

**ON THE PROCEDURE FOR THE SELECTION OF
SUBSPECIALISATIONS FOR THE 2023/2024 ACADEMIC YEAR**

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| Version number | publication date | effective date | Version tracking |
|-----------------------|-------------------------|-----------------------|---|
| 00 | 09.10.2023 | 10.10.2023 | Publication |
| 01 | 18.10.2023 | 19.10.2023 | Amendments to 6(3)b) and to Line 13 of Table 1 of the Provisions were introduced. |

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Preamble

1.§

- (1) Pursuant to paragraph e) of 2(2) of the Study and Examination Regulations (hereinafter: SER), I hereby order the following rules of education organisation with regard to the rules of procedure of selecting subspecialisations in the spring semester of the 2023/2024 academic year.

Definitions

2.§

- (1) The terms used in this provision shall have the meanings given to them in the SER.

Announcing subspecialisations

3.§

- (1) The educational programme includes the subspecialisations that can be chosen, the subspecialisation ranking rules, the number of subspecialisations that can be chosen and the semester in which the subspecialisation commences. When enrolling in the programme, the students will receive a link to the website where they can download their own educational programme together with the relevant sample curriculum.

Preparing for the choice of subspecialisations

4.§

- (1) The choice of subspecialisation is made in the semester preceding the semester in which the subspecialisation starts, the student being required to select from the subspecialisations featured in his/her own sample curriculum pursuant to the present provisions within the limits of the SER.
- (2) Education Management (hereinafter: EM) prepares a Subspecialisation Selection Table for the current semester by the date specified in the table of deadlines, which contains the list of subspecialisations offered in the current semester by study programme, the selection, ranking and entry requirements for each subspecialisation.
- (3) The document will be shared in SharePoint until the date specified in the table of deadlines.
- (4) The table specified in paragraph (2) shall indicate all subspecialisations included in the sample curriculum of eligible students, indicating which subspecialisations have been published in the Prospectus on Admission to Higher Education (hereinafter: PAHE).
- (5) EM will transmit the completed Subspecialisation Selection Table to the study programme leader for the latter to provide further information:

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- a) If a new subspecialisation is launched in addition to those published in the PAHE, this shall be indicated in the table.
 - b) The maximum number of students for each subspecialisation to be announced shall be provided.
 - c) The minimum number is laid down in Section 50 (3) of the SER. If the study programme leader wishes to depart from the minimum number of students featured in the SER, he/she will indicate this intention to the Dean in the prepared Subspecially Selection Table, indicating the new proposed minimum number of students.
- (6) The decision on the available subspecialisations and the maximum number of students to be admitted for each of them shall be taken by the study programme leader, who shall enter these data into the Subspecially Selection Table by 15 October in the case of starting the autumn semester and by 15 March in case of starting the spring semester.
- (7) The finalised table, which has been checked by the EM, contains the rules for ranking on the basis of the sample curricula, as well as the prerequisites for admission to the subspecialisation, the minimum and maximum number of students. The approved and finalised table is returned by EM to the study programme leaders, who, together with the subspecialisation leaders, prepare the student information notices containing the subspecialisations that are eligible for ranking in the given subspecialisation selection period. This information notice also explains what happens if a student does not choose a subspecialisation in the semester required by the sample curriculum.
- (8) The study programme leader and the subspecialisation leader shall be tasked with informing students. Students are also informed of other matters relating to the education programme through the communication procedure used by the study programme leader.
- (9) The study programme leader shall use two methods for providing information on the criteria of choosing a subspecialisation to the students concerned:
- a) The study programme leader must prepare written information material on the subspecialisations that can be chosen in the study programme, their professional content and admission requirements, as well as on ranking and the number of subspecialisations that may be taken. The written information must be made available to the students concerned at least 3 weeks before the start of the subspecialisation selection period.
 - b) The study programme leader must give at least one oral briefing to the relevant student body to inform students about the choice of subspecialisation and to answer any questions they may have in the semester of the subspecialisation selection, no later than on Friday of the second week preceding the week of choice of subspecialisation.
 - c) The briefing on subspecialisation selection is organised by the study programme leader.
- (10) The study programme leader will send the dates and times of the briefing and a link to the written information material to Student Services (hereafter: SS), too.

