

 CORVINUS UNIVERSITY of BUDAPEST	PROVISIONS OF THE VICE-RECTOR FOR ACADEMIC PROGRAMMES	8/2025 Version number: 00
THE 2025/2026 ACADEMIC YEAR SUBSPECIALISATION SELECTION RULES OF PROCEDURE		

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Version number	Date of publication	Effective date	Version tracking
00	24.09.2025.	25.09.2025.	publication

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Preamble

1.§

- (1) Pursuant to Section 2 (2) e) of the Study and Examination Regulations (hereinafter: SER), I hereby order the following rules of education organisation with regard to the rules of procedure of selecting subspecialisations in the 2025/2026 academic year. These provisions are based on Sections 50-51 of the SER.

Definitions

2.§

- (1) The terms used in these provisions shall have the meanings given to them in the SER.

Announcing subspecialisations

3.§

- (1) The educational programme includes the subspecialisations that can be chosen in the programme, the subspecialisation ranking rules, the number of available subspecialisations and the semester in which the subspecialisation commences. When enrolling in the programme, students will receive a link to the website where they can download their own educational programme together with the relevant sample curriculum.

Preparing for the selection of subspecialisation

4.§

- (1) The selection of subspecialisation takes place in the semester preceding the semester in which the subspecialisation starts, the student being required to select from the subspecialisations featured in his/her own sample curriculum pursuant to the present provisions within the limits of the SER.
- (2) Programme Management (hereinafter: PM) prepares a Subspecialisation Selection Table for the current semester by the date specified in the table of deadlines, which contains the list of subspecialisations offered in the current semester by study programme, as well as the ranking and entry requirements for each subspecialisation. In the table, the PM also specifies the minimum and maximum number of students for each subspecialisation to be announced.
- (3) The document will be shared in SharePoint until the date specified in the table of deadlines.
- (4) The list specified in paragraph (2) shall indicate all subspecialisations included in the sample curriculum of eligible students, indicating which subspecialisations have been published in the given admission procedure (Prospectus on Admission to Higher Education (hereinafter: PAHE) on the website of the University in the Educational Programme).

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- (5) The PM will transmit the completed Subspecialisation Selection Table to the study programme leaders to provide further information:
- a) if they launch a new subspecialisation in addition to those published in the PAHE, they shall indicate it in the table;
 - b) The minimum number of students in a subspecialisation is determined by Section 50 (3) of the SER, while the maximum number of students in the courses of subspecialisations is determined in the VRAP provisions regarding the start of the education in the given semester. If the study programme leader wishes to deviate from the minimum and/or maximum number of students specified therein, he/she shall indicate this intention to the Dean responsible for the programme portfolio in question (hereinafter: Dean) by indicating the new proposed number of students in the prepared Subspecialisation Selection Table.
- (6) Based on the suggestion of the study programme leader, the Dean will make a decision about the available subspecialisations and the quotas, and enter this data into the Subspecialisation Selection Table mentioned in paragraph (2), by 15 October in the case of the autumn semester and by 15 March in the case of the spring semester.
- (7) The finalised table, which has been checked by the PM, contains the rules for ranking on the basis of the sample curricula, as well as the prerequisites for applying for and taking the subspecialisation, and the minimum and maximum number of students. It is the responsibility of the study programme leader to communicate the decision of the Dean on quotas and launching subspecialisations to Study Administration Services (hereinafter: SAS). The approved and finalised table is returned by the PM to the study programme leaders, who, based on that and jointly with the subspecialisation leaders, prepare the student information sheets. This information sheet shall contain the subspecialisations that can be ranked by students in the period of selecting subspecialisations, and the procedure to be followed if a student does not select a subspecialisation in the semester required by the sample curriculum.
- (8) The study programme leader and the subspecialisation leader shall be tasked with informing students. The study programme leader shall use two methods (orally and in writing) for providing information to the students concerned on the terms of selecting a subspecialisation, as follows:
- a) the study programme leader must prepare written information material on the subspecialisations that can be selected in the study programme, their professional content and admission requirements, as well as the ranking and the number of subspecialisations that may be selected;
 - b) the written information on the selection of subspecialisation must be made available to the students concerned, no later than 30 working days before the start of the selection of subspecialisation and must be uploaded on the website at the same time;
 - c) the study programme leader must give at least one oral briefing to the students concerned to inform them about the selection of subspecialisation and to answer any questions they may have in the semester of the subspecialisation selection, no later than on Friday of the week preceding the week of the selection of subspecialisation.

