
2024/2025 SPRING SEMESTER FINAL EXAMINATION PROCESS

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 (semester and quarter schedule)

05 May 2025 (Monday, 10:00 AM) –
16 May 2025 (Friday, 12:00 PM)

Application for final examination (semester and quarter schedule)

05 May 2025 (Monday, 10:00 AM) –
23 May 2024 (Friday, 12:00 PM)

Registration for spring semester exams

For students taking final examination in bachelor or in undivided master programmes

05 May 2025 (Monday, 10:00 AM) –
06 June 2025 (Friday, 11:59 PM)

For students taking final examination in master or in specialist postgraduate training programmes

05 May 2025 (Monday, 2:00 PM) –
06 June 2025 (Friday, 11:59 PM)

For students taking final examination in master programmes with quarterly schedule

05 May 2025 (Monday, 2:00 PM) –
06 June 2025 (Friday, 11:59 PM)

Exam period for students taking the final examination

Exam period 1-2. week for students with semester schedule

26 May 2025 (Monday) –
07 June 2025 (Saturday)

Exam period 1st week for students with quarterly schedule master programmes

02 June 2025 (Monday) –
07 June 2025 (Saturday)

Administrative week in preparation for the final examination

10 June 2025 (Tuesday) –
13 June 2025 (Friday)

Final examination period

16 June 2025 (Monday) –
25 June 2025 (Wednesday)

1. The conditions of admitting a student to the final examination are the following: (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,
- the student does not have any overdue 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.).

Students who have not fulfilled any one of the provisions listed above may not be admitted to the final examination.

Attention!

If the student does not complete his/her examinations by the given deadline – 07 June 2025 (for all students taking final examinations) - he/she can complete the missing examinations by the date announced for the lower years, BUT he/she can only take the final examination in the next final examination period, in the Fall semester of 2025/2026.

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

The final exam/a part of the final exam may be organised either in the form of an in-person or an online exam, at the competent Dean's discretion. 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.

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 (2) 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)

**The fee is based on the minimum wage applicable on the date of publication of this document*

- 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 (currently HUF 14 500).
- 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 (currently HUF 72 700).
- 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 (currently HUF 23 300). 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 (currently HUF 72 700).

Exam retake fees can be paid via SimplePay or bank transfer.

By SimplePay:

- Students must click on the "Transcribe item/ New item" button under the "Finance/Overview/To be paid" menu in neptun. In the window that will appear, the title, the semester and then the subject from which students need to retake the exam must be selected. The fee to be paid, i.e. the amount of the item to be posted, will be automatically determined by the system. Click on the "Details" button next to the item to be paid and then on the "Choose payment method" button to access the choice of payment method. On the interface that appears, by selecting "SimplePay" payment, the page will be redirected to the SimplePay interface after accepting the Data Transfer Declaration.
- Only the exact sum of the issued item may be settled, paying in instalments is not possible.
- One transaction may be used to settle multiple items.
- The student must have an e-mail address in Neptun.
- Any card capable of online payment may be used, installing the Simple app is not required

Information for bank transfer:

Items transcribed in HUF can be settled from the Forint collective account and items transcribed in EUR can be settled from the EUR collective account. There is no transition between the 2 collective accounts.

HUF/Forint joint account

- Account holder's name: Neptun collective account
- Bank account number: 11784009-22229913-00000000
- Bank: OTP Bank
- IBAN number: HU64117840092222991300000000
- SWIFT (BIC) code: OTPVHUHB
- In the first row of the „Comments” you must put: NK-your NEPTUN CODE (space) YOUR FULL NAME

EUR/Euro joint account

- Account holder's name: Neptun EUR collective account
- Account number: 11763842-00687881-00000000
- IBAN: HU93117638420068788100000000
- SWIFT (BIC) code: OTPVHUHB
- In the first row of the „Comments” you must put: NK-your NEPTUN CODE (space) YOUR FULL NAME

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.
- If no grounds for exclusion exist in relation to the student, the Study Administration 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 (*Administration/Requests/G201-Absence from 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 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. The diploma will be issued by Student Services and handed over to the student within thirty (30) days of the date of the final examination by the University.

8. Issuance of the diploma certificate

Students who have applied for a Master's degree and are entitled to receive a diploma can request a "diploma certificate" to be uploaded to the Felvi system. This diploma certificate will be uploaded as an official record in neptun, if the student so requests.

9. Termination of student status

Student status ends on the last day of the semester in which the student obtained the final certificate (absolutorium) (in the current semester it is 30 June 2025).

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

10. Student ID

Students taking the final examination can receive the student ID sticker for the 2024/25 spring semester no later than the day of the final examination. No sticker can be issued after that date.

Study Administration Services