NEPTUN POLICY

Based on Act CCIV of 2011 on National Higher Education and in line with the provisions of the relevant government decrees and other pieces of legislation, the University Council of the Pázmány Péter Catholic University hereby enacts the following policy.

Part I
General Provisions

Policy scope and application

Section 1 (1) This Policy applies to all educational programs attended by university students at the University and the data processed in connection with those.
(2) The scope of the Policy extends to all of Pázmány Péter Catholic University's employees, organizational units, students, teachers, all other persons with any other legal status performing teaching or education organizational tasks, and all users of the Neptun system.
(3) In the event of any doubt, the Rector has the right to provide for the authentic application of the Policy and to issue any provisions needed for the enforcement of the Policy, without prejudice to the Grand Chancellor's right set out in the University's Organizational and Operational Rules to provide the correct interpretation of the University's rules and regulations.
(4) Faculties may add complementary provisions to the Policy only in the specific cases and to the extent specified by the Policy. Complementary provisions added by Faculties may deviate from the provisions of the Policy only in the cases expressly permitted by the Policy.

Interpreting provisions

Section 2 For the purposes of this Policy:
1. Neptun system: The uniform electronic education system used by Pázmány Péter Catholic University for recording, registering, and processing student, teacher, educational, and other data specified in this Policy, for performing various educational organization, data reporting, and financial tasks, and for providing an official means of communication with students.
2. User: The person with any kind of privilege to access the Neptun system.
3. Role: Special user rights provided for the Neptun system.
4. Neptun administrator: A user employed by Pázmány Péter Catholic University with a role for operating the Neptun system stemming from his/her position.
5. Data subject: A natural person in connection with whom the Neptun system contains or processes data.
6. Developer: For the purposes of this Policy, a system developer is a licensed business organization with which the University has a contractual relationship for the use and support of the system.

Principles

Section 3 (1) The purpose of the Policy is to lay down the regulatory framework in connection with the operation of the Neptun system in the interest of ensuring the efficient and safe recording and processing of data and the related educational organization tasks.
(2) The validation of the following principles should be ensured when applying the present Policy:
  a) Data security: As regards the system and its operation, the validation of data security best practice principles should be ensured, i.e. the data should be available in line with professional and legal requirements to ensure the proper levels of data confidentiality and integrity. When granting user rights for the Neptun system, care shall be taken to ensure that all involved users can, with the appropriate privileges, access all the data and information required for their work and studies but cannot access the information not necessary for their work and studies. During the course of operating the Neptun system, especial care shall be taken to ensure compliance with legislative provisions pertaining to the processing of personal data. During the course of

operating the Neptun system, it shall be ensured that only competent, authorized persons can alter the data and only in a traceable manner, and that no undesired changes can be made to the contents of the data by any other means. The operations of the system shall ensure that the data required by business and law are available to both users as well as the authorities and supervisory bodies to the degree required by law.

b) Purpose limitation: The University processes only the personal and sensitive data (either specified by law or disclosed voluntarily) essential for realizing the goals laid out in this Policy and only to the extent and in the manner essential for realizing such goals.

c) Informational self-determination: Neptun system users are entitled to inspect all data pertaining to them and stored by the system, and may request the correction of any incorrect data. The University may require that proof be provided for the correction of certain data, thus especially educational data, or may provide such possibility only in line with the general rules for legal remedy.

d) Lawfulness: During the course of operating the Neptun system, the requirements laid down by higher education legislation and by official communications shall be adapted. The system shall be continuously suitable for use as a basis for and reporting higher education statistics, as well as for issuing the forms and certificates specified by law.

e) Effectiveness: During the course of operating the Neptun system, the efficiency of operations should be ensured. In the interest of the above, the system may not be used for any purposes other than the original intention or for storing data not connected to the purpose, and special development needs shall be minimized.

f) Authenticity: The University may only enter data in the Neptun system that has been checked and that is accurate and true. When entering their own data, users shall accurately enter their true data. Users are fully liable for all damages arising from failing to enter their own data and for recording incorrect data. Until proven otherwise, it shall be assumed that data obtained from the Neptun system are true and accurate as of the time they are obtained. The University shall issue certificates pertaining to data stored in the Neptun system only with the data content stored in the Neptun system.

g) Inclusion: The Neptun system contains all of the data in connection with the studies of students as well as the data required by law for the purposes of reporting statistical data to the Higher Education Information System.

