



**IMPORTANT RULES for students concerning the examination period
in the academic year 2017/2018 SPRING semester**

1. **EXAM PERIOD** (except for dentistry students having 10th-semester obligatory courses and general medicine students in their final, rotational year)

week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
V1	May 14.	May 15.	May 16.	May 17.	May 18.	May 19.	May 20.
V2	May 21.	May 22.	May 23.	May 24.	May 25.	May 26.	May 27.
V3	May 28.	May 29.	May 30.	May 31.	June 01.	June 02.	June 03.
V4	June 04.	June 05.	June 06.	June 07.	June 08.	June 09.	June 10.
V5	June 11.	June 12.	June 13.	June 14.	June 15.	June 16.	June 17.
V6	June 18.	June 19.	June 20.	June 21.	June 22.	June 23.	June 24.
V7	June 25.	June 26.	June 27.	June 28.	June 29.	June 30.	July 01.

May 21: Whit Monday, holiday (1st workday before 22nd May for signing up: 18th May; 2nd workday before for signing off: 17th May)

DIFFERENT DATES FOR 10TH SEMESTER OBLIGATORY DENTISTRY MAJOR SUBJECTS:

week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
V1	April 23.	April 24.	April 25.	April 26.	April 27.	April 28.	April 29.
V2	April 30.	May 01.	May 02.	May 03.	May 04.	May 05.	May 06.
V3	May 07.	May 08.	May 09.	May 10.	May 11.	May 12.	May 13.
V4	May 14.	May 15.	May 16.	May 17.	May 18.	May 19.	May 20.
V5	May 21.	May 22.	May 23.	May 24.	May 25.	May 26.	May 27.
V6	May 28.	May 29.	May 30.	May 31.	June 01.	June 02.	June 03.

1st May: Labour Day (holiday) + 30th April – holiday earlier made up for →

for exams on 02nd May, signing up (1 workday before): until 27th April (09:00 am) signing off (2 workdays before): until 26th April (09:00 am)

Agreement between year representatives and course directors should be made until 23rd March, 2018.

Exam dates are visible in Neptun from 23rd March, 2018.

Start of registering for exam in the Dentistry 5th year:

with feedback bonus: **11th April (Tuesday), 07:00 a.m.**

without feedback bonus: **12th April (Tuesday), 07:00 a.m.**

2. THE 'END-OF-SEMESTER SIGNATURES'

The requirement for registering for an exam and obtaining the grade is to receive the end-of-semester signature.

End-of-semester signature may be denied for:

- **the reason of absence:** in case of 15-25% absence based on the decision of the course director, above 25% semester-end signature may not be received ; OR according to the conditions announced at the start of the semester (Article 1/A (6) of Annex 2, Code of Studies and Examinations, hereinafter: CSE)



- **other reason:** in case the course director announced other condition in the Information Booklet or at the semester start (e.g. record, essay to submit, successfully completed test) (Article 1/A (8) of Annex 2 and Article 45 (3) of the CSE)

The course director registers the **denial of the signature** in the Neptun by 24:00 12th May, 2018. ("Signature = Blocked" notification at the subject), about which the student receives a Neptun message and his/her previous **exam registration will be cancelled** for the given subject, and he/she cannot sign up for further exam date of the subject or cannot receive a mid-semester grade.

Students may appeal against the denial of the signature by sending e-mail to the course director immediately after "Blocked" notification has been registered for the subject. In case the course director gives option for making up by the end of the 2nd week of the exam period, the denial of the signature may be withdrawn.

3. COURSES ENDING WITH A MID-SEMESTER GRADE

Mid-semester grades will be registered in Neptun by the course director by 25th May, 2018. (end of the second week of the exam-period).

4. COURSES ENDING WITH EXAM OR FINAL EXAM (either for regular and exam courses)

1. **Offered grades:** the course director may set a grade and register it in Neptun, which has to be either accepted or rejected by the student. In case the student accepts it, he/she cannot sign up for exam. Accepting the grade is possible by the end of the exam period (Article 2 (15) of Annex 2 and Article 47 (7) of the CSE)
2. **Defining the exam dates:** based on the agreement of the course directors and year representatives by 13th April, 2018. (Article 2 (17) of Annex 2, CSE)
 - a. number of exam spots exceeds the double of the number of students have registered for the subject
 - b. in case of oral exam, at least two exam days should be held in every week of the exam period, and exam shall be announced for one of the last two days of the exam period (unless the course director and the representatives of the Faculty Student Union have agreed otherwise in complete harmony) *
 - c. in case of written exam, at least four exams with the same topic and conditions shall be announced, the exams shall be announced for different weeks, furthermore an exam shall be announced for one of the last three days of the exam period. *

* except when the year representative and the course director agrees otherwise
3. Exam dates are visible in Neptun from 13th April, 2018.
4. **Start of signing up for exams in Neptun:**
Exclusively, in case the instructor has not registered "Blocked" notification at signature section for the given subject (in other words, signature is not denied).



- a. for those who have valid feedback bonus (preferential pre-registration): from 07:00 a.m. **2nd May**, 2018 (Wednesday)
- b. for those who do not have valid feedback bonus (normal registration): from 07:00 a.m. **3rd May**, 2018 (Thursday)

The R.O. will be on duty via e-Mayl (neptun.th@aok.pte.hu) from 07:00 till 08:00 a.m. on 2nd and 3rd May.

5. Exam chances in a given exam period

- a. The student may use **3 exam chances** in the given semester for each course which end with exam or final exam: A, B and C chance exams (exam, retake exam, repeated retake exam), furthermore he/she may use the Dean's Equity (D chance) once during his/her studies. At the Medical School, the Dean's Equity may be used exclusively in the exam period.

