III. Students’ requirements system

III/8. Neptun regulations

The Senate adopted the Neptun regulations at its meeting of 13 July, 2009, with Senate resolution No. 99/2008/09.


RH/Sz – 34/2010

(T-A7)

PREAMBLE

(1) The Corvinus University of Budapest (hereinafter referred to as the University) uses Uniform IT System NEPTUN.NET (hereinafter referred to as Neptun) for providing services in relation to academic courses and students’ financial transfers, and for storing and exchanging student and employee data.

(2) The misuse of Neptun is a felony. The system should only be used for administration and for performing duties as described in these regulations.

(3) Neptun is a modularly built system. Its range of functions may be further extended. There are levels of authority defined in these regulations which specify those eligible to perform specific tasks.

(4) Neptun does not only contain student data, but details pertaining to the teaching status of all University staff and also to other Neptun users with access to the system, to the extent prescribed by law concerning registration and data transfer requirements.

(5) The University leaders may use Neptun to make decisions and operate related information systems in compliance with data protection laws and legislation concerning the protection of personal data.

Part I.

Section 1. The purpose and scope of the regulations

(1) The Neptun Regulations (hereinafter referred to as the Regulations) aim to determine principles so that the institutional Neptun operating system may be used appropriately, lawfully and securely.

(2) These Regulations also define the levels of authority that are necessary to ensure that each user in the Neptun system can carry out the registration tasks assigned to them.

(3) The determination of the levels of authority clarifies each particular user’s roles and responsibilities, ensuring that all information in the Neptun system is up-to-date and accurate.

(4) The Regulations are intended for internal use at the University.

(5) The personal scope of the Regulations covers all Neptun users, i.e. University employees, students, any other natural persona of legal status with the University, and all those who have been given access to Neptun by virtue of a license or permit to log in, view, register, alter, and transmit data, or to operate and maintain the
system. People to whom the legal scope of these Regulations applies are required to fully comply with the provisions.

Section 2. User groups

Central users, with authority spanning seven faculties:

(1) The supreme supervisors in charge of professional surveillance of Neptun at the University are the Vice Rector for Education and the Vice Rector for Science, both of whom are responsible for all Neptun-related coordination and communication. They are also responsible for updating the regulations and supervising users' compliance.

(2) Information Technology Service Center (hereinafter referred to as ISZK) personnel entrusted with the operation of the IT infrastructure. The people who install, configure, and maintain the software and hardware components of the system. The maintenance of the IT infrastructure is overseen by the head of the ISZK Central Applications Department.

(3) The content-related operator of Neptun is the head of the Central Office of Registration and Information Technology (hereinafter referred to as KTII) is responsible for:
- Running content-related system administrator duties, operating the Neptun system on a university level, and
- Direct contact with senior management, taking responsibility for correspondence with the IT infrastructure operator and coordinators of various organisational units.

(4) Individuals of system administrator authority who work at KTII: those who operate the system and handle non-economic system parameters and code lots.

(5) Higher level leaders in charge of professional economic supervision.

A person competent with making decisions about economic matters necessary for the operation of Neptun, that is, the economic director or a person they appoint.

(6) Economic System Administrator

A person in charge of the maintenance of operating parameters and code lots of the Neptun economic module.

(7) Financial clerks

Finance Office staff who invoice student payment lots and forward them to the economic system.

(8) Further administrators

Administrators who are granted authority so that they may perform duties in relation to their jobs.

Campus / faculty level users with authority to access their own campus

(9) Room manager

The person registering classroom bookings for examinations and events other than classes at a specific campus.

(10) Timetable compiler

The person responsible for compiling the timetables of the campus faculties, with the help of Neptun.
Faculty-level users, with authority to access their own faculties

(11) Faculty Neptun content administrator

Responsible for faculty-level system uses and the lawfulness of faculty-level data maintenance with regard to data which concern the subjects taught at the specific faculty, the faculty students, and students registered for subjects taught at the faculty. They are appointed by the Dean, and they also represent the faculty in the Neptun User Board. A user can gain more faculty-level Neptune rights with respect to the tasks delegated by the faculty Neptun content administrator.

(12) Registrars, administrators

Individuals at registration offices/ departments involved in administering payments from students and studies-related tasks.

Institution / department / dormitory level users, with authority to access the institute / department / dormitory.

(13) Neptun administrator of an institution/ department

A person in charge of arranging courses taught and offered by the respective institution/department. They also check exam grades.

