

CORVINUS UNIVERSITY OF BUDAPEST
2022/2023 FALL SEMESTER FINAL EXAMINATION
PROCESS

Final examination periods

Preliminary Final Examination period in DECEMBER:
7 semester-long study programs except Business Informatics
between December 5-9, 2022

Final Examination period in JANUARY:
Every study program (full-time, part-time)
between January 30 – February 04, 2023

Exam period for students who will take the Final Examination in
January:
between December 19, 2022 – January 21, 2023

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 Fall semester 2022/23 must have **all their grades entered in Neptun** – by **Wednesday, November 30, 2022** in case of a final examination in December 2022 – by **Monday, January 23, 2023** in case of a final examination in January 2023, **otherwise they will not be allowed to participate in the final examination.***

Attention!

Students who are planning to take the final examination **is January 2023**, but will not have all their grades in Neptun by the deadline - January 23, 2023 – 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 2023, only a semester later in June 2023.

2. Final Examination

Final exams are organised as face-to-face exams. In the case of examinations organised in person, the student may, where justified, take the examination online, provided that permission is granted on application to the Dean. A request for a "Dean's Fairness Request" must be submitted by the student. The deadline for submitting the application is 16.01.2023.

3. 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.

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**

4. Withdrawing the final exam application (85§ Study and Exam Regulation)

- **The student may withdraw his/her application for the final examination.**

- The request must be submitted at least 3 days before the start of the final examination.
- The application must be submitted via Neptun using the form provided by the University.
- If there are no grounds for disqualification, the University will automatically accept the student's application and will not issue a separate decision or any other form of decision. In this case, the provisions on the retake of the final examination do not apply.
- However, the thesis submitted may not be withdrawn in this case either.

5. Information the diploma issuing (89§ 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 the 19th of December if the final exam will be in December 2022**
- **Before the 10th of February if the final exam will be in January 2023**

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.

6. Issuance of the diploma certificate

For students who have applied for a Master's degree at the cross-listed level and are entitled to receive a diploma, it is no longer necessary to request a "diploma certificate" to be uploaded to the Felvi system, as the diploma data are transferred electronically due to the synchronisation of the Felvi and FIR data. If you still need a paper certificate or an electronic document (pdf) (e.g. to start studying or working abroad), please indicate your request in the Do It Online! interface: from 15 December 2022 for the December final examination and from 13 February 2023 for the January final examination.

7. Termination of student status

Student status ends on the day of the award of the diploma.

8. Graduation ceremony

The diploma is scheduled to be awarded on 23-24 March 2023. The exact date and schedule will be communicated to students after the final examination period.

Follow the details of the final examination on the "Do It Online!"/"Self Care" interface!

Budapest, November 29, 2022

Student Services