

**Information Notice for Students
on the Final Examinations in the spring semester of the 2025/2026 academic year**

1. Final examination period

Exam period for students taking the final examinations	26.05.2026–06.06.2026	2 weeks
Administrative week for preparing the final examination	08.06.2026–12.06.2026	1st week
Final examination period	15.06.2026–28.06.2026	2 weeks

2. (Neptun) applications related to the final examination

	Name of application	Accessible by	Display	Fee
1	G101-ZV "Kérelem záróvizsga le-tételére végbizonyítvány kiállítást követő 2 éven túl" (Request to take final examination beyond 2 years after the date of issue of the final certificate)	Students enrolled in September 2012 or later	02.02.2026 10:00 am – 15.05.2026 12:00 pm	free of charge
2	G103-ZV Záróvizsga ismétlése 3. alkalommal (Final exam retake for the 3rd time)	former students who have twice failed a retaken final examination or final examination part	02.02.2026 10:00 am – 15.05.2026 12:00 pm	subject to a fee
3	G104-ZV Application for the cancellation of registration for final examination	Students who registered for final examination	04.05.2026 10:00 am – 28.06.2026 12:00 pm	free of charge
4	G105-ZV Application for late final examination registration – during student status	students with an active student status	23.05.2026 10:00 am - 29.05.2026 12:00 pm	free of charge
5	G106-ZV Application for late final examination registration – after student status	persons without an active student status (former students)	23.05.2026 10:00 am - 29.05.2026 12:00 pm	subject to a fee
6	G201-ZV Absence from final examination	Students who registered for final examination	15.06.2026 10:00 am – 28.06.2026 12:00 pm	free of charge
7	M101-Request for Dean's equity in a matter regarding the SER	students with an active student status	ongoing	subject to a fee
8	M104-Dean's equity for theses following the termination of student status and/or for final exam related matters	persons without an active student status (former students)	ongoing	free of charge

3. Registration for final examination (Section 84 of the SER)

3.1. Students may register for final exams in Neptun under the *Ügyintézés/záróvizsgák (Administration/final exams)* menu. (Thesis submission in Neptun does not automatically mean registration for final examination!)

3.2. Registration for the final examination: **04.05.2026 10:00 am – 22.05.2026 12:00 pm**

3.3. Registration for final examination beyond the deadline: **23.05.2026 10:00 am– 29.05.2026 12:00 pm**

3.3.1. Within seven (7) days after the deadline for the final examination set out in Section 3.2, the student may apply for late registration for the final examination by submitting the application form titled “**G105-ZV Application for late final examination registration – during student status**” via Neptun.

3.3.2. An ex-student must pay the fee specified in the RSFB and submit the application form titled “**G106-ZV Application for late final examination registration – after student status**” via Neptun.

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

3.4. Students who have submitted a request to have their paper submitted to the Students’ Scientific Association accepted as a thesis **are also required to register for final examination.**

3.4.1. Pursuant to Section 80(7)–(11) of the SER, a student may obtain an exemption from the defence on the basis of their TDK paper. The student must nevertheless complete the other parts of the final examination (comprehensive examination, portfolio-based oral examination).

3.5. If the student fails to register for final examination by the given deadline, he/she may not be allowed to sit for the final examination in the II. (spring) semester of the academic year 2025/2026.

4. Who may register for the final examination? (Section 84 of the SER)

4.1. Students with student status who wish to take a final examination.

4.2. Students who started the first year of their studies in or after the academic year 2012/2013 and obtained their final certificate in or after the spring semester of the academic year 2023/2024.

4.3. Students who started the first year of their studies in or after the academic year 2012/2013 and obtained their final certificate in or after the spring semester of the academic year 2020/2021 and the spring semester of the academic year 2023/2024 (inclusive), applied to take the final examination by submitting the application titled “**G101-ZV Request to take final examination beyond 2 years after the date of issue of the final certificate**”, and have been granted permission to take the final examination.

5. The cumulative conditions for admission to the final examination are set out in Section 84(6) of the SER.

6. The organisation and conduct of the final examination are governed by Section 87 (1)–(6) and (14)–(23) of the SER.

6.1. Final examinations are held in the language of the student’s programme.

6.2. Final examinations are organised as in-person exams.

- 6.3. In justified cases, students may also take the exams requiring personal appearance online if they have obtained permission from the Dean.
- Students must submit the application titled “**M101** Application for Dean’s equity in matters under the SER”, and former students must submit the application titled “**M104** Application for Dean’s equity after termination of student status in matters related to thesis and/or final examination”, by 03.06.2026 12:00 pm.
- 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. 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. Rules on absence from the final examination are set out in Section 87(7)–(13) of the SER,
- 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. by submitting the application titled “**G201-ZV** Absence from final examination” (Section 87(7) of the SER).
- 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 (Section 87(11) of the SER).
- 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 (Section 87(12) of the SER).
- 7.4. If a student does not appear for the final examination/final examination part, their performance cannot be assessed (Section 87(13) of the SER).
8. Retaking of the final examination (Section 88 of the SER)
- 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 (Section 88(1) of the SER).
- 8.2. Section 88(2)–(7) of the SER governs unsuccessful final examinations/final examination parts.
- 8.3. An unsuccessful (failed) final examination or an unsuccessful part thereof may be retaken two (2) times by registering within the period specified in Section 3.2. 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 form “**G103-ZV** Final exam retake for the 3rd time”. If the Rector's permission is granted to the student, 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 (Section 88(8)–(15) of the SER).
9. Section 85 of the SER governs withdrawal of the registration for the final examination.

- 9.1. A student may withdraw their final examination registration by submitting the application titled “**G104-ZV** Application to withdraw final examination registration” no later than three (3) working days prior to the start of the final examination. However, the thesis having been once submitted may not be withdrawn in this case, either.
- 9.2. If no grounds for exclusion exist in relation to the student, the SAS Programme 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 student will be notified of the decision via a Neptun message (Section 85(4) of the SER).
10. Final examination fees are set out in Annex 5 to the RSFB.

Budapest, 3 February 2026

Programme Management