

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

For detailed information on deadlines and tasks related to thesis submission and final examination registration, [click here](#) and for a list of related requests, [click here](#).

Please read the information leaflets!

Submission of the thesis, application for final exam:
between May 08 (Monday, 10:00 am) -
May 21, 2023 (Sunday, 23:59 pm)

Final examination period:

For students with regular program schedule (non-quarterly schedule):

between June 19 (Monday) –
July 02, 2023 (Friday)

for students on master's program with quarterly schedule

26 June (Monday) –
02 July, 2023 (Sunday)

Registration for spring examinations:

For students with regular program schedule (non-quarterly schedule):

between May 08 (Monday, 10:00 am) –
June 08, 2023 (Thursday, 23:59 pm)

For students with quarterly schedule:

between May 08 (Monday, 14:00 am) –
June 15, 2023 (Thursday, 23:59 pm)

Exam period for students taking the final examination:

(only the 1st-2nd week of the official spring examination period)

For students with regular program schedule (non-quarterly schedule):

30 May (Tuesday) –
10 June, 2023 (Saturday)

For students with quarterly schedule:
**between June 05 (Monday, 14:00 am) –
June 17, 2023 (Saturday, 23:59 pm)**

Administrative week in preparation for the final exam
**12 June (Monday) –
16 June, 2023 (Friday)**

for students on master's program with quarterly schedule
**19 June (Monday) –
23 June, 2023 (Friday)**

1. The conditions of admitting a student to the final examination are:

- 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 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.).

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.*

Students who have taken a subject in the second (spring) semester of the academic year 2022/23 and have the examinations in the 1st-2nd week of the official spring examination period, must take the examinations no later than 10.06.23 (regular program schedule, non-quarterly schedule) and 17.06.2023 (quarterly schedule), otherwise they will not be allowed to participate in the final examination.

Attention!

Students who are planning to take the final examination **in June 2023**, but will not have all their grades in Neptun by the following deadline

- **June 10, 2023 for students with regular program schedule, non-quarterly schedule**

- **June 17, 2023 for students on master's program with quarterly schedule**

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 June 2023, only in the fall semester 2023.

2. Final Examination

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 rules on online exams shall apply mutatis mutandis to the online final exam and its parts, it being understood that the detailed rules on any divergences shall be issued by the Vice-Rector for Education in the form of provisions.

3. General conditions for the final exam

The student by applying for the final examination agrees

- to accept the conditions and rules for the conduct of the final examination,
- that he/she acknowledges the consequences of the final examination rules,
- to identify him/herself before the start of the examination,
- sends the PPT 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 of the Final Examination, fees, deadline

In case of a retaken final examination/final examination part a fee stipulated in the RSFB shall be paid.

A repeated final examination fee is stipulated in the RSFB (Annex 4):

- first retake: 10,000 HUF
- second or any additional retake: 50,000 HUF
- final exams taken more than two years after the issue of the final certificate: 50,000 HUF

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.

Information for transfer:

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

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

Payment deadline

At least **the workday before the final examination period** (16 June, 2023) please send the transfer receipt via email to **student.office@uni-corvinus.hu**.

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

- The student may withdraw his/her registration for the final examination.
- However, the thesis having been once submitted may not be withdrawn in the case, either.
- The relevant request shall be submitted by no longer than 3 days before the start of the final examination.
- The application must be submitted via Neptun using the form provided by the University.
- If no grounds for exclusion exist in relation to the student, the University 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. Absences from final examinations

In the case of a certified absence from the final examination, the medical certificate and the request for absence must be submitted via Neptun (Administration/Requests/Absence from examination 2022/23/2), using the form provided by the University, within 5 working days after the day of the examination. Unjustified absences will reduce the number of examination opportunities.

7. Information the diploma issuing (89§ Study and Exam Regulation)

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

8. 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 until 12 July 2023.

9. Termination of student status

Student status ends on the the last day of the spring semester (02.07.2023).

10. Student ID

The student ID sticker for the 2022/23/2 (spring) 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 provisional certificate.