(14) Dormitory administrator

Person authorised to register dormitory-related data (dates of moving in, financial data) of students accommodated at a specific dormitory.

Users with the authority for individual access:

(15) Teacher

A person entitled to teach, who may handle student data with respect to the courses which the students are registered for. With respect to the application of these Regulations, a person is considered a teacher if they are employed as teachers by the University, or if they have a different status but perform tasks related to teaching and examining.

(16) Student

A person with student or guest student status who is authorised to record changes in their personal data as described in Section 8 (10).

They may register for academic semesters, take up subjects, examinations, and view their course and exam grades. They may also use the financial surfaces of Neptun for the clearance of payments. Data requested by departments of the University necessary for the compliance with data transfer requirements are to be sent in time. Students failing to meet deadlines must face all legal and financial consequences. One student may only have one Neptun ID. If a student is given more than one Neptun ID, the case must be reported to the faculty which created the redundant ID immediately. Sanctions will be imposed if the student does not report such cases or abuses data.

(17) Guest students who take part in training within the framework of international cooperation.

The Mobility database administered by the International Bureau shall list a guest student in respect of specific provisions are as follows:
(a) KTII transfers the data subject to these Regulations from the Mobility database to the Neptun system (e.g. data on course registration).

(b) Guest students will be registered the following data: ID card/ or passport number, passport expiry date, address, e-mail address, phone number, and programme IDs.

(c) The international coordinator of the respective faculty is authorised to perform data alterations and make new data entries in the Neptun system (for example, course registration and exam registration.)

(d) The students are entitled to view their own data in Neptun;

(e) Correspondence between the academic departments and the student is maintained via e-mail.

Part II.

Section 3. The scope of data registered into the Neptun database

(1) The data of the following data subjects will be registered into the database:

a) Individuals with established status in the University,

b) Non-teacher status individuals with Neptun access authority, and

c) Individuals with student / guest student / doctoral candidate status in the University.

(2) The data of the aforementioned data subjects will be registered into the database:

a) For individuals of "teacher" status at the University, data are listed in accordance with the Act on Higher Education (hereinafter referred to as Ftv.), i.e. personal data, as well as status and job information.

b) For individuals of "non-teacher" status, filling in personal and job status details is compulsory.

c) For individuals of student status, the following data must be registered: personal data, address and programme ID, info on status-related previously acquired qualifications, language examinations, academic-, financial-, and dormitory accommodation details, as described by Ftv.

Section 4. Registering data into the database, data source, ways to register data

(1) The data of "teacher" and "non-teacher" employee status individuals and other contract workers are sourced from the Nexon employee registration system, operated by the HR Office. Data will be imported at the pace of FIR reports coming in.

(2) Entrance details of individuals with student status are sourced from Gólya, a computer database, including application forms, Faculty Entrance/Study Board resolutions, registration sheets requested by the Dean's Office/Registration Office, as well as the personal documents and written statements of students who gained admission in a secondary entrance process, or who have been admitted from another institution, or entrants to doctoral training.

(3) Data registered into the database cannot differ from the data specified in the source document. The data registrar is to take full responsibility for data consistency.

(4) In case the source contains data which are illegible, controversial, incomplete, or which do not make sense, they must not be registered into the database. In such cases, the correction or completion of the data source document must be requested from the data subject. The completion may only be performed by the data subject
or the issuer of the original document. Its completion and the date of its completion need to be certified by a signature. Correction and completion of data is not acceptable if they are requested by oral discourse.

(5) Care should be taken that no unauthorised parties gain access to data while registration is in process.

(6) After data registration, source documents must be stored and preserved in compliance with the Document Handling Regulations of the University.

(7) After the general or mid-semester entrance procedures, the data of students other than those whose data were registered from Gólya or Mobility may only be registered by the faculty Neptun content administrator, if they are in possession of necessary documents, for example:

- The secondary entrance resolution;
- Resolutions on appeals for admission;
- Resolutions of the respective faculty board (for specialised further-training students and students who were admitted from another institution);
- The entrance results of PhD students;
- Application results of foreign students (ministerial grants, ethnic Hungarians, Erasmus, etc.);
- The special equity resolution issued by the Rector/Dean

(8) Individuals who did not sign up for student status/guest student status by the specified deadline must be marked for deletion by the faculty Neptun content administrator. Deletion from the system is performed by KTII administrators at regular intervals, as specified by Section 12 of the Studies and Examinations Regulations.

