**COMPLETION OF COMPREHENSIVE EXAMS FOR BACHELOR STUDENTS**

The standard curriculum of ELTE GTK’s Bachelor’s programmes requires the completion of two comprehensive examinations (in short: comps) in the fifth semester, although these exams can be completed in later semesters, as well.

## **General information**

**Comprehensive exams** are a specific type of examination in terms of their content, the grading system, as well as the timing and organisation of the exams themselves. They are published as “exam courses” (as determined in Section 68 of the Academic Regulations for Students, Hallgatói Követelményrendszer in Hungarian, or HKR, for short). Further information on these issues is found below. These exams **repeat the most important details of the first half of the bachelor’s programmes** but this time, after the completion of the individual subjects, in a broader perspective. The content of the comprehensive exams is narrower than the full content of the individual subjects because comprehensive exams review only the core elements related to the student’s programme. By requiring the contextualised revision of the most significant elements related to the students’ profession, these comprehensive exams aim to equip students with a solid foundation of knowledge for life. Compared to the exams in the individual subjects, the requirements of the comps focus on **core professional knowledge,** yet the profound knowledge of these fundamental issues is required even for a pass grade.

**There are two comprehensive exams on each bachelor’s programme**: Comps A and Comps B. Both comps include several compulsory subjects. The exact content of the comps (topics, books, chapters, and even slides and sample tasks etc.) are available in both English and Hungarian on the course page in Moodle, under the section *Materials for comprehensive exams*. Here, beside the topics of the comps, additional materials (slides) related to some (but not all) subjects are also available.

**The subjects comprising the comprehensive exams must be completed before taking the comprehensive exams (they are prerequisite subjects).**

## As it was mentioned above, comprehensive exams differ from regular exams in many aspects. One major difference is that comprehensive exams can be taken not only **during the examination period** but also **during the teaching period**. Details regarding this are found in Section “*Comprehensive examinations during the teaching period*” below.

**Both comps consist of written and oral parts.** However, students can earn an offered grade for the whole comprehensive exam based already on their results in the written parts alone. If they accept the offered grade based on the written parts, they need not take the oral exam. In total, 120 points can be obtained in the written parts of the exams. In the assessment, the standard 100-point system is used, which means that an extra 20 points have been built into the assessment system. It is important that **minimum requirements for each subject** have also been set, all of which must be met individually to earn a pass grade. If a student fails to meet the minimum requirement in even one subject, then his/her total grade is a fail, and he/she must retake the entire comprehensive exam. If students pass the written parts and yet do not accept the offered grade, they must register for the oral exam. Oral exams are only held in the exam period. In the oral part, an additional 60 points can be obtained, out of which at least 31 points are required to pass the oral exam. The grade limits, if both the written and the oral parts are taken, can be found in the “*Comprehensive exams during the exam period”* section below. If students fail the oral part, the written parts must also be retaken.

**The written part of both comps lasts 90 minutes**. It contains multiple choice questions (1-2 points/question), true-or-false questions (8 correct answers for 5 points), shorter (1-2 points/question) and longer essay questions or calculations, and figure preparations/drawing tasks (3-6 points/question).

The oral part lasts 15-30 minutes, and students are asked questions in every subject.

**The content of the Comps – written part**

**Comprehensive exam A („Management”)**

* Human Resource Management: 14 points, minimum requirement: 4 points (recommended time: 10 minutes)
* Argumentation: 14 points, minimum requirement: 4 points (recommended time: 10 minutes)
* Marketing I: 30 points, minimum requirement: 8 points (recommended time: 23 minutes)
* Introduction to Management: 30 points, minimum requirement: 8 points (recommended time: 23 minutes)
* Business Law I-II: 32 points, minimum requirement: 9 points (recommended time: 24 minutes)

