

## Information about Final Exam period in the 2024/2025 autumn semester

### Important dates & deadlines for graduating students in 2024/2025 autumn semester

<b>Application (registration) period for Final Exam</b>	10-21 October (23:59) 2024
<b>Uploading thesis in Neptun</b>	21-28 October (23:59) 2024
<b>Registration for exams for graduating students</b>	21 October - 28 November (23:59) 2024
<b>End of Instruction period for graduating students</b>	10 November 2024
<b>Examination period for graduating students</b>	11-29 November 2024
<b>Recording the grades of graduating students in Neptun</b>	3 December 12noon 2024
<b>Final Examinations for BA and MA students</b>	9-20 December 2024 and 6-10 January 2025

Please see [academic calendar of 2024/2025](#) for further information.

#### Thesis submission and final examination:

If you wish to complete your studies and obtain a diploma in the autumn semester of the academic year 2024/2025, please read the following information carefully.

Students intending to take the final examination at the University of Pécs in the final examination period of December 2024 and January 2025, must comply with the following requirements of the University of Pécs University of Pécs, **Annex 5 of the Organisational and Operational Rules, Annex 5, Article 59. (8)**:

*"The thesis shall be submitted electronically in the form determined by the University. The student is obliged to upload his/her thesis, the thesis title declaration and other required documents onto the University's electronic system and commit himself/herself to it by submission. The faculties can prescribe the submission in printed form besides the electronic form."*

Therefore, for the autumn semester of the academic year 2024/2025, you will be required to register for final examination and submit a thesis.

#### Guides and deadlines

You can do both online on your Neptun site. Follow the links below for step-by-step instructions on how to register for the final exam and upload your thesis:

- [Applying for the Final Exam](#)
- [Uploading the Thesis](#)

Students, who have already submitted and uploaded their thesis in a previous semester and have a valid evaluation must also register for the final exam period!

## Required documents

Please note that the submission of the thesis topic report form is a prerequisite.

Documents must be submitted to the relevant department.

- [Thesis Topic Report Form for students studying in a BA degree program](#)
- [Thesis Topic Report Form for students studying in a MA degree program](#)

Department Administrators	
<b>Psychology:</b> Ms. Anita Velósy velosy.anita@pte.hu office B 207	<b>International Relations:</b> Ms. Eszter Nagy nagy.eszter3@pte.hu office D 225
<b>Social Work, Social Policy:</b> Ms. Réka Varga varga.reka3@pte.hu office M 310 (Rókus campus)	<b>English Studies:</b> Ms. Júlia Valkai valkai.julia@pte.hu office A 427
<b>Liberal Arts:</b> Ms. Rita Somogyi somogyi.rita@pte.hu office B 135/3	<b>Communication and Media:</b> Ms. Gabriella Velósy velosy.gabriella@pte.hu office A 417
<b>Archeology:</b> Ms. Réka Horváth-Zalavári horvath-zalavari.reka@pte.hu building M 2nd floor (Rókus campus)	<b>Hungarian Studies:</b> Ms. Karolina Papné Egyed egyed.karolina@pte.hu office D 251
<b>Pedagogy:</b> Ms. Dóra Tóth toth.dora2@pte.hu office B 120	<b>Romance Philologies:</b> Ms. Rita Kerner kerner.rita@pte.hu Building D 4th floor
<b>Andragogy and Human Resource Counselling:</b> Ms. Melinda Tóbi tobi.melinda@pte.hu building P/4 (Rókus campus)	<b>Slavonic Studies:</b> Ms. Boglárka Békés bekes.boglarka@pte.hu office D 422

You can find out about the formal requirements for the thesis by following this [link](#).

The thesis **must include** the "[Declaration of originality for thesis](#)" and also "[Copyright disclaimer](#)" documents. Both documents must be signed and inserted at the end of the thesis.

### Students who no longer have active student status

For students who no longer have active student status, the fee for the final examination is **20 000 HUF** according to Annex 1 of the Code of Charges and Benefits.

To transcribe an item, log in to **Neptun**, then choose the **Finances/Payment** menu. You will see a grey button labelled **Transcribe item**. If you click on it a pop-up window will show up.

Please fill it out according to the following:

- Payment titles: Service
- Terms: 2024/2025/1
- Subject: Final closing exam fee for those without student status

Then select **Create item**.

After you created the items, you can pay it as you would anything else. You can find all payment options on our website: [link](#).

In this case VPOS (credit card payment in Neptun) is most advisable, as that shows up the fastest in Neptun. If you wish to pay by bank transfer, be sure to transfer to the university's main HUF bank account – this could take a few days to be registered at the Central Registrar's Office.

After obtaining the pre-degree certificate and having your status be 'Absolved', the final examination can be taken as follows:

Article 50 (3) of Act CCIV of 2011 on National Higher Education:

*"Students may take the final examination after obtaining the pre-degree certificate. The final examination may be taken in the final examination period following the award of the pre-degree certificate within the framework of the student's student legal status, and within two years after the termination of the student's status, in any examination period, according to the applicable training requirements. The Code of Studies and Examinations may make the final examination conditional upon the expiry of the second year after the issue of the final certificate. No final examination may be taken after the fifth year following the end of the student's student legal status."*

## **Recognition**

**Students who have not fulfilled the curricular requirements will NOT BE ADMITTED TO THE FINAL EXAM.**

The examination period for students registered for the final exam will end on **29 Nov 2024**. For those who take final exam can request course recognition until end of exam period. After that, course recognition cannot be processed. Applications received after this date will not be accepted by the Registrar's Office. If you have any questions, please do not hesitate to contact us at [student.humanities@pte.hu](mailto:student.humanities@pte.hu).

## **Pre-degree certificate**

Students who registered for the final exam until the given deadline, will be notified about their current academic progress, and if any credits are missing, there will be a notification email send out to them.

Once the examination period for students registered for the final exam is over (21 October 2024) the Registrar's Office will issue the pre-degree certificate for students, who fulfilled all the requirements of their curriculum and change their student status to 'Absolved'.

You can find even more detailed information about graduation on the faculty's website: [here](#).

Should you have any further questions, contact the Registrar's Office via [student.humanities@pte.hu](mailto:student.humanities@pte.hu)