Bodies and persons proceeding in connection with the operation of the Neptun system

IT Department

Section 4 The scope and competence of the IT Department:

a) providing the hardware and software environment required for the correct and stable operation of the Neptun system,

b) operating the database environment, consulting with the manufacturer, and maintaining contractual relations,

c) performing IT and professional application operation tasks (managing patches, making backups),

d) maintaining contact with and supporting the performance of professional IT tasks by the developer,

e) supporting the Educational Directorate in operations and supporting the developer and the organizational units involved in connection with consultations regarding developing the Neptun system,

f) validating data protection and operating requirements in the interest of protecting data and the system,

g) ensuring that the system logs the fact that data have been modified, including the time of modification and the person responsible therefor (log entries can be deleted 6 months after entry),

h) supporting the Educational Directorate in infrastructure planning and purchases.

The Educational Directorate

Section 5 The scope and competence of the Educational Directorate:
a) consulting with the developer and the organizational units involved regarding developments to the Neptun system's professional services,
b) informing the Developer and the IT Department of professional and legislative requirements, and cooperating with them in connection with the administrative tasks related to contracts and orders,
c) handling the Neptun system's privileges, developing new permission levels in line with applicable needs, setting privileges according to the various job positions, and revoking privileges in accordance with the provisions of this Policy,
d) operating the Neptun system's educational and education organizational modules and ensuring their uninterrupted availability,
e) setting up the forms in the Neptun system required by law and ensuring they are kept up to date,
f) drawing up educational and education organizational rules of procedure in connection with the use of the Neptun system,
g) setting up the Neptun system's educational and education organizational filters,
h) supervising and managing compulsory student data reports made from the Neptun system,
i) continuously testing the changes made to the Neptun system and correcting or notifying the developer of any errors,
j) coordinating the Neptun system's developments aimed at education and education organization,
k) establishing the University's programs in accordance with the contents of the respective permission,
l) setting the parameters and code items involving education and education organization,
m) setting educational periods.

The Finance and Technical Directorate

Section 6 The scope and competence of the Finance and Technical Directorate:
a) administrative management of the conclusion, amendment, and termination of the employment contracts and other contracts concluded with natural persons, thus especially requesting that the Neptun permission levels necessary for performing the tasks under the respective contracts be set or revoked,
b) recording and maintaining the relevant data of employees employed as teachers and researchers, as well as guest lecturers, in the Neptun system,
c) reporting employee data to the Higher Education Information System (FIR) and maintaining the necessary contact,
d) setting the establishment, termination, and transformation of organizational units in the Neptun system,
e) handling the Neptun financial module and taking care of administrative tasks in connection with invoicing and payments made by and to students,
f) obtaining the data from Neptun necessary for preparing reports and for data reporting, and setting the necessary filters,
g) developing rules of procedure in connection with student financial tasks,
h) operating the Neptun system's financial module and ensuring its uninterrupted availability,
i) continuously testing the changes made to the Neptun system's financial module and correcting or notifying the developer of any errors and of development requests.
j) recording, modifying, and continuously updating the data pertaining to the University's facilities and properties.

The Dean

Section 7 (1) The scope and competence of the Dean:
a) organization and direction of the use of the Neptun system at the Faculty level, including developing the positions related thereto,
b) designating the persons at the Faculty with privileges regarding the Neptun system and approving the scope of the various privileges within the privileges provided to the Faculty,
c) if necessary, recommending the creation of new privilege types to the Central Registrar's Office,
d) ensuring compliance with the regulatory provisions and central guidelines pertaining to the Neptun system's compulsory data content and operation.

(2) The Dean is entitled to delegate its competence for approving privileges to one or more Faculty employees, simultaneously informing the Central Registrar's Office thereof.

The Developer

Section 8 (1) The Neptun system Developer performs the tasks specified by the contract concluded with the University. As part of the above, the Developer
a) ensures that the Neptun servers and the background software environment are regularly updated as necessary and are compliant with legislative requirements,
b) ensures that the system's data protection operates correctly and its privilege policy is suitable for the application of the required data protection directive,
c) in line with user requirements, continuously updates the Neptun system and performs and installs the necessary updates,
d) provides the University with suitable documentation on changes related to updates,
e) always informs and, if necessary, provides training to the University's employees regarding the use of the system and the contents of individual updates,
f) performs its activities in line with the ITIL directives.

