

## Notice to students on reporting for the final examination in the fall semester of academic year 2024/2025

### 1. Final examination period

Final examination period in Fall Semester in December	02.12.2024-06.12.2024	1 week
Examination period for students taking the final examination	16.12.2024-20.12.2024	1 week
	06.01.2025-11.01.2025	1 week
Administration week preparing for the final examination	13.01.2025-17.01.2025	1 week
Final examination period in Fall Semester January	20.01.2025-24.01.2025	2 weeks

### 2. Requests for final examinations

2.1. Applications must be submitted in Neptun.

2.2. Applications, deadlines:

	Name of application	Visibility (for who?)	Visibility 2023/2024/1 semester (D/M/Y)	Fee
1	G101-Request to take a final examination more than 2 years after the issue of the final certificate	for former students who are not current students, who have obtained a final certificate and at least two but less than five years have passed since the issue of the final certificate	26.08.2024 10:00- 08.12.2024 12:00	free of charge
2	G102-Application for final examination beyond 7 years after issue of final certificate	for former students who started their studies in the academic year 2006/2007 or after the academic year 2011/2012 and obtained a final certificate	26.08.2024 10:00- 08.12.2024 12:00	free of charge
3	G103-Request to repeat the final examination for the 3rd time	former students who have a final certificate and have failed the final examination twice	26.08.2024 10:00- 08.12.2024 12:00	21 300 HUF
4	G104-Withdrawal of final exam application	Students registered for the December final exam	18.11.2024 10:00- 04.12.2024 12:00	free of charge
5	G104-Withdrawal of final exam application	Students registered for the January final exam	06.01.2025 10:00- 29.01.2024 12:00	free of charge
6	G201-Absence from the final examination	Students registered for the December final exam	02.12.2024 10:00- 13.12.2024 12:00	free of charge
7	G201-Absence from the final examination	Students registered for the January final exam	20.01.2025 10:00- 07.02.2024 12:00	free of charge
8	M101-Request for Dean's Equity	Current student		13300 HUF
9	M104-Request for Dean's Equity for former students for thesis and/or final exams	Former student		

3. The final examinations have to be organised as in-person examinations.

4. Students may be permitted to sit in-person examinations online, only if they get a permission to do so on the basis of an application submitted to the dean.

**4.1.** Students should submit an 'M101-Request for Dean's Equity'.

Deadline of submitting the application: **10.06.2024.**

- 4.2. Former Students should submit an 'M104- Request for Dean's Equity for former students for thesis and/or final exams.  
Deadline of submitting the application: **10.06.2024.**
5. **Reporting for the final examination**
- 5.1. **In the period of submitting the thesis, the student may report for the final examination in Neptun, under the Administration/Final Examinations menu point. (The submission of the thesis in Neptun does not automatically mean the reporting for the final examination.)**
- 5.2. Deadline of sign up for final examination period in Spring Semester in December  
**10:00 28.10.2024 - 12:00 15.11.2024.**
- 5.3. Deadline of sign up for final examination period in Spring Semester in January  
**10:00 25.11.2024 - 12:00 13.12.2024.**
- 5.4. Students who requested the acceptance of their paper submitted in the Students' Scientific Association (TDK) as their thesis and were granted this permission also have to report for the final examination.
6. If a student does not report for the final examination until the specified deadline, he/she will not be allowed to take the final examination in the final examination period of the fall semester of academic year 2024/2025.
7. Who may report for the final examination?
- 7.1. Students with student status, wishing to take the final examination.
- 7.2. Students who started their studies in or after academic year 2012/2013 as their first year and obtained their final certificate in the fall semester of academic year 2022/2023 or later.
- 7.3. Students who started their studies in or after academic year 2012/2013 as their first year and obtained their final certificate in the fall semester of academic year 2019/2020 or later, at the test in the spring semester of academic year 2021/2022, and submitted an application for taking the final examination, based on which they were granted the permission to take the final examination. („G101-Request to take a final ex-amination more than 2 years after the issue of the final certificate”)
- 7.4. Students who started their studies at the latest in academic year 2011/2012 and submitted their thesis and an application for taking the final examination, based on which they were granted the permission to take the final examination. („G102-Application for final examination beyond 7 years after issue of final certificate”),
- 7.5. Former students who started their studies before the academic year 2006/2007 can no longer sit the final examination.
8. Unsuccessful final examination
- 8.1. An unsuccessful final examination or the unsuccessful parts of the final examination may be retaken in the next final exam period.
- 8.2. In case of an unsuccessful final examination, if it consists of several parts - such as the defence of thesis, the portfolio-based oral exam, the comprehensive

examination, the oral examination related to the topics of the given study programme etc.- only the unsuccessful part must be retaken and the result of the successfully completed part of the final examination shall be calculated towards the result of the final examination if the retaken final examination takes place no later than within two (2) years.

- 8.3. In case of a successful thesis defence (as well as the presentation of the teacher's portfolio in a master-level teacher training programme,), if the student has completed the other parts of the final exam unsuccessfully, the grade awarded for the defence (as well as for the presentation of the teacher's portfolio in a master-level teacher training programme), the grade shall be calculated towards the result of the next final examination within no later than two (2) years.
  - 8.4. An unsuccessful (failed) final examination or an unsuccessful part thereof may be retaken two (2) times. You can apply for the final examination on the date indicated in point 5.3 in Neptun.
  - 8.5. One further opportunity is available to improve the result of the final examination or part thereof, in case this is authorised by the Rector (not on the basis of Rector's equity) by submitting the application "M104-Request for Dean's Equity for former students for thesis and/or final exams". If the Rector's permission is granted, but he/she does not take part in the final examination/final examination part, he/she will not be able to further improve the results.
9. Additional final exam fees:
- 9.1. Repeating the final exam for the first time: 13 300 HUF/final exam
  - 9.2. Repeating the final exam for the second and subsequent times: 66 700 HUF/final exam
  - 9.3. Final exams taken more than two years after the issue of the final certificate 66 700 HUF/final exam
10. Joint conditions of taking the final examination:
- 10.1. acquisition of the final certificate,
  - 10.2. submission of the thesis within the deadline,
  - 10.3. evaluation of the thesis within the deadline with a grade other than insufficient,
  - 10.4. registration for the final examination within the deadline,
  - 10.5. in the given programme, the student has no expired debts to the University,
  - 10.6. accounted for any equipment (borrowed books /sports equipment etc.) of the University.
11. A student who did not satisfy any of points a)-f) in paragraph (10) shall not be allowed to take the final examination.

Budapest, 01 August 2024

Education Management