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**Rector's instructions 6/2023  
for the academic year 2023/2024 autumn semester's study schedule**

**1. Schedule of the semester:**

1.1. The semester begins on **September 4, 2023**, and ends on **January 26, 2024**.

Opening ceremony of the academic year and honorary diploma awarding ceremony: **September 4, 2023**, 10 a.m., Dr. Pósta Sándor Sports Hall.

Staff meeting: **September 4, 2023**, 2 p.m., Szegedi út 2. room A/88

**Registration for first-year full-time students: September 4, 2023, 11 a.m. Szegedi út 2, rooms A/93 and A/94.**

**Registration for first-year correspondence students in Primary School Teacher, Pre-school Teacher, Infant and Early Childhood Educator BA: September 8, 2023, 8 a.m. Szegedi út 2. room A/88.**

**Registration for first-year correspondence students in Business Administration and Management BSc, and the Business Administration and Management higher-level vocational training: September 15, 2023, 11 a.m. Szegedi út 2, room A/88.**

The first school-day of the academic year: Tuesday, **September 5, 2023**

Autumn break: **October 24-26, 2023**

The educational buildings will be closed from **December 25, 2023, to December 29, 2023**.

1.2 The schedule for the III and IV classes of the Business Administration and Management BSc:

The termtime:

beginning: **4 September 2024**

end: **1 December 2023**

The examination period:

beginning: **11 December 2023**

beginning for the graduating students: **4 December 2023**

end for the graduating students: **5 January 2024**

end: **26 January 2024**

1.3 The schedule for the classes of Business Administration and Management in English:

The termtime:  
beginning: **18 September 2023**  
end: **15 December 2023**

The examination period:  
beginning: **18 December 2023**  
end: **26 January 2024**

1.4 The schedule for the non-graduate classes of Primary School Teacher, Pre-school Teacher, Infant and Early Childhood Educator BA, I and II classes of Business Administration and Management and the Business Administration and Management higher-level vocational training:

The termtime:  
beginning: **4 September 2023**  
end: **15 December 2023**

The examination period:  
beginning: **18 December 2023**  
end: **26 January 2023**

1.5 The schedule for the graduate classes of Primary School Teacher, Pre-school Teacher, Infant and Early Childhood Educator BA:

The termtime:  
beginning: **4 September 2023**  
end: **1 December 2023**

The examination period:  
beginning: **4 December 2023**  
end: **5 January 2024**

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
1-4	15-16/9	29-30/9	13-14/10	27-28/10	3-4/11	17-18/11	1-2/12

**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
1-4	8-9/9	22-23/9	6-7/10	20-21/10	3-4/11	24-25/11	8-9/12

**\* 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:

Primary School Teacher, Pre-school Teacher, Infant and Early Childhood Educator programs:

**from September 11, 2023, to December 8, 2023.**

For the graduating students:

**from September 18, 2023, to November 24, 2023, and**

**from January 15, 2024, to March 8, 2024.**

## 1.8 Deadline related to the submission of the thesis topic choice sheet for candidates graduating in January 2025 (in teacher training courses):

**January 12, 2024.**

1.9 Deadlines related to the final exam:

Publication of final exam themes/topics on websites of institutes: **October 20, 2023.**

The date of the final exam:

**January 8-10, 2024.**



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

**December 1, 2023**

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

**January 2, 2024**

**Graduation ceremony:** at the college ceremony, on **January 19, 2024**.

1.10 Preparation of the final exam

Duties of the Institutions:

- Sending final exam topics to the Study and Adult Education Department (Registrar's Office) via email by

**October 20, 2023**

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 accordingly until **November 17, 2023**.
- -notifying students about the time and place of the final exam **via the Neptun system**

- until **January 3, 2024**.

1.11 Open house days: November 16, December 7, 2023

January 10, February 1, 2024

**2. Preparation of the termtime**

2.1 The Institutes finalize their courses announced in NEPTUN until **August 18, 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 **September 8, 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 institutes will provide the *schedule and budget of the study trips* to the Rector and the Chancellor by **September 8, 2023**.

2.4 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) by **November 24, 2023**.

2.5 The students can take courses in Neptun from **August 28, 2023**, to **September 17, 2023**, concerning the Autumn semester of the academic year 2023/2024.

**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!**

2.6 The Study and Adult Education Department (Registrar's Office) will finalize the semester timetable by **September 22, 2023**.

2.7 Requests related to studies.

**Request that can be submitted on the request management interface of the Neptun system:**

- **Requests for changing programmes, specializations, and course by September 8, 2023, at the latest,**
- **submitting a request for interruption of studies (passivation) by October 15, 2023,**
- **cancellation request of student status.**

**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 September 22, 2023, at the latest.**

**Other requests related to studies (in reference to the first semester of the 2023/2024 academic year) can be submitted by the deadline specified on the forms.**

2.8 The deadline for Tuition payment: **September 15, 2023**

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

3.1 The Institutes submit their proposals regarding the exam dates, the examiner and the duty schedule to the Study and Adult Education Department (Registrar's Office) by **November 10, 2023**.

3.2 The Study and Adult Education Department (Registrar's Office) will prepare the exam calendar and classroom schedule until **November 24, 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 **November 24, 2023**.

#### 4. Registration for exams

Students can register in the NEPTUN system for the indicated exam dates from **November 24, 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 (January 26, 2024).**
- 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 **December 13, 2023**.

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

The Institutes submit the timetable requests to the Study and Adult Education Department (Registrar's Office) by **December 1, 2023**.

The Institutes record the 2023/2024 in the NEPTUN system. courses to be announced in the spring semester of the academic year until **December 8, 2023**.

Students may take the courses for the spring semester in the NEPTUN system by February 9, 2024.



## **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:

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

For your information, you will receive:

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

Baja July 6, 2023

dr. Ibolya Szinger Dr. Szilágyiné  
Rector

I agree:

Dr. Mihály Paska

Chancellor