Part II
The data processed in the Neptun system

Section 9 (1) The Neptun system contains all of the data in connection with the studies of students as well as the data required by law for reporting statistical data to the Higher Education Information System.

(2) The Rector may make institution-level decisions on recording data not subject to paragraph (1) in the Neptun system, after requesting the opinions of the director for education and the head of the organizational unit competent as regards the data in question.

(3) At the faculty level, the Dean is entitled to order the completion of the data fields in the Neptun system not used by the University, with the approval of the director for education and the head of the organizational unit competent as regards the data in question. The approval may be denied only if the data-processing practice to be introduced by the given Faculty
a) is contrary to the normal use of the Neptun system or the provisions of the present Policy, or
b) endangers or disproportionately interferes with the operation of the Neptun system and the performance of its compulsory tasks, or
c) would introduce a practice contrary to a practice previously introduced by another Faculty or central organizational unit.

(4) If the use of a data field previously not used at the University level becomes compulsory due to legislative provision, official order, or the Rector's decision, the faculty-level use shall be terminated immediately. In such cases, the director for education shall decide, based on a recommendation proposed by the faculty in question and the Central Registrar's Office, on the deletion or transfer of the data recorded previously under the former practice.

(5) In the interest of developing an effective and uniform institutional practice, the Central Registrar's Office and the Central Education Coordination Department may enact, amend, or repeal thematic rules of procedure pertaining to the exact information content and the method for using various Neptun

system data fields and various measures and settings to be implemented in connection with the use of the Neptun system. The various rules of procedure shall be posted, together with the date of entry into force and by ensuring the necessary change management, on the University website in a location accessible only to employees. The rules of procedure are obligatory. If it becomes necessary to amend or convert previous data or settings in the interest of compliance with the rules of procedure, the application of the rules of procedure may be temporarily suspended until the Faculty involved and the Central Registrar's Office implement their jointly developed proposal.

Section 10 (1) The data to be stored in the Neptun system:
   a) the University's organizational structure,
   b) data pertaining to the University's facilities and operations,
   c) the data of the persons performing teaching activities (classified as "teacher") as the University's employees or under other contractual relationships,
   d) the data of the persons performing other than teaching activities (classified as "non-teaching staff") as the University's employees or under other contractual relationships,
   e) the data of persons in a student legal status with the University.

(2) The University's organizational structure shall be recorded in the Neptun system in the form specified and approved by the Hungarian Catholic Bishops' Conference; the data shall be kept up to date.

(3) The University records the following data in the Neptun system pertaining to persons classified as teachers and non-teaching staff:
   a) name, sex, name at birth, place and date of birth, mother's maiden name, citizenship, teacher identification number, Neptun code;
   b) home address, place of residence, notification address;
   c) data pertaining to employment or other contractual relationship:
      1. the name of the employer (or, if more than one, all employers), indicating the employer(s) with which the employee established a legal relationship for employment,
      2. education, qualification, vocational qualification, language skills, scientific degrees,
      3. data pertaining to classification,
      4. awards, prizes, and other recognition; titles,
      5. job position, managerial posts, responsibilities, contracts for tasks not included in the job position, other legal relationship for employment, disciplinary sanctions, obligations to pay compensation,
      6. research activities, scientific work, artistic activities, the results of the above; data pertaining to participation in doctoral training and doctoral programs as a teacher or researcher,
      7. a declaration of exclusivity for the assessment of the conditions of the University's operations,
      8. in case of employment in a contractual relationship by the higher education institution as principal, the data of the clean criminal record,
   d) the results of the habilitation procedure.

(4) The University records the following data in the Neptun system pertaining to persons classified as students:
   a) Personal data (name/name at birth, mother's maiden name, sex, place and date of birth),
   b) Neptun code (login password),
   c) Education ID,
   d) Official data (citizenship, tax identification number, bank account number, social security number, residence status [for foreign citizens]),
   e) The data of documents certifying personal and other information (the type and number of documents, the date of issuance, and the start and end of validity),
   f) Addresses (permanent address, notification address, email address, phone number),

g) Data in connection with admission (data pertaining to previous education [data of the secondary school-leaving examination, the secondary school, and the diploma], other data necessary to assess the admission, the data of the admission procedure, and the admission ID),

h) Data pertaining to the student status (type of student status, the date and reason for the establishment and termination of student status, the funding period the student participated in, the time of student status suspension, student card data, dormitory data, student work data, and data pertaining to student accidents),