(9) Further data which may be registered in the Neptun system include:

- Data generated in connection with the student at the Registration Office;
- Data generated in connection with academic studies at the faculties, e.g. curriculum, subject prerequisites;
- Data generated in connection with the student at a certain Institute/Department, and data which are related to subjects taught at that Institute/Department.

(10) The examination results are registered into the student IT system by the examiner, or at the examiner's request, by a person appointed in writing by the Head of the Department, by the deadline specified in (11), in compliance with annex 6 (III/7, on the electronic report book) of the Studies and Examinations Regulations. If the results are not registered by the examiner, the examiner must hand over the signed grade sheet - or in case of a written examination, the test - to the registrar on the day of the examination, or the day the written examination was corrected. Students who were not present at the examination need to be indicated on the grade sheet, i.e. next to all the names on the grade sheet there must be either a grade or a note "not present". Corrections made on the grade sheet must be signed one by one.

(11) The examiner, or at their request a person appointed in writing by the Head of the Department, needs to register the student's grades into the student IT system within three days from the examination or grading. However, the registration date may not be later than the last day of the examination period. The date of registration in the student IT system must be the same as the date of the examination. The signature date needs to precede the date of the examination, and the dates of two consecutive exams cannot coincide.

(12) Neptun operators need to prepare statistics of registered/modified grades after each exam period for the leadership of the University.

(13) If a student did not take an examination, a note "did not take the exam" or "not present" must be entered into the student IT system, with regard to SER provisions.
(14) Teachers and course coordinators must submit all grades/results in writing to the Department administrator. Mid-course grades and signatures are to be documented on the course list, while examination results are to be documented on the grade sheet.

(15) The Department administrator has to compare all of the results registered into the student IT system with the grade sheets and course lists - complete with mid-term grades and signatures - submitted by the teacher. Comparisons and corrections should be made on the last day of the exam period at the latest.

(16) The Heads of Departments are responsible for handling and preserving course/exam grades/results.

Section 5. Data correction, data change

(1) Correction of data and entering data updates into the Neptun database are both possible for the whole period the data is being handled by the University. After the termination of student status, the data must be archived. Archived data may only be modified by authorised system operators.

(2) Data correction in Neptun - with the exception of data specified in Section 8 (10) - may occur at the data subject's request, or when the registrar notices inconsistent data in the database. The data subject must be notified of any data corrections initiated by the registrar on the day of correction, with exact specifications of deleted and newly entered data, in an e-mail generated automatically by Neptun.

(3) If correction of data related to academic studies is requested by the data subject, incorrect data may only be deleted and new data may only be registered if the data subject presents a document to support data legitimacy. Data correction needs to be performed by the operator within five business days.

(4) If any change in personal details should occur, students need to enter new data into the database immediately or within 15 days at most. Employees need to send written declarations of changed data to the HR Office, with prescribed documents enclosed. Data subjects are fully responsible for any legal consequences of non-compliance or delayed compliance. Data subjects are notified each semester to check their data in an automatic e-mail message.

(5) If data correction is initiated by the registrar, incorrect data may only be deleted and new data may only be registered if the data to be deleted are indisputably incorrect, there are documents supporting the legitimacy of new data to be entered, and these documents are available for the registrar.

(6) In compliance with annex 6 (III/11 and 12 on the electronic report book) of the Studies and Examinations Regulations, students may complain about inconsistent grades appearing in the registration after the exam period is over.

Section 6. Data security

(1) The data security of the system is guaranteed by a safe operating environment and professionalism in operation. Maintaining the technical conditions of secure operation is the responsibility of the server and network operators of ISZK and Neptun. In the course of their activities they need to ensure that the system is in continuous compliance with data security requirements.

(2) The system operator

- Grants the licensed individuals exclusive access to servers,
- Provides necessary and regular maintenance,
- Makes sure that the database server is stored in a closed room protected with adequate physical security.
- Makes sure that the database is only accessible directly by select KTII users via the network, and regularly confirms that the system is impossible to crack with direct network access,
- Allows all users to log in only with the provision of personal identification.

Section 7. Access authority

(1) Name and job description of employees teaching at the University, furthermore, the subjects hosted and/or taught by them can be viewed, without restrictions, in the system by users.

(2) Users of the system – based on their level of authorization – can access the individual data files with read-only or read and write authorization.

(3) The viewed data can be printed by authorized individuals. The individual making a print must make sure to use the printed data only for its purpose and do not make it available to unauthorized individuals.