Total: 120 points, 90 minutes

**Comprehensive exam B („Economics”)**

* Economic Policy: 14 points, minimum requirement: 4 points (recommended time: 12 minutes)
* Accounting I: 36 points, minimum requirement: 10 points (recommended time: 26 minutes)
* Corporate Finance I: 36 points, minimum requirement: 10 points (recommended time: 26 minutes)
* Business statistics: 34 points, minimum requirement: 9 points (recommended time: 26 minutes)

Total: 120 points, 90 minutes

## **Comprehensive examinations during the teaching period**

Comprehensive exams can be taken during the exam period. However, we provide an additional opportunity to take the written parts and, based on the results of those, to earn an offered grade during the teaching period, as well. While **several exam dates are available during the teaching period, students can attempt the written exams only once**. Comps during the teaching period are an **extra opportunity**, for which students can register on the **course’s Moodle page**. (If students register for a written exam during the teaching period but do not attend it, it is also considered as an attempt.)

The results of the written parts during the teaching period are disclosed on the relevant page in Moodle.

If students pass the written part of both comps during the teaching period, they can get an **offered grade**. The offered grade limits, based on the written part of comps, are the following: 60-69: satisfactory (3), 70-84: good (4), 85 and above: excellent (5).

No passes can be earned in the comps during the teaching period. The lowest offered grade is satisfactory (for which 60 points out of the total 120 points must be earned). If students are satisfied with the offered grade, no further action on their part is required until the grade is recorded in Neptun (by the Student Affairs and Registrar’s Office). After the offered grades are recorded in Neptun, students have to accept or reject them.

If students earn at least a satisfactory offered grade in the written part of the comps but wish to improve this grade by taking the oral part, they must not accept the offered grade. Instead, during the exam period, they must register for the oral exam. The results achieved in the written exam during the teaching period (minimum satisfactory) will then count as their written exam results.

The oral part of the comps can only be completed during the exam period.

**Students face no consequences if they fail the written part of the comps during the teaching period or if they do not accept the offered grade.**

## **Comprehensive exams during the exam period**

If students do not complete the comps during the teaching period (do not attempt it, fail the written parts, or do not accept the offered grade), they can take the comps during the exam period.

During the exam period, students always take the written part first.[[1]](#footnote-1)

During the exam period, if students pass the written exam (i.e. earn at least the 50 minimum points out of the total 120 points), they can skip the oral part. They can indicate their decision by not registering for the next oral exam. In such cases, the grade categories are the following: 50-54: pass (2), 55-69: satisfactory (3), 70-84: good, above 85: excellent (5).

Only students who have achieved at least minimum 50 points in the earlier written part may apply for the oral part of the comps. By registering for the oral part, students indicate that they plan to take the “*written plus oral”* version of the comprehensive examination. They can then earn an additional 60 points in the oral part, of which a minimum of 31 points is required to pass. In case of the “*written plus oral*” version, the grade categories are the following: 81-87: pass (2), 88-110: satisfactory (3), 114-134: good (4), above 135: excellent (5). (If students fail the oral exam, the written part must also be retaken.) Grades will be recorded in Neptun after the oral part of the exam. This grade can be improved by taking a grade improvement exam. (Note: Care must be taken as such exams may also result in a worse grade.) In such cases, the comps must be retaken starting with the written part.

## **Other**

If students want to improve the grade they received for the written part (or if they failed the comps), they must retake the entire written part (each subject) of the relevant comprehensive exam. Students are not allowed to retake only one or some subjects of the comps.

The grade of the comprehensive examination can be improved by taking a grade improvement exam. (Note: Care must be taken as such exams may also result in a worse grade.) In such cases, the comps must be retaken starting with the written part.

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1. The only exception is when students do not accept the offered grade received for the last written assignment of the teaching period with the intention of having these points accepted as the written part of the comps (this must not be requested). In such cases, and on only one occasion, students take only the oral part of the comps during the exam period after registering for only this part. (Should the students fail the oral part, they must also retake the written part.) [↑](#footnote-ref-1)