i) Data pertaining to disciplinary and compensation issues, data pertaining to handicaps, and the registry sheet identification number),

j) Data pertaining to the student's education (especially the name of the program, state funding status, schedule, the campus at which the program is held, the start of the program and the method of participation, the expected date of its end or the date and method of its end, the place and time of studies abroad, data pertaining to the practice period, data pertaining to the final certificate, language exam data, data pertaining to the thesis, and data pertaining to the final examination and diploma),

k) Data pertaining to the student's education in the semester (started and suspended semesters, date of enrolment/registration, date the semester was closed, student status in the semester, financial status in the semester, and, if relevant: the reason for any passive semesters, the date of requesting passive status during the semester, the reason for any changes in financing form, scholarship, and charged tuition), the evaluation of the student's studies, examination data, study averages, credits achieved and included, and the data of student reimbursements benefits, and payment in instalments).

The purpose of data processing

Section 11 The University processes the personal and sensitive data essential for

a) regular operations,

b) exercising the rights and fulfilling the obligations of applicants and students,

c) organizing training and research,

d) exercising employer's rights and exercising the rights and fulfilling the obligations of teachers, researchers, and employees,

e) keeping the records required by law,

f) determining eligibility for, evaluating, and certifying the discounts provided by law and the applicable regulations,

g) following the careers of alumni.

Recording data

Section 12 (1) Only the University's authorized employees or, as regards certain data, the data subjects themselves are entitled to record, delete, or modify data in the Neptun system (hereinafter jointly: data recording).

(2) Data subjects are responsible for the veracity and accuracy of the data they record and for all damages incurred as a result of inaccuracies.

(3) The University's authorized employees may record data in the Neptun system only on the basis of written documents or the electronic records specified in this Policy (hereinafter jointly: data source). The content of the recorded data may not deviate from the contents of the document or record on which it is based, for which the employee recording the data is liable.

(4) If the data source that serves as the basis of the data record is unintelligible, contradictory, illegible, incomplete, or can be determined to be inaccurate or incorrect, the data may not be recorded. In such case the employee responsible for data recording is *ex officio* obligated to request the correction or supplementation of the data source from the data subject or, if the data is not being recorded at the data subject's request, from the body or person which or whom issued or manages the data source.

(5) If the data was recorded based on a written data source, the document shall be retained by the organizational unit performing the data recording in line with the provisions of the document management regulation.

(6) As regards persons classified as teachers and non-teaching staff, the following may especially be data sources:
    a) the labor records of the Human Resource Management Department,
    b) a written statement made by the data subject,
    c) an official document or certificate.

(7) As regards students, the following may especially be data sources:
    a) the files imported from the admission (Freshman) system,
    b) the data subject's enrolment sheet,
    c) the files of central data sources (e.g. Higher Education Information System [FIR], Personal Educational Records [OSZNY], Institutional Administration System for Educational Certificates [OKTIG]),
    d) other written statements made by the data subject,
    e) an official document or certificate,
    f) exam forms and minutes of the final examination.

Section 13 (1) The Accounting and Finance Department provides for the current records of the University's organizational units in the Neptun system and for managing changes. New organizational units can be created or archived on the basis of the official decisions and the operator's approval, as of the day the decision enters into effect or at the date specified therein. Validly created organizational units cannot be deleted from the Neptun system; if an organizational unit is terminated, it has to be archived. At the same time as creating or archiving an organizational unit, the Accounting and Finance Department notifies the Central Registrar's Office, the Human Resource Management Department, the Poseidon coordinator, and the heads of the other organizational units involved.

(2) The Finance and Technical Directorate is responsible for recording, amending, updating, and archiving the data of the University's campuses and the properties it manages, as well as the data in connection with the operation of facilities.

(3) The Human Resource Management Department is responsible and competent for recording data pertaining to the University's data subjects classified as teachers and non-teaching staff.

(4) Student data in the following categories are recorded:
    a) as regards admission data in central admission procedures, data received from the Freshmen system, by the Central Registrar's Office; as regards the data of students admitted in institutional admission procedures, by the organizational units of the competent Faculty,
    b) as regards personal data, by the competent Faculty organizational unit,
    c) as regards data concerning education, by the competent Faculty organizational unit,
    d) as regards data concerning the evaluation and assessment of academic results, by the competent teacher or the competent Faculty organizational unit,
    e) as regards financial data, by the competent Faculty organizational unit and the Accounting and Finance Department

who/which are have the scope and competence to record such data.

