

**ON THE RULES FOR THE ORGANISATION OF THE EXAMS AND
FINAL EXAMS IN, AS WELL AS THE RULES OF PROCEDURE OF
CLOSING THE FIRST (AUTUMN) SEMESTER OF THE 2024/2025
ACADEMIC YEAR**

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Preamble

1.§

- (1) Based on the provisions of the Study and Examination Regulations (hereinafter: SER), I hereby order the following rules for the organisation of the exams and final exams in, as well as the rules of procedure of closing the first (autumn) semester of the 2024/2025 academic year.

Definitions

2.§

- (1) The terms used in these Provisions shall have the meanings given to them in the SER.
- (2) Student administration should be understood as Education Management (EM) for Study Abroad guest students and non-Hungarian freemover guest students, as the University Doctoral Office (UDO) for doctoral programmes and as Student Services (SS) for other programmes.

Organisation of exams

3.§

- (1) Institutes shall announce exam sessions according to the [Study and Examination Regulations](#) and in the context of the [Calendar of the Academic Year](#), i.e. the schedule adopted by the Education Committee.
- (2) The timetable of the examination period is set out in Annexes 2 - 6 on the basis of the Calendar of the Academic Year.
- (3) The Moodle system offers a tutorial for lecturers on how to conduct and organise exams, with the title “How to organise and conduct exams and how to deal with irregularities in exams”.
- (4) Exams shall be organised in accordance with the provisions of the SER, in particular its Section 61.
- (5) Saturdays shall be regarded as working days for the purposes of organising examinations. Examinations may be scheduled on Saturdays as well in all delivery modes.
- (6) For Study Abroad Erasmus guest students and non-Hungarian freemover students, an examination shall also be made available in the last week of the study period.
- (7) When planning the examination period, institutes shall announce exam sessions in such a way that, taking into account the number of students and the total number of exam sessions announced for a subject, at least 125% of the number of students enrolled in the subject shall be offered an opportunity to take the exam. 125% is the minimum requirement and each student shall be given at least 1 opportunity to take an exam. (eg. the subject was taken by 150 students. then a minimum of 188 options shall be announced, distributed

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between the exam sessions.) When planning the number of examinees, the number of students who fail the exam should also be reckoned with.

- (8) Institutes shall announce exam sessions in such a way that each student who has registered for a subject can choose from at least three (3) exam sessions in that subject (or rigorosum).
- (9) If an institute announces three (3) exam sessions in the same subject, a minimum of five (5) working days shall pass between such sessions. If an institute announces more than three (3) exam sessions in the same subject, then, for at least three (3) exam sessions, a minimum of five (5) working days shall pass between exam sessions. It is up to the institute to decide between which of the three exam sessions it will provide the minimum distance of five (5) working days.
- (10) By way of derogation from Subsection (9), for exams announced for students taking final examinations, at least three (3) working days shall be left between exam sessions.
- (11) In the case of trimestrial examinations, the provisions of Subsections (6) to (9) shall apply to the exam weeks of the examination periods of the first and second trimesters combined.
- (12) Examinations may be taken in the study period outside the examination period of the given semester in the following cases:
- examinations in the subjects of part-time programmes (correspondence or evening delivery mode),
 - examinations in project subjects,
 - examinations in subjects offered in a special study period,
 - examinations in subjects to be completed in the scope of dual programmes,
 - examinations in subjects of specialist postgraduate programmes,
 - examinations in subjects of double or multiple degree programmes and in joint programmes leading to the award of a joint diploma,
 - examinations in the subjects of foreign guest students,
 - examinations in a foreign language for special purposes competence subject,
 - equivalence examinations in subjects required for switching to another programme,
 - with permission from the competent dean, based on the request submitted by the student, if the student is unable to meet his/her examination obligations during the examination period due to childbirth, accident, illness or other unexpected cause, without any fault on the part of the student, and he/she can provide credible evidence of this.
- (13) After the examination period of the semester in question,
- in the second week of the final examination period, students who are not taking the final examination (i.e. who are not registered for the final examination period of the semester in question) may also take the Rigorosum.
 - students with a preferential study schedule may sit exams until 21 February 2025 at the latest, provided that this is included in the subject syllabus.