(4) Exercising access authorization in Neptun is done via personal code and password.

(5) Granting access authorization and generating a code for students is done after uploading their information into the system, without a specific request. Authorizations for teachers and other employees are verified and forwarded to the KTII by the head of the department.

(6) The personal code – based on the request form signed by the head of the department, which contains the requester's statement of lawful use of the access authorization – is generated automatically by the system from the personal information of the individual contained in the database. The code is received by the user in writing from the KTII system administrator.

(7) The automatically generated password must be changed by the user upon first login to the system. The system administrator will warn the user of this when the code is sent.

(8) Upon termination of employment, the employee with Neptun authorization is obliged to delete their authorization with the system administrator on their "leave paper".

Section 8. Levels of authority

(1) Accessing personal information in Neptun is based on the principle of purpose limitation and self-determination, and on the provisions of law. Based on their scope of duties specified in the present regulations, each user can access the appropriate amount of data for the time necessary to perform the stipulated data management purpose. Roles and authorizations of individuals performing tasks in Neptun are recorded by the KTII staff with the head of the respective department based on the written request.

(2) Every data subject is entitled to view all their information handled in the system, and furthermore, to access information from the faculty Neptun content administrator, or a person authorized to act in their place, regarding the management and transmission of their data, and the addressee and time of data transmissions. This entitlement can only be limited if it is specified by law.

(3) Staff members responsible for lawful data management and observing the present Regulations, and involved in software and hardware operations of Neptun as system administrators, can access all data stored in the system, including financial information, with read and write authority. They are required to immediately notify the Vice Rector of any use of write authority that exceeds their scope of duties with the reasons for it in writing.

(4) Financial clerks can access the financial and contributor information of the students for invoicing reasons.
(5) The Faculty Neptun content administrator can access all information regarding students enrolled in the classes of the specific faculty, including student financial information, and all information regarding faculty teachers, with read and write authority. Concerning subject creation and course generation, their write authority is all-inclusive, but with regard to credit recognition, they are obliged to notify the Dean. Based on the preliminary application data and according to the decision of the competent bodies, they delete the courses not starting in the specific semester, by the date specified in the relevant guideline and notifying the affected teachers and students.

(6) Administrators can access all data on the teachers of the faculty, and the students enrolled in the faculty, who are designated to each of them, including financial information, with read and write authorization. Administrators cannot access information regarding their own academic studies. For managing the academic studies of an administrator, the Vice Dean, responsible for academic studies, will appoint another administrator. They have the obligation to send notifications of academic results, which is realized with an automatic message in Neptun.

(7) Institute/department Neptun administrators can access the personal and academic information of students enrolled in courses taught at the institution/department with write authorization. They can access information on subjects taught at the institution/department, and the academic information about students enrolled in these subjects which relates to these subjects with write authorization. They are authorized to check and correct academic results on Neptun based on grade sheets.

(8) Dormitory administrators can access personal and financial information concerning dormitory legal relations of students with read and write authorization.

(9) Teachers can access personal information on their students with read authorization, and academic information about the subjects that they teach to these students with read and write authorization.

(10) Students can access their own personal information with read authorization, and information regarding course and exam registration with read and write authorization. The following is a list of personal information fields which students can update in the system directly: marital status, number of children, identity card number, social security number, tax identification number, passport number, passport validity, addresses, e-mail addresses, phone numbers, and contributor information for invoice or tax certificates.

(11) Viewer user authorization is permitted to those users with read-only authorization, who have permission to view data in the Neptun system in the course of their work e.g.: Moodle administrator

Part III.

Section 9. Tasks pertaining to particular organizations and user types

(1) Tasks of ISZK in operating Neptun:
   - development of the operational order of Neptun,
   - operation, operational oversight of Neptun,
   - compliance with data protection rules, in particular the protection of personal information

(2) The head of the KTII has complete power of management concerning content operation, based on the guidance of leading provider of professional supervision.

Tasks are:
   - university-level coordination of the organizations participating in the operation, development, and maintenance of the Neptun system,
   - providing extensive communication and information regarding Neptun,
- coordination of development ideas based on faculty and university needs, communication and representation with the developer and the organizations receiving data services,
- organising training concerning the use of the Neptun software system,
- authenticating and sending student FIR reports,
- preparing the semi-annual academic calendar, which contains the dates of administrative tasks to be performed in Neptun, consulted with individual faculties.

