 BUDAPESTI CORVINUS EGYETEM	PROVISIONS OF THE VICE-RECTOR FOR EDUCATION	2/2024 Version Number: 01.
ON THE RULES FOR THE ORGANISATION OF THE EXAMS AND FINAL EXAMS IN, AS WELL AS THE RULES OF PROCEDURE OF CLOSING THE SECOND (SPRING) SEMESTER OF ACADEMIC YEAR 2023/2024.		

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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/SS) for doctoral programmes and Student Services (SS) for other programmes.

Examination organisation

3.§

- (1) Institutes shall announce exam sessions according to the [Study and Examination Regulations](#) and in the context of the [Calendar of the Academic Year](#), i.e. the schedule adopted by the Education Committee.
- (2) The timetable of the examination period is set out in Annex 2 and Annex 6 on the basis of the Calendar of the Academic Year.
- (3) The Moodle system offers a tutorial for lecturers on how to conduct and organise exams, with the title “How to organise and conduct exams and how to deal with irregularities in exams”.
- (4) Exams shall be organised in accordance with the provisions of the SER, in particular its Section 61.
- (5) 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.
- (6) ¹ For Study Abroad, Erasmus guest students and non-Hungarian freemover students, an examination shall also be made available in the last week of the study period.
- (7) When planning the examination period, institutes shall announce exam sessions in such a way that, taking into account the number of students and the total number of exam sessions announced for a subject, at least 125% of the number of students enrolled in the subject shall be offered an opportunity to sit the exam. 125% is the minimum requirement

¹ Amended by: Vice-Rector for Education, effective from: 19 April 2024

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and each student shall be given at least 1 opportunity to sit an exam. (e.g. If 150 students registered for a subject, then a minimum of 188 options shall be announced, distributed between the exam sessions.)

- (8) Institutes shall announce exam sessions in such a way that each student who has registered for a subject can choose from at least three (3) exam sessions in that subject (or rigorosum).
- (9) If an institute announces three (3) exam sessions in the same subject, a minimum of five (5) working days shall pass between such sessions. If an institute announces more than three (3) exam sessions in the same subject, then, for at least three (3) exam sessions, a minimum of five (5) working days shall pass between exam sessions. It is up to the institute to decide between which of the three exam sessions it will provide the minimum distance of five (5) working days.
- (10) By way of derogation from Subsection (8), for exams announced for students taking final examinations, at least three (3) working days shall be left between exam sessions.
- (11) In the case of quarterly examinations, the provisions of Subsections (6) to (9) shall apply to the exam weeks of the examination periods of the third and fourth quarters combined.
- (12) Examinations may be taken in the study period outside the examination period of the given semester in the following cases:
 - a) examinations in subjects of courses taken in part-time programmes (correspondence or evening delivery mode),
 - b) examinations in project subjects,
 - c) examinations in subjects offered in a special study period,
 - d) examinations in subjects to be completed in the scope of dual programmes,
 - e) examinations in subjects of specialist postgraduate programmes,
 - f) examinations in subjects of double or multiple degree programmes and in joint programmes leading to the award of a joint diploma,
 - g) examinations in the subjects of foreign guest students,
 - h) examinations in foreign language for special purposes competence,
 - i) equivalence examinations in subjects required for change of programme,
 - j) with permission from the competent dean, based on the request submitted by the student, 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, and he/she can provide credible evidence of this.
- (13) After the examination period of a semester,
 - a) students who are not taking the final examination (i.e. who are not registered for the final examination period of the semester in question) may also sit a rigorosum in the second week of the final examination period.

