

Notice to students on reporting for the final examination in the fall semester of academic year 2023/2024

Modified: 07.09.2023

1. Final examination period:

Examination period for students taking the final examination	18.12.2023-22.12.2023	1 week
	02.01.2024-06.01.2024	1 week
Final examination period in Fall Semester in December	04.12.2023-08.12.2023	1 week
Administration week preparing for the final examination	08.01.2024-12.01.2023	1 week
Final examination period in Fall Semester January	15.01.2024-26.01.2023	2 weeks

2. Final exam applications:

Code of application	Name of application	Visibility (for who?)	Visibility 2023/2024/1 semester (D/M/Y)	Fee
ZV-ZVV-2023/24/1	Withdrawal of final exam application for the final examination in December 2023	Only students who have registered for the Final Examination can see it.	2023.11.20. 10:00-2023.12.06 12:00	free of charge
ZV-ZVV-2023/24/1	Withdrawal of final exam application for the final examination in January 2024	Only students who have registered for the Final Examination can see it.	2024.01.02. 10:00-2024.01.24 12:00	free of charge
ZV-ZV2-2023/24/1	Request to take a final examination more than 2 years after the issue of the final certificate.	for former students who are not students, who have obtained a final certificate and two years have passed since the issue of the final certificate, but less than five years have passed	2023.08.28. 10:00-2023.12.08. 12:00	free of charge
ZV-ZV7-2023/24/1	Application for final examination beyond 7 years after issue of final certificate	for former students who started their studies in the academic year 2006/2007 or after the academic year 2011/2012 and obtained a final certificate	2023.08.28. 10:00-2023.12.08. 12:00	free of charge
ZV-ZVI3	Final exam repetition for the 3rd time		2023.08.28. 10:00-2023.12.08. 12:00	HUF 18 600

3. The final examinations have to be organised as in-person examinations.
4. Students may sit for in-person examinations in on-line way, too, if they get a permission to do so on the basis of an application submitted to the dean. Students should submit an 'Application for Dean's Equity'.
Deadline of submitting the application: **08.01.2024.**
5. Reporting for the final examination
 - 5.1. In the period of submitting the thesis, the student may report for the final examination in the Neptun, under the Administration/Final Examinations menu point. (The submission of the thesis in the Neptun does not automatically mean the reporting for the final examination.)

- 5.2. Deadline:
- 5.2.1. Deadline of sign up for final examination period in Fall Semester in December **10:00 30.10.2023 - 12:00 10.11.2023.**
- 5.2.2. Deadline of sign up for final examination period in Fall Semester in January **10:00 28.11.2022 - 12:00 11.12.2022.**
- 5.3. Students who requested the acceptance of their paper submitted in the Students' Scientific Association (TDK) as their thesis and were granted this permission also have to report for the final examination.
6. If a student does not report for the final examination until the specified deadline, he/she will not be allowed to take the final examination in the final examination period of the fall semester of academic year 2023/2024.
7. Who may report for the final examination?
- 7.1. Students with student status, wishing to take the final examination.
- 7.2. Students who started their studies in or after academic year 2012/2013 as their first year, and obtained their final certificate in the fall semester of academic year 2021/2022 or later.
- 7.3. Students who started their studies in or after academic year 2012/2013 as their first year, and obtained their final certificate in the fall semester of academic year 2018/2019 or later, at the test in the spring semester of academic year 2020/2021, and submitted an application for taking the final examination, based on which they were granted the permission to take the final examination.
- 7.4. Students who started their studies at the latest in academic year 2011/2012, and submitted their thesis and an application for taking the final examination, based on which they were granted the permission to take the final examination.
- 7.5. Former students who started their studies before the academic year 2006/2007 can no longer sit the final examination.
8. Joint conditions of taking the final examination:
- 8.1. acquisition of the final certificate,
- 8.2. submission of the thesis within the deadline,
- 8.3. evaluation of the thesis within the deadline with a grade other than insufficient,
- 8.4. registration for the final examination within the deadline,
- 8.5. in the given programme, the student has no expired debts to the University,
- 8.6. accounting for any equipment (borrowed books /sports equipment etc.) of the University.
9. A student who did not satisfy any of points a)-f) in paragraph (8) shall not be allowed to take the final examination.

Budapest, 01 September 2023

Education Management