

**Dean's Instruction No.5/2026 (VII.02.)  
on the rules related to the organisation and conduct of final examinations**

Pursuant to Sections 81(3) and 359(1) of Eötvös Loránd University Organisational and Operational Regulations Volume 2 Academic Regulations for Students (in Hungarian: ELTE SzMSz II Hallgatói Követelményrendszer, or HKR for short; hereafter: HKR), The Dean of the Faculty of Economics of Eötvös Loránd University (hereafter: ELTE GTK), , hereby issues the following Instruction:

**Scope of the Instruction**

**1. §**

The scope of this Instruction extends to all persons involved in the organisation and conduct of the final examinations, as well as to all students and former students of ELTE GTK.

**Determination and publication of deadlines**

**2. §**

The deadlines related to the final examinations (hereinafter: Final Examination Schedule) are determined by the Vice-Dean for Education, taking into account the opinion of the departments. The part of the Final Examination Schedule relevant to the students is published on the the final examination page for the relevant level of study on the Faculty website before the course registration period of the given semester. is published

**Final examination period**

**3. §**

At ELTE GTK, the final examination period on the bachelor's programmes is the second, third, and fourth week of the examination period, while on the master's programmes it is the fifth, sixth, and seventh week of the examination period.

**Registration for the final examination**

**4. §**

Students may register for a final examination period (that is, for a final examination) within the time interval specified in the Final Examination Schedule by submitting the relevant Neptun request form. Before the start of the registration period, the Student Affairs and Registrar's Office (Registry, for short) informs the relevant group of the students by sending a message via the Electronic Registration System (hereafter: Neptun). The Neptun message contains the registration time period and the title and accessibility of the Neptun request form to be submitted for the registration.

**5. §**

If a student fails to register for the final examination in time, he/she may submit a registration after the deadline as specified in the Final Examination Schedule. Late registration is possible by submitting the relevant Neptun request form. 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".

## **Submission of the thesis for the final examination**

### **6. §**

The final thesis and its annexes (the so-called thesis upload package) can be uploaded to Neptun as specified in the Final Examination Schedule; the deadline is final and non-negotiable. Before the start of the submission period, the Student Affairs and Registrar's Office (Registry) informs the group of students in question about the submission period in a message sent via Neptun.

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

## **Thesis review**

### **7. §**

For the submitted thesis, the department responsible for the thesis topic assigns an independent thesis reviewer who is an expert in the topic of the thesis.

The Student Affairs and Registrar's Office (Registry) informs the thesis reviewer, by a message sent via Neptun, of the theses assigned to them for review and of the deadline for submitting the reviews.

The reviewer prepares the thesis review using the thesis review template/evaluation form and uploads it to Neptun by the deadline specified in the Final Examination Schedule.

## **Withdrawal of the thesis**

### **8. §**

If the reviewer's assessment is below 50 points, the student may request the withdrawal of their thesis within 10 days of the Neptun notification addressed sent to them, by submitting a notice through the Inform system.

## **Final examination schedule**

### **9. §**

The exact date of the final examinations and the scheduling of students are prepared by the Student Affairs and Registrar's Office (Registry) with the involvement of the departments (persons responsible for the relevant fields of study). The schedule is announced to students per study level in Neptun, as specified in the Final Examination Schedule. It is not possible to take individual requests into account when preparing the schedule.

## **Final Examination Committees**

### **10. §**

The Final Examination Committee consists of three members: a chair and two members. One of the members performs the secretarial duties of the committee.

### **11. §**

The Final Examination Committees should be formed in such a manner that at least one committee member be an instructor knowledgeable about the topic of the thesis.

## **Procedure of the final examination**

### **12. §**

At least two students must be present at the final examination in all cases.

### **13. §**

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

If the defence is successful, the student receives/draws one item from the list of the final examination topics, and then presents it.

If the thesis defence is unsuccessful, the student is not allowed to continue the final examination.

If the oral examination part is unsuccessful, no additional replacement topic/question may be offered.

#### **14. §**

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

The result of the final examination is announced by the committee collectively, to the whole group, provided that all the students consent to this. In all other cases, the committee announces the result individually.

### **Language of the final examination**

#### **15. §**

On the Hungarian-language bachelor's programmes offered by ELTE GTK, students may take the final examination in English (thesis defence and oral answer) if they have written their thesis in English and, during the registration for the final examination, declared that they wished to take the final examination in English.

### **Further general provisions**

#### **16. §**

The Vice-Dean for Education, with the involvement of the departments and the Student Affairs and Registrar's Office (Registry), compiles documents for the students and the instructors supporting the application of the Dean's Instruction.