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- c) students who switching to another programme may also sit the equivalence examinations in the subjects required for the switch until 21 February 2025 at the latest.
- (14) To organise examinations after the examination period, lecturers are required to submit the application called “O306-OM-Vizsgaalkalom meghirdetése vizsgaidőszak utáni időszakban” (Announcement of exam sessions in periods following the examination period). Applications may be submitted during the period specified in Annex 9.
- (15) An EM staff member shall continuously check the regularity of the announcement of the examinations and inform the announcer of any announcements that do not comply with the rules.
- (16) If the institute has not announced the examination correctly, the person who discovered the error shall immediately notify the head of institute. Upon becoming aware of this, the head of the institute shall immediately announce a new exam session in accordance with the rules of the SER and this Section. If the error becomes apparent when it is no longer possible to announce exams in compliance with the rules of the SER (e.g. because exams can no longer be announced three (3) weeks before the end of the study period or the five (5) working days between two exams cannot be ensured), then, in order to avoid the impairment of student rights, the date of the newly announced exam may be set beyond the exam period until 21 February 2025 at the latest.

Announcement of examinations**4.§**

- (1) Exam sessions shall be published in Neptun at least three (3) weeks before the end of the study period by the date specified in Annex 3. Exceptions to this rule are cases under Subsections (12)–(13) of Section 3, where the exam sessions shall be published three (3) working days before the exam.
- (2) Examinations shall be organised as in-person examinations
- (3) Where appropriate, an online oral exam can be organised. To organise an online oral examination, the application called “O307-OM-Online szóbeli vizsga meghirdetése” (O307-OM-Announcement of Online Oral Examination) must be submitted to the lecturer. Applications may be submitted during the period specified in Annex 9.
- (4) The following exam types can be set up in Neptun.
- written:
 - oral:
 - a combination of a) and b), i.e. written and oral examination.
- (5) Exams shall be announced in Neptun.
- Exams shall be scheduled in accordance with the class schedule for the examination period as set out in Annex 1.
 - Exam sessions shall be set up in Neptun.

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- c) Each exam session shall have its own time slot.
- d) Multiple subjects/courses can be linked to an exam session.
- e) Multiple classrooms can be linked to an exam session.

Allocation of classrooms for examinations**5.§**

- (1) Auditoriums, classrooms for 200 students or more

Building	Classroom code	Capacity
Building C	C XI. nagyea.	495
Building C, ground floor	C V-VI.ea.	200
Building E, ground floor	E.o.IV.ea.	392
Building E, ground floor	E.o.I.ea.	350
Building E, ground floor	E.o.II.ea.	350
Gellért Campus	G-Auditorium/A and G-Auditorium/B	280

- (2) To request any of the large-capacity classrooms specified in (1), the application form "O301-OM-Examination room request for large number of examinations" must be submitted in Neptun before the examination period in Annex 9. Needs should be stated in the application form or in the Excel spreadsheet attached to the application.
- (3) During the period of exam organisation, EM staff member Kristóf Fegyvári (kristof.fegyvari@uni-corvinus.hu) allocates auditoriums to the exam sessions after receiving the needs submitted by the institutes according to Subsection “), aiming for the optimal solution based on the combined assessment of all needs.
- a) EM shall provide the allocation to the institutes by the date given in Annex 3,
 - b) Once EM has communicated the classroom allocation to the institutes, the institutes will record the allocated large-capacity classrooms for the announced exam sessions in Neptun.
 - c) For exams that do not require a large-capacity classroom, other classrooms may be selected without prior consultation.
 - d) Once the allocated large-capacity classrooms have been recorded, if additional exam sessions requiring large-capacity classrooms are still needed, the available classrooms can be selected without prior consultation.
- (4) When announcing the exam, the lecturers shall provide the exam session dates, the name(s) of the lecturer(s) involved in the examination and the exam room. Of these details, the exam date and the name(s) of the lecturer(s) involved shall be communicated to the students in Neptun three (3) weeks before the end of the study period. Additional data

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shall be recorded until the start of the examination period. The exam announcing periods and deadlines are included in Annex 3.

