



IMPORTANT RULES 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'.

1. THE 'END-OF-SEMESTER SIGNATURES'

As the 1/A § (6) of Annex 2 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 condemned 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.
- 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 give the end-of-semester signature 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.

The amount of absences in the classes of the student's registered courses in the semester should be accepted as a certified absence (up to 14,3% of the contact hours of the course) in case the absence is related to the Clinical Block-Practice.

The regulations pertaining to the absences can be applied separately for small-group classes (practices, seminars).

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

The denial of the 'end of semester signature' is valid if the denial was registered with the registration type 'Signature' choosing 'Blocked' before the deadline.

In this case, the student receives a message 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 refused (because of **the repealer 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.

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.

In these cases with a mid-semester grade, grades will be registered to the given course in the Neptun.

The registration of the grades has to be done **from the beginning of the 11th instruction week until the end of the second week of the examination period** by the course directors.

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 in mid-August on its website under „Announcements and Guidelines”. This list is solely a preliminary information, the definitive list with the maximum headcount will be available in the Neptun 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 in Neptun 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 Neptun 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 and Guidelines”, „FAQ regarding 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 annex 2 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 places 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 Neptun **from the beginning of the 11th 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 **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!



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 7 o'clock on Thursday morning of the 13th instruction week exclusively in Neptun**, if the course director has not modified the course registration status to "Blocked" (namely the end-of-semester signature is not denied).

***For those students who have completed the feedback questionnaire of the obligatory courses, signing up for exam dates starts from 7 o'clock on Wednesday morning of the 13th 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 Neptun, 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 Neptun.

Students can register for the Dean's Exam in the Registrar's Office. There is no opportunity to do that in the Neptun.

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.

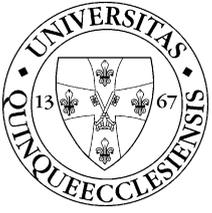
Students in foreign language programmes has to pay 4900 HUF for repeated retake exam ('C' chance) or Dean's exam ('D' chance), and for **uncertified absence fee** (any chance of exam!).

The imposition of charges will be set in the Neptun 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 Neptun 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. 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