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Preparation of the subspecialisation selection exercise in Neptun

5.§

- (1) EM will provide the finalised Subspecialisation Selection Table, approved by the Deans and the study programme leaders, to SS no later than 3 weeks before the start of the subspecialisation selection period.
- (2) SS prepares the subspecialisation selection periods in Neptun based on the data entered.
- (3) SS also sets the number of students eligible to choose a subspecialisation according to the semester of admission.
- (4) Requests for individual entitlements (including the possibility to choose for students who re-apply for admission and are not yet eligible for selection according to the semester of admission) are fulfilled by SS on the basis of a signal from the study programme leader.

The choice of subspecialisation and the allocation of students to the subspecialisations

6.§

- (1) The student chooses the subspecialisations by ranking all the subspecialisations in Neptun, with the exception of the Hungarian-language programme in Business Administration and Management offered in daytime delivery.
- (2) In the case of the Hungarian-language Business Administration and Management programme offered in daytime delivery, the conduct of subspecialisation selection may differ due to the large number of students, the final decision on the classification of students being made by the date specified in Table 1.
- (3) After the end of the selection period, SS will allocate students to the subspecialisations based on student preferences and the entry criteria.
 - a) SS will exclude students who do not meet the required entry criteria.
 - b) ¹If the number of applicants does not exceed the quota for a given subspecialisation, each student wishing to shall be entitled to take part in the subspecialisation of his/her choice.
 - c) If the number of applications for a subspecialisation exceeds the quota, the ranking is carried out by SS according to the relevant ranking rules. SS shall also inform the study programme leader. The Dean decides on the ranking and the subspecialisations to be launched after consulting the study programme leader.
 - ca) In the case of subspecialisations where data not recorded in Neptun are included in the ranking criteria (e.g. scores on the motivation questionnaire), SS will request such scores to be provided.

¹ Amended by the Vice-Rector for Education, in force as of 19.10.2023

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- cb) The study programme leader will provide the additional scores and the allocation of students to the various subspecialisations to the Neptun team at SS by the deadline set by SS in the table of deadlines.
- (4) All students who have applied and fulfilled the conditions for the choice of subspecialisation should be included.
 - (5) If the number of applicants exceeds the quota, the relevant decision on the result of the ranking shall be taken by the competent dean.
 - (6) The decision must be taken by the end of the 10th working day following the end of the examination period.
 - (7) SS will allocate students to subspecialisations in Neptun, of which the student will receive a Neptun system message.
 - (8) The student may seek legal remedy by submitting a Legal remedy request - for matters not listed, within 15 days of the date on which the Neptun message was sent.

Students who are late at choosing

7.§

- (1) Students eligible to choose a subspecialisation who fail to select any may file a request for late selection of subspecialisation in the semester of the subspecialisation selection against a fee specified in the RSFB within 2 weeks of the day following the end of the subspecialisation selection period.
 - a) SS performs queries from Neptun with regard to the students who are eligible but have not made their choice, and
 - b) informs them via a message of the possibility to submit a "Request for late choice of subspecialisation" against the payment of a fee.
- (2) If the student was eligible to choose a subspecialisation and meets the entry requirements for his/her choice of subspecialisation, he/she can apply for choosing a subspecialisation by submitting the "Request for late choice of subspecialisation", indicating the ranking of the subspecialisations in accordance with 6(1).
- (3) The student can only be allocated to the subspecialisation for which there is still a place available.
- (4) If all subspecialisations have exhausted their quota, i.e. there are no vacancies, the student can choose during the next subspecialisation selection period available for the programme.
- (5) The decision must be taken in the form of a Neptun resolution by the end of the 10th working day following the end of the examination period.
- (6) If the student was eligible to choose a subspecialisation but did not meet the entry requirements for the subspecialisation, he/she can choose during the next subspecialisation selection period available for the programme.

Change of subspecialisation

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8.§

- (1) A student may request a change of subspecialisation from the end of the study period of the first active semester following registration for the original subspecialisation by submitting a "Request for change of subspecialisation" application in Neptun, specifying the new subspecialisation.
- (2) The relevant request shall be submitted within the subspecialisation registration period of the study period that precedes the semester of the subspecialisation. The specific timetable for the subspecialisation selection period is set out in the calendar of the academic year.
- (3) The request shall be subject to the fee set out in the RSFB.
- (4) The decision on the request shall be taken by the study programme leader.
- (5) A student can only be assigned to a subspecialisation for which there are still places available and if he/she fulfils the criteria for the choice of subspecialisation specified in the sample curriculum.
- (6) The decision shall be taken in the form of a Neptun resolution within 15 working days of receiving the request.

