



Reg. number: OE-NIK, 1657, 2023

Date: Budapest, 17th October 2023

3/2023 sz. (17.10.) dean's instructions
of the student drop-out prevention first actions

this Dean's Instruction is intended to present the first operational steps, todos and the background of the student drop-out prevention actions.

I ask the lecturers to implement these instructions consistently and to adhere to them, and I ask the directors of the institutions to fully comply with the instructions. If we fail to stop and stabilise the drop-out rate, this year, 2023, will already have a serious impact on the faculty's funding possibilities.

According to this, I ask all of you to implement and comply with the following as the first step in a series of measures, which will be followed by further measures in the near future.

Task 1:

An analysis was made of the drop-out rates for the subjects managed by the Faculty from the semester 2019/20/1 onwards. These analyses will be followed by institute surveys to identify the causes of subject drop-out. The **directors of the institutes are requested** to prepare an analysis of the possible causes in the case of core subjects in which the number of students enrolled in the subject exceeded 30 students in the period starting from the 2019/20/1 semester and the subject drop-out rate exceeded 30%, in consultation with the lecturers of these subjects, and to ask the lecturers to develop ways to reduce the subject drop-out rate.

It is very important to emphasise that it is still possible for students who meet the requirements to successfully complete the course, but every effort should be made to facilitate successful completion.

Task 2:

Lecturers are requested to implement student suspensions for absence in the Neptun system only at the end of the semester, in compliance with the deadlines announced in the semester timetable. It is still compulsory to follow the regulations, for catalogue classes (practical, laboratory) where absence restrictions apply, monitoring is compulsory, but the blocking can be carried out at the end of the term (from the week 14 to 18th December 2023 at the latest). **Starting from week 7 (23rd October 2023), lecturers are required to report weekly to the institute's administrators any students at risk who would be suspended for absence (in the template in Annex 1).** Students at risk are monitored by the institute's administrators, who report to the vice dean for education **by the end of working hours on Wednesday each week.** The vice dean for education will make arrangements for further action with the dean's representative for educational affairs. **If necessary, the vice dean for**



education will request the lecturers, through the director of institute, to work out a make-up for the absence.

Task 3:

Students' results in mid-term tests and equivalent homeworks and project assignments are **to be reported to the institute's administrators from week 7 (23 October 2023). In all examinations that count towards the grade. Students at risk who would be forced to make up work or be suspended due to mid-term tests or equivalent examination (using the template in Annex 1).** Students at risk are monitored by the institute's administrators, who report to the vice dean for education by the end of working hour on Wednesday each week. **The vice dean for education will make arrangements for further action in consultation with the dean's representative for educational affairs and the director of institute and deputy director of institute.**

Task 4:

The director of institute is responsible for ensuring that, in the case of lessons administered by the Institute but taught by PhD students, lecturers or demonstrators, the above guidelines are brought to the attention of the PhD students, lecturers and demonstrators and that they are observed.

Recommendations:

Keeping a catalogue can help to reduce absenteeism. It is recommended to use the capabilities of Moodle to do this. For the rest of the semester, it is necessary to collect and share good practices from the institute.

For subjects ending with an examination, it is still **preferred and recommended to give the offered grade**, which is possible in the Neptun system until 4th December 2023 (Monday).

Background and interpretation of the instruction

The major student quality indicators that the University has committed to in the Framework Funding Agreement, and which can have a major impact on funding, are: student drop-out and credit progression.

As presented in the university and faculty staff meetings, drop-out and credit progression performance have a very significant funding impact in terms of quality indicators. Under-performance in these indicators represents a significant loss of income at university and faculty level already this year.

These indicators were presented again in April this year at university level (<https://intranet.uni-obuda.hu/system/files/testuleti-ules/szenatus/2023-03-28/0328-osszolgozoi-ertekezlet-rektori-prezentacio.pdf>, 30th slide)



Student drop-out and credit progress is assessed by the sectoral director in a three-year sliding window, and students are only assessed from their second semester onwards. The student population examined in the 2022/23 sliding window is the three-year active state-funded student contingent beginning with students admitted in the fall 2019/20 semester. Therefore, the inertia of the indicators and the number of students tested are significant.

Student drop-out means that the student has dropped out of the course during the period of study. The lower the drop-out rate, the better the performance.

Credit progression means whether the student has completed at least 28 credits in each semester of the period of study under review. The higher the credit progress indicator, the better the performance.

The drop-out and credit progress indicators for 2023 are as follows:

- For the year 2022/23, the institution's drop-out rate target at university level was 24.34%, of which the achievement was 26.71%, meaning that the university underachieved this indicator. Each percentage point represents a significant item of several hundred million forints.
- The institution's credit progress target at the university level is 58.16% for the academic year 2022/23, of which the achievement was 57.56%, so the university also underachieved this indicator. The consequences are similar.

The university-level scores are the sum of the scores for each Faculty. The indicators are improved by overperforming faculties and worsened by underperforming faculties.

For John von Neumann Faculty of Informatics, the faculty drop-out rate for the academic year 2022/23 was 32.15%, while the faculty credit progress rate was 40.26%. **Unfortunately, the Faculty has thus contributed significantly to the deterioration of the university indicators.**

The main reasons for drop-out and failing to achieve credit progression are drop-outs and failures in the subjects. **Therefore, reducing drop-outs in subjects as the main field of teaching intervention is the most important step for the Faculty to improve these indicators.**

If a student fails a core subject in a given semester, there is a high probability that he or she will no longer meet the credit progression requirement and is also likely to be stuck in further progression, so failing a subject can trigger an avalanche, as he or she will not be able to take up certain subjects in the following semesters due to pre-study requirements.

The aim of the John von Neumann Faculty of Informatics is to train engineers, professional engineers, engineering teachers, mathematicians, who have curricular knowledge, systemic thinking, significant expertise, and who are able to provide high added value to industry and society. We must not deviate from this goal and we must be able to maintain the quality of faculty training, which is perhaps our most important asset,



based on industry feedback and enrolment indicators. **Quality education is associated with drop-outs, and the Neumann Faculty provides quality education, so a certain amount of drop-outs is associated with the courses.**

However, there is opportunity and need to improve the drop-out rate, so an action plan against drop-outs needs to be developed and implemented.

The 2022/23 academic year is already closed. **On the other hand, the 2023/24 school year is underway, so there is an opportunity to take action against drop-outs and intervene in these processes.** At the request of the university management, the Faculty leadership has prepared an action plan which was discussed in the Dean's Council forum. Within the framework of this action plan, measures will be taken in the coming period concerning the teaching staff, the organisation of teaching and the teaching process.

For the academic year 2023/24, the institution-wide drop-out commitment is 23.42% and the credit progression commitment is 59.13%. Considering that the Faculty's 2022/23 values in these indicators (drop-out rate was 32.15% and credit progression rate was 40.26%) are significantly worse, **there is a need to make significant improvements in this area.**

This commitment means that the Faculty needs to intervene in order to achieve a significant improvement in these indicators at the university level, **which will have a significant impact on faculty funding.**

I respectfully ask the employees of the Faculty to familiarise themselves with the instructions, to comply with them and to observe them.

This instruction is valid from today until revoked.

György Eigner PhD sgd.
dean



Annex 1.

Template to be used towards the institute's administrators

Lecturer:			
Subject's name:			
Subject's code:			
Course code:			
Course number of students:			
Last name	First name	Neptun code	Reason for vulnerability (non-compliance / exceeding the absence limit)
Gipsz	Jakab	ABC123	non-compliance
John	Doe	CBA321	exceeding the absence limit
Varga	Béles	ASD123	non-compliance