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- (9) The briefing on subspecialisation selection is organised by the study programme leader.

Preparation for selection of subspecialisation in Neptun

5.§

- (1) The PM will provide the finalised Subspecialisation Selection Table, approved by the Deans and the study programme leaders, to SAS no later than 3 weeks before the start of the subspecialisation selection period.
- (2) Based on the data entered, the SAS prepares the subspecialisation selection periods in Neptun.
- (3) SAS also sets the number of students eligible to select a subspecialisation according to the semester of admission.
- (4) Requests for individual entitlements (including the possibility to choose for students who re-apply for admission and are not yet eligible for selection according to the semester of admission) are fulfilled by SAS on the basis of a signal from the study programme leader.

Selection of subspecialisation and the allocation of students to the subspecialisations

6.§

- (1) The subspecialisation is selected under the subspecialisation selection menu item of Neptun.
- (2) In the case of full-time Hungarian-language courses in Business Administration and Management, the selection of subspecialisation differs from the rules set out in this Section, due to the high number of students, so the rules for the selection of subspecialisation are set out in Section 10.
- (3) The selection of subspecialisations is carried out by ranking all students applying for all subspecialisations of the programme.
- (4) After the end of the subspecialisation selection period, SAS will allocate students to the subspecialisations based on student preferences and the specified entry criteria:
 - a) in the case of subspecialisations where not only data recorded in Neptun was included in the ranking criteria (e.g. scores on the motivation questionnaire), SAS will ask the study programme leaders to provide the scores;
 - b) SAS will exclude students who do not meet the required entry criteria;
 - c) sends the aggregated results (ranking) to the study programme leaders.
- (5) If the number of applicants does not exceed the quota for a given subspecialisation, each student shall be entitled to take part in the subspecialisation of his/her choice.
- (6) If no changes are required to the approved quota and the launched subspecialisations, the assignment of the candidates shall be decided by the study programme leader, but if

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changes are required to the quota and/or the launched subspecialisations, the Dean shall decide on the assignment of the candidates after consulting the study programme leader.

- (7) All students who have applied and fulfilled the conditions for admission to the subspecialisation and for selection should be included.
- (8) In study programmes with one subspecialisation, there is no choice, students must be listed under that one subspecialisation.
- (9) The decision must be taken by the end of the 10th working day following the end of the examination period.
- (10) The final classification is recorded in Neptun by the SAS on the basis of a table approved and sent by the study programme leader or Dean. The decision will be communicated to the student via a Neptun message by SAS.
- (11) The student may seek legal remedy by submitting a "Legal remedy request - request for matters not specified" within 15 days of the date on which the Neptun message was sent, based on the SSP.
- (12) If the student was eligible to select a subspecialisation but did not meet the entry requirements, he/she can select a subspecialisation in the next subspecialisation selection period available for the programme.

Students who are late at choosing

7.§

- (1) Students eligible to select a subspecialisation but failing to do so may file a request for late selection of subspecialisation in the semester of the subspecialisation selection against a fee specified in the Regulation on Student Fees and Benefits (hereinafter: RSFB), from the day following the end of the subspecialisation selection period, in the request form in Annex 2.
 - a) SAS performs queries from Neptun with regard to students who are eligible based on the semester of admission, but have not made their choice, and
 - b) will send them a Neptun message informing them of the possibility to submit the "D105-Over-the-deadline subspecialisation selection" request against payment of a fee.
- (2) If the student was eligible to select a subspecialisation and meets the entry criteria, he/she can apply for selecting a subspecialisation by submitting the "D105-Over-the-deadline subspecialisation selection" request, indicating the ranking of the subspecialisations in accordance with Section 6 (1) of these Provisions.
- (3) The student can only be allocated to a subspecialisation for which places are still available, and for which he/she meets the entry criteria.
- (4) If all subspecialisations have exhausted their quota (maximum number of students), the student can choose subspecialisations during the next subspecialisation selection period available for the programme.