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- b) students with a preferential study schedule may sit exams until 28 June 2024 at the latest, provided that this is included in the syllabus.
 - c) the student who is changing programme may also sit the equivalence examinations in the subjects required for the change of programme until 28 June 2024 at the latest.
- (14) To organise examinations after the examination period, lecturers are required to submit the “O306-OM-Vizsgaalkalom meghirdetése vizsgaidőszak utáni időszakban” (Announcement of exam sessions in periods following the examination period) application.
- (15) EM staff members shall continuously check the regularity of the announcement of the examinations and inform the announcer of any announcements that do not comply with the rules.
- (16) If the institute has not announced the examination correctly, the person who discovered the error shall immediately notify the head of institute. Upon becoming aware of this, the head of the institute shall immediately announce a new exam session in accordance with the rules of the SER and this Section. If the error becomes apparent when it is no longer possible to announce exams in compliance with the rules of the SER (e.g. because exams can no longer be announced three (3) weeks before the end of the study period or the five (5) working days between two exams cannot be ensured), then, in order to avoid the impairment of student rights, the date of the newly announced exam may be set beyond the exam period until 28 June 2024 at the latest.

Announcement of examinations

4.§

- (1) Exam sessions shall be published in Neptun at least three (3) weeks before the end of the study period by the date specified in Annex 3. Exceptions to this rule are cases under Subsections (11)–(13) of Section 3, where the exam sessions shall be published three (3) working days before the exam.
- (2) Examinations shall be organised as in-person examinations, online examinations are not allowed.
- (3) The following exam types can be set up in Neptun.
 - a) written:
 - b) oral:
 - c) a combination of a) and b), i.e. written and oral examination.
- (4) Exams shall be announced in Neptun.
 - a) Exams shall be scheduled in accordance with the examination period timetable as set out in Annex 1.
 - b) Exam sessions shall be set up in Neptun.
 - c) Each exam session shall have its own time slot.

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- d) Multiple subjects/courses can be linked to an exam session.
- e) Multiple classrooms can be linked to an exam session.

Allocation of classrooms for examinations**5.§**

- (1) Auditoriums. classrooms for 200 students 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
Gellért Campus	G-Auditorium/A and G-Auditorium/B	280

- (2) Assigning classrooms to exam sessions with a high number of participants
- a) The application is submitted by a staff member of the institute in Neptun. Application title: O301-OM-Vizsga célú teremigény nagylétszámú vizsgákhoz (Examination room requisitions for mass examinations) Availability: Oktatói neptun/belépés/Ügyintézés/ kérvények/kitölthető kérvények (Lecturer neptun/login/Administration/applications/Fillable applications) Needs should be stated in the application form or in the Excel spreadsheet attached to the application.
 - b) Applications may be submitted during the period specified in Annex 7.
- (3) During the period of exam organisation, EM staff member Kristóf Fegyvári (kristof.fegyvari@uni-corvinus.hu) allocates grand auditoriums to the exam sessions after receiving the needs submitted by the institutes according to this Subsection, aiming for the optimal solution based on the combined assessment of all needs.
- a) EM shall provide the allocation to the institutes by the date given in Annex 3,
 - b) Once EM has communicated the classroom allocation to the institutes, the institutes will record the allocated large classrooms for the announced exam sessions in Neptun.
 - c) For exams that do not require a large classroom, other classrooms may be selected without prior consultation.
 - d) Once the allocated large-capacity classrooms have been recorded, if additional exam sessions requiring large-capacity classrooms are still required, the available classrooms can be selected without prior consultation.

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- (4) When announcing the exam, the lecturers shall provide the exam session dates, the name(s) of the lecturer(s) involved in the examination and the exam room. Of these details, the exam date and the name(s) of the lecturer(s) involved shall be communicated to the students in Neptun three (3) weeks before the end of the study period. Additional data shall be recorded until the start of the examination period.

Recording grades in Neptun

6.§

- (1) The lecturer shall record the results of the performance assessment (exam grade, etc.) in Neptun, subject to the rules of the SER. According to the SER, the Vice-Rector for Education shall specify the period of time available for recording in Annex 4.
- (2) Lecturers shall enter the following in Neptun in accordance with Section 68 of the SER.
- (3) For subjects leading to an examination:
 - a) If, in the case of a subject with examination requirements, the subject syllabus provides for a combination of progress checks during the semester and an assessment during the examination period, and 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) If the student has not fulfilled the conditions required to be admitted to the exam, an entry **“not completed”** must be recorded in Neptun.
 - c) If the student has fulfilled the conditions for admission to the examination, the entry **“may register for the examination”** (check mark) shall 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 after the end of the examination period.
- (4) 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.

