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ON THE PROCEDURE FOR THE SELECTION OF SUBSPECIALISATIONS FOR THE 2024/2025 ACADEMIC YEAR		

Person responsible for professional aspects:	Beáta Farkas	Head of Education Organisation
Person responsible for professional review:	Lajos György Szabó	Vice-Rector for Education
Legal aspects checked by:	Zsuzsanna Borbás	Head of Legal Affairs
Decision-making body:	Lajos György Szabó	Vice-Rector for Education
Person responsible for editing and publishing the text:	Anikó Erős	Higher Education Expert

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Preamble

Section 1

- (1) Pursuant to Paragraph e) of Subsection (2) of Section 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 2024/2025 academic year.

Definitions

Section 2

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

Announcing subspecialisations

Section 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 model curriculum.

Preparing for the choice of subspecialisations

Section 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 model 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. EM shall also specify the maximum and minimum number of students for each subspecialisation to be announced.
- (3) The document will be shared in SharePoint until the date specified in the table of deadlines.
- (4) The table specified in Subsection (2) shall indicate all subspecialisations included in the model curriculum of eligible students, indicating which subspecialisations have been published in the relevant admission procedure (the Prospectus on Admission to Higher Education Prospectus (PAHE) and the educational programme on the relevant website).

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- (5) EM will transmit the completed Subspecialisation Selection Table to the study programme leader for the latter to provide further information:
- If a new subspecialisation is launched in addition to those published in the PAHE, this shall be indicated in the table.
 - The minimum number of students in each subspecialisation is laid down in Subsection (3) of Section 50 of the SER. The maximum number of students in each subspecialisation is determined by the VRE Provisions on the starting of education for the semester in question. If the study programme leader wishes to deviate from the minimum and/or maximum number of students specified therein, he/she shall indicate this intention to the Dean responsible for the programme portfolio in question (hereinafter: Dean) by indicating the new proposed number of students in the prepared Subspecialisation Selection Table.
- (6) Based on the proposal of the study programme leader, the Dean shall decide on the available subspecialisations and the maximum number of students to be admitted for each of them and shall enter these data into the Subspecialisation Selection Table in Subsection (2) 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 model curricula, as well as the prerequisites for admission to the subspecialisation and the minimum and maximum number of students. It is the responsibility of the study programme leader to communicate the decision of the Dean on quotas and launching subspecialisations to Student Services through the EM. 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 model 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 educational programme through the communication procedure used by the study programme leader.
- (9) The study programme leader shall use the following two methods (written and oral) for providing information on the criteria of choosing a subspecialisation to the students concerned:
- The study programme leader shall 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.

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- b) The written information on specialisation selection shall be made available to the students concerned and Student Services at least 3 weeks before the start of the subspecialisation selection period and shall be uploaded on the website at the same time.
- c) 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.
- d) The oral information on subspecialisation selection shall be organised by the study programme leader.
- e) The study programme leader will send the date(s) and time(s) of the briefing and a link to the written information material to Student Services (hereinafter: SS) at least 3 weeks before the start of the subspecialisation selection period.

Preparation of the subspecialisation selection exercise in Neptun

Section 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

Section 6

- (1) Subspecialisations are selected on request in Neptun.
- (2) In the case of the Hungarian-language Business Administration and Management programme offered in daytime delivery, the conduct of subspecialisation selection differs from the rules set out in this Section due to the high number of students, so the rules for subspecialisation selection are set out in Section 10.
- (3) Subspecialisation selection is done by ranking all the subspecialisations in the programme.