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- (5) The decision shall be taken by the study programme leader in the form of a Neptun resolution by the end of the 10th working day following the end of the examination period.

Change of subspecialisation

8.§

- (1) Pursuant to Section of 51 of the SER, a student can request a change of subspecialisation from the end of the study period of the first active semester following registration for the original subspecialisation, by submitting a "D201-Request for change of subspecialisation" application in Neptun, specifying the new subspecialisation.
- (2) The request may be submitted in the registration period. Switching to another subspecialisation is subject to availability of places. The request shall be subject to the fee set out in the RSFB.
- (3) The decision on the request shall be taken by the study programme leader.
- (4) According to the sample curriculum, a subspecialisation of one semester duration can only be changed if the student has not yet started his/her studies in the subspecialisation.
- (5) Switching to another subspecialisation shall necessitate the consent of the person responsible for the subspecialisation to be taken, too; such consent shall be requested by SAS ex officio from the persons in charge of the subspecialisation concerned, via Neptun.
- (6) A student may only be admitted to a subspecialisation for which places are still available after the end of the subspecialisation selection process and for which he/she fulfils the selection criteria set out in the sample curriculum.
- (7) The decision shall be taken in the form of a Neptun resolution by the date specified in the table of deadlines.

Choosing or dropping a second subspecialisation

9.§

- (1) If the student wishes to complete one or more subspecialisations in addition to the number of subspecialisations required in the sample curriculum, he/she must submit a "D101-Request for completing a second (or more) subspecialisation" in Neptun from the end of the study period of the first active semester following registration for the original subspecialisation.
- (2) Such requests may only be filed for programmes where the sample curriculum provides for the possibility to complete additional subspecialisation(s) on top of the compulsory subspecialisation(s). (Included in the PM Specialisation Selection Table).
- (3) The request may be submitted in the registration period. Taking up a second or more subspecialisations is subject to the availability of places. The request shall be subject to the fee set out in the RSFB.
- (4) The decision on the request shall be taken by the study programme leader.

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- (5) Dropping an additional subspecialisation already authorised is possible from the end of the study period of the first active semester following registration for the subspecialisation, by submitting the "D102-Request for dropping second (or more) subspecialisations" in Neptun.
- (6) The request shall be subject to the fee set out in the RSFB.
- (7) The decision on the request shall be taken by the study programme leader.
- (8) The decision shall be taken in the form of a Neptun resolution by the date specified in the table of deadlines.

Selection of subspecialisation in the Business Administration and Management full-time bachelor study programme in Hungarian language

10.§

- (1) According to the sample curriculum of the full-time Hungarian-language programme in Business Administration and Management, the 5th and 6th semesters are available for the completion of subspecialisations.
- (2) One subspecialisation ("A" subspecialisation) is compulsory and a second subspecialisation ("B" subspecialisation) is optional.
- (3) Subspecialisation "A", from which the student writes his/her thesis, can also be chosen for the 5th or 6th semester.
- (4) Before choosing a subspecialisation, the student must declare how he/she wishes to spend the other semester of the 3rd academic year not covered by the subspecialisation (semester 5/6). The student has the following options:
 - a) complete a "B" subspecialisation, or
 - b) attend a study abroad programme, or
 - c) take free elective subjects.
- (5) The subspecialisation is selected at the end of the 4th semester of the sample curriculum, in the subspecialisation selection menu item of the Neptun system.
- (6) Steps of selecting subspecialisation:
 - a) the student fills in request "D106-Subspecialisation selection BAM semester 5/6" to declare which of the options given in paragraph (4) he/she selects;
 - b) when selecting a subspecialisation, the student will rank, from all the advertised subspecialisations, the number of subspecialisations given in the subspecialisation selection guide for students;
 - c) a student who has declared in a) that he/she wants to do subspecialisation "B" in semester 5/6 will see two selection periods in Neptun and he/she will have to set the order for both periods according to b);
 - d) following that, he/she shall follow Section 6 (3) - (7), (9) - (12).