Recording of grades in Neptun

6.§

- (1) The lecturer shall record the results of the performance assessment (exam grade, etc.) in Neptun, subject to the rules of the Section 68 of the SER. Based the SER, the period of time available for such recording is specified in Annex 4 to these provisions.
- (2) The evaluation of the grade awarded for the subjects may not be reduced to a fail grade at the request of the student.
- (3) Lecturers shall enter the following in Neptun in accordance with Section 68 of the SER. (Annex 10)
- (4) For subjects ending in an examination:
 - a) if the student did not even attempt to complete the subtasks during the semester or did not appear at any classes, the entry “**not completed**” shall be recorded in Neptun.
 - b) If the student has fulfilled the conditions for admission to the examination, the entry “**may register for the examination**” (check mark) shall be recorded in Neptun.
 - c) If the student **has not fulfilled** the conditions required to be admitted to the exam, the “**may register**” check mark must be unticked in Neptun.
 - d) If the student has not fulfilled the conditions required to be admitted to the exam, the entry “**denied**” must be recorded in Neptun.
 - e) If the student appeared at the examination and has started the examination, a grade must be recorded in Neptun.
 - f) If the student registers for the examination but fails to appear at the examination, the lecturer shall place an “**Absent**” (N.J.M) entry for the exam. (In the case of a certified absence, an entry ‘**certified absence**’ must be recorded in Neptun.)
 - g) If the student does not take the exam by the end of the exam period, the “**exam not taken**” entry shall be recorded in Neptun. This entry is made centrally by SS after the end of the examination period.
- (5) Subjects closed with a mark for course work:
 - a) If the student did not even attempt to complete the subtasks during the semester or did not appear at any classes, the entry “**not completed**” shall be recorded in Neptun.
 - b) If the student has started to complete the subtasks during the semester, a **grade** shall be recorded in Neptun.
- (6) For criterion subjects closed with signature

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- a) If the student did not even attempt to complete the subtasks during the semester or did not appear at any classes, the entry “**not completed**” shall be recorded in Neptun.
 - b) If the student has registered the subtasks, or if registration is not required, has started to complete them and has met the requirements for signature, a “**Signed**” entry should be recorded in Neptun.
 - c) If the student has registered for the subtasks, or if registration is not required, has started to complete them and has not met the requirements for signature, a “**Signature denied**” entry should be recorded in Neptun.
- (7) For criterion subjects closed with a grade
- a) If the student did not even attempt to complete the subtasks during the semester or did not appear at any classes, the entry “**not completed**” shall be recorded in Neptun.
 - b) If the student has registered for completing subtasks or if such registration is not required, has started to complete it, a **grade** will be entered in Neptun,
- (8) If the Student Disciplinary Committee or the Student Disciplinary Appeals Committee establishes a disciplinary offence and disciplinary sanction in connection with the examination¹ and, on the basis of this, declares the student’s examination to be invalid, the result of the examination affected by the offence shall be marked “**invalid**” immediately after the decision becomes final (in the first instance, the resolution is final when the right of appeal has been waived or the time limit for appeal has expired and no appeal has been lodged; in the second instance, the resolution is final when the resolution has been communicated to the student by the committee acting on the matter). Exam papers may not be marked with a fail grade due to a disciplinary offence. The “**invalid**” entry due to disciplinary offence is recorded in Neptun by the SS administrator/coordinator.
- (9) The lecturer may record a **mark offered for coursework** for students in the subjects with an examination requirement. The mark offered for coursework shall be recorded in the Oktatás/Kurzus (Education/Course) menu of the lecturer WEB interface, by clicking on Lehetőségek (Options) on the right side of the course and selecting Jegybeírás (Enter grade) from the pop-up menu, where the Megajánlott (Mark offered for coursework)

¹ If the lecturer suspects a disciplinary offence (e.g. use of unauthorised aid) during the exam, he/she will initiate disciplinary proceedings against the student with the Vice-Rector for Education (Building E, 2nd floor, office 211, oktatr@uni-corvinus.hu). Disciplinary offences are included in Part 6 of the Student Requirements, i.e. Section 5 of Student Disciplinary and Compensation Regulations (hereinafter: SDCR). The method and time limits for initiating disciplinary proceedings are regulated in Section 9 of the SDCR. The disciplinary procedure shall be ordered by the Vice-Rector for Education with the Chairperson of the Student Disciplinary Committee, and the Student Disciplinary Committee shall decide on the disciplinary case. The decision of the Student Disciplinary Committee may be appealed to the Student Disciplinary Appeals Committee, which shall decide on the appeal. The committees involved are subject to the rules of the SDCR. The committee involved sends its disciplinary resolution to SS, which in turn informs the lecturer concerned automatically.

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checkbox shall be ticked, after which the grade is recorded as usual. The rules for offering marks are set out in Section 60 of the SER.

(10) Grade registration deadlines are included in Annex 4.

