



IMPORTANT RULES for students concerning the examination periods

1. EXAM PERIOD

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

December 25, 26: Christmas, holiday, January 1: New Year's Day

Exem period of the 5th year Dentistry students: 11th December, 2017 – 19th January, 2018 (6 weeks).

Exam dates may be checked in Neptun from 13th November, 2017.

Start of signing up for exams:

- **for those who have valid feedback bonus (preferential pre-registration):**
from 07:00 a.m. 29th November, 2017 (Wednesday)
- **for those who do not have valid feedback bonus (normal registration):**
from 07:00 a.m. 30th November, 2017 (Thursday)

The R.O. will be on duty via e-mail (neptun.th@aok.pte.hu) from 07:00 till 08:00 a.m. on 29th and 30th November.

2. THE 'END-OF-SEMESTER SIGNATURES'

The condition of exam registration and grade obtaining is receiving the semester-end signature.

Semester-end 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 Neptun by 24:00 p.m. 9th December, 2017. (Signature = Blocked notification at the course), about which the student receives Neptun message, while 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 mid-semester grade.

Student may appeal against the denial of the signature at the course director. 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 22nd December, 2017. (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 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 10th November, 2017. (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 shall 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 in complete harmony agreed otherwise)
 - 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.

3. a. The student may use 3 exam chances in the given semester for each courses which end with exam or final exam: A, B and C chance exam (exam, retake exam, repeated retake exam), furthermore may use once during his/her studies the Dean's Equity (D chance).. 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:** 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 mark 1). For bettering exam on the last week and the Dean's Equity application may be 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>). Please note that signing up for bettering exam is possible exclusively at the Registrar's Office with the help of the administrative officers on the last week. (Article 53 (4), CSE).

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 possible by signing up for the given spots, above the headcount limit or for other, non-given date is not.

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, gives enough time for possible retake and repeated retake exams etc. Experiences 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. It is not possible to sign up for exam spots of other majors or language programmes. (Article 49 (5) and Article 53 (2) of the CSE).



4. Rules of exam registration:
- Cannot sign up for exams:
 - whose semester-end signature has been denied
 - who has any kind of debt registered in Neptun (Article 50 (1), CSE).
 - who has an offered grade in Neptun for a subject and he/she has not accepted/rejected it.
 - 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)

NOTE: 25th and 26th December will be Christmas holiday and 1st January will be new year's day

- Student can have **one valid exam registration** for a subject at a time.
 - 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).
 - In case of an oral exam, by 12:00 a.m. on the next workday,
 - in case of a written exam, by 12:00 a.m. on the second workday after the exam shall the grade be registered.
5. Participating at an exam:
- Only those student may start the exam who is registered on the exam sheet in Neptun (Article 50 (3), CSE),
 - student must identify him/herself to the examiner (e.g. passport, identity card),
 - Student can take the exam exclusively on the language of course he/she has signed up for.
 - Cheating at exam

5. NOT SHOWING UP AT AN EXAM

- In case of not showing up at a registered exam (absence), the exam chance becomes used, "absence" will be registered to the exam result.
- Absence may be certified by medical certification (which has been issued by the Occupational Health and Work Hygiene Center and identify the exam properly) submitted after the exam: the student ask the course director to sign the medical certification and attest is with stamp. Then the student submit 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 the Neptun – the exam chance may not be considered to be used from then. (Article 2 (13) of Annex 2 and Article 32 (9) and 49 (9) of the CSE)
- 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 exam on English programme: 4900 HUF, the student shell add the debt to his/her Neptun account and pay it online BEFORE the exam registration of the third or any further exam. (Article 53 (7), CSE)

ATTENTION! in this case the "third and any further exam" 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).



7. APPEAL

1. If the student cannot keep the deadlines **for reasons that are not to be predicated to him/her** (e.g. technical error), he/she shall send e-mail 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 recommended.
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 or the Registrar's Office know (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 the ES records by submitting an objection to the course director.
 - b. 17 working days after closing the exam period the unregistered grade in ES are not allowed to be recorded.

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

In the exam period (11th December 2017 – 26th January, 2018) 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!

Bernadett Potos
registrar