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11.§

- (1) For the 2025/2026 academic year, the deadlines for selecting subspecialisations, for changing subspecialisations, for taking subspecialisations in addition to the subspecialisations set out in the sample curriculum or for dropping subspecialisations are set out in Annex 1.

Miscellaneous and final provisions

12.§

- (1) These Provisions shall come into force on the day following their publication, and shall remain in force until the last day of the 2nd (spring) semester of the 2025/2026 academic year.

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Annex 1: Deadlines 2025/2026 academic year

No.	name of task	task is performed by	start 01.26.2025	Deadline 01.26.2025	start 02.26.2025	Deadline 02.26.2025
1	Produce and issue VRAP provisions	PM	25.08.2025	01.09.2025	25.08.2025	01.09.2025
2	The PM prepares a Subspecialisation Selection Table and shares it with the study programme leaders and the SAS.	PM	25.08.2025	01.09.2025	25.08.2025	01.09.2025
3	Enter settings for request for change of subspecialisation or for additional subspecialisation in the Neptun for submitting the request (request subject to fee).	SAS	25.08.2025	29.08.2025	02.02.2026	06.02.2026
4	Submission of a request for change of subspecialisation or for additional subspecialisation in Neptun.	Student	10:00 am on 01.09.2025	12:00 am on 12.09.2025	10:00 am on 09.02.2025	12:00 am on 13.02.2026
5	Assess requests for changing subspecialisation and taking an additional subspecialisation (in case of a change, ask for the approval of the person responsible for the subspecialisation, by forwarding the Neptun request).	SAS and study programme leader	15.09.2025	17.09.2025	16.02.2026	18.02.2026
6	Decisions on requests to change subspecialisation and to take a second or more subspecialisations	study programme leader	17.09.2025	18.09.2025	18.02.2026	19.02.2026
7	Following the decision, record the result of selection in Neptun, add students to the selected subspecialisations, assign sample curriculum, send message on the result of selection to students.	Dean and SAS	19.09.2025	19.09.2025	20.02.2026	20.02.2026
8	The study programme leader consults with the Dean on the planned subspecialisations specified in the table, and informs the PM on the Dean's decision.	study programme leader	29.09.2025	15.10.2025	02.03.2026	16.03.2026
9	The PM records the modified data in the Subspecialisation Selection Table and informs the SAS.	PM (study programme leader)	16.10.2025	17.10.2025	16.03.2026	17.03.2026
10	Prepare, update and publish information material on the selection of subspecialisation.	study programme leader	20.10.2025	27.10.2025	18.03.2026	02.04.2026
11	Complete Neptun settings for the selection of subspecialisation.	SAS	10.11.2025	05.12.2025	13.04.2026	15.05.2026
12	Stage study programme leader briefing(s) on the selection of subspecialisation.	study programme leader	27.10.2025	05.12.2025	02.04.2026	15.05.2026
13	Selection of subspecialisation by student in Neptun (except BAM).	Student	10:00 am on 08.12.2025	12:00 am on 12.12.2025	10:00 am on 18.05.2026	12:00 am on 22.05.2026
14	BAM Students' declaration for semester 5/6 (B subspec/szabvál/abroad)	Student			10:00 am on 18.05.2026	12:00 am on 22.05.2026