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- b) If the student has started the assignments during the semester, a **grade** shall be recorded in Neptun. The grade may not be reduced to a fail grade at the request of the student.
- (5) 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.
- (6) If the Student Disciplinary Committee or the Student Disciplinary Appeals Committee establishes a disciplinary offence and disciplinary sanction in connection with the examination² and, on the basis of this, declares the student’s examination to be invalid, the result of the examination affected by the offence shall be marked **“invalid”** immediately after the decision becomes final (in the first instance, the resolution is final when the right of appeal has been waived or the time limit for appeal has expired and no appeal has been lodged; in the second instance, the resolution is final when the resolution has been communicated to the student by the committee acting on the matter). Exam papers may not be marked with a fail grade due to a disciplinary offence. The **“invalid”** entry due to disciplinary offence is recorded in Neptun by the SS administrator/coordinator.
- (7) Lecturer may to 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.
- (8) Grade registration deadlines are included in Annex 4.

Examination sheets**7.§**

² If the lecturer suspects a disciplinary offence (e.g. use of unauthorised means) during the exam, he/she will initiate disciplinary proceedings against the student with the Vice-Rector for Education (Building E, 2nd floor, office 211, oktatr@uni-corvinus.hu). Disciplinary offences are included in Part 6 of the Student Requirements, i.e. Section 5 of Student Disciplinary and Compensation Regulation (hereinafter: SDCR). The method and time limits for initiating disciplinary proceedings are regulated in Section 9 of the SDCR. The disciplinary procedure shall be ordered by the Vice-Rector for Education addressed to the Chairperson of the Student Disciplinary Committee, and the Student Disciplinary Committee shall decide on the disciplinary case. The decision of the Student Disciplinary Committee may be appealed to the Student Disciplinary Appeals Committee, which shall decide on the appeal. The acting committees are subject to the rules of the SDCR. The acting committee sends its disciplinary resolution to the SS, who informs the lecturer concerned automatically.

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- (1) For the written and oral examinations, the examination sheet must be printed from Neptun on each occasion and for the offered grades, by the last working day of the first week of the examination period. The lecturer conducting the examination shall record the exam grade and the mark for coursework on the sheet. Then the lecturer shall immediately validate the examination sheet by signing it. In the case of a written examination, the attendance sheet and the examination sheet are valid only together, they constitute inseparable parts of each other.
- (2) In the case of a written examination, if the evaluation featured in Neptun differs from the evaluation on the examination paper, the evaluation on the examination paper shall prevail. If there is a discrepancy between the evaluation on the examination sheet and the evaluation in Neptun, the evaluation on the examination sheet shall prevail.
- (3) The result of the oral examination must be recorded in Neptun no later than within three (3) working days of the examination. If there is a discrepancy between the evaluation on the examination sheet and the evaluation in Neptun, the evaluation on the examination sheet shall prevail. If there is a discrepancy between the evaluation on the examination sheet and the evaluation on the certificate of completion, the evaluation on the certificate of completion shall prevail.
- (4) A mark for coursework must be recorded in Neptun no later than by the first working day of the second week of the examination period in the case of semesters and no later than by the last working day of the first week of the examination period in the case of trimesters, it being understood that if the assessment in a given subject associated with the intensive week takes place in the framework of an intensive week, the mark for coursework shall be recorded in Neptun by the last working day of the week following the intensive week. If there is a discrepancy between the evaluation on the examination sheet and the evaluation in Neptun, the evaluation on the examination sheet shall prevail.
- (5) The collection and storage of examination papers shall be determined and maintained by the institute in accordance with the provisions of the Document Management Regulations.

