



Guidelines and Requirements for the Final Examination (Regulations)

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2. Introduction

This document is based on Dean's Instruction No. 5/2026 (VII.02.) on the rules for organising and conducting final examinations.

The deadlines related to final examinations (hereinafter: Final Examination Schedule) are published on the dedicated ELTE GTK Final Examination website no later than the registration week.

Students must register for the final examination.

At ELTE Faculty of Economics, the final examination period is held in the second, third, and fourth weeks of the examination period at bachelor's level, and in the fifth, sixth, and seventh weeks of the exam period at master's level.

One of the conditions for taking the final examination is that the student obtains the Pre-degree (final) certificate (in Hungarian: Abszolutórium). If a student does not obtain the Pre-degree (final) certificate, he/she must be removed from the final examination schedule in the following cases:

a) a bachelor's student who

aa) does not complete the requirements for the Pre-degree (final) certificate, with the exception of the internship, by the last day of the teaching period in which he/she intends to take the final examination, or

ab) does not complete the internship by the end of the first week of the given examination period; and

b) a master's student who does not obtain the Pre-degree (final) certificate by the end of the fourth week of the examination period in which he/she intends to take the final examination.

Following their registration for the final examination, **students must upload the so-called Thesis submission package to Neptun** by the deadline specified in the Final Examination Schedule. The presentation prepared for the thesis defence forms part of this package. The structure of the thesis defence presentation is determined by the Faculty of Economics.

A further condition for taking the final examination is that the student has no outstanding tuition or other fees, or charges, and has returned all inventory items borrowed from the University.

The final examination consists of two parts: the thesis defence and the oral exam.

The exact dates of the final examinations and the students' schedule are prepared by the Student Affairs and Registrar's Office (Registry) with the involvement of the departments (programme-area coordinators). The schedule is published for the students in Neptun in accordance with the Final Examination Schedule applicable to the relevant level of study. Individual requests cannot be taken into account when preparing the schedule.

The final examination may be taken by students who have valid active student status in the examination period after obtaining the Pre-degree (final) certificate, and, in accordance with the current programme requirements, in any final examination period within two years after the termination of one's student status. The Academic Regulations for Students may make taking the final examination subject to conditions after the second year following the issue of the Pre-degree (final) certificate. After the end of the two-year period, taking the final examination may be subject to special conditions as stated by the Academic Regulations for Students (Hallgatói Követelményrendszer, or HKR for short, in Hungarian). No final examination may be taken after the fifth year following the termination of one's student status.

3. Registration for the Final Examination

Students may register for the final examination if they have obtained the Pre-degree (final) certificate (in Hungarian: Abszolutórium) or are expected to obtain it no later than the deadline for obtaining the Pre-degree (final) certificate. The Pre-degree (final) certificate certifies that the student has fully met the following requirements prescribed by his/her programme's standard curriculum:

- the academic (course) and examination requirements (i.e. has earned all the credits specified in the standard curriculum of his/her programme for the completion of his/her studies and has completed the comprehensive exams), and
- the foreign language requirements,

and has earned the credits prescribed in the programme requirements and outcomes.

Students may register for the final examination during the period specified in the Final Examination Schedule by submitting the Neptun request entitled "*Registration for the Final Examination Period*". Before the start of the registration period, the Student Affairs and Registrar's Office (Registry) informs the students in question in a message sent through the Electronic Registration System (hereinafter: Neptun). The Neptun message contains the registration period details as well as the title and accessibility of the Neptun request to be submitted for the registration.

If a student misses the registration deadline, a late registration request may be submitted as specified in the Final Examination Schedule. Late registration is possible by submitting the Neptun request entitled "*Registration for the Final Examination Period*". The deadline applicable in the given semester is published on the final examination page for the relevant level of study on the Faculty website; the deadline is final and non-negotiable. Regardless of the decision taken concerning a late registration request, a late submission fee in the amount specified in the Senate's resolution on fees and charges for the given academic year will be transcribed in Neptun on the grounds of "Fee for missing an administrative deadline".