Choosing or dropping a second subspecialisation

9.§

- (1) If the student wishes to complete one or more specialisations in addition to the number of subspecialisations required in the sample curriculum, he/she must submit a "Request for completing a second (or additional) subspecialisation" in Neptun from the end of the study period of the first active semester following registration for the original subspecialisation.
- (2) Such requests may only be filed for programmes where the sample curriculum provides for the possibility to complete additional subspecialisation(s) on top of the compulsory subspecialisation(s) (These programmes are included in the Subspecially Selection Table issued by EM).
- (3) The relevant request shall be submitted within the subspecialisation registration period of the study period that precedes the semester of the subspecialisation. The specific timetable for the subspecialisation selection period is set out in the calendar of the academic year.
- (4) To drop an additional subspecialisation already authorised, the "Request for dropping an additional subspecialisation" must be filed in Neptun from the end of the study period of the first active semester following registration for the subspecialisation.
- (5) The request shall be subject to the fee set out in the RSFB.
- (6) The decision on the request shall be taken by the study programme leader.
- (7) The decision shall be taken in the form of a Neptun resolution within 15 working days of receiving the request.

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10.§

- (1) The deadlines for choosing a subspecialisation, for changing subspecialisations, for taking or dropping subspecialisations beyond the subspecialisations set out in the sample curriculum for the spring semester of the 2023/2024 academic year are set out in Table 1.

Miscellaneous and final provisions

11.§

- (1) The present Provisions shall be effective from the day following their publication to the last day of the 2nd (spring) semester of the 2023/2024 academic year . Simultaneously with the entry into force of the present Provisions, Provisions No. 7/2022 of the Vice Rector for Education previously issued on the subject shall be repealed.


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|  | PROVISIONS OF THE VICE-RECTOR FOR EDUCATION | 6/2023. Version number: 01. |
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Table 1²

autumn semester of the 2023/2024 academic year

| | Name of task | Task is performed by | SER | Start | Deadline |
|----|--|-----------------------------|------------|-------------------------------|-------------------------------|
| 1 | The study programme leader decides on the subspecialisations to be announced, their respective quota and informs the OM. | study programme leader | 50 (2) | 01.10.2023 | 16.10.2023 |
| 2 | Preparation of a Subspecialisation Selection Table for SS, data provision for the Neptun setup. | EM (study programme leader) | | 01.10.2023 | 31.10.2023 |
| 3 | EM hands over the decision on the subspecialisations to be launched and the number of places available to the relevant staff member of SS. (SS Neptun Team Leader) | study programme leader, EM | 50 (2) | 16.10.2023 | 16.10.2023 |
| 4 | Preparation of information material by the study programme leader on the choice of subspecialisation. | study programme leader | | 16.10.2023 | 30.11.2023 |
| 5 | Staging of briefing(s) on the choice of subspecialisation. | study programme leader | | 13.11.2023 | 08.12.2023 |
| 6 | Completion of the Neptun set-up for the choice of subspecialisation. | SS | | 31.10.2023 | 09.12.2023 |
| 7 | Setting up the relevant requests in Neptun for choosing, changing, dropping subspecialisations. | SS | 51 (4) | 04.12.2023 | 10.12.2023 |
| 8 | Submission of student requests in Neptun for changing subspecialisation, taking an additional specialisation or dropping a subspecialisation. | students | 51 (3) | 11.12.2023 | 17.12.2023 |
| 9 | Decision on requests for changing subspecialisation and taking an additional subspecialisation. | study programme leader | 51(6)-(7) | ongoing | 15.01.2024 |
| 10 | Approval by the leaders of the subspecialisations to be taken and dropped, recording such approval in Neptun. | subspecialisation leader | 51(5) | ongoing | 15.01.2024 |
| 11 | Decision on changing subspecialisation, on taking a second or additional subspecialisation (within 15 working days of application) | study programme leader | 51(6)-(7) | ongoing | 15.01.2024 |
| 12 | Selection of subspecialisation by students | students | 50 (7) | 10:00 am on 11.12.2023 | 12:00 pm on 17.12.2023 |
| 13 | Late selection of subspecialisation | students | | 10:00 am on 18.12.2023 | 12:00 pm on 07.01.2024 |
| 14 | Transmission of the final student allocation data to the study programme leader (information) | SS | | 18.12.2023 | 20.12.2023 |
| 15 | Transfer of the results of the subspecialisation ranking criteria which cannot be recorded in Neptun, along with the assignment of students to subspecialisations to SS for applications not exceeding the quota. | subspecialisation leader | | 21.12.2023 | 02.02.2024 |
| 16 | Transfer of the results of the subspecialisation ranking criteria which cannot be recorded in Neptun, along with it the assignment of students to | subspecialisation leader | | 21.12.2023 | 02.02.2024 |