Discrepancy management**8.§**

- (1) A student may object to a registered grade if the student believes that a typo has been made (i.e. not due to an objection to the content of the grade) or to the failure to register the grade by the deadline by submitting the „C201-Kifogás bejelentő” (Objection) application.
- (2) 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 within two (2) working days. If the decision is not taken by the deadline, the head of the institute shall call on the lecturer to take immediate action, to enter the grade or correct the incorrectly entered grade, or to inform the student that the grade has been entered correctly.

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- (3) Requests for legal remedy against the lecturer's decision may be submitted via Neptune in accordance with Part 2 of the Student Requirements, i.e. the Procedure for the Assessment of First Instance Applications and Legal Remedy Requests in Relation to Student Status (hereinafter: SSP), using application forms "X101-Jogorvoslati kérelem-nem nevesített ügyekre" (Request for legal remedy for unspecified matters) and "X102-Jogorvoslati kérelem - nem nevesített ügyekre doktori hallgatók számára" (Request for legal remedy for unspecified matters in case of doctoral students).

Semester closure in Neptun

9.§

- (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) Within two (2) working days, institute staff members and lecturers shall fill in missing entries and correct incorrect entries.
- (3) After the end of the exam grade entry periods, SS staff members will make the following entries in case of a missing entry:
- For marks for coursework, it will make a "**not completed**" entry.
 - For exam grades, it will make an "**exam not taken**" entry.
 - For subjects with signature requirements, it will make a "**not completed**" entry.
- (4) SS staff members shall close the semester within the deadline set out in Annex 5.
- (5) Simultaneously with closing the semester, SS 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 Part 4 of the Student Requirements, i.e. Regulations on Student Fees and Benefits (hereinafter: RSFB).
- (6) If, after closing the semester, it is necessary to modify an entry in Neptun, the lecturer shall initiate the modification on the form "**O302-OM-Kérelem utólagos félévfelnyitásra**" (Request for subsequent semester opening).
- (7) This request may be submitted by the date specified in Annex 7.
- (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 will reopen the semester and inform the lecturer that he/she has one (1) working day to correct the entry.
- (10) After correction, the SS staff member responsible for semester closure will close the student's semester again.

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Final examination

10.§

- (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 (2) 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 “O304-OM-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). It should be entered in the “AG” comment column of the Záróvizsga táblázatok Záróvizsgabizottságok 2023/2024. tanév őszi félév (Final Examination Spreadsheet Final Examination Committees Spring 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) 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.).
- (6) Students who have not fulfilled any one of the provisions included in subsection (5) may not be admitted to the final examination.
- (7) 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 (5).

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Miscellaneous and final provisions

11.§

- (1) The present Provisions shall be effective from the day following their publication to the last day of the first (autumn) semester of the academic year 2024/2025.

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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 are 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 periods

Examination period in case of semestrial organisation	Duration	
June final examination period:		
Examination period of semester II of the academic year 2023/2024 (weeks 1-2)	27.05.2024-08.06.2024	2 nd week
Examination period for students not taking final examinations		
Examination period of semester II of the academic year 2023/2024 (weeks 1-4)	27.05.2024-22.06.2024	4 weeks
Examination period in case of quarterly organisation		
Examination period of quarter III of the academic year 2023/2024 (1 st week)	08.04.2024-13.04.2024	1 week
June final examination period:		
Examination period of quarter IV of the academic year 2023/2024 (1 st week)	03.06.2024-08.06.2024	1 week
Examination period for students not taking final examinations		
Examination period of quarter IV of the academic year 2023/2024 (weeks 1-3)	03.06.2024-22.06.2024	3 weeks
Final examination period		
Final examination period for students sitting final examinations	17.06.2024-28.06.2024	2 weeks