(3) Tasks of KTII:

- maintenance of Neptun system parameters,
- transferring data from the Gólya, Mobility and NEXON Bér system
- setting the authorization of new users,
- investigation of malfunctions, involvement in solving them,
- testing new versions, introducing new modules,
- preparing data retrievals bound to system administrator authorization, counselling users on how to retrieve their own authorization.
- preparing and sending student debt stock list quarterly to the GMI,
- conducting grant payments,
- putting out annual verifications of financial payments,
- screening and data transfer concerning student loans,
- retrieving details of data changes in contentious cases, with the help of ISZK experts,
- data transfer based on information on NEPTUN for the Tax and Financial Control Administration and faculty student bodies,
- compilation of student and teacher FIR reports,
- communication, according to present regulations, with other users taking part in Neptun administration,
- uploading student photos to Neptun,
- filling in (through Neptun) "did not take the exam" into the report space with no entries until 8 a.m. of the second working day after the last day of the exam period,
- compliance with data protection rules, in particular the protection of personal information.

(4) Administrative tasks of the economic system administrator in Neptun:

- maintenance of Neptun financial system parameters,
- creating new financial items and codes, setting their parameters,
- investigation of malfunctions, involvement in solving them,
- testing new versions, introducing new modules,
- correcting TÜSZ–Neptun data errors,
- communication with other users taking part in administration,
- compliance with data protection rules, in particular the protection of personal information.

(5) Administrative tasks of the competent administrators of the Finance Department in Neptun:

- administration concerning the invoices of student payments,
- postings between the economic system and Neptun,
- communication with other users taking part in administration,
- compliance with data protection rules, in particular the protection of personal information.

(6) Tasks of the faculty Neptun content administrator:
- creating accredited subjects and fitting them into the curriculum, and uploading information (hours, performance requirements, credit) about the subjects into Neptun,
- ensuring the continuous operation of Neptun, based on the academic calendar and the operative university and faculty regulations,
- promoting professional use of Neptun on faculty level,
- gathering and forwarding problems of faculty administrators and institute/department administrators concerning Neptun to the KTII, cooperation in solving the problem,
- informing administrators of changes and developments approved by the Neptun User Board,
- organizing and coordinating the work of administrators,
- checking the data stored in Neptun, repairing it if necessary,
- supervision of preparing degree certificate annex,
- maintaining curriculum,
- maintaining faculty training and specialisations,
- assigning students to administrators,
- assigning subjects taught by non-faculty organisational units to faculty training,
- checking the settings for course announcements and course requirements,
- filtering and deleting non-staring courses, and notifying the students involved after preliminary course registration, based on monitoring course registration of students,
- making statistics and screenings
- supervision of preparing degree certificates
- setting training periods,
- compliance with and enforcement of data protection rules, in particular the protection of personal information.

(7) Administrative tasks of administrators in Neptun:

- maintaining and checking of personal information, with regard to student information converted from the entrance system, uploading of the information, the source of which is the written statement of the individual student, or comes from the registration office/department, (e.g.: information concerning disqualification from continuation of studies, exclusion from the University or unsuccessful completion of studies),
- checking the assigning of students to training,
- completing registration,
- ensuring that the students’ status is up-to-date,
- checking financial dues of students and announcing of potential tuition fees,
- calling on students to meet outstanding debts,
- averaging the results of subjects in the given semester,
- providing certificates in academic (e.g.: status-certificate) and financial (e.g.: tax certificate) cases,
- communication with other users taking part in administration,
- checking the fulfillment of academic requirements prescribed for students,
- recording final examination information of students, (the scheduling and registration of students for the final examination, recording the members of the Final Examination Board),
- compliance with data protection rules, in particular the protection of personal information.

(8) Administrative tasks of institute/department administrators in Neptun:

- announcing and maintaining courses for the given semester, with regard to correct course requirement settings and special “exam only” course announcements, and assigning teachers,
- checking practical and mid-semester grades, end of the semester signatures and exam results according to TVSZ regulations,
- checking and archiving grade sheets,
- coordinating exam registrations and changes during the exam period,
- recording information of the dissertation/thesis,
- communication with other users taking part in administration,
- compliance with data protection rules, in particular the protection of personal information.

(9) Administrative tasks of dormitory administrators in Neptun:

- keeping records of student dormitory accommodation,
- financial handling of dormitory fee payments,
- communication with other users taking part in administration,
- compliance with data protection rules, in particular the protection of personal information.

