



### INFORMATION LETTER on the exam periods for students concerning the examination periods

The dates and deadlines connected to the given semester are announced on the website of the Registrar's Office, under the section 'Announcements'.

Hereby I would like to inform you that at the University of Pécs Medical School the traditional paper gradebook was replaced by the so called E-gradebook (electronic registration book) in the first semester of the academic year 2012/2013.

Further information can be found on the website of the Registrar's Office under "Codes and Guidelines"

#### 1. THE 'END-OF-SEMESTER SIGNATURES'

As the 1/A § (6) of the 2nd appendix of the Code of Studies and Examinations states about the attendance of classes:

- the student who has been absent from less than 15% of the classes of the course-unit cannot be denied for absence (unless the course director informed the students about stricter expectations in the course description or in writing at the beginning of the semester)
- whose absence was between 15 and 25% (for any reason), the course director shall decide on accepting the semester by examining the particular case. His/her decision shall be indicated by signing or denying to sign the 'end-of-semester signature' heading in the gradebook.
- he/she whose absence reaches 25% (for any reason, with or without a certified excuse) cannot be granted entry to examination.

The course director can refuse to sign a grade book for other reasons announced at the beginning of the semester – e.g. missing a mid-term task or assignment – and s/he can allow the student to make up for it until the end of the second week of the examination period.

Students concerned will be informed about **the denial of the 'end-of-semester signature'** by the course director **in the ETR until Saturday midnight on the 14th instruction week**. Only this electronic 'end-of-semester signature' denial is valid!

In this case, the student receives an email about the signature-denial, his/her possible exam registration in the given subject will be deleted from the system and s/he cannot register for an exam from then on. The student can make a complaint about the signature-denial at the course director.

After the deadline the 'end-of-semester signature' cannot be denied (because of **the repealed deadline**), thus the student will be allowed to take an exam even if s/he did not meet the requirements of registration for examination in the given subject. *Electronic signatures can be checked on the ETR under the section 'Studies'/'My courses' in the middle of the list, in the 'Status' column. Denied signatures will appear as „not rated”.*

#### 2. COURSES ENDING WITH A MID-SEMESTER GRADE

In case of courses ending with a mid-semester grade the grade will be determined based on the performance of the student during the semester. There will be no exam in this subject in the examination period.

For courses ending with a mid-semester grade the Registrar's Office prepares a 'completion sheet' including all the students registered for that course. Students do not have to register themselves on this sheet and cannot sign off from it. The completion sheets will be uniformly **dated on the 13th instruction week, Monday**.

The completion sheets are filled out **from the beginning of the 13th instruction week until the end of the second week of the examination period** by the course directors.

Any possible missed assignments can be made up until this deadline. If the performance of the student cannot be uploaded according to 57. § (3) of the Code of Studies and Examinations, upon the payment of the student's debts the fulfillment of the assignment can be uploaded on the completion sheet until the last day of the exam period.

*The results are available on the ETR under the section Registrations/Exam registration/Marks (Mark column) or under the section Exam registration/Courses clicking on the certain courses (Status: Completed section).*



### 3. COURSES ENDING WITH A SEMESTER OR FINAL EXAM

#### FALL SEMESTER ONLY: PRE-SCHEDULED EXAMS OF THE EXAM COURSES

- It is possible to pass a **pre-scheduled exam** only in case of exam courses, provided that the course director gives his/her permission.
- The **first 3 working days of the week before fall semester starts** are assigned as exam period for pre-scheduled exams. Pre-scheduled exams can be announced for each day during this period, therefore a course director can set more than one exam date for one subject.
- The course director has to determine the **maximum headcount** for pre-scheduled exams, no coordination with students is needed.
- The Registrar's Office will disclose a list containing all courses with pre-scheduled exams together with the maximum headcount in mid-August on its website under „Announcements and Guidelines”. This list is solely preliminary information, the definitive list with the maximum headcount will be available in the ETR during the registration period.
- Students are allowed to **register only once for a pre-scheduled exam, i.e. they can use the A chance only**. Retake exams (B chance), repeated retake exams (C and D chances) have to be completed during the regular exam period.
- The first day to register for an exam course and its pre-scheduled exam is Monday, 2 weeks before the beginning of the instruction period. Independently of the exam date, the deadline of registrations for pre-scheduled exams as well as their cancellation is 12 o'clock on Friday, 2 weeks before the semester starts.
- Exam results are to be announced in the ETR by the institutions until 12 o'clock, one working day after oral exams and 2 working days in case of written exams.

Further information about the exam period of pre-scheduled exams and exam dates is available on the website of the Registrar's Office, under „Codes”, „FAQ about exam courses”.

#### REGARDING REGULAR EXAM DATES

As for exam-related questions, normal courses and exam courses are always treated the same way.

##### Setting the exam dates

The course director agrees on the exam dates of a given course with the representative of the students registered for that course. The conditions are included in 2 § (17) of the 2nd appendix of the Code of Studies and Examinations.

