 <b>BUDAPESTI CORVINUS EGYETEM</b>	<b>PROVISIONS OF THE VICE-RECTOR FOR EDUCATION</b>	<b>6/2023.</b> Version number: <b>01.</b>
<p align="center"><b>ON THE RULES FOR THE ORGANISATION OF THE EXAMS AND FINAL EXAMS IN, AS WELL AS THE RULES OF PROCEDURE OF CLOSING THE FIRST (AUTUMN) SEMESTER OF ACADEMIC YEAR 2023/2024.</b></p>		

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01	23.11.2023	24.11.2023	Subsection (3) of Section 3 and Annex 7 of the Provisions have been amended and Subsection (12) of Section 3 has been added.

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**Preamble**

**1.§**

- (1) Based on the provisions of the Study and Examination Regulations (hereinafter: SER), I hereby order the following rules for the organisation of the exams and final exams in, as well as the rules of procedure of closing the first (autumn) semester of academic year 2023/2024.

**Definitions**

**2.§**

- (1) The terms used in these provisions shall have the meanings given to them in the SER.
- (2) In terms of student administration, the Education Management Office (EM) should be understood for Study Abroad guest students and non-Hungarian freemover guest students, the University Doctoral Office (UDO) for doctoral programmes and Student Services (SS) for other programmes.

**Examination organisation**

**3.§**

- (1) The timetable for the examination periods for the autumn semester of academic year 2023/2024 is set out in Annex 2 and Annex 6.
- (2) Examinations shall be organised as in-person examinations, online examinations are not allowed. In Neptun, the following can be set as exam types.
- Written
  - Oral
  - A combination of the two
- (3) <sup>1</sup>When planning the examination period the exams shall be announced in such a way that within a given subject and within the given examination period each student should be able to choose from three (3) exam sessions in such a way that when establishing the number of examinees, places corresponding to 125% of the number of students should be offered for the totality of examination sessions.. In other words, 125% is the minimum requirement and every student shall be given at least 1 opportunity to take an exam.
- (4) If three (3) exam sessions are announced in the same subject, at least five (5) working days shall pass between such sessions.
- (5) In case more than three (3) exam sessions are announced in a given subject, then 5 working days shall be ensured between at least three (3) exam dates.
- (6) If an exam is not announced duly by the institute, a new exam session shall be announced pursuant to the present subsection. Exceptions to the number of working days between

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<sup>1</sup> Amended by: Vice-Rector for Education, effective from: 24 November 2023

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the examinations specified in this subsection may only be made for examinations announced for students taking the final examination, it being understood that in their case at least three (3) working days must elapse between each examination.

- (7) For quarterly examinations, subsections (3) to (6) shall be interpreted as applying to the examination weeks of the first and second quarterly examination periods combined.
- (8) Examinations may be taken in the study period outside the examination period of the given semester in the following cases:
- examinations in subjects of courses taken in part-time programmes,
  - examinations in project subjects,
  - examinations of subjects offered in a special study period,
  - examinations in subjects to be completed in the scope of dual programmes,
  - examinations in subjects of specialist postgraduate programmes,
  - examinations in subjects of double or multiple degree programmes and in joint programmes leading to the award of a joint diploma,
  - examinations in the subjects of foreign guest students,
  - examinations in foreign language for special purposes competence,
- i) with permission from the competent dean if the student is unable to meet his/her examination obligations during the examination period due to childbirth, accident, illness or other unexpected cause, without any fault on the part of the student.
- (9) Examinations may be taken outside the examination period of the given semester, in the final examination period, in the following cases:
- the rigorosum may be taken during the final examination period for students who are not taking the final examination (i.e. who are not registered for the final examination period of the semester in question).
- (10) In case of a preferential study schedule, examinations can be taken outside the examination period of the semester until the end of the registration period of the spring semester of academic year 2023/2024, 16.02.2024, if this option is included in the curriculum.
- (11) The extension of the period is announced in Neptun by the subject leader by submitting request “2023/24/1-KTR vizsga regisztrációs időszakban” (2023/24/1-KTR examination in registration period) to the SS Neptun team.
- (12) <sup>2</sup>According to the information from the University of Óbuda, the examinations of programmes offered in Székesfehérvár shall be held in Budapest between 20.12.2023 and 06.01.2024.