(10) Administrative tasks of teachers in Neptun:

- checking own information, correcting (personal and employment information) by HR Office,
- uploading mid-semester requirements,
- checking the courses taken by students after the registration period,
- uploading mid-semester results, information on completion of professional practice, signatures, practical and exam grades, including the final exam,
- announcing exam dates in accordance with the operative university and faculty regulations, (this authority can be transferred to a person entrusted by the Head of the Department in writing at the request of the exam teacher),
- recording information of grade sheets,
- communication with other users taking part in administration,
- compliance with data protection rules, in particular the protection of personal information,
- uploading the course description and syllabus to the appropriate course web page on the university server (this authority can be transferred through the server).

(11) Administrative tasks of students in Neptun:

- regular monitoring of Neptun messages, taking responsibility for adverse consequences arising from failing to do so,
- registration, checking, correcting own personal information,
- providing phone number, e-mail address, or mail address so administrator can contact the student regarding academic matters if needed,
- modifying information when personal information changes,
- enrolling in courses via course registration in the registration period,
- registering for exam dates (signature, practical grade compensation, reports, exam, comprehensive exam),
- printing course registration and completion paper,
- following money wirings of grants/payments,
- following money wirings of tuition fees/payments,
- completing repayments and omission fees within the time limit through an omnibus account.

**Section 10. Checking the process of data management**

(1) Compliance with laws protecting personal information and requiring the disclosure of data in the public interest, and compliance with regulations concerning data protection, especially the present regulations, must be continuously checked by the heads of the organisational units engaged in data management and data processing.
(2) In case of detecting any violation of the law, the head of the unit must immediately take action to cease it. In cases of particularly serious abuse, they must initiate disciplinary proceedings with the relevant faculty or university organisation to identify those responsible for any violations.

(3) Users taking part in Neptun administration have disciplinary and financial responsibilities concerning their work and in accordance with their job description.

Section 11. Data transmission

(1) Personal information for identification purposes from Neptun can be transmitted to the following registrars:

- under the requirements of personal income tax law, all information concerning the payment of tuition and all payments for the student must go to the Tax and Financial Control Office,
- under the requirements of the Act on Higher Education, specific information on instructors/teachers/researchers and students must go to the Higher Education Information System,
- under the authority of the Governmental Decree on student ID, information specified in the decree must go to the issuer of the student ID,
- the information specified in the Governmental Decree on the student loan system and the Student Loan Centre must go to the Student Loan Centre,
- information concerning the status and scholarship of foreign students must be kept by the administrators, from which updates must be sent every half a year to the Immigration Office.

(2) The information stored in the system can be transmitted for statistical purposes with the permission of the Rector or the head supervisor if it is insufficient for identification to another registrar.

Section 12. Development and error handling of Neptun

(1) The introduction of new functions and the justification of institutional development needs are decided by the Neptun User Board. The head of the Board is the Vice Rector for Education and Science, its members are the faculty Neptun content administrators, the economic system administrator, the representative of the International Office and the person responsible for infrastructure-management of the ISZK, and the secretary of the Board is the content-related operator of Neptun.

(2) The developing company cannot take requests concerning the development of Neptun and expanding it with new functions from the users based on individual notification. These requests have to be sent to the content-related operator of Neptun, who will forward them if they have received approval from the Neptun User Board.

(3) All technical errors experienced by users must be reported to the professionals responsible for the operation of IT infrastructure of the ISZK. Problems regarding the operation of the program must be forwarded to the content-related operator of Neptun. Errors of data content must be reported to the data manager.

Section 13. Further training for users

(1) For each user group – according to their role – e-learning materials are made with the contribution of the content-related operator of Neptun. The course materials are especially suitable for training new personnel, or for presenting new developments.
(2) The users are required to annually attend further training specific to their role, which ends with a test of their newly acquired knowledge.

Section 14. Final provisions

(1) In case of a new Neptun system, or the introduction of a new version containing significant changes compared to the present one, the present regulations must be modified.

(2) The present regulations take effect on 1 September 2009.

(3) The present regulations were modified by a resolution of the Senate meeting of 10 May 2010. The modifications came into effect on the day after the resolution.

(4) The present regulations were modified by a resolution of the Senate meeting of 5 July 2010. The modifications came into effect on the day after the resolution.

Budapest, 5 July 2010.

Dr. Tamás Mészáros

Rector, President of the Senate