Part III
Users

General Provisions

Section 14 (1) Only persons with the necessary status at the University may have access to the Neptun system, in line with their legal relationship. Among others, the following statuses provide access to the Neptun system:
    a) student legal status,
    b) guest student, preparation student, specialist training student, and doctoral candidate status,

c) employment,
d) contractual relationship for teaching activities,
e) legal relationship for development or support activities.

(2) In exceptional cases, persons with no legal relationship with the University may be given access to the system in line with the explicit provisions of this Policy.

(3) A role is a special form of access granted, to the extent required by their respective positions, to those of the University's employees who require a role to perform their work.

(4) Users can access the Neptun system via the internet with the use of a suitable web-based application (hweb/oweb).

Student privileges

Section 15 (1) The student is entitled to log in to and use the Neptun system upon the establishment of student, guest student, preparation student, specialist training student, or doctoral candidate (hereinafter jointly: student) status. Students can perform the educational administrative tasks laid out in the applicable regulations with the use of the Neptun system and will also receive official educational notices through the Neptun system.

(2) Students receive the unique identifier required for using the Neptun system in an email generated by the Neptun system or, in absence of a default email address, in the manner specified by the competent organizational unit, with a temporary password generated from their personal data provided on paper.

(3) Within 15 days of enrolment, students are obligated to log in to the Neptun system, check that their personal data are correct, and change their temporary passwords.

(4) Students are obligated to correct any errors in their personal data as recorded in the Neptun system without delay or, if their privileges do not extend to such data, to notify the Registrar's Office in writing, indicating the correct data and attaching proof thereof. Students are obligated to transfer any changes in their personal data to the Neptun system without delay or, if their privileges do not extend to such data, to notify the Registrar's Office in writing, indicating the new data and attaching proof thereof. Students are fully liable for all damages stemming from errors or inaccuracies in their data stored in the Neptun system.

(5) Students are obligated to handle their passwords used for accessing the Neptun system confidentially. Until proven otherwise, it shall be assumed that access with the use of the student's user name and password is attributable to the student and that all steps taken in the system after logging in were taken by the student in question. Students shall be fully liable for damages arising from the unauthorized use of their passwords or from leaving the given computer terminal unattended after logging in.

(6) Students who forget their Neptun passwords may request the Registrar's Office of the competent Faculty to generate a new, temporary password, upon providing credible proof of identity.

(7) Each student may have only one Neptun ID regardless of whether they are studying at more than one Faculty or in more than one program at the institute, either concurrently or subsequently.

(8) Students retain their access rights to the Neptun system after the termination of their student status.

Employee and teacher privileges

Section 16 (1) The Human Resource Management Department records in the Neptun system the data of all employees and all teachers and researchers (hereinafter: teachers) employed under contract when the University first concludes a contract with them. Neptun IDs and temporary passwords are generated simultaneously to recording the data. In the Neptun system, the Human Resource Management Department links the given person to the Faculty at which such person is employed and to the specific organizational unit indicated in the job description.

(2) Access may also be granted to persons who are not in a direct legal relationship with the University but are in a contractual relationship with a legal entity or economic operator without legal personality

that has a contractual relationship with the University, and access to the Neptun system is necessary for performing the activity conducted in representation of such entity.

(3) Within 15 days of the establishment of the legal relationship, persons thus granted access are obligated to log in to the Neptun system, check that their personal data are correct, and change their temporary passwords.

(4) The persons thus granted access are obligated to correct any errors in their personal data as recorded in the Neptun system without delay or, if their privileges do not extend to such data, to notify the Human Resource Management Department in writing, indicating the correct data and attaching proof thereof. The persons thus granted access are obligated to transfer any changes in their personal data to the Neptun system without delay or, if their privileges do not extend to such data, to notify the Human Resource Management Department in writing, indicating the new data and attaching proof thereof. The persons thus granted access are fully liable for all damages stemming from errors or inaccuracies in their data stored in the Neptun system.

(5) Persons with access are obligated to handle their passwords used for accessing the Neptun system confidentially. Until proven otherwise, it shall be assumed that access with the use of the person's user name and password is attributable to the person granted access and that all steps taken in the system after logging in were taken by the person in question. The persons thus granted access shall be fully liable for damages arising from the unauthorized use of their passwords or from leaving the given computer terminal unattended after logging in.

