

Notice to students on reporting for the final examination in the Autumn semester of academic year 2025/2026

1. Final examination period

Final examination period in Autumn semester in December	01.12.2025-05.12.2025	1 week
Examination period for students taking the final examination	15.12.2025-20.12.2025	1 week
	05.01.2026-10.01.2026	1 week
Administration week preparing for the final examination	12.01.2026-16.01.2026	1 week
Final examination period in Autumn semester January	19.01.2026-30.01.2026	2 weeks

2. Requests for final examinations

2.1. Requests must be submitted in Neptun.

2.2. Requests, deadlines:

	Name of requests	Visibility (for who?)	Visibility (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 started their studies in the academic year 2011/2012 or after the academic year	10:00 01/09/2025 - 12:00 05/12/2025	free of charge
2	G102-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	10:00 01/09/2025 - 12:00 05/12/2025	free of charge
3	G103-Request to repeat the final examination for the 3rd time	former students who have a final certificate and have failed the final examination twice	10:00 01/09/2025 - 12:00 05/12/2025	subject to a fee
4	G104-Withdrawal of final exam application	for students registered for the final exam	10:00 17/11/2025 - 12:00 28/01/2026	free of charge
5	G201-Absence from the final examination	for students registered for the final exam	10:00 01/12/2025 - 12:00 06/02/2026	free of charge
6	G105-Late registration for final examinations during student status	for student	2025.11.14 12:00 - 2025.11.21 12:00	free of charge
7	G105-Late registration for final examinations during student status	for student	2025.12.12 12:00 - 2025.12.19 12:00	free of charge
8	G107-Late registration for final examinations after student status	for former students	2025.12.12 12:00 - 2025.12.19 12:00	subject to a fee
9	M101-Request for Dean's Equity	During student status	ongoing	subject to a fee
10	M104-Request for Dean's equity for students with terminated student status	After leaving student status	ongoing	free of charge

3. Reporting for the final examination (SER 84.§)

3.1. **In the period of submitting the thesis, the student may register for the final examination in Neptun, under the Administration/Final Examinations menu point.** (The submission of the thesis in Neptun does not automatically mean the registration for the final examination.)

- 3.2. Deadline of sign up for final examination period in December
10:00 27.10. 2025.-12:00 14.11.2025.
- 3.3. Deadline of sign up for final examination period in January
10:00 24.11.2025-12:00 12.12.2025
- 3.4. Applying for a final exam after the deadline
 - 3.4.1. Within seven (7) days after the final exam application deadline specified in paragraphs 3.2 and 3.3, the student may apply for a late final exam.
 - 3.4.2. Former students must pay the fee specified in the RSFB for submitting the application.
- 3.5. 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.
 - 3.5.1. According to § 80 (7)-(10) of the SER, students who have obtained exemption from the defence based on their TDK paper, he/she must pass the other parts of the final examination (comprehensive examination, portfolio-based oral examination).
- 3.6. 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 Autumn semester of academic year 2025/2026.
- 4. Who can apply for the final examination? (SER 84.§)
 - 4.1. Students with student status, wishing to take the final examination.
 - 4.2. Students who started their studies in or after academic year 2012/2013 as their first year and obtained their final certificate in the Autumn semester of academic year 2023/2024 or later.
 - 4.3. Students who started their studies in or after academic year 2012/2013 as their first year and obtained their final certificate in the Autumn semester of academic year 2020/2021 or later, at the test in the Spring semester of academic year 2022/2023, and submitted an application for taking the final examination, based on which they were granted the permission to take the final examination. („G101-Request to take a final ex-amination more than 2 years after the issue of the final certificate”)
 - 4.4. 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. („G102-Application for final examination beyond 7 years after issue of final certificate”),
 - 4.5. Former students who started their studies before the academic year 2006/2007 can no longer sit the final examination.
- 5. Joint conditions of taking the final examination (SER 84.§)
 - 5.1. acquisition of the final certificate,
 - 5.2. submission of the thesis within the deadline,
 - 5.3. evaluation of the thesis within the deadline with a grade other than insufficient,
 - 5.4. registration for the final examination within the deadline,