### **Announcement of examinations**

#### **4.§**

- (1) The examinations shall be organised in accordance with Section 61 of the SER.

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<sup>2</sup>Inserted by: Vice-Rector for Education, effective from: 24 November 2023

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- (2) Saturdays shall be regarded as working days for the purposes of organising examinations. Examinations may be scheduled on Saturdays as well in all delivery modes.
- (3) For Study Abroad guest students and non-Hungarian freemover students, an examination shall also be made available in the last week of the study period.
- (4) Exams shall be announced in Neptun. Announcement procedure:
- Examinations shall be scheduled during the end-of-semester examination period according to the **examination period class schedule** in Annex 1.
  - Only one exam session may be assigned to a single time slot.
  - Each exam session shall have its own time slot.
- (5) Allocation of classrooms for examinations:
- Lecture theatres** (classrooms for 100 people or more)

Building	Classroom code	Capacity
Building C	C XI. nagyea.	495
Building C, ground floor	C V-VI.ea.	200
Building E, ground floor	E.o.IV.ea.	392
Building E, ground floor	E.o.I.ea.	350
Building E, ground floor	E.o.II.ea.	350

- Lecture theatres are assigned to exams by Kristóf Fegyvári from Education Management ([kristof.fegyvari@uni-corvinus.hu](mailto:kristof.fegyvari@uni-corvinus.hu)).
  - The request shall be submitted in Neptun. Request shall be specified via Oktatói neptun/belépés/Ügyintézés/kérvények/kitölthető kérvények/"2023/24/1-OM-Vizsga célú teremigény nagylétszámú vizsgákhoz" (Lecturer neptun/login/Administration/applications/Fillable applications/"2023/24/1-OM-Examination room requisitions for mass examinations") or attached in an Excel spreadsheet.
  - A staff member of the EM shall assess requests and assign the schedule.
  - The institutes announce the exam sessions, specify the lecturers, the exam rooms and other details. Multiple subjects/courses can be linked to an exam session.
  - For announced exam sessions, the institute administrator will record the approved room.
  - Additional rooms:** Here you can find a list of additional rooms. Some rooms are managed by a specific institute. Before using them, please consult the staff member of the organisational unit indicated in the table.
- (6) Examination announcements shall be published at least three (3) weeks before the end of the study period by the date specified in Annex 3, it being understood that in the cases specified in subsection (3) to (5) of Section 3, they shall be announced three (3) working days before the examination.

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### Recording grades in Neptun

#### 5.§

- (1) Lecturers shall enter the following in Neptun in accordance with Section 68 of the SER
- (2) **For subjects requiring an examination:**
  - a) the student did not even attempt to complete the assignments during the semester, the entry of **“not completed”** shall be recorded in Neptun when checking the conditions required for admission to the exam.
  - b) the student has not fulfilled the conditions required to be admitted to the exam, an entry **“not completed”** must be recorded in Neptun.
  - c) the student has fulfilled the conditions for admission to the examination, and the entry **“may register for the examination”** must be recorded in Neptun. (*this is the default setting, if the decision is different, you have to adjust it, unchecking the box*)
  - d) If the student has started the examination, a **grade** must be recorded in Neptun.
  - e) If the student registers for the examination but fails to appear for the examination, the lecturer shall place an **“Absent”** (N.J.M) entry for the exam. (*In the case of a certified absence, an entry ‘certified absence’ must be recorded in Neptun.*)
  - f) If the student registers to take the examination via Neptun but fails to appear and is unable to certify his/her absence in a satisfactory manner, or fails to register for the examination, then the **“exam not taken”** entry shall be recorded in Neptun. **This entry is made centrally by SS/UDO** after the end of the examination period.
- (3) **Subjects closed with a mark for course work:**
  - a) The student did not even attempt to complete the assignments during the semester, the entry of **“not completed”** shall be recorded in Neptun.
  - b) If the student has started the assignments during the semester, a **grade** shall be recorded in Neptun.
- (4) For **criterion subjects closed with signature**
  - a) If the student has fulfilled the requirements for signature, a **“Signed”** entry should be recorded in Neptun.
  - b) If the student has not fulfilled the requirements for signature, a **“Not completed”** entry should be recorded in Neptun.
- (5) If a disciplinary offence is definitively established, the result of the examination affected by the offence must be marked **“invalid”**. Exam papers may not be marked with an **“insufficient”** grade due to a disciplinary offence. The **“invalid”** entry is recorded in Neptun by the SS/UDO/EM administrator/coordinator.
- (6) The student may submit an objection to the registered grade within fifteen days from the date on which he/she becomes aware of it by submitting the **“2023/24/1 - Kifogás bejelentő”** (2023/24/1 - Objection notification) form.
- (7) The decision on the request filed in the subject of failure to enter the exam grade or of recording a wrong entry shall be taken by the lecturer conducting the examination