Examination sheets**7.§**

- (1) For the written and oral examinations, the examination sheet must be printed from Neptun on each occasion and for the offered grades, by the last working day of the first week of the examination period. The lecturer conducting the examination shall record the exam grade and the mark for coursework on the sheet. Then the lecturer shall immediately validate the examination sheet by signing it. In the case of a written examination, the attendance sheet and the examination sheet are valid only together, they constitute inseparable parts of each other.
- (2) In the case of a written examination, if the evaluation featured in Neptun differs from the evaluation on the examination paper, the evaluation on the examination paper shall prevail. If there is a discrepancy between the evaluation on the examination sheet and the evaluation in Neptun, the evaluation on the examination sheet shall prevail.
- (3) The result of the oral examination must be recorded in Neptun no later than within three (3) working days of the examination. If there is a discrepancy between the evaluation on the examination sheet and the evaluation in Neptun, the evaluation on the examination sheet shall prevail. If there is a discrepancy between the evaluation on the examination sheet and the evaluation on the certificate of completion, the evaluation on the certificate of completion shall prevail.
- (4) A mark for coursework must be recorded in Neptun no later than by the first working day of the second week of the examination period in the case of semesters and no later than by the last working day of the first week of the examination period in the case of trimesters, it being understood that if the assessment in a given subject associated with the intensive week takes place in the framework of an intensive week, the mark for coursework shall be recorded in Neptun by the last working day of the week following the intensive week. If there is a discrepancy between the evaluation on the examination sheet and the evaluation in Neptun, the evaluation on the examination sheet shall prevail.
- (5) The method of collection of examination sheets shall be determined and the sheets shall be stored by the Institute in accordance with the provisions of the Document Management Regulation.

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- (1) A student may object to a registered grade if the student believes that a typo has been made (i.e. not due to an objection to the content of the grade) or to the failure to register the grade by the deadline by submitting the „C201-Kifogás bejelentő” (Objection) application.
- (2) The decision on the request filed in the subject of failure to enter the exam grade or of recording a wrong entry shall be taken by the lecturer conducting the examination within two (2) working days. If the decision is not taken by the deadline, the head of the institute shall call on the lecturer to take immediate action, to enter the grade or correct the incorrectly entered grade, or to inform the student that the grade has been entered correctly.
- (3) Requests for legal remedy against the lecturer’s decision may be submitted via Neptun in accordance with Part 2 of the Student Requirements, i.e. the Procedure for the Assessment of First Instance Applications and Legal Remedy Requests in Relation to Student Status (hereinafter: SSP), using application forms “X101-Jogorvoslati kérelem-nem nevesített ügyekre” (Request for legal remedy for unspecified matters) and “X102-Jogorvoslati kérelem - nem nevesített ügyekre doktori hallgatók számára” (Request for legal remedy for unspecified matters in case of doctoral students).

Semester closure in Neptun**9.§**

- (1) On the day specified in Annex 5, EM checks grade entries and other entries and creates a list of missing or incorrect entries and sends it to the institutes within 24 hours.
- (2) Within two (2) working days, institute staff members and lecturers shall fill in missing entries and correct incorrect entries.
- (3) After the end of the exam grade entry periods, SS staff members will record “not completed” in case of a missing entry for each assessment type.
- (4) SS staff members shall close the semester within the deadline set out in Annex 5.
- (5) Simultaneously with closing the semester, SS discloses the rates of the “Credit overload fee”, the “Fee for credit omission” (for credits taken but not completed) and the “Fee for absence without justification from the examination (“absent”)” as set out in Part 4 of the Student Requirements, i.e. Regulation on Student Fees and Benefits (hereinafter: RSFB).
- (6) If, after closing the semester, it is necessary to modify an entry in Neptun, the lecturer shall initiate the modification on the form “O302-OM-Kérelem utólagos félévfelnyitásra” (Request for semester reopening).
- (7) This request may be submitted by the date specified in Annex 9.
- (8) A decision on the request shall be taken by the Vice-Rector for Education.

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- (9) Once the request has been approved, SS will reopen the semester and inform the lecturer that he/she has one (1) working day to supply or correct the entry.
- (10) Once the entry is supplied or corrected, the SS staff member will close the student's semester again.

