In addition to the specified consultation times, you may also count on additional consultation days on the Ethnic Minority Pre-school Teacher and Primary School Teacher programs.

1.7. Schedule of internships:

Pre-school Teacher course class I (full-time): from March 20, 2023, to March 24, 2023 (Kindergarten practice 2)

For the graduating students at Primary School Teacher, Pre-school Teacher, Infant and Early Childhood Educator: from January 16, 2023, to March 10, 2023.

For students beyond the training period of Business Administration and Management: from January 30, 2023, to May 26, 2023.

For classes I, II és III of Primary School Teacher and for the class II of Pre-school Teacher, and Infant and Early Childhood Educator courses: from January 30, 2023, to May 12, 2023 (continuous)

1.8. Deadlines related to the final exam:

Publication of final exam themes/topics on websites of institutes: **April 21, 2023.**

The date of the summer final exam:

Undergraduate training programs: **June 5-7, 2023.**

Postgraduate specialist training programs: **June 12-14, 2023.**

The deadline for submitting the thesis and applying for the final exam (all programs):

**May 5, 2023**

(The deadline for the **final** submission of the thesis is **May 12, 2023**, with payment of the special procedure fee imposed by the Refund and Allowance Rules and Regulations.)

The deadline for submitting thesis evaluations (both internal consultants and external opponents):

**May 31, 2023**

**Graduation ceremony:** at the college ceremony, expected on June 23, 2023.

1.9. Preparation of the final exam

Duties of the Study and Adult Education Department (Registrar's Office):

- notifying students of how to apply for the final exam, how the fees to be paid and other information until **April 21, 2023.**
- notification of students about the time and place of the final exam until **May 26, 2023.**

1.10. Preparation of students' summer internships:

Notification of the place of professional practice Primary School Teacher, Pre-school Teacher and, Infant and Early Childhood Educator courses: until **June 16, 2023**

1.11. Aptitude tests:

Pre-aptitude test: **January 25, 2023**

Aptitude test: **May 30-31, 2023**

1.12. Choosing specialization for Primary School Teacher students in year I:

until **May 31, 2023**

**2. Preparation of the termtime**

2.1. The Institutes finalize their courses announced in NEPTUN

until **January 20, 2023.**

(Students will not be able to take the missing courses in NEPTUN, so it may not be started in that case!)

2.2. The Institutes should publish the followings on their website by **February 3, 2023:**

- subject topics according to the obligatory pattern,
- the tutors of the subjects and the consultation times,
- the recommended literature,
- the recommendation of the Annual Scientific Student Associations' Conference.

2.3. The Institutions pass on the list of subjects concerning the Autumn semester of the academic year 2023/2024 to the Rector and the Study and Adult Education Department (Registrar's Office).

until **May 31, 2023.**

2.4. The students can take courses in Neptun from January 23, 2023, to February 10, 2023, concerning the Spring semester of the academic year 2022/2023.

After that, students can no longer initiate subject registration in Neptun. After the deadline, it is only possible to enrol a subject by submitting the forms (admission of subjects not included in the sample curriculum, cross-semester subjects, and exam courses) prepared by the Study and Adult Education Department (Registrar's Office) until the deadline specified on the application form!

## 2.5. Requests related to studies.

Students can submit applications related to studies for the spring semester of the academic year 2022/2023 to the Study and Adult Education Group by the deadline specified on the application forms. The application for the announcement of cross-semester courses and subjects not included in the sample curriculum can be submitted to the administrator of the relevant Institute no later than February 3, 2023, for full-time students, and by the second consultation date for correspondence students.

Applications for changing programmes, specializations, and course (full-time, correspondence) can be submitted no later than **February 3, 2023**.

Requests for accreditation, programmes, specialization, change of course (full-time, correspondence), personal timetable can be submitted to the Study Committee at the Study and Adult Education Department (Registrar's Office), after which the Study Committee will ask for the opinion of the lecturers.

## 2.6. Tuition payment rules

According to the current rector's instructions; until the end of the registration period, February 4, 2022, the total amount.

## 3. **Preparation of the exam period**

3.1. The Institutes submit their proposals regarding the exam dates and the examiner to the Study and Adult Education Department (Registrar's Office) by **April 14, 2023**.

3.2. The Study and Adult Education Department (Registrar's Office) will prepare the exam calendar and classroom schedule until **April 21, 2023**, and publish it on the notice board and send it to the Institutes.

3.3. The Institutes will upload the exam dates they announce to the NEPTUN system by **April 21, 2023**.

## 4. **Register for exams.**

4.1. Students can register in the NEPTUN system for the indicated exam dates: from **April 22, 2023**.

## 5. **Examination rules**

In the case of exams, lecturers may set a number limit, which must be recorded in Neptun. If, due to the substantial number of applicants, the student does not fit into the number limit, he/she can only apply for later dates.

## 6. Retaken of failed exams:

A repeated exam for the same subject can be taken a maximum of two times per exam period.

## 7. Additional duties of Institute Directors and examiners

7.1. At the student's request, the repeated exam must be taken before a committee. The relevant Institute Director appoint the members of the committee.

7.2. Students must be notified of any changes in the person of the examining instructor three days before the exam.

7.3. **The lecturer registers the grade of the exam in NEPTUN on the following working day of the exam, but no later than the last working day of the exam period (June 23, 2023).**

7.4. An examination document must also be issued in case of an evaluation obtained in a non-examination procedure. On the exam form, the examining lecturer records the evaluation of the exam and immediately validates it by signing it right after the exam.

7.5. The Institute Directors will submit their proposals regarding the constitution of the final examination committees to the Rector by **May 19, 2023**.

## 8. Preparation of the autumn semester of the 2023/2024 academic year

The Institutes submit the timetable requests to the Study and Adult Education Department (Registrar's Office) by **May 31, 2023**.

The Institutes record the 2023/2024 in the NEPTUN system. courses to be announced in the first semester of the academic year until **June 23, 2023**.

## 9. Miscellaneous commands

9.1. The duration of the lessons is 45 minutes. Lessons start at the hour (the first lesson is from 8 am).

The lecturer of the subject must notify the relevant Institute Director, the Rector and, in case of approval, the Study and Adult Education Department (Registrar's Office) of occasional changes in the specified order of the timetabled classes.

9.2. Order of publication of the instructions

The instruction for implementation:

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- may be downloaded from the websites of the institutions and the college by the students.

For your information, you will receive:

- Study and Adult Education Department (Registrar's Office),
- the Dormitory Referee,
- the Head of Student Council.

Baja, 09 December 2022

dr. Ibolya Szinger Dr. Szilágyiné signed  
Rector

I agree:

Dr. Mihály Paska signed

Chancellor