(6) The persons thus granted access who forget their Neptun passwords may request the Central Registrar's Office of the competent Faculty to generate a new, temporary password, upon providing credible proof of identity.

(7) Each person may have only one Neptun ID.

(8) The duration of the access rights is in line with the legal relationship with the University. In connection with the data pertaining to the legal relationship in question, the Human Resource Management Department shall record the starting date and, in the case of legal relationships for a set term, the end date of access. By default, the last day that access is provided to the system is the last day of the legal relationship. If a legal relationship concluded for an indefinite period is terminated or if a legal relationship concluded for a set term is terminated prematurely, the Human Resource Management Department shall, as soon as possible after it learns of the date of termination but no later than by the termination of the legal relationship, enter the last day of access in the Neptun system.

(9) Access rights are not affected by any periods (e.g. semesters) in which the person in the legal relationship does not actually perform any activities on behalf of the University but does otherwise maintain the legal relationship. Access rights are not affected by unpaid leave or sabbaticals.

Roles

Section 17 (1) Neptun users can be provided special user privileges - roles - for the purposes of performing administrative tasks in the system.

(2) Roles determine the permission levels of administrators, i.e. exactly which data and types of data they can access with the right to edit or view such data, and in connection with which organizational units.

(3) Administrators who have been assigned roles can access the Neptun system with the use of client applications installed on certain computers. If they log on to the system as a user from a web-based application, they will be unable to exercise - or will be restricted in exercising - the additional privileges provided to the role.

(4) The University has the following pre-set roles:

Name of PPCU role	A brief description of the role	Initiator
Internal Administrator	A role necessary for operating the Neptun system. Available only for central employees.	Not applicable

Student Loan Administrator	Managing student loans at the faculty level.	Registrar's Office leader
Student card	Managing student cards at the faculty level.	Registrar's Office leader
eTeacher	Role in OWEB necessary for managing UniPoll e-exams. For teachers allowed by the Dean to hold electronic examinations.	The Dean
Finance and Technical Directorate (PPCU)	Comprehensive management of financial affairs in the Neptun system. The finances of dormitories, students, organizational units, training programs, assignment of student loans, student loan applications, Higher Education Information System and student card accounts. Student data to the level of entries in the semester index row. No access to employee data. Creation and management of organizational units. Available only for central employees.	Accounting and Finance Department leader
Human Resources Administrator (PPCU)	Managing employees. Employee data reporting to the Higher Education Information System. No access to education-related data (students, subjects, courses, examination, etc.). Available only for central employees.	Human Resource Management Department leader
Faculty Administrator (PPCU)	Highest faculty-level role. Can edit all faculty data.	The Dean
Faculty Leader (PPCU)	Read-only role that can view all faculty data. Students (data to the level of entries in the semester index row), employees, subjects, schedules, rooms, programs, majors, model curricula, etc. No editing rights. A role recommended for workers in the dean's office, education coordinators, and heads of faculty.	The Dean
Questionnaire Editor	Role for accessing the UniPoll questionnaire editing interface from the client. A role for non-teaching staff who have the privileges to edit UniPoll questionnaires.	The Dean/heads of organizational units
Dormitory Administrator	Managing dormitories, announcing registration periods, and managing moving in, room switches, guests, and tools.	The Dean
Complex Administrator	Combines the following roles: Registrar's Office Administrator (PPCU) + Department Administrator (PPCU) + Final Examination (PPCU) + Class Schedule Editor (PPCU).	Registrar's Office leader
Read-only Finance and Technical Directorate (PPCU)	Sees the same data as the Finance and Technical Directorate (PPCU) but has no editing privileges. Can use common querying functions.	Finance Manager/heads of organizational units
Student Read-only (PPCU)	Read-only role for viewing the details of student academic data without any editing privileges. Recommended for Study Committee chairs, for example. Can use common querying functions.	Head of the Registrar's Office/heads of organizational units