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- (4) After the end of the subspecialisation selection period, SS shall rank students and allocate them to the subspecialisations based on student preferences and the entry criteria.
- In the case of subspecialisations where data not recorded in Neptun are also included in the ranking criteria (e.g. scores on the motivation questionnaire), SS will request such scores to be provided.
 - 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.
 - SS will exclude students who do not meet the required entry criteria.
- (5) If the number of applicants is in line with the quota for a given subspecialisation, each student wishing to shall be entitled to take part in the subspecialisation of his/her choice.
- (6) Following the ranking, if no changes are required to the approved maximum number of students and the launching subspecialisations, the classification of the applicants shall be decided by the study programme leader, but if changes are required to the maximum number of students and/or the subspecialisations to be launched, the Dean shall decide on the classification of the applicants after consulting the study programme leader.
- (7) All students who have applied and fulfilled the conditions for admission to and the choice of subspecialisation should be included.
- (8) In study programmes with one subspecialisation, there is no choice, but students must be assigned to that subspecialisation.
- (9) The decision must be taken by the end of the 10th working day following the end of the examination period.
- (10) The SS shall communicate the decision on the assignment to subspecialisations to the student via a Neptun system message.
- (11) According to the SSP, the student may seek legal remedy by submitting a “Legal remedy request – for matters not specified” within 15 days of the date on which the Neptun message was sent.
- (12) If the student was eligible to choose a subspecialisation but did not meet the entry criteria for the subspecialisation, he/she can choose during the next subspecialisation selection period available for the programme.

Students who are late at choosing**Section 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.

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- a) SS performs queries from Neptun with regard to the students who are eligible in the semester of admission but have not made their choice, and
 - b) It shall inform them in a Neptun message of the opportunity to submit their “D105-Subspecialisation selection beyond the deadline” against the payment of a fee.
- (2) If the student was eligible to choose a subspecialisation and meets the entry criteria for his/her choice of subspecialisation, he/she can apply for choosing a subspecialisation by submitting the “D105-Subspecialisation selection beyond the deadline”, indicating the ranking of the subspecialisations in accordance with Subsection (1) of Section 6 of these Provisions.
- (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 shall be taken by the study programme leader in the form of a Neptun resolution by the end of the 10th working day following the end of the examination period.

Change of subspecialisation**Section 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 “D201-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 Annex 1.
- (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) According to the model curriculum, a subspecialisation of one semester duration can only be changed if the student has not yet started it.
- (6) Switching to another subspecialisation shall necessitate the consent of the leader of the subspecialisation to be taken and that of the one to be dropped; such consent shall be requested by Student Services ex officio from the persons in charge of the subspecialisation concerned, via Neptun.
- (7) A student can only be assigned to a subspecialisation for which there are still places available after the ordinary selection of subspecialisations and if he/she fulfils the criteria for the choice of subspecialisation specified in the model curriculum.

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- (8) 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

Section 9

- (1) If the student wishes to complete one or more subspecialisations in addition to the number of subspecialisations required in the model curriculum, he/she needs to submit a “D101-Request for taking 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). (This is included the EM Specialisation selection table).
- (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 Annex 1.
- (4) To drop an additional subspecialisation already authorised, the “D102-Request for dropping the second (or an additional) subspecialisation” shall 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 by the deadline set in the table of deadlines.

Specialisation selection in the daytime Business Administration and Management Bachelor programme delivered in Hungarian language

Section 10

- (1) According to the model curriculum of the daytime Business Administration and Management Bachelor programme delivered in Hungarian language, the 5th and 6th semesters are available for the completion of the subspecialisations.
- (2) One subspecialisation (subspecialisation “A”) is mandatory and a second subspecialisation is optional.
- (3) Subspecialisation “A”, in which students write their theses, can also be chosen for the 5th or 6th semester.

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- (4) After selecting subspecialisation “A”, students shall declare how he/she wishes to spend the other semester of their 3rd academic year not covered by the specialisation (semester 6). The following options are available:
- a) completing a subspecialisation “B”, or
 - b) taking courses taken at a higher education institution abroad, or
 - c) taking free elective courses.
- (5) Subspecialisation selection and the choice for the 6th semester is made at the end of the 4th semester of the model curriculum.
- (6) Subspecialisations are selected on request in Neptun. Subspecialisation selection steps:
- a) Preliminary subspecialisation selection/pre-application:
 - aa During pre-application, students need to select the one subspecialisation from all the subspecialisations announced that they would most like to apply for and upload all the documentation provided in the subspecialisation selection guide.
 - ab Once the pre-selection period ends, SS will allocate students to the subspecialisations based on the entry criteria.
 - ac Once the pre-selection allocation is completed, students will receive an indicative ranking and will be able to assess their chances of getting into the subspecialisation.
 - b) Final subspecialisation selection:
 - ba Among all the subspecialisations announced in the final subspecialisation selection, students may select from 7 subspecialisations in Hungarian-language study programmes, and the selected subspecialisations can be ranked. As regards English-language study programmes, students can choose any number of subspecialisations, up to a maximum of 4, and rank them.
 - bb SS will exclude students who do not meet the required entry criteria.
 - bc After the end of the subspecialisation selection period, SS shall rank students and allocate them to the subspecialisations based on student preferences and the entry criteria.
 - bd Following the ranking, if no changes are required to the approved maximum number of students and the launching subspecialisations, the classification of the applicants shall be decided by the study programme leader, but if changes are required to the maximum number of students and/or the subspecialisations to be launched, the Dean shall decide on the classification of the applicants after consulting the study programme leader.
 - be All students who have applied and fulfilled the conditions for the choice of subspecialisation should be included.

