

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

1. Final examination period:

Examination period for students taking the final examination	27.05.2024-08.06.2024	2 weeks
Examination period for students taking the final examination (quarterly programs)	03.06.2024-08.06.2024	1 week
Administration week preparing for the final examination	10.06.2024-14.06.2024	1 week
Final examination period in Spring Semester	17.06.2024-28.06.2024	2 weeks

2. Final exam applications:

	Name of application	Visibility (for who?)	Visibility 2023/2024/2 semester (D/M/Y)	Fee
1	G101-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	2024.02.05. 10:00- 2024.05.17. 12:00	free of charge
2	G102-Request to take a final examination more than 7 years after the issue of the 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	2024.02.05. 10:00- 2024.05.17. 12:00	free of charge
3	G104-Request for withdrawal of final examination application for the final examination in June 2024.	Only students who have registered for the Final Examination can see it.	2024.06.03. 10:00- 2024.06.26 12:00	free of charge
4	G103-Request to repeat the final exam for the 3rd time.	former students who hold a final certificate and have already retaken the final exam twice (final certificate issued in 2018/19/2 semester or after)	2023.08.28. 10:00- 2023.12.08. 12:00	21 300 HUF

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 'M101-Request for Dean's Equity'.
Deadline of submitting the application: **10.06.2024.**

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 of sign up for final examination period in Spring Semester in June
10:00 06.05.2024 - 12:00 17.05.2024.

- 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 spring 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 spring 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 spring semester of academic year 2018/2019 or later, at the test in the fall semester of academic year 2021/2022, 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. Additional final exam fees:
 - 8.1. Repeating the final exam for the first time: 13 300 HUF/final exam
 - 8.2. Repeating the final exam for the second and subsequent times: 66 700 HUF/final exam
9. Joint conditions of taking the final examination:
 - 9.1. acquisition of the final certificate,
 - 9.2. submission of the thesis within the deadline,
 - 9.3. evaluation of the thesis within the deadline with a grade other than insufficient,
 - 9.4. registration for the final examination within the deadline,
 - 9.5. in the given programme, the student has no expired debts to the University,
 - 9.6. accounting for any equipment (borrowed books /sports equipment etc.) of the University.
10. A student who did not satisfy any of points in paragraph (9) shall not be allowed to take the final examination.

Budapest, 29 January 2024

Education Management