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within two (2) working days. If the decision is not taken by the deadline, the Head of Institute shall take action.

- (8) Lecturer may record a **mark offered for coursework** to students for subjects with an examination requirement. The mark offered for coursework shall be recorded in the Oktatás/Kurzus (Education/Course) menu of the lecturer WEB interface, by clicking on Lehetőségek (Options) on the right side of the course and selecting Jegybeírás (Enter grade) from the pop-up menu, where the Megajánlott (Offered mark) checkbox shall be ticked, after which the grade is recorded as usual. The rules for offering marks are set out in Section 60 of the SER.
- (9) Grade registration deadlines are included in Annex 4.

**Semester closure in Neptun****6.§**

- (1) On the days specified in Annex 5, the EM checks grade entries and other entries and creates a list of missing or incorrect entries and sends it to the institutes within 24 hours.
- (2) The institutes will make up for the missing entries within two working days.
- (3) After the end of the exam grade entry periods, SS/UDO will make the following entries in case of a missing entry:
  - a) For marks for coursework, it will make a **“not completed”** entry.
  - b) For exam grades, it will make an **“exam not taken”** entry.
  - c) For subjects with signature requirements, it will make a **“not completed”** entry.
- (4) At the latest on the date specified in Annex 5, SS/UDO/EM will close the semester.
- (5) Simultaneously with closing the semester, SS/UDO/EM discloses the rates of the “Credit overload fee”, the “Fee for credit omission” (for credits taken but not completed) and the “Fee for absence without justification from the examination (‘absent’)” as set out in the RSFB.
- (6) If an entry needs to be changed after the end of the semester, the lecturer needs to open a request in Neptun. Request title: **“2023/24/1 Kérelem félévfelnyitásra” (2023/24/1 Request for semester reopening)**.
- (7) This request may be submitted by the date specified in Annex 5.
- (8) It will be considered by the Vice-Rector for Education.
- (9) After the request has been approved, the staff member of the organisation responsible for semester closure (SS/UDO) will reopen the semester and inform the lecturer that he/she has one working day to correct the entry.
- (10) After correction, the staff member responsible for semester closure (SS/UDO) will close the student’s semester again.

**Final examination****7.§**

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- (1) The details of the final examination committees are recorded in the [Final Examination Tables](#) by the administrator of the relevant institute or the appropriate study programme coordinator no later than two weeks before the start of the final examination.
- (2) Final examination committees shall be organised as exams with personal appearance. Exceptions may be made in case of organising a final examination for a double-degree or multiple-degree programme, subject to the obligation of notification to the Vice-Rector for Education as specified in the timetable for the academic year. The notification can be made by submitting the request form “2023/24. tanév Bejelentés kettős vagy többesdiploma program záróvizsga szervezésére” (Request for the organisation of a final examination for a double-degree or multiple-degree programme in the academic year 2023/24). It should be entered in the “AC” comment column of the Záróvizsga táblázatok Záróvizsgabizottságok 2023/2024. tanév őszi félév (Final Examination Spreadsheet Final Examination Committees Autumn Semester of academic year 2023/2024) Excel spreadsheet by entering the title of the double-degree or multiple-degree programme.
- (3) The final examination committees in the spreadsheet (with the same name as they appear there) shall be created in the Záróvizsgáztatás (Final Examination) menu in Neptun and the room assigned.
- (4) Students may also take the exams with personal appearance online if they have obtained permission from the Dean. Students are required to submit the application “Application for Dean’s equity”. The deadline for submitting the application is included in Annex 6.
- (5) Registration for final examination: During the thesis submission period, students may register for final exams in Neptun under the Ügyintézés/záróvizsgák (Administration/final exams) menu. (Thesis submission in Neptun does not automatically mean registration for final examination!)
- (6) The deadline for final examination registration is included in Annex 6.
  - a) Students who have submitted a request to have their paper submitted to the Students’ Scientific Association accepted as a thesis are also required to register for final examination.
  - b) If the student fails to register for final examination by the given deadline, he/she may not be allowed to sit the final examination in the autumn semester of academic year 2023/2024.
- (7) The following (former) students may apply for final examination:
  - a) Students with student status who wish to take a final examination.
  - b) Students who started the first year of their studies in or after the academic year 2012/2013 and obtained their final certificate in or after the autumn semester of the academic year 2021/2022.
  - c) Students who started the first year of their studies in or after the academic year 2012/2013 and obtained their final certificate in or after the autumn semester