3.1. Specific features of the final examination registration at bachelor's level

Students enrolled in the Hungarian-language bachelor's programmes at ELTE Faculty of Economics may take the final examination (thesis defence and oral exam) in English if they wrote their thesis in English and, during the final examination registration, declare that they wish to take the final examination in English. In this case, however, and provided that the student passes the final examination, he/she will still be issued a diploma certifying the completion of the Hungarian-language programme.

3.2. Specific features of final examination registration at master's level

Students enrolled in the Master of Business Administration (MBA), Finance, Accounting, and Management and Leadership master's programmes at ELTE Faculty of Economics may take the final examination in a professional module combination if they have completed all the subjects of the professional module combination, their thesis covers the professional module combination, and during final examination registration they declare that they wish to take the final examination in that professional module combination.

3.3. Withdrawal of the final examination registration/Withdrawal from the final examination

A current or former student may withdraw their registration for the final examination no later than 72 hours before the day of the final examination by submitting the Neptun request entitled "*Withdrawal of Final Examination Registration*". The request is available from the end of the registration period on the ELTE Neptun HWEB interface under Administration > Requests.

If the registration is withdrawn after the deadline, or if the student fails to attend the final examination without officially withdrawing from the examination, the student must pay a fee covering the costs of organising another final examination.

4. Submission of the Thesis for the Final examination

The final thesis and its attachments (the so-called thesis submission package) can be uploaded to Neptun as specified in the Final Examination Schedule; and the deadline, in all cases, final and non-negotiable.

Before the start of the upload period, the Student Affairs and Registrar's Office (Registry) informs the students in question about the upload period in a message sent through Neptun.

The thesis submission package may only be uploaded to Neptun if the student has completed the Thesis Writing course, has registered for the final examination in the given semester, and does not already have a valid thesis submission package uploaded to Neptun before.

Contents of the thesis submission package at bachelor's level:

Document	File name	Format
Topic Choice Consultation Form	Student's family name_Student's first name_Neptun code_topic choice consultation form	pdf
Project Work 1 Evaluation Form	Student's family name_Student's first name_Neptun code_Project Work_I_evaluation form	pdf
Project Work 2 Evaluation Form	Student's family name_Student's first name_Neptun code_Project Work_II_evaluation form	pdf
Thesis Writing Evaluation Form	Student's family name_Student's first name_Neptun code_Thesis_Writing_evaluation form	pdf
The final revised version of the thesis in .docx format with Track Changes visible	Student's family name_Student's first name_Neptun code_Thesis	doc, docx
The final thesis in PDF format (without Track Changes);	Student's family name_Student's first name_Student's Neptun code_Thesis	pdf
Presentation prepared for the thesis defence	Student's family name_Student's first name_Neptun code_Thesis_presentation	ppt, pptx
Any other document specified by the supervisor (e.g. a file containing calculations, interview transcripts)	the file name must contain the information required to identify the student: his/her name and Neptun code	

Incomplete thesis submission packages make the instructor's administrative job more difficult; therefore, such theses will not be assessed.

Contents of the thesis submission package at master's level:

Document	File name	Format
Topic Choice Consultation Form	Student's family name_Student's first name_Student's Neptun code_topic choice consultation form	pdf
Project Work Evaluation Form	Student's family name_Student's first name_Student's Neptun code_Project Work Evaluation Form	pdf
Thesis Writing Evaluation Form	Student's family name_Student's first name_Student's Neptun code_Thesis Writing Evaluation Form	pdf
final proofread version of the Thesis in docx format	Student's family name_Student's first name_Student's Neptun code_Thesis	doc, docx
final thesis in pdf format (without tracked changes)	Student's family name_Student's first name_Student's Neptun code_Thesis	pdf
presentation prepared for the thesis defence	Student's family name_Student's first name_Student's Neptun code_Thesis presentation	ppt, pptx
Any other document relevant to the topic (e.g. a file containing calculations, interview transcripts)	the file name must contain the data necessary for identification: name, Neptun code	

Incomplete thesis submission packages make the instructor's administrative job more difficult; therefore, such theses will not be assessed.