Read-only Human Resources Administrator (PPCU)	Sees the same data as the Human Resources Administrator (PPCU) but has no editing privileges. Can use common querying functions.	Finance Manager/heads of organizational units
Library Read-only (PPCU)	Created for employees of the Faculty of Humanities and Social Sciences library so they can view students' paid financial items. Can use common querying functions.	Heads of libraries
Facility Read-only (PPCU)	For viewing the courses being held in a given room at a given time. Can view room use and class schedules. Can use common querying functions. Recommended for dean secretariats and receptionists.	The Dean/heads of organizational units
Educational Authority Editor	For editing the UniPoll questionnaire. In client mode, can view only questionnaire data. This role is required for logging in from the UniPoll OWEB, but can also access the questionnaire from the client.	Head of the Central Department for Strategy, Quality, and Project Management
Schedule Editor	For the Registrar's Office and department employees editing the schedule.	Educational organization/ Registrar's Office leader
System Administrator	A role necessary for operating the Neptun system. Available only for central employees.	Not applicable
Department Administrator (PPCU)	Managing the courses of assigned subjects, transcribing examinations for those. Recording student practice period and thesis data. For department employees.	Educational organization/ Registrar's Office leader
Department Final Examinations (PPCU)	Managing final examinations by departments. For department employees.	Educational organization/ Registrar's Office leader
Head of Department (PPCU)	The same as the Department Administrator (PPCU) but without writing privileges. Recommended for heads of departments who want to see both the subjects and the courses offered by the department.	Dean/ Registrar
Educational Administrator (PPCU)	For educational administrators and Registrar's Office employees.	Educational organization/ Registrar's Office leader
Room Managers	Room maintenance, evaluating room requests, viewing class schedules. Recommended for central and faculty room managers.	Educational organization/ Head of the Registrar's Office/heads of organizational units
Registrar's Office Administrator (PPCU)	The educational administrator role, with a reclassification interface.	Registrar's Office leader

Final Examinations (PPCU)	For managing final examinations, diplomas, and diploma supplements. Recommended for Registrar's Office employees.	Registrar's Office leader

Section 18 (1) Only those users may be assigned roles who are employed by the University, and only to the scope and extent required by the given position.

(2) The request for the setting of an employee's role shall be notified upon their hiring by the head of the organizational unit in question with the use of the central electronic customer service system (IT Helpdesk) used for the purpose, indicating the starting date for the role. The same interface can be used to change the employee's role.

(3) The Human Resource Management Department forwards the request form for a role to the Central Registrar's Office, indicating the starting date for the role.

(4) If the Central Registrar's Office decides that the user's position or task does not justify the need for the requested role, it may request the applicant to provide additional information or may recommend a role suited to the given position or task. If no agreement is reached regarding the justified role, the Educational Director shall decide on the role to be set.

(5) If the employment of the employee is terminated or suspended for any reason, the Human Resource Management Department shall promptly inform the Central Registrar's Office in writing of this fact, indicating both the starting date of the revocation of the role and the date for reinstating the role, with the use of the central electronic customer service system (IT Helpdesk) used for the purpose.

(6) Special roles can also be created in addition to the above role types, if necessary in the interest of realizing the goals and principles under the present Policy and if especially justified. Developers shall create special roles at the request of the Central Registrar's Office. Only the Central Registrar's Office is entitled to initiate the creation of special roles. The request for the special role shall be notified to the Central Registrar's Office in writing, including the exact reasons. Based on the request, the Central Registrar's Office specifies the special role and consults with the applicant. The head of the Central Registrar's Office is authorized to reject requests for special roles if the reasons for the request show that the problem can be solved with a role type or if the development and maintenance of a special role is disproportionate to the objective. Appeals against the negative decision of the head of the Central Registrar's Office may be submitted to the Educational Director.

Part IV
Communication via the Neptun system

Section 19 (1) Communications involving academic information pertaining to all students or a specific group of students shall be posted on the notice board, faculty websites, or the Neptun system.

(2) Decisions involving a specific student shall be communicated in writing via the Neptun system.

(3) Students are obligated to keep track of all Neptun messages. Information so published shall be deemed to have been communicated on the 8th day following the date of sending. Posts on the Neptun system involving the student shall be considered delivered on the 8th day following the day after the entry was posted even if the post was not sent in the form of a message.

(4) The Neptun system can be used to forward communications involving student educational affairs or, in exceptional cases, other official issues involving the University. The Neptun system may not be used to send advertisements, marketing materials, or any other information not connected to the students' legal status as students.

(5) After consulting with the Faculties, the Central Registrar's Office may send messages involving the entire student body. The Faculty in question is authorized and obligated to send messages that involve all or a group of the Faculty's students.

Part V
Transitional and Final Provisions

Section 20 (1) This Policy shall enter into effect on the day following its promulgation.
(2) The Central Registrar's Office shall provide, with the involvement of the Faculties, for any settings to be made to the Neptun system to ensure compliance with the present Policy by December 31, 2019.