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No.	name of task	task is performed by	start 01.26.2025	Deadline 01.26.2025	start 02.26.2025	Deadline 02.26.2025
15	The results of BAM declarations will be transmitted by the SAS to the study programme leader	SAS			22.05.2026	26.05.2026
16	Set up "A" and "B" subspecialisation options of BAM in Neptun	SAS			26.05.2026	28.05.2026
17	Transmit the results of subspecialisation ranking criteria that cannot be recorded in Neptun to SAS (except BAM).	study programme/subspecialisation leader	15.12.2025	05.01.2026	26.05.2026	05.06.2026
18	The SAS ranks the students and passes them to the study programme leader for decision (if it is not necessary to wait until the end of the semester with the ranking) (except BAM).	SAS	15.12.2025	08.01.2026	26.05.2026	12.06.2026
19	BAM subspecialisation selection, student subspecialisation selection in Neptun.	<i>BAM student</i>			10:00 am on 29.05.2026	12:00 am 04.06.2026
20	BAM Transmit the results of subspecialisation ranking criteria that cannot be recorded in Neptun, to SAS	study programme leader			05.06.2026	10.06.2026
21	The SAS aggregates the results of the BAM applications, ranks the students and passes them to the study programme leader for decision	SAS			11.06.2026	15.06.2026
22	The quota approved in the Subspecialisation Selection Table and the starting subspecialisations do not need to be changed by the study programme leader, the study programme leader approves the assignment.	study programme leader	19.12.2025	08.01.2026	15.06.2026	18.06.2026
23	In the case of subspecialisations that do not require changes to the approved quota and the launched subspecialisations, record the results of the selection in Neptun, assign students to the selected subspecialisation, compile the sample curriculum, send a message to students about the results of the selection.	SAS	08.01.2026	09.01.2026	18.06.2026	19.06.2026
24	The Dean shall be consulted by the study programme leader on any request for changes to the number of students approved in the Subspecialisation Selection Table and the launched subspecialisations.	study programme leader/Dean	19.12.2025	08.01.2026	15.06.2026	18.06.2026
25	The Dean decides on requests for changes to the quota and the starting subspecialisations approved in the Subspecialisation Selection	Dean	09.01.2026	13.01.2026	15.06.2026	22.06.2026

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No.	name of task	task is performed by	start 01.26.2025	Deadline 01.26.2025	start 02.26.2025	Deadline 02.26.2025
	Table, and on the result of the ranking.					
26	Following the decision, record the result of selection in Neptun, add students to the selected subspecialisations, assign sample curriculum, send message on the result of selection to students.	SAS	14.01.2026	15.01.2026	23.06.2026	24.06.2026
27	The PM provides information for timetabling about subspecialisations launched and not launched.	SS	19.12.2025	23.01.2026	26.05.2026	10.06.2026
28	Provide the Dean with the results of the subspecialisation selection aggregated by academic level.	SAS	06.02.2026	06.02.2026	02.07.2026	03.07.2026

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Annex 2: Schedule student requests

	Name of the request:	start 01.26.2025	Deadline 01.26.2025	start 02.26.2025	Deadline 02.26.2025
1	D101-Request for taking a second or more subspecialisations	10:00 am on 01.09.2025	12:00 am on 12.09.2025	10:00 am on 09.02.2026	12:00 am on 13.02.2026
2	D102-Request for dropping second (or more) subspecialisations	10:00 am on 01.09.2025	12:00 am on 12.09.2025	10:00 am on 09.02.2026	12:00 am on 13.02.2026
3	D103- Submit a motivation letter for the selection of subspecialisation BAM			10:00 am on 18.05.2026	12:00 am on 22.05.2026
4	D104-Submit motivation letter for the selection of subspecialisation IB	10:00 am on 08.12.2025	12:00 am on 12.12.2025		
5	D105-Request for selection of subspecialisation over the deadline	10:00 am on 15.12.2025	12:00 am on 26.01.2026	10:00 am on 26.05.2026	12:00 am on 20.06.2026
6	D106-Selection of subspecialisation Business Administration and Management semester 5/6			10:00 am on 18.05.2026	12:00 am on 22.05.2026
7	D201- Request for change of subspecialisation	10:00 am on 01.09.2025	12:00 am on 12.09.2025	10:00 am on 09.02.2026	12:00 am on 13.02.2026