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of the academic year 2018/2019, but not later than the spring semester of the academic year 2020/2021 and who have applied for the final examination and have been granted permission to take the final examination.

- d) Students who started the first year of their studies and thesis in the academic year 2006/2007 or afterwards, but, according to Act CXXXIX of 2005 on Higher Education, not later than the academic year 2011/2012, and submitted an application for final examination, on the basis of which they were granted permission to take the final examination.
- (8) The conditions of admitting a student to the final examination are:
- a) award of the final certificate,
  - b) submission of the thesis by the deadline,
  - c) evaluation of the thesis with a grade other than fail
  - d) registration to the final examination by the relevant deadline,
  - e) the student does not have any payment obligation towards the University in the given programme,
  - f) the student has accounted for all items belonging to the University (books borrowed, sports equipment, etc.).
- (9) Students who have not fulfilled any one of the provisions included in subsection (8) may not be admitted to the final examination.
- (10) SSC shall delete a student's final examination registration from Neptun no later than three (3) working days before the start of the final examination if the student fails to comply with any of the requirements set out in subsection (8).

**Miscellaneous and final provisions**

**8.§**

- (1) The present Provisions shall be effective from the day following their publication to the last day of the 2<sup>nd</sup> (spring) semester of academic year 2023/2024.




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**Annex 1 – Class schedule**

**Class schedule during examination periods  
Budapest, Székesfehérvár**

Main Building		Monday to Saturday
	1	08:00–09:55
	2	10:00–11:55
	3	12:00–13:55
	4	14:00–15:55
	5	16:00–17:55
	6	18:00–19:55
Building C		Monday to Saturday
	1	08:00–09:55
	2	10:00–11:55
	3	12:00–13:55
	4	14:00–15:55
	5	16:00–17:55
	6	18:00–19:55
“Salt House”		Monday to Saturday
	1	08:00–09:55
	2	10:00–11:55
	3	12:00–13:55
	4	14:00–15:55
	5	16:00–17:55
	6	18:00–19:55
Székesfehérvár (only the classrooms where there were teaching hours)		Monday to Saturday
	1.	08:00–09:55
	2.	10:00–11:55
	3.	12:00–13:55
	4.	14:00–15:55
	5.	16:00–17:55
	6.	18:00–19:55

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#### Annex 2 – Examination period

Examination period in case of semestrial organisation	Duration	
Examination period for students not taking final examinations		
Examination period of the first semester of academic year 2023/2024 (week 1)	18.12.2023–22.12.2023	1 week
Examination period of the first semester of academic year 2023/2024 (weeks 2–4)	02.01.2024–20.01.2024	3 weeks
January final examination period:		
Examination period of the first semester of academic year 2023/2024 (week 1)	18.12.2023–22.12.2023	1 week
Examination period of the first semester of academic year 2023/2024 (week 2)	02.01.2024–06.01.2024	week 1
<b>Examination period in case of quarterly organisation</b>		
examination period of the first quarter of the academic year 2023/2024 (week 1)	30.10.2023–04.11.2023	1 week
2023/2024 examination period of the second quarter of the academic year 2023/2024 (weeks 1–3)	02.01.2024–20.01.2024	3 weeks

#### Annex 3 – Announcement of exams

Activity	Deadline/duration
Announcement of exams by lecturers for the first quarter	25.09.2023–02.11.2023
Submission of requests for large rooms to the EM	06.11.2023–15.12.2023
Announcement of exams by lecturers for the autumn semester	13.11.2023–18.01.2024
Announcement of exams by lecturers for the second quarter	13.11.2023–18.01.2024
<i>Registration for autumn semester exams by all <b>students taking final examinations</b></i>	27.11.2023–04.01.2024
<i>Registration for autumn semester exams by all <b>students not taking final examinations</b></i>	27.11.2023–18.01.2024

