

## IMPORTANT INFORMATION REGARDING THE FINAL EXAM 2024/2025, FALL SEMESTER

For detailed information on deadlines and tasks related to thesis submission [click here](#) and for final examination related information [click here](#).

Please read the information leaflets!

### Submission of the thesis (for final examination in December<sup>1</sup>)

28.10.2024 (Monday, 10:00 AM) – 08.11.2024 (Friday, 12:00 PM)

### Registration for final examination (December)

28.10.2024 (Monday, 10:00 AM) – 15.11.2024 (Friday, 12:00 PM)

### Submission of the thesis (for final examination in January)

25.11.2024 (Monday, 10:00 AM) – 06.12.2024 (Friday, 12:00 PM)

### Registration for final examination (January)

25.11.2024 (Monday, 10:00 AM) – 13.12.2024 (Friday, 12:00 PM)

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<sup>1</sup> The final exams in December will be organized for the following courses: **Business Administration and Management, International Business Economics**. For further details, see [Annex 7 of the Vice-Rector for Education's Regulation 7/2024](#) and the department organizing the final examination.

## **Registration for fall examinations**

**From 25.11.2024 (Monday) –**

For bachelor and single-cycle programmes: from 10:00 AM

Master and specialist postgraduate programmes: from 02:00 PM

**to 10. 01. 2025. (Friday, 11:59 PM)**

## **Exam period for students taking the final examination**

**16.12.2024 (Monday) – 11.01.2025. (Saturday)**

### **Final examination period**

in December

**02.12.2024 (Monday) – 06.12.2024 (Friday)**

in January

**20.01.2025 (Monday) – 31.01.2025 (Friday)**

## **Administrative week in preparation for the final examination**

**13.01.2025 (Monday) – 17.01.2025 (Friday)**

### **1. The conditions of admitting a student to the final examination are (SER 84.§)**

- award of the final certificate,
- submission of the thesis by the deadline,
- evaluation of the thesis with a grade other than fail,
- registration to the final examination by the relevant deadline via Neptun (Exams/Final exams),
- 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.).

**Attention!**

Students who are planning to take the final examination **in January 2025**, but will not have all their grades in Neptun by the following deadline

**11.01. 2025**

can get the missing grades by the end of the examination period (of non-graduating students) **BUT** in this case they will not be able to attend the final examination in January 2025, only in the spring semester 2025.

## **2. Organization of final examination** (SER 87.§)

- The final exam/a part of the final exam may be organized either in the form of an in-person or an online exam, at the competent Dean's discretion. (The conditions for online exams are outlined in SER 65.§.)
- The final examination shall be conducted in the same language as the language of the programme.

## **3. General rules**

The student by applying for the final exam agrees

- to accept the conditions and rules for the conduct of the final exam,
- that he/she acknowledges the consequences of the final exam rules,
- to identify him/herself before the start of the exam,
- sends the PPT (if) required for the defense of the thesis 24 hours before the final examination to the competent institution, indicating the Neptun code in the file name.

#### **4. Retaking the final examination (SER 88.§)**

- The result of a successful final examination (with a result other than fail) or of the successfully completed parts of the final examination may not be improved
- An unsuccessful final examination/the unsuccessful parts of the final examination may be retaken in the next final exam period.
- An unsuccessful (failed) final examination or an unsuccessful part thereof may be retaken two times. 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). If the Rector's permission is granted, but student does not take part in the final examination/final examination part, student will not be able to further improve the results.
- The student is obliged to pay a fee according to the RSFB for retaking the final examination.

#### **Charge for retaking the final exam (RSFB Annex 5)**

- For the first retake the fee is 5 percent of the mandatory lowest remuneration for full-time work (minimum wage), rounded up to hundred forints/request (HUF 13 300).
- For the second retake the fee is 25 percent of the mandatory lowest remuneration for full-time work (minimum wage), rounded up to hundred forints/occasion (HUF 66,700).
- The third retake is authorised by the Rector (not on the basis of Rector's equity). The amount of charge for the request is 8 percent of the mandatory lowest remuneration for full-time work (minimum wage), rounded up to hundred forints/request (HUF 21,300). If the Rector's permission is granted, the amount of charge for the third retake is 25 percent of the mandatory lowest remuneration for full-time work (minimum wage), rounded up to hundred forints/occasion (HUF 66,700).

**Payment can be made via bank transfer or SimplePay.**

### **SimplePay:**

- In Neptun/Finances/Payment/List/Select the check box next to the item you wish to settle, then click „Pay in“.
- The payment must be paid in one amount, there is no possibility for instalment payment.
- Multiple payment can be paid at the same time in one transaction. Must have a registered email address in Neptun.
- Any card that can be used to pay online can be used without installing the Simple app.
- The paid amount will immediately become a fulfilled payment status.
- The student will receive an email about the successfully paid amount.
- In the case of an unsuccessful transaction, the student can contact the SimplePay customer service to find out the reason for the problem by referring to the SimplePay ID

### **5. Withdrawing the final exam application (SER 85.§)**

- The student may withdraw his/her registration for the final exam.
- However, the thesis having been once submitted may not be withdrawn in this case, either.
- The relevant request shall be submitted by no later than three (3) working days before the start of the final examination via neptun (administration/requests/Withdrawal of final exam application).
- If no grounds for exclusion exist in relation to the student, the Student Services administrator/coordinator shall accept the student's request by an automatic decision. In this case, the provisions on retaking the final examination shall not apply. The decision shall be communicated to the student in a Neptun message.

- In double or multiple degree programmes, in joint programmes leading to the award of a joint diploma, derogations from the provisions of the present section may be made. This must be provided for in the relevant cooperation agreement.

## **6. Absence from final examination** (SER 87.§)

If the examinee is unable to attend the final examination due to childbirth, accident, illness or any other unexpected cause, he or she may file an application for continuation. Such application must be submitted within five (5) working days of the final examination via Neptun (Menü/ Administration/Requests/ Absence from the final examination).

In the event of justified absence, the number of final examination opportunities available for retaking the final examination shall not be reduced and the consequences of the retaken final examination shall not apply.

In case of unjustified absence, the number of the opportunities to retake the final examination shall be reduced by one and the rules on retaken final exams shall apply.

## **7. Conditions for issuing the diploma** (SER 89.§)

A prerequisite to issuing a diploma attesting the conclusion of higher education studies is to successfully complete the final examination.

## **8. Issuance of the diploma certificate**

Students who have applied for a Master's degree at the procedure for the February intake and are entitled to receive a diploma can request a "diploma certificate" to be uploaded to the Felvi system. If you need a paper certificate or an electronic document (pdf), after your request it will be sent to your default e-mail address until December 13, 2024.

## 9. Termination of student status

Student status ends on the last day of the fall semester (02.02.2025).

For more information in connection with the final examination please see the leaflets made by the Institutes.

## 10. Student ID

The student ID sticker for the 2024/25/1 (fall) semester can be picked up by students taking the final exam no later than the day of the final exam. After that day, unfortunately, it is not possible to hand out the sticker and the temporary student card.

**We wish you a successful exam period/final exam period!**

Student Services