

**CORVINUS UNIVERSITY OF BUDAPEST  
2023/2024 SPRING SEMESTER FINAL EXAMINATION  
PROCESS**

For detailed information on deadlines and tasks related to thesis submission [click here](#) and for final examination related information [click here](#).

**Please read the information leaflets!**

**Submission of the thesis, application for final examination (semester and quarter schedule)**

**06 May 2024 (Monday, 10:00 AM) –  
17 May 2024 (Friday, 12:00 PM)**

**Registration for spring semester exams**

For students taking final examination in bachelor or in single-cycle programmes

**06 May 2024 (Monday, 10:00 AM) –  
06 June 2024 (Thursday, 11:59 PM)**

For students taking final examination in master or in specialist postgraduate programmes

**06 May 2024 (Monday, 2:00 PM) –  
06 June 2024 (Thursday, 11:59 PM)**

For students taking final examination in master programmes with quarter schedule

**06 May 2024 (Monday, 2:00 PM) –  
06 June 2024 (Thursday, 11:59 PM)**

**Exam period for students taking the final examination**

Exam period 1-2. week for students with semester programme schedule (non-quarter schedule)

**27 May 2024 (Monday) –  
08 June 2024 (Saturday)**

Exam period 1st week for students with quarter schedule

**03 June 2024 (Monday) –  
08 June 2024 (Saturday)**

### **Final examination period**

**17 June 2024 (Monday) –  
28 June 2024 (Friday)**

### **Administrative week in preparation for the final examination**

**10 June 2024 (Monday) –  
14 June 2024 (Friday)**

#### **1. The conditions of admitting a student to the final examination are the following: (SER 84.§)**

- 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.).

Students who have not fulfilled any one of the provisions listed above may not be admitted to the final examination.

#### **Attention!**

Students who are planning to take the final examination **in June 2024**, but will not have all their grades in Neptun by the following deadline –

**08 June 2024 for all students taking the final examination** – 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 2024, only in the fall semester of the academic year 2024/25.

## 2. Organization of final examination (SER 87.§)

The final examination is organised as an in-person exam and shall be conducted in the same language as the language of the student's programme.

## 3. General rules

The student by applying for the final exam agrees

- to accept the conditions and rules for the conduct of the final exam,
- that he/she acknowledges the consequences of the final exam rules,
- to identify him/herself before the start of the exam.

## 4. Retaking the final examination (SER 88.§)

- The result of a successful final examination (with a result other than fail) or of the successfully completed parts of the final examination may not be improved.
- An unsuccessful final examination/the unsuccessful parts of the final examination may be retaken in the next final exam period.
- An unsuccessful (failed) final examination or an unsuccessful part thereof may be retaken two (2) times. One further opportunity is available to improve the result of the final examination or part thereof in case this is authorised by the Rector (not on the basis of Rector's equity). If the Rector's permission is granted, but student does not take part in the final examination/final examination part, student will not be able to further improve the results.
- The student is obliged to pay a fee according to the [RSFB](#) for retaking the final examination.

## Charge for retaking the final exam (RSFB Annex 5)

*\*The fee is based on the minimum wage applicable on the date of publication of this document*

- For the first retake the fee is 5 percent of the mandatory lowest remuneration for full-time work (minimum wage), rounded up to hundred forints/request (currently HUF 13 300).

- For the second retake the fee is 25 percent of the mandatory lowest remuneration for full-time work (minimum wage), rounded up to hundred forints/occasion (currently HUF 66 700).
- The third retake is authorised by the Rector (not on the basis of Rector's equity). The amount of charge for the request is 8 percent of the mandatory lowest remuneration for full-time work (minimum wage), rounded up to hundred forints/request (currently HUF 21 300). If the Rector's permission is granted, **the amount of charge for the third retake** is 25 percent of the mandatory lowest remuneration for full-time work (minimum wage), rounded up to hundred forints/occasion (currently HUF 66 700).

**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 bank 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

Latest at **the workday before the final examination period** (14 June 2024) please send the transfer receipt via email to:

- [student.office@uni-corvinus.hu](mailto:student.office@uni-corvinus.hu),

- In case of part time program or MBA please use [part.time@uni-corvinus.hu](mailto:part.time@uni-corvinus.hu)

## **5. Withdrawing the final exam application (SER 85.§)**

- The student may withdraw his/her registration for the final exam.
- However, the thesis having been once submitted may not be withdrawn in this case, either.
- The relevant request shall be submitted by no later than three (3) working days before the start of the final examination.
- If no grounds for exclusion exist in relation to the student, the Student Services administrator/coordinator 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. Absence from final examination (SER 87.§)**

If the examinee is unable to attend the final examination due to childbirth, accident, illness or any other unexpected cause, he or she may file an application for continuation. Such application must be submitted within five (5) working days of the final examination via Neptun (*Administration/Requests/G201-Absence from final examination*).

In the event of justified absence, the number of final examination opportunities available for retaking the final examination shall not be reduced and the consequences of the retaken final examination shall not apply.

In case of unjustified absence, the number of the opportunities to retake the final examination shall be reduced by one and the rules on retaken final exams shall apply.

## **7. Conditions for issuing the diploma (SER 89.§)**

A prerequisite to issuing a diploma attesting the conclusion of higher education studies is to successfully complete the final examination. The diploma will be issued

and handed over to the student within thirty (30) days of the date of the final examination by Student Services.

### **8. Issuance of the diploma certificate**

Students who have applied for a Master's degree and are entitled to receive a diploma can request a "diploma certificate" to be uploaded to the Felvi system. This diploma certificate will be uploaded as an official record in Neptun, if the student so requests.

### **9. Termination of student status**

Student status ends on the last day of the semester in which the student obtained the final certificate (absolutorium) (in the current semester it is 30 June 2024).

For more information in connection with the final examination please see the leaflets made by Education Management.

### **10. Student ID**

Students taking the final examination can receive the student ID sticker for the 2023/24 spring semester no later than the day of the final examination. No sticker can be issued after that date.

Student Services