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- c) The choice for the sixth semester of the model curriculum,
- ca) The student declares in Neptun which of the options given in Subsection (4) he/she chooses.
- cb) Those who choose subspecialisation “B” may choose from the available places after choosing subspecialisation “A”.
- d) The decision on subspecialisations “A” and “B” must be taken by the end of the 10th working day following the end of the examination period.
- (7) According to the SSP, the student may seek legal remedy by submitting a “Legal remedy request – for matters not specified” within 15 days of the date on which the Neptun message was sent.
- (8) The SS shall communicate the decision on the assignment to subspecialisations to the student via a Neptun system message.

Section 11

- (1) The deadlines for choosing a subspecialisation, for changing subspecialisations, for taking or dropping subspecialisations beyond the subspecialisations set out in the model curriculum for the spring semester of the 2024/2025 academic year are set out in Table 1.

Miscellaneous and final provisions

Section 12

- (1) The present Provisions shall be effective from the day following their publication to the last day of the 2nd (spring) semester of the 2024/2025 academic year.

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Annex 1: Deadlines in the academic year 2024/2025

No.	name of task	the task is performed by	start	Deadline	start	Deadline
			2024/2025, Semester 1.		2024/2025, Semester 2.	
1	The OM prepares a Specialisation Selection Table and shares it with the study programme leaders and SS.	EM	01.09.2024	30.09.2024	01.09.2024	30.09.2024
2	The study programme leader consults the Dean on the table's subspecialisations to be launched, their quotas and informs EM based on the Dean's decision.	study programme leader	01.10.2024	15.10.2024	01.03.2025	17.03.2025
3	The OM records the changed data in the Subspecialisation Selection Table and informs SS.	EM (study programme leader)	01.10.2024	31.10.2024	01.03.2025	30.03.2025
4	Preparation of information material by the study programme leader on the choice of subspecialisation.	study programme leader	01.10.2024	08.11.2024	01.03.2025	25.04.2025
5	Briefing for study programme leaders on subspecialisation selection.	study programme leader	11.11.2024	06.12.2024	28.04.2025	16.05.2025
6	Completion of the Neptun set-up for subspecialisation selection.	SS	04.11.2024	06.12.2024	04.14.2025	16.05.2025
7	Neptun set-up for requests for subspecialisation selection and applications for additional subspecialisations (request subject to a fee)	SS	04.11.2024	06.12.2024	04.14.2025	16.05.2025
8	GM subspecialisation pre-selection	Students			28.04.2025	30.04.2025
9	GM subspecialisation pre-selection results in Neptun	SS and study programme leader			02.05.2025	16.05.2025
10	Submission of students' requests for change of subspecialisation and for applying for additional subspecialisation(s).	students	10:00 am on 09.12.2024	11:59 pm on 13.12.2024	10:00 am on 19.05.2025	11:59 pm on 23.05.2025
11	Decision on requests for changing subspecialisation and taking an additional subspecialisation.	SS and study programme leader	on an ongoing basis	15.01.2025	on an ongoing basis	17.07.2025
12	SS requests the consents of the leaders of the subspecialisations to be taken and to be dropped and then enters the approval to the Neptun system	SS	on an ongoing basis	15.01.2025	on an ongoing basis	17.06.2025
13	Decision on changing subspecialisation, on taking a second or additional subspecialisation	study programme leader	on an ongoing basis	15.01.2025	on an ongoing basis	05.17.2025
14	Selection of subspecialisation by students GM - Selection of specialisation "A"	students	10:00 am on 09.12.2024	11:59 am on 13.12.2024	10:00 am on 19.05.2025	11:59 pm on 23.05.2025