Final examination

10.§

- (1) The details of the final examination committees are recorded in the [Final Examination Tables](#) by the administrator of the relevant institute or the appropriate study programme coordinator no later than two (2) weeks before the start of the final examination.
- (2) Final examination committees shall be organised as for exams with personal appearance. Exceptions may be made in case of organising a final examination for a double-degree or multiple-degree programme, subject to the obligation of notifying Vice-Rector for Education as specified in the timetable for the academic year. The notification can be made by submitting the request form "O304-OM-Bejelentés kettős vagy többesdiploma program záróvizsga szervezésére" (Request for the organisation of a final examination for a double-degree or multiple-degree programme). It should be entered in the "AG" comment column of the Záróvizsga táblázatok Záróvizsgabizottságok 2024/2025. tanév őszi félév (Final Examination Spreadsheet Final Examination Committees Spring Semester of the 2024%2025 academic year) Excel spreadsheet by entering the name of the double-degree or multiple-degree programme.
- (3) The final examination committees in the spreadsheet (with the same name as they appear there) shall be created in the Záróvizsgáztatás (Final Examination) menu, with a room assigned to each of them.
- (4) Students may also take the exams requiring personal appearance online if they have obtained permission from the Dean. Students are required to submit the application "M101 Dékáni méltányossági kérelem" (Request for Dean's equity".) The deadline for submitting the application is included in Annex 6.
- (5) The conditions of admitting a student to the final examination are:
- obtaining the final certificate,
 - submitting the thesis by the relevant deadline,
 - obtaining the evaluation of the thesis with a grade other than fail by the relevant deadline,
 - registering to the final examination by the relevant deadline,
 - the student does not have any payment obligation towards the University in the given programme,
 - the student has accounted for all items belonging to the University (books borrowed, sports equipment, etc.).

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- (6) Students who have not fulfilled any one of the provisions included in subsection (5) may not be admitted to the final examination.
- (7) SS shall delete a student's final examination registration from Neptun no later than three (3) working days before the start of the final examination if the student fails to comply with any of the requirements set out in subsection (5).

Miscellaneous and final provisions

11.§

- (1) The present Provisions shall take effect on the day following their publication and shall remain in force until 28 February 2025.

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Annex 1: Class schedule

**Class schedule during examination periods
Budapest, Székesfehérvár**

main Building		Monday to Saturday
	1	08:00–09:55
	2	10:00–11:55
	3	12:00–13:55
	4	14:00–15:55
	5	16:00–17:55
	6	18:00–19:55
Building C		Monday to Saturday
	1	08:00–09:55
	2	10:00–11:55
	3	12:00–13:55
	4	14:00–15:55
	5	16:00–17:55
	6	18:00–19:55
“Salt House”		Monday to Saturday
	1	08:00–09:55
	2	10:00–11:55
	3	12:00–13:55
	4	14:00–15:55
	5	16:00–17:55
	6	18:00–19:55
Székesfehérvár (only the classrooms where there are contact hours)		Monday to Saturday
	1.	08:00–09:55
	2.	10:00–11:55
	3.	12:00–13:55
	4.	14:00–15:55
	5	16:00–17:55
	6.	18:00–19:55

Annex 2: Examination periods

Examination period in case of semestrial organisation	Duration	
Final examination period for students taking the January final exam:		
2024/2025 Exam period Semester 1 (1st week)	16.12.2024 - 20.12.2024	1 week
2024/2025 Exam period Semester 1 (1st-2nd week)	06.01.2025 - 11.01.2025	1 week
Exam period for students not taking final examinations		
2024/2025 Exam period Semester 1 (1st week)	16.12.2024 - 20.12.2024	1 week
2024/2025 Exam period Semester 1 (2nd-4th week)	06.01.2025 - 25.01.2025	3 weeks
Examination period in case of trimestrial organisation		
2024/2025 Exam period Trimester 1 (1st week)	28.10.2024 - 31.10.2024	1st week
2024/2025 Exam period Trimester 2 (1st-3rd week)	06.01.2025 - 25.01.2025	3 weeks
Final examination period		
December final examination period:	02.12.2025 - 06.12.2024	1 week

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January final examination period:	20.01.2025 - 31.01.2025	2 weeks
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Annex 3: Announcing examinations