NOTE: students who started his/her studies in the academic year 2012/2013 or later shall be dismissed in case the number of the failed retake and repeated retake exams reaches five. (Article 1 (12) of Annex 2 and Article 23 (8) of the CSE)

- b. **Bettering exam**: the student who has obtained at least satisfactory for a subject ending with exam or final exam may attempt the bettering of the grade once in an exam period (using his/her B, C or D chance). As a result of a bettering exam the student may receive worse grade than the previous one (even grade 1).
- c. Using the **D chance** is the case of using the Dean's Equity (Article 14, CSE), which may be used once during the studies. Application for D chance is only possible by signing up for the given spots, above the headcount limit or for other, non-given date is not possible.
- d. **Planning the schedule of the exam period is the responsibility of the student**: he/she has to consider the deadline of the exam registration for the exam dates to leave enough time for possible retake and repeated retake exams etc. The experience of the previous years is that the end of exam period is usually overcrowded, it is possible that no exam spots are available – please make sure you use the chances at the beginning of the exam period. The course director cannot be forced to offer further exam dates and spots if the number of the given spot is more than the double of the students who registered for the subject. Student may choose exclusively from those dates which are given to his/her course. Students cannot register for other majors' or other language programmes' exam dates. (Article 49 (5) and Article 53 (2) of the CSE).

6. Rules of exam registration:

- a. Those students cannot sign up for exams:
 - i. whose semester-end signature has been denied
 - ii. who have any kind of debt registered in Neptun (Article 50 (1), CSE).
 - iii. who have an offered grade in Neptun for a subject and have not accepted/rejected it yet.
- b. **Signing UP FOR** an exam is possible by 9 a.m. on the previous workday, **signing OFF FROM** an exam is possible by 9 a.m. on the second workday before the exam. (Article 2 (5) of Annex 2 of the CSE)
 - i. NOTE: 21st May will be Pentecost, holiday (1st workday before 22nd May for signing up: 18th May; 2nd workday before for signing off: 17th May).



- c. Student can have **one valid exam registration** for a subject at a time.
 - d. Student can **sign up for a B or C chance** in Neptun after the course director has registered the student's grade or the absence for the previous exam chance in Neptun. (Article 49 (7), CSE)
 - i. In case of an oral exam, by 12:00 a.m. on the next workday,
 - ii. in case of a written exam, by 12:00 a.m. on the second workday after the exam the grade should be registered.
 - e. For **bettering exam on the last week** and the application for the **Dean's Equity** is possible at the Registrar's Office with the filled out request form at latest by **12. A.M. ON THE SECOND WORKDAY BEFORE** the exam (forms are downloadable: <http://aok.pte.hu/en/egyseg/almenu/570/24>).
7. Participating at an exam:
- a. Only those students may start the exam who are registered on the exam sheet in Neptun (Article 50 (3), CSE),
 - b. Students must identify themselves to the examiner (e.g. passport, identity card),
 - c. Students can take the exam exclusively in the language of the course they have signed up for.
 - d. [Cheating at exam](#)

5. NOT SHOWING UP AT AN EXAM

1. In case of not showing up at a registered exam (absence) the exam chance is considered to be used, "absence" will be registered to the exam result. (Article 49 (6), CSE)
2. Absence may be certified by medical certification (which has to be issued by the Occupational Health and Work Hygiene Center and identify the exam properly) submitted after the exam: first, the student asks the course director to attest the medical certification with signature and stamp. Then the student submits the certification at the Registrar's Office **within 8 days from the missed exam**. The officer of the Registrar's Office modifies the notification of uncertified absence to "**certified absence**" in Neptun – the exam chance may not be considered to be used from then on. (Article 2 (13) of Annex 2 and Article 32 (9) and 49 (9) of the CSE)
3. For **uncertified exam absence** the student pays **4900 HUF absence fee** which is to be imposed by the Central Registrar's Office in Neptun within 20 days after the exam period.

6. EXAM FEES

Fee for third or any further exams in the English Programme: 4900 HUF, the student must [add the debt to his/her Neptun account](#) and pay it online BEFORE the exam registration of the third or any further exams. (Article 53 (7), CSE)

ATTENTION! The "third and any further exams" is not applied exclusively for a given semester but all the taken exams are considered for a given subject, regardless of which semester the student has taken the exam(s). (Article 52 (14), CSE)



7. APPEAL

1. If the student cannot keep the deadlines for reasons that are **beyond his/her control** (e.g. technical error), he/she should **send an e-mail with a screen shot about the error immediately** to his administrative officer **before the deadline** (phone service may be busy, while the e-Mail shows precisely that the student informed the officer before the deadline). The Registrar's Office may help exclusively in those cases (even after the deadline) if there is written proof for that, the notification happened before the deadline, and the need of the help cannot be predicated to the student. Sending a screen shot is useful in many cases.
2. It is the **responsibility of the student** to check the notifications, registered information regarding his/her exams and grades in the Neptun and in case of any problem, let the course director and the Registrar's Office know about immediately (Article 51 (5), CSE).
 - a. Within fourteen days counted from the end of the exam period the student may challenge the data concerning assessment in Neptun records by submitting an **objection** to the course director.
 - b. 17 working days after closing the exam period the yet **unregistered grades** in Neptun are not allowed to be recorded.

8. ADMINISTRATION / OPENING HOURS AT THE RO DURING EXAM PERIOD

In the exam period (between 14th May and 29th June) the Registrar's Office is

- a. open on workdays between 08.00 and 12.00. In the afternoon you can keep contact via e-mail or telephone.
- b. 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!

With regards,

Bernadett Potos
Registrar