² Amended by the Vice-Rector for Education, in force as of 19.10.2023



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| | Name of task | Task is performed by | SER | Start | Deadline |
|----|--|-----------------------------|------------|--------------|-----------------|
| | specialisations and the Dean's approval , to SS for applications exceeding the quota. | | | | |
| 17 | Entering the results of selection in Neptun, allocating students to the chosen subspecialisations, harmonisation with sample curriculum, sending a message to the students on the result of the selection. | SS | | 02.02.2024 | 06.02.2024 |

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Spring semester of the 2023/2024 academic year

| | Name of task | Task is performed by | SER | Start | Deadline |
|----|--|-----------------------------|------------|--------------------------------|--------------------------------|
| 1 | The study programme leader takes a decision on the subspecialisations to be launched, the number of places available and informs EM. | study programme leader | 50 (2) | 01.03.2024 | 18.03.2024 |
| 2 | Preparation of a Subspecialisation Selection Table for SS, data provision for the Neptun setup. | EM (study programme leader) | | 31.03.2024 | 14.04.2024 |
| 3 | EM hands over the decision on the subspecialisations to be launched and the number of places available to the relevant staff member of SS. (SS Neptun Team Leader) | study programme leader, EM | 50 (2) | 18.03.2024 | 18.03.2024 |
| 4 | Preparation of information material by the study programme leader on the choice of subspecialisation. | study programme leader | | 18.03.2024 | 30.04.2024 |
| 5 | Staging of briefing(s) on the choice of subspecialisation. | study programme leader | | 22.04.2024 | 17.05.2024 |
| 6 | Completion of the Neptun set-up for the choice of subspecialisation. | SS | | 14.04.2024 | 19.05.2024 |
| 7 | Setting up the relevant requests in Neptun for choosing, changing, dropping subspecialisations. | SS | 51 (4) | 13.05.2024 | 05.20.2024 |
| 8 | Submission of student requests in Neptun for changing subspecialisation, taking an additional specialisation or dropping a subspecialisation. | students | 51 (3) | 10:00 am on 21.05. 2024 | 12:00 pm on 26.05. 2024 |
| 9 | Decision on requests for changing subspecialisation and taking an additional subspecialisation. | study programme leader | 51(5)-(7) | ongoing | 14.06.2024 |
| 10 | Approval by the leaders of the subspecialisations to be taken and dropped, recording such approval in Neptun. | subspecialisation leader | 51(5) | ongoing | 14.06.2024 |
| 11 | Decision on changing subspecialisation, on taking a second or additional subspecialisation (within 15 working days of application) | study programme leader | 51(6)-(7) | ongoing | 16.05.2024 |
| 12 | Selection of subspecialisation by students | students | 50 (7) | 10:00 am on 21.05. 2024 | 12:00 pm on 26.05. 2024 |
| 13 | Late selection of subspecialisation | students | | 10:00 am on 27.05. 2024 | 12:00 pm on 09.06. 2024 |
| 14 | Transmission of the final student allocation data to the study programme leader (information) | SS | | 27.05.2024 | 29.05.2024 |
| 15 | Transfer of the results of the subspecialisation ranking criteria which cannot be recorded in Neptun, along with the assignment of students to subspecialisations to SS for applications not exceeding the quota. | subspecialisation leader | | 30.05.2024 | 05.07.2024 |
| 16 | Transfer of the results of the subspecialisation ranking criteria which cannot be recorded in Neptun, with it the assignment of students to | subspecialisation leader | | 30.05.2024 | 05.07.2024 |



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| | specialisations and the Dean's approval, to SS for applications exceeding the quota. | | | | |
| 17 | Entering the results of selection in Neptun, allocating students to the chosen subspecialisations, harmonisation with sample curriculum, sending a message to the students on the result of the selection. | SS | | 06.07.2024 | 12.07.2024 |