Activity	Deadline/duration
Announcing exams by lecturers for the Trimester 1	30.08.2024 - 30.10.2024
Deadline for announcing exams under Subsection (1) of Section 4 for Trimester 1	04.10.2024
Submission of requests for large rooms to EM for organising the end-of-semester examinations in Semester 1 of 2024/2025	04.11.2024 - 08.11.2024
Sharing the information on the allocation by EM of large-capacity classrooms with the institutes	04.11.2024 - 13.11.2024
Period of exam announcement by lecturers for the Semester 2 and Trimester 4	11.11.2024 - 23.01.2025
Deadline for announcing exams under Subsection (1) of Section 4 for Semester 1 and Trimester 2	22.11.2024
<i>Student registration for Trimester 1 exams</i>	07.10.2024 - 30.10.2024
Registration for Semester 1 and Trimester 2 exams by all <i>students taking final examinations</i>	25.11.2024 - 10.01.2025
Registration for Semester 1 and Trimester 2 exams by all <i>students not taking final examinations</i>	25.11.2024 - 24.01.2025

Annex 4: Recording the student performance assessments in Neptun.

Activity	Deadline/duration
Period for registering grades by lecturers for Semester 1 of 2024/2025	09.09.2024 - 09.01.2025
Period for registering marks offered for coursework by lecturers for Trimester 1.	09.09.2024 - 30.10.2024
<i>Period for students' acceptance of marks offered for coursework, Trimester 1</i>	09.09.2024 - 03.11.2024
Period of entering marks offered for coursework by lecturers for the first, autumn semester	09.09.2024 - 06.01.2025
<i>Period for students' acceptance of marks offered for coursework, Semester 1</i>	09.09.2024 - 12.01.2025
Period for entering marks offered by lecturer for coursework , Trimester 2	04.11.2024 - 08.01.2025
<i>Period for students' acceptance of marks offered for coursework, Trimester 2</i>	09.09.2024 - 12.01.2025
Deadline for entering marks for coursework in Neptun, Trimester 1	31.10.2024
Deadline for entering marks for coursework in Neptun, Semester 1 (except for specialist postgraduate programmes)	06.01.2025
Deadline for entering marks for coursework in Neptun, Trimester 2	10.01.2025
Deadline for entering written examination results in Neptun	3 rd working day after the exam
Deadline for entering results of essay-type written examinations in Neptun	5 th working day after the exam
Deadline for entering oral examination results in Neptun	3 rd working day after the exam
Final deadline for entering assessments in Neptun for students taking the December final examination	10 am on 25.11.2024
Final deadline for entering assessments in Neptun for students taking the January final examination	13.01.2025
Final deadline for entering assessments in Neptun	10 am on 31.01.2025

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Period for submitting the C201-Kifogás bejelentő-kérelem (Objection) for students | 09.09.2024 - 09.02.2025

Annex 5: Semester closure

Activity	responsi- ble per- son	Deadline
Semester closure for students taking a final examination		
Semester closure for the data of students taking their final examination in December	SS	noon on 25.11.2024
Semester closure for the data of students taking their final examination in January	SS	15.01.2025
Semester closure for students not taking a final examination		
EM to send a list of missing entries to the Institutes	EM	29.01.2025
Supplying missing entries	lecturers	10 am on 31.01.2025
Closure of 2024/2025/Semester 1 for all programmes	SS-Neptun Group	noon on 31.01.2025

Annex 6: Final examination period

Activity	responsible per- son	Period
Registration for the final examination		
<i>Registration by students for the December final examinations</i>	<i>student</i>	<i>28.10.2024 - 15.11.2024</i>
<i>Registration by students for the January final examinations</i>	<i>student</i>	<i>25.11.2024 - 13.12.2024</i>
Announcement of final examination boards		
Organisation of the December final examinations	study programme leader/ subspecial- isation leader	28.10.2024- 18.11.2024
Organisation of the January final examinations	study programme leader/ subspecial- isation leader	25.11.2024 - 06.01.2025
Administrative week for preparing the January final examination	SS	13.01.2025 - 17.01.2025

Annex 7: Programmes organising a final exam in December 2024

name of study programme
Human Resources
Business Administration and Management
International Business Economics
Finance and Accounting

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Rural Development Engineering

Annex 8: Period for submitting students applications related to final examinations