Neptun allows only one file to be uploaded as a thesis; therefore, before uploading, the thesis submission package must be created in ZIP format. The ZIP file must be named as follows: *Student's family name_Student's first name_Neptun code_SZD.zip*. Uploading the thesis submission package (ZIP file) to Neptun takes longer so students are strongly advised not to leave this task until the last moment.

4.1. Presentation for the Thesis Defence

During the thesis defence part of the final examination, students present the thesis in a **10-minute presentation**.

The thesis defence presentation consists of 7-8 slides:

Slide 1: Title page (title of the thesis, author, Neptun code, programme, only at bachelor level: supervisor)

Slide 2: Summary slide: an accurate and detailed statement of the business problem/research question in one sentence. The results in no more than 3 bullet points. The methodology, data used, and literature framework in 1 bullet point each.

Slides 3-4: Starting points: what methodology was used; what data were collected, how much, and from what sources; and how the collected data were analysed. For academic research: present the theoretical framework used and the most important literature reviewed, including its critical analysis and how it was used in the thesis.

Slides 5-6: Presentation of the most important results: list the student's main results in concise thesis-like statements and interpret them. Keep in mind that **a figure, a chart, or a table often communicates a message more effectively and efficiently than a text-heavy slide**. If necessary, the presentation of the results may be extended by one additional slide.

Final slide: Limitations and risks of the research/analysis. What criticisms can be raised regarding the solution? How can these criticisms be addressed?

5. Thesis Review

For each submitted thesis, the department responsible for the thesis topic assigns a reviewer who is an expert in the thesis topic. At bachelor's level, the result of the thesis review may differ from the grade received for Project Work 2; at master's level, it may differ from the grade received for Thesis Writing. The reviewer uploads the thesis review to Neptun, and the student is informed of this by a Neptun systems message.

If the reviewer's evaluation is below 50 points, the student may request the withdrawal of the thesis and the related review within 10 days of the Neptun notification sent, by submitting a notice through the INFORM system.

6. The Final examination

The Final Examination Committee consists of three members: a chair and two committee members. At least two committee members must be present during the final examination. At least two students must also be present at all times during a final examination.

Before the final examination begins, the student presents an identification document to the committee.

The final examination consists of two parts: the thesis defence and the oral exam. The final examination begins with the thesis defence. Based on the thesis defence and the thesis review, the Final examination Committee determines the final grade of the thesis on a five-point scale.

If the student is unable to answer the committee's questions, this may give rise to the suspicion that the thesis is not the student's own work, and the committee may award a fail grade for the thesis. In particular, this may be the case if the student cannot present the sources of the data used or if the derivation of the results cannot be traced.

If the thesis defence is successful, the student receives one question from the list of final examination topics and presents an oral answer on it. The Final examination Committee evaluates the student's oral exam performance on a five-point scale.

Master's students completing two modules receive one topic from each module's list of topics and take the oral exam on both. The student receives a single grade for the oral exam covering the two topics. The student receives a fail grade for the oral exam if, in the case of either topic, the student cannot answer the committee's questions sufficiently, i.e. at least at pass level.

The Final Examination Committee keeps minutes of the final examination for each student.

After all the students scheduled for a given session have completed their examinations, the Final Examination Committee determines the final examination results in a closed session.

If all students consent, the committee announces the final examination results to the group; otherwise, the committee announces the results individually.

6.1. Failed Thesis Defence / Failed Oral Exam

If the thesis defence is unsuccessful, the student is not allowed to continue the final examination. In such cases, the student may register for the final examination again no earlier than the next final examination period.

If the oral exam is unsuccessful, no additional replacement topic/question may be offered. The student only needs to retake the failed part of the examination, and this may take place no earlier than the next final examination period.