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No.	name of task	the task is performed by	start	Deadline	start	Deadline
			2024/2025, Semester 1.		2024/2025, Semester 2.	
15	Transmission of students' subspecialisation election data to the study programme leader (information)	SS	16.12.2024	18.12.2024	26.05.2025	28.05.2025
16	Transfer of the results of the subspecialisation ranking criteria which cannot be recorded in Neptun to SS	subspecialisation leader	16.12.2024	08.01.2025	26.05.2025	30.05.2025
17	SS ranks and allocates students and hands it over to the study programme leader	SS	16.12.2024	10.01.2025	26.05.2025	10.06.2025
18	The study programme leader does not need to change the maximum number of students approved in the Subspecialisation Selection Table or the launching subspecialisations, he/she is to approve the allocation.	SS	16.12.2024	10.01.2025	26.05.2025	10.06.2025
19	In case of subspecialisations not requiring any change in the approved maximum number of students and the launching subspecialisations, entering the results of selection in Neptun, allocating students to the chosen subspecialisations, harmonisation with the model curriculum and sending a message to the students on the result of the selection.	SS	16.12.2024	10.01.2025	26.05.2025	10.06.2025
20	GM, selection results for subspecialisation "A"	EM, study programme leader			26.05.2025	10.06.2025
21	GM, Decision on the advertisement of subspecialisations as subspecialisation "B"	Study programme leader			26.05.2025	11.06.2025
22	Students' declaration for semester 5/6 (subspec. "B"/free elective/abroad)	Students			19.05.2025	10.06.2025
23	EM information on launching subspecialisations for timetabling.	SS	16.12.2024	10.01.2025	26.05.2025	10.06.2025
24	The study programme leader consults the Dean on his/her requests for change regarding the maximum number of students approved in the Subspecialisation Selection Table or the launching subspecialisations.	study programme leader	16.12.2024	13.01.2025	26.05.2025	13.06.2025

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No.	name of task	the task is performed by	start	Deadline	start	Deadline
			2024/2025, Semester 1.		2024/2025, Semester 2.	
25	The Dean decides on requests for change regarding the maximum number of students approved in the Subspecialisation Selection Table, the launching subspecialisations and the ranking results.	Dean	16.12.2024	14.01.2025	26.05.2025	16.06.2025
26	The Dean decides on requests for change regarding the maximum number of students approved in the Subspecialisation Selection Table, the launching subspecialisations and the ranking results. After decision-taking: 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	16.12.2024	15.01.2025	26.05.2025	17.06.2025
27	GM, Selection of subspecialisation "B"	Students			11.06.2025	14.06.2025
28	GM, selection results for subspecialisation "B"	EM, study programme leader			17.06.2025	24.06.2025
29	Handing over the aggregated subspecialisation selection results for each academic level to the Dean.	SS		07.02.2025		04.07.2025

Annex 2: Schedule of student requests

	Request name	start	Deadline	start	Deadline
		2024/2025, Semester 1.		2024/2025, Semester 2.	
1	D101-Request for taking a second (or additional) subspecialisation	10:00 am on 09.12.2024	11:59 pm on 13.12.2024	10:00 am on 19.05.2024	11:59 pm on 23.05.2024
2	D102-Request for dropping the second (or an additional) subspecialisation	10:00 am on 09.12.2024	11:59 pm on 13.12.2024	10:00 am on 19.05.2024	11:59 pm on 23.05.2024
3	D103- Submission of a motivation letter for subspecialisation selection, GM			10:00 am on 19.05.2024	11:59 pm on 23.05.2024
4	D104-Submission of motivation letter for subspecialisation selection, NG	10:00 am on 09.12.2024	11:59 pm on 13.12.2024		
5	D105-Subspecialisation selection beyond the deadline	10:00 am on 16.12.2024	11:59 pm on 24.01.2025	10:00 am on 26.05.2025	11:59 pm on 20.06.2025
6	D106-Selection of specialisation "B" for Business Administration and Management, semester 5/6			10:00 am 11.06.2025	11:59 pm 14.06.2025



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7	D201-Request for change of subspecialisation	10:00 am on 09.12.2024	11:59 pm on 13.12.2024	10:00 am on 19.05.2024	11:59 pm on 23.05.2024
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