

CORVINUS UNIVERSITY OF BUDAPEST
2021/2022 SPRING SEMESTER FINAL EXAMINATION
PROCESS

Detailed information on the deadlines and tasks for submitting the Thesis work and applying for the Final Examination [can be found here](#) and information on related requests [can be found here](#).

Please read it carefully!

Submission of the thesis, final exam registration

2022-04-19 (Tuesday) 10:00 –
2022-05-02 (Monday) 23:59

Registration for spring semester exams

for all students who are taking the final exam, bachelor programs, complex programs, master programs and postgraduate specialist training programs

2022-05-06 (Friday) 12:01 –
2022-06-02 (Thursday) 23:59

Exam period, 1st-2nd weeks
for students taking the final exam

2022-05-23 (Monday) –
2022-06-03 (Friday)

Administrative week
in preparation for the final exam

2022-06-07 (Tuesday) –
2022-06-10 (Friday)

Final exam period,
second semester
2022-06-13 (Monday) –
2022-06-25 (Saturday)

1. The conditions of releasing a student to take the final examination:

- obtaining the final certificate*,
- submission of the thesis by the deadline and evaluation of the thesis with a grade other than fail according to Study and Exam Regulations, which also includes the application for the final examination,
- the student does not have any payment obligation towards the University at his/her given program,
- the property of the University has been returned (books borrowed, sports equipment, etc.).

The University issues a final certificate/degree (absolutory**) to the student who fulfilled the study and examination requirements as well as the practical/professional training prescribed in the curriculum with the exception of the language examination and the thesis/diploma work, prepared the thesis/diploma work and gained the prescribed credits in the maximum length of the training period. **Those students who registered for courses in the Spring semester 2021/22 must complete their exams by 2022-06-03 the latest**, otherwise they will not be allowed to participate in the final examination.*

Attention!

Students who are planning to take the final examination, but does not complete their exams by the deadline – 2022-06-03 – 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, only a semester later in Autumn 2022.

2. Final Examination

The Final Examination and the evaluations related to it (comprehensive examination, thesis defence, and portfolio defence) will be conducted in person.

3. General conditions of the Final Examination

With the final exam application, the student is responsible for

- accepting the rules and conditions of the final examination process,
- acknowledging the consequences of violating the final examination rules,
- identifying the student itself by presenting any identification document (ID or passport) before the start of the final exam,

- sending in the thesis defence presentation, which could be required by some institutes or departments, to the responsible department 24 hours prior to the final examination with the Neptun code stated in the file name.

4. Repetition of the Final Examination, fees, deadline (87§ Study and Exam Regulation)

In case of a repeated final examination a fee stipulated in the RSFB (Annex 5) is required to be paid (via bank transfer):

- first retake: 10,000 HUF
- second or any additional retake: 50,000 HUF

Payment can be made via bank transfer or SimplePay.

By SimplePay:

- It is only possible to pay the exact amount of the announced fee, installment payment is not possible.
- Multiple fees can be settled with one transaction at a time.
- An e-mail address registered in Neptun is required.
- Any card suitable for online payment can be used without installing the Simple app.
- The settled item **immediately gets a fulfilled** status.
- Upon successful completion, the student will receive an email.
- In case of unsuccessful execution, referring to the SimplePay ID, the student can find out the cause of the problem from SimplePay customer service.

Information for transfer:

- Owner of the account: Corvinus University of Budapest
- Bank account number: 11784009-22229896-00000000
- IBAN: HU 92 11784009 22229896 00000000
- SWIFT: OTPVHUHB

Transfer comment: e.g. Williamson Andrew/Neptun code/Final exam retake

Payment deadline: at least **the workday before the final examination period** please send the transfer receipt via email to **student.office@uni-corvinus.hu**

5. **Withdrawing the final exam application** (84§ Study and Exam Regulation)

- The student may withdraw the application for the final examination.
- However, the thesis submitted cannot be withdrawn in this case either.
- The application shall be submitted by no later than 3 days before the start of the final examination.
- The application shall be submitted via Neptun on a form issued by the University.
- If the student has no grounds for exclusion, the University shall accept the student's application by automatic decision and shall not take a separate decision or other decision on this. In this case, the provisions on the repetition of the final examination shall not apply.

6. **Absence from final exam**

In case of justified absence from the final exam, the student needs to submit the doctor's certificate of absence via Neptun within 5 days after the day of the exam (Absence from final examination 2021/22/2). Unjustified absence reduces the number of exam options.

7. **Information the diploma issuing** (88§ Study and Exam Regulation)

Prerequisites of issuing the diploma is the successful final examination and thesis defence.

Attention!

Please check,

- If all your language certificates are in the Neptun system.

In case you experience any differences, or you have a language certificate, but it has not been registered in the Neptun system yet, please show it in the Student Service Area during opening hours **before 2022-07-01**.

In case the student **passes the final examination successfully but does not meet the language requirements** prescribed in the programme and outcome requirements or is not in possession of the required language exam, the diploma may still be issued.

8. Issuance of the diploma certificate

After from July 4, 2022 "Diploma certificates" will be sent to students (to the email address registered in Neptun) who have applied for a master's degree starting in the spring semester 2021/2022 and are entitled to receive a diploma.

9. Termination of student status

The student status is terminated on the last day of the given semester, in case of a final exam during the Preliminary Final Examination period, it is terminated on the last day of said period (June 25, 2022).

More information regarding the execution of the final exam will be provided by the Program Managers

Budapest, 2022-04-13

Student Services