#### Annex 4 – Registration of grades by lecturers

Activity	Deadline/duration
Registration of <b>marks offered for coursework</b> by lecturers for the first quarter of semester 2023/2024/1 (split into quarters), Master’s programmes	11.09.2023–31.10.2023
<i>Period for accepting marks offered for coursework by students for the first quarter of semester 2023/2024/1 (split into quarters), Master’s programmes</i>	11.09.2023–05.11.2023
Registration of <b>marks offered for coursework</b> by lecturers for semester 2023/2024/1	11.09.2023–02.01.2024
<i>Period for accepting marks offered for coursework by students for semester 2023/2024/1</i>	11.09.2023–07.01.2024
Registration of <b>marks offered for coursework</b> by lecturers for the second quarter of semester 2023/2024/1 (split into quarters), Master’s programmes	06.11.2023–01.02.2024
<i>Period for accepting marks offered for coursework by students for the second quarter of semester 2023/2024/1 (split into quarters), Master’s programmes</i>	06.11.2023–07.01.2024

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Period for <b>registering grades</b> by lecturers for semester 2023/2024/1 (both unsplit and split into quarters)	11.09.2023–26.01.2024
Deadline for entering marks for coursework in Neptun for semestrial subjects	02.01.2024
Deadline for entering marks for coursework in Neptun for subjects split into two quarters per semester, second quarter	05.01.2024
Deadline for entering written examination results in Neptun	3 <sup>rd</sup> working day after the exam
Deadline for entering results of essay-type written examinations in Neptun	5 <sup>th</sup> working day after the exam
Deadline for entering oral examination results in Neptun	3 <sup>rd</sup> working day after the exam
Final deadline for entering assessments in Neptun (after this date, grades may only be entered with authorisation by the Vice-Rector for Education)	26.01.2024
Deadline for submitting request form “2023/24/1-KTR vizsga regisztrációs időszakban” (2023/24/1-KTR examination in the registration period)	19.01.2024

#### Annex 5 – Semester closure

Activity	responsible person	Deadline/duration
<b>Semester closure for students taking final examination</b>		
Semester closure for the data of students taking their final examination in December	SS	27.11.2023
Semester closure for the data of students taking their final examination in January	SS	10.01.2024
<b>Semester closure for students not taking final examination</b>		
EM to send a list of missing entries	EM	22.01.2024
Semester closure for subjects (both unsplit and split into quarters)	SS/UDO	29.01.2024
<b>Applications</b>		
2023/24/1 – Objection form – students	student	11.09.2023–16.02.2024
Submission of 2023/24/1-Request for semester reopening	lecturer	29.01.2024–28.02.2024

#### Annex 6 – Final examination period

Final examination period		
Final exam registration for students taking their final examination in December	30.10.2023–10.11.2023	
December final examination period:	04.12.2023–08.12.2023	1 week
Final exam registration for students taking their final examination in December	27.11.2023–08.12.2023	
Submission of “Application for Dean’s equity” by students taking their final examination	27.11.2023–08.01.2024	
Administrative week for preparing final examination in January	08.01.2024–12.01.2024	1 week
January final examination period:	15.01.2024–26.01.2024	2 weeks

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**Annex 7 – Organisation of final examinations in December<sup>3</sup>**

<b>name of study programme</b>	<b>do they organise final examination for December?</b>
Applied Economics	no
Human Resource Management	yes
Business Administration and Management	yes
Communication and Media Studies	no
International Business Economics	yes
International Relations	no
Finance and Accounting	yes
Political Science	no
Sociology	no
Rural Development Engineering	yes

**Annex 8 – List of lecturer requests**

2023/24/1-OM-Examination room requisitions for mass examinations

Request for the organisation of a final examination for a double-degree or multiple-degree programme in the academic year 2023/24

2023/24/1-Requests for semester reopening

Request form No. 2023/24/1-KTR examination in the registration period

<sup>3</sup> Amended by: Vice-Rector for Education, effective from: 24 November 2023