Information
on the Procedure of the Complex (Comprehensive) Exam in the Doctoral Programme of the Faculty of Education and Psychology
2025

The procedure described as follows summarizes the processes related to the organisation and the execution of the complex exam and its administrative tasks.

1. Course registration and check

The complex exam is part of the doctoral curriculum. It is announced as a course by the doctoral school, and the students who take the exam at the end of the semester register for it in the course registration period in Neptun. The course registration is a basic requirement in order to absolve each following administrative task.

The complex exam course has to be taken with the following course codes:
Doctoral School of Education: DEDU16-X (DNEV16-X is for Hungarian students only!)
Doctoral School of Psychology: DPSY16-X (DPSZ16-X is for Hungarian students only!)

After the end of the course registration period, the Registrar's Office checks the course registrations of all active doctoral students who are in their fourth-semester :
– whether students have taken the complex exam course,
– whether students could complete the 84 academic and 24 research credits that are required in the first, academic and research phase of the programme. The check involves the credits that had been obtained in the previous semesters.

The Registrar's Office then notifies all students to resolve the possible discrepancies, informs students about the deadline and the application for the complex exam and about the possible legal consequences of not passing the exam.

2. Applying for the complex exam

In addition to the course registration, a separate application is required by the 31st of March in the spring semester and by the 31st of October in the Autumn semester via Neptun by filling an online application form in Administration / Requests. It is necessary to attach the following documents to the application form by clicking at 'Attachment':
– a research plan in accordance with the Faculty Doctoral Regulations' Section 19 (2) b)[1], and–
– a declaration and assessment of the supervisor in accordance with the University Doctoral Regulations' Section 49 (2)[2].

[1] The student, consulting with the topic supervisor, shall prepare the research plan by the time of application for the comprehensive examination, which shall contain the volume, composition and scheduling of the work to be carried out in the research and dissertation phase broken down for all three types of requirements.
[2] The topic supervisor of the student applying for the comprehensive examination shall assess the student's performance in the academic and research phase of the doctoral programme and give his/her opinion on whether the student can be granted permission to take the comprehensive examination.

The doctoral schools can require other necessary documents to attach in the Operational Regulations.
The registration process cannot be interrupted. The application form cannot be accepted without the required attachments or if it is incomplete.

In case of a missed application, the student can hand in request for late application and submit an official document proving the reasoning. The request shall contain the reasoning and prove that it did not happen out of the student's own fault. Moreover, the student needs to provide the necessary documents for the application. The request must be submitted to the Registrar's Office within 8 days after the deadline. If the student learns about the omission later, or if the obstacle is removed later, the deadline shall be calculated from the day on which the student learnt about the omission, or the day on which the obstacle was removed. No request may be submitted after the 30th day counted from the missed deadline.
The decision will be made by the Dean based on the Doctoral School's proposal.

3. Organisation of the complex exam

Based on the applications the doctoral school
– decides the courses and questions of the complex exam related to each student,
– invites the members and the alternate members of the examination committee and the reviewers of the research plan,
– schedules the exams and retake exams (at least 15 days has to be provided between the complex exam and the retake exam),
– announces the exams in Neptun and arranges the rooms for the occasions.

The date of the complex exam can be set in the exam period but the Doctoral Council of the Faculty can extend this period in the spring semester until the 15th of July, if it seems necessary by the number of examinees and exams based on the proposal of the doctoral school. Retake exams can be organised until the 15th of February in the autumn semester and the 15th of September in the spring semester.

The attributes of the complex exam such as the courses and comprehensive questions of the complex exam, the committee and dates are decided by the Doctoral Council of the Faculty based on the proposal of the doctoral school. All students are informed about the above attributes of the complex exam in a written notification through Neptun 21 days prior to the exam by the Registrar's Office. The same information is sent to the supervisors as well. At the same time, the Registrar's Office registers students for the exams announced by the doctoral school in Neptun.

4. Conducting the Complex Exam

The student is obliged to attend the exam at the designated time and date. The complex exam has a theoretical and a dissertation part. The theoretical part includes two subjects (the list of the subjects is included in the study plan of the doctoral school).

The result of the complex exam is marked on a two-grade scale (pass / fail). In case of an unsuccessful complex exam, the student can have a retake exam only once, and only in the same exam period.

With regards to personal circumstances claiming special consideration and equity, students can hand in a request to postpone the complex exam's date within the same exam period. The request has to be handed in 5 days prior to the beginning of the student's complex exam the latest. The request must contain a reasoning with the necessary documents proving the reasoning attached. It is not possible to provide any missing documents or data at a later time. The possible postponement of the complex exam is decided by the Chairman of the Doctoral Council of the Faculty. In case of an accepted request, the postponed exam's date is the same as the retake exam's date and students are registered for it in Neptun by the Registrar's Office.

If a student does not show up at an exam, and the absence occurred not by the student's fault but by verifiable external circumstances, the document that proves the absence has to be submitted to the Registrar's Office. The document has to be handed in 5 workdays after the last day of the exam period the latest. Documents cannot be submitted after the given deadline. A verified absence counts as an exam postponement. It is not compulsory to provide students who need postponement additional exam dates. However, in case of an exam postponement if the document proving the absence is provided until the end of the penultimate week of the exam period, the student must be provided with the opportunity to take the exam.

5. The Consequences of Not Completing the Complex Exam

If the student

- does not register for the complex exam course in Neptun during the course registration period of his/her 4th active semester or does not apply for the complex exam via Neptun, the Registrar's Office terminates his/her student status on the last day of the semester;
- does not pass the exam, the Registrar's Office terminates his/her student status on the day of the unsuccessful exam;
- cannot take the complex exam because he/she has not obtained the required 84 course and 24 research credits in the first, academic and research phase of the programme, the Registrar's Office prepares an official notice of dismissal for the Doctoral Council of the Faculty. The Chairman of the Doctoral Council of the Faculty shall decide on the dismissal by their assigned authority.