Every student has 3 exam chances in every course ending with an exam, however **scheduling their own examination period is the responsibility of the students**: at each exam registration they have to consider the deadlines for each exam date and they should leave enough time for repeating exams. Based on previous years' experience, the end of the examination period is a peak time and it may happen that there will not be available exam dates in the given subject, so it is well-advised to use the exam dates announced for the beginning of the examination period as well. The course director cannot be obliged to provide further exam dates or places, if at least twice as many exam dates were given as the number of students registered for the given course. **Students can exclusively choose from the exam dates offered for their course**, i.e. they cannot register for an exam date offered at another major or in another language.

The uploaded exam dates will be seen in the ETR **from the beginning of the 12<sup>th</sup> instruction week**, although registration will not be possible yet.

One student can only have one valid exam registration at one time in one subject.

Students can use 3 exam chances in courses ending with a semester or final exam: **A, B and C exams (exam, retake exam and repeated retake exam)** and once during their studies they can request a Dean's chance (D), which can also be taken only during the examination period.

Having passed an examination the student is allowed to earn a better grade (with using 'B' or 'C' or 'D' chances), which is called a **bettering exam**. At the bettering exam it can happen that the students can get a



worse grade (1, failed too) than the one given at the previous exam! Students have to register for bettering exams in the Registrar's Office.

Application for the **Dean's exam** is to be submitted to the Registrar's Office (it can be downloaded from aok.pte.hu – Administration – Registrar's Office – downloadable forms). The form has to be handed in the Registrar's Office by 12:00 o'clock of the second working day before the chosen exam date.

The opportunity of the request for the Dean's Law of Equity (it is included in 14 § of the Code of Studies and Examinations) is only a case which can be requested only one time during the studies of the student. Students can only apply for an offered examination spot in case of the Dean's exam. Other options are excluded (applying for extra dates or over the headcount limit of the exam date).

#### Registration for the exam dates

Students can **register** for the exams from 8 o'clock on Sunday morning of the 13<sup>th</sup> instruction week (*the courses of the tenth semester of the students of Dentistry major can be registered from 8 o'clock on Saturday morning of the 10<sup>th</sup> instruction week*)\* **exclusively in the ETR**, if the course director has not modified the course registration status to "non-evaluable" (namely the gradebook signature is not denied).

\* **For those students who have completed the feedback questionnaire of the obligatory courses, signing up for exam dates starts from 8 a.m. on Saturday morning of the 13<sup>th</sup> instruction week.**

**REGISTRATION** for an exam is possible by 9:00 o'clock ONE working day before the examination day, **CANCELLING** an exam is possible by 9 o'clock TWO working days before the examination day.

'B' or 'C' chances (except bettering exam) can be registered in the ETR, if the department has already registered the grade or the fact that the student did not appear on the chosen exam date ('absent' result can be seen) in the ETR.

Students can register for a bettering exam or the Dean's Exam in the Registrar's Office. There is no opportunity to do that in the ETR.

Attention!

In case the student cannot sign up on or off from exams due to **technical problems** and cannot keep the deadlines, the student should inform the Registrar's Office **by e-mail before the deadline for that is over** (the telephone can be engaged so please use the e-mail, since it clearly shows the date when the problem emerged). The Registrar's Office can only help (even after the deadline) if the student reported the problem to us in writing within the deadline and it is not the students' fault.

For students in foreign language programmes: repeated retake exam ('C' chance) or Dean's exam ('D' chance) in case of **semester exams**: 4000 HUF, in case of **final exams**: 8000 HUF.

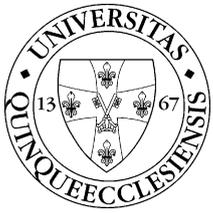
**Uncertified absence fee** (any chance of exam!): in case of semester exams: 4000 HUF, in case of final exams: 8000 HUF.

The imposition of charges will be set in the ETR within 20 days after the last day of the exam period. The last day of the exam period is the day when the exam period is ended in all Faculties of the University of Pécs. Further information is to be read in the Annex 6 of the Statutes of the University of Pécs, Fees and Grants Regulations.

#### About the examination:

- the examiner can only examine the student who is on the exam sheet,
- the student is obliged to prove his/her identity to the examiner (e.g. identity card, passport),
- the student is only allowed to be examined in the language of instruction of the given course

The grades are based on the student's performance at the exam at least in 70% and on the test results during the semester at most in 30%, based on the course description concerned.



**The results of the exam**

- have to be registered in the ETR by the course director
  - o in case of oral exams by 12:00 of the working day after the day of the examination
  - o in case of written exams by 12:00 of the second working day after the day of the examination (either a grade or a status should be registered)

**4. OPENING HOURS**

In the exam period the **Registrar's Office is open** on workdays between 08.00 and 12.00. In the afternoon you can keep contact via e-mail or telephone (during office hours instructors and deliverer can enter the office without picking a number). Outside the office hours there is a possibility to make an appointment for entering the Office in person.

We wish you a successful exam period!

Dr. László Czopf  
Vice-Dean of Education