Applications	Accessible by	Period	Fee
G104-ZV "Kérelem záróvizsga jelentkezés visszavonására decemberi záróvizsga" (Request to withdraw final examination application for the December final examination)	Only those registered for the final examination	10 am on 18.11.2024 - noon on 04.12.2024	free of charge
G104-ZV "Kérelem záróvizsga jelentkezés visszavonására januári záróvizsga" Request to withdraw final examination application for January final examination	Only those registered for the final examination	10 am on 06.01.2025 - noon on 29.01.2025	free of charge
G101-ZV "Kérelem záróvizsga letétele végbizonyítvány kiállítását követő 2 éven túl" (Request to take final examination beyond 2 years after the date of issue of the final certificate)	former students who enrolled in September 2012 or afterwards, who do not have student status, who obtained the final certificate and two years have already passed since the final certificate was issued, but less than five years have elapsed.	10 am on 28.08.2024 - noon on 08.12.2024	free of charge
G102-ZV "Kérelem záróvizsga letétele végbizonyítvány kiállítását követő 7 éven túl" (Request to take final examination beyond 7 years after the date of issue of the final certificate)	only students who enrolled before September 2012 (students falling within the scope of the Higher Education Act of 2005 who started their studies in the 2006/2007 academic year or afterwards, but not later than the 2011/2012 academic year.)	10 am on 28.08.2024 - noon on 08.12.2024	free of charge
G103-ZV Záróvizsga ismétlése 3. alkalommal (Final exam retake for the 3rd time)	former students who have a final certificate and have already retaken the final examination twice	10 am on 28.08.2024 - noon on 08.12.2024	subject to a fee, may be submitted after the payment of the fee, 8 percent of the minimum wage rounded up to 100 HUF (HUF 18 600)
Submission of the application "M101 Dékáni méltányossági" (Dean's equity") by students taking an online final examination in December	students who registered for the December final examination	28.10.2024 - 25.11.2024	subject to a fee, may be submitted after the payment of the fee, 5 percent of the minimum wage rounded up to 100 HUF (HUF 13 300)
Submission of the application "M101 Dékáni méltányossági" (Dean's equity") by students taking an online final examination in January	students who registered for the January final examination	25.11.2024 - 13.01.2025	

ON THE RULES FOR THE ORGANISATION OF THE EXAMS AND FINAL EXAMS IN, AS WELL AS THE RULES OF PROCEDURE OF CLOSING THE FIRST (AUTUMN) SEMESTER OF THE 2024/2025 ACADEMIC YEAR

Annex 9: Period for submitting lecturers' requests

Applications		period
O302-OM-Kérelem utólagos félévfelnyitásra (Request for semester reopening)	lecturer	from 03.02.2025
Submission period for the application "O304-OM-Bejelentés kettős vagy többesdiploma program záróvizsga szervezésére" (Request for the organisation of a final examination for a double-degree or multiple-degree programme)	lecturer in charge of the study programme	26.08.2024 - 09.02.2025
Submission period for the application "O306-OM-Vizsgaalalom meghirdetése vizsgaidőszak utáni időszakban" (Announcement of exam sessions in periods following the examination period)	institute staff member, lecturer	11.11.2024 - 20.01.2025
Submission period for the application "O301-OM-Vizsga célú teremigény nagylétszámú vizsgákhoz (Examination room request for examinations with a large number of participants)	institute staff member, lecturer	04.11.2024 - 08.11.2024
Submission period of the application "O307-OM-Online szóbeli vizsga kérelem (Request for online oral examination)	institute staff member, lecturer	11.11.2024 - 20.01.2025

Annex 10: Performance assessment in a tabular form under Section 68 of the SER

reasons for entry/values/Neptun settings	did not start anything; did not attend any classes and did not start any tasks Evaluation entry	attended class and/or completed subtasks, met the requirements Adjusting the checkbox in Neptun	attended class and/or completed subtasks, but did not meet the minimum requirement Adjusting the checkbox in Neptun	attended class and/or completed subtasks, but did not meet the minimum requirement Evaluation entry	registered for the exam, but failed to appear Adjusting the checkbox in Neptun	evaluation Evaluation entry	registered for the exam, but failed to appear at any exam during the exam period Evaluation entry
examination grade	not completed*	the registration for the exam checkbox is ticked in Neptun**	the registration for the exam checkbox is unticked in Neptun**	denied*	The NJM (Absent) entry should be recorded in Neptun**	5 point-scale, 3 point-scale*	exam not taken*
mark for coursework	not completed*	-	-	fail*	-	5 point-scale, 3 point-scale*	-
criterion subject	not completed*	-	-	-	-	five-point scale / signature (two-point scale)*	-

*evaluation by lecturer in Neptun

**setting by lecturer in Neptun