Annex 3 – Announcement of exams

Activity	Deadline/duration
Period of exam announcement by lecturers for quarter III	11.03.2024-11.04.2024
Deadline for exam announcement in Subsection (1) of Section 4 for quarter III	18.03.2024
Period of exam announcement by lecturers for semester II and quarter IV	22.04.2024-20.06.2024
Submission of requests for large rooms to the EM	15.04.2024-22.04.2024
Sharing the EM's allocation of large classrooms with the institutes	25.04.2024
Assigning large classrooms allocated by EM to the exams	02.05.2024
Deadline for exam announcement in Subsection (1) of Section 4 for semester II and quarter IV	06.05.2024
<i>Student registration for quarter III exams</i>	18.03.2024-11.04.2024
<i>Registration for semester II and quarter IV exams by all students taking final examinations</i>	06.05.2024-06.06.2024
<i>Registration for semester II and quarter IV exams by all students not taking final examinations</i>	06.05.2024-21.06.2024

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Annex 4: Recording performance assessment results in Neptun

Period for entering marks offered by lecturer for coursework in quarter III.	12.02.2024-10.04.2024
<i>Period for students' acceptance of marks offered for coursework in quarter III</i>	<i>12.02.2024-14.04.2024</i>
Period for entering marks offered by lecturer for coursework in semester II (spring).	12.02.2024-03.06.2024
<i>Period for accepting marks offered for coursework by students for semester 2023/2024/1</i>	<i>12.02.2024-09.06.2024</i>
Period for entering marks offered by lecturer for coursework in quarter IV.	15.04.2024-05.06.2024
<i>Period for students' acceptance of marks offered for coursework in quarter IV</i>	<i>15.04.2024-09.06.2024</i>
Period for registering grades by lecturers for the semester (both unsplit and split into quarters)	12.02.2024-26.06.2024
Deadline for entering marks for coursework in Neptun for quarter III	12.04.2024
Deadline for entering marks for coursework in Neptun for semester II	03.06.2024
Deadline for entering marks for coursework in Neptun for quarter IV	08.06.2024
Deadline for entering written examination results in Neptun	3 rd working day after the exam
Deadline for entering results of essay-type written examinations in Neptun	5 th working day after the exam
Deadline for entering oral examination results in Neptun	3 rd working day after the exam
Final deadline for entering assessments in Neptun	28.06.2024

Annex 5 – Semester closure

Activity	responsible person	Deadline
Semester closure for students taking final examination		
Semester closure for the data of students taking their final examination in June	SS	12.06.2024
Semester closure for students not taking final examination		
EM to send a list of missing entries	EM	24.06.2024
Semester closure for subjects (both unsplit and split into quarters)	SS-NCS	28.06.2024

Annex 6 – Final examination period

Final examination period		period
<i>Student registration for final examinations in June</i>	<i>student</i>	<i>06.05.2024-17.05.2024</i>
<i>Submission of "Application for Dean's equity" by students taking their final examination</i>	<i>student</i>	<i>06.05.2024-10.06.2024</i>
Administrative week for preparing final examination in June		10.06.2024-14.06.2024

ON THE RULES FOR THE ORGANISATION OF THE EXAMS AND FINAL EXAMS IN, AS WELL AS THE RULES OF PROCEDURE OF CLOSING THE SECOND (SPRING) SEMESTER OF ACADEMIC YEAR 2023/2024.

Annex 7 – Period for submitting applications and requests:

Applications		period
<i>Period for submitting the C201-Kifogás bejelentő-kérelem (Objection) for students</i>	<i>student</i>	<i>12.02.2024-14.07.2024</i>
O302-OM-Kérelem utólagos félévfelnyitásra (Request for semester reopening)	lecturer	12.06.2024-25.08.2024
Submission period for the “O304-OM-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)	study programme leader	12.02.2024-17.05.2024
Submission period for the “O306-OM-Vizsgaalkalom meghirdetése vizsgaidőszak utáni időszakban” (Announcement of exam sessions in periods following the examination period)	institute staff member, lecturer	15.04.2024-14.06.2024
Submission period for the O301-OM-Vizsga célú teremigény nagylétszámú vizsgákhoz (Examination room requisitions for mass examinations)	institute staff member, lecturer	15.04.2024-22.04.2024