- 5.5. in the given programme, the student has no expired debts to the University,
 - 5.6. accounted for any equipment (borrowed books /sports equipment etc.) of the University.
 - 5.7. A student who did not satisfy any of points 5.1)-5.6) in paragraph (5) shall not be allowed to take the final examination.
 - 5.8. In this case, the Study Administration Services administrator/coordinator will delete the student's registration for the final examination from Neptun, at least three (3) working days before the final examination starts, at the same time informing the student thereof in a Neptun system message.
6. Organization of final examination (SER 87.§)
- 6.1. The final examination shall be conducted in the same language as the language of the programme.
 - 6.2. The final examinations have to be organised as in-person examinations.
 - 6.3. Students may be permitted to sit in-person examinations online, only if they get a permission to do so based on a request submitted to the dean.
 - 6.3.1. Students should submit an "M101-Request for Dean's Equity".
 - 6.3.1.1. Deadline of submitting the request for final examination period in December: 12:00 19.11.2025
 - 6.3.1.2. Deadline of submitting the request for final examination period in January: 12:00 07.01.2026
 - 6.3.2. Former Students should submit an "M104- Request for Dean's Equity for former students for thesis and/or final exams".
 - 6.3.2.1. Deadline of submitting the request for final examination period in December: 12:00 19.11.2025
 - 6.3.2.2. Deadline of submitting the request for final examination period in January: 12:00 07.01.2026
 - 6.4. The student registered for the final examination must report at the exam venue half an hour before the specified time of the final examination/part of the final examination.
 - 6.5. At the final examination, the student must certify his/her identity to the keeper of the minutes by presenting his/her ID card or passport.
7. Absence from final examination (SER 87.§)
- 7.1. 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. (Students/former students should submit an "G201-Absence from the final examination")
 - 7.2. 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.

- 7.3. 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.
- 7.4. In case the student does not appear at the final exam, his/her performance may not be evaluated, he/she may not take part in the final exam parts associated with the given final examination
8. Retaking the final examination (SER 88.§)
- 8.1. 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.
- 8.2. An unsuccessful final examination or the unsuccessful parts of the final examination may be retaken in the next final exam period.
- 8.3. In case of an unsuccessful final examination, if it consists of several parts - such as the defence of thesis, the portfolio-based oral exam, the comprehensive examination, the oral examination related to the topics of the given study programme etc.- only the unsuccessful part must be retaken and the result of the successfully completed part of the final examination shall be calculated towards the result of the final examination if the retaken final examination takes place no later than within two (2) years.
- 8.4. In case of a successful thesis defence (as well as the presentation of the teacher's portfolio in a master-level teacher training programme,), if the student has completed the other parts of the final exam unsuccessfully, the grade awarded for the defence (as well as for the presentation of the teacher's portfolio in a master-level teacher training programme), the grade shall be calculated towards the result of the next final examination within no later than two (2) years.
- 8.5. An unsuccessful (failed) final examination or an unsuccessful part thereof may be retaken two (2) times. Students can apply for the final examination on the date indicated in point 3.2, 3.3 in Neptun.
- 8.6. 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) by submitting the application "M104-Request for Dean's Equity for former students for thesis and/or final exams". If the Rector's permission is granted, but he/she does not take part in the final examination/final examination part, he/she will not be able to further improve the results.
9. Withdrawing the final exam application (SER 85.§)
- 9.1. The student may withdraw his/her registration for the final exam.
- 9.2. However, the thesis having been once submitted may not be withdrawn in this case, either.
- 9.3. The relevant request shall be submitted by no later than three (3) working days before the start of the final examination.
- 9.4. If no grounds for exclusion exist in relation to the student, the Study Administration 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.

10. Application for equity (SER 93.§-94.§)

10.1. No request for equity may be submitted for late registration for the final examination.

11. Additional final exam fees (RSFB Annex 5):

11.1.Repeating the final exam for the first time: 14 500 HUF/final exam

11.2.Repeating the final exam for the second and subsequent times: 72 700 HUF/final exam

11.3.Final exams taken more than two years after the issue of the final certificate 72 700 HUF/final exam

11.4.Improving the result of the final examination with the permission of the Rector (not based on the Rector's equity) 23 300 Ft and in addition, the final exam retake fee of HUF 72,700/ZV must be paid.

11.5.Registration for final exams after the deadline, after termination of student status: 43,600 HUF

Budapest, 17 September 2025

Programme Management