



Information for students about the exam period

EXAM PERIOD:

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

24th, 25th, 26th December: Christmas Eve, Christmas – holidays

31st December, 1st January: New Years Eve – holiday; Instead of 31st December, working day on 15th of December following Monday schedule; **Exam Period for the 5th Year of Dentistry major: 10th December 2018 - 18th January 2019 (6 weeks).**

MOST IMPORTANT INFORMATION REGARDING THE EXAM PERIOD:

1. END OF TERM TIME:

- **Offered grades:** In case there is possibility in the given Faculty the course director and/or the lecturer of the given subject may offer a grade in the subject to the student, which shall be recorded in the ES in case the student accepts it. In order to record the offered grade that is accepted by the student, the student shall not register for exam. Accepting offered grades is possible until the end of the exam period. (CSE 47. § (7) and 2 § (15) of Annex 2 of CSE)
- **Mid-semester grades** are being registered by the course directors until 21st of December. (The end of the 2nd week in the exam period.) The denial of end-of-semester signatures (Signature = Blocked entry in the ES) is registered by the course directors until 8th December, the student receives a Neptun message and his/her **previous exam registration in the course will be deleted** and won't be able to register for further exam dates. In case a course ends with mid-semester grade the student shall not be given a grade.

2. Dates of exams:

- **Determination of exam dates:** Based on the agreement between the course director and year representatives – until 9th November 2018. (2 (17) of Annex 2 of CSE)
- Visible in Neptun from: 9th November 2018.

3. Registration for exams:

**FOR STUDENTS WITH VALID FEEDBACK-BONUS:
28TH NOVEMBER 2018 (WEDNESDAY) FROM 7.00 AM.**

**FOR STUDENTS NOT HAVING VALID FEEDBACK-BONUS:
29TH NOVEMBER 2018 (THURSDAY) FROM 7.00 AM**

The RO will be available out of turn on via e-mail (neptun.th@aok.pte.hu) between 7.00 and 8.00 am on 28th and 29th of November 2018.



4. Requirements of exam registration:

- **Signing UP FOR** an exam is possible until 9.00 am on the previous workday of the exam.
- **Signing OFF FROM** an exam is possible until 9.00 am 2 working days before the exam. (2. § (5) of Annex 2 of CSE)
- **ATTENTION!** 24th: Christmas Eve, holiday. 25th, 26th December: Christmas, holiday. 15th December: working day; 31st December: holiday. 1st January: New Year's Holiday.
- Students can have only one valid exam registration in a subject at a time.
- B or C chance: The student shall be entitled to register for another exam date in the same course provided the examining department has recorded the data concerning the given exam (the grade or the note 'did not attend') in the ES. (CSE 49. §. (7))

5. Exam Chances:

- Students have 3 exam chances for the courses that end with exam or final exam: **A, B and C exam** (exam, retake exam, repeated retake exam).
- The appointed registrar shall terminate the student status of students enrolled in or after the academic year 2012/2013 if the number of retake and repeated retaken exams failed at the same course unit reaches five. (CSE 23. §. (8) and 1. § (12) of Annex 2 of CSE)
- **Bettering Examination:** Students shall be entitled to take one bettering exam in case of any of the already successfully taken exams in the given semester – except for the exam successfully completed in the pre-scheduled exam period in August, until the end of the exam period at the times announced in advance. The grade obtained at the first exam may be worse (even fail) in the bettering exam.
- We would like to call your attention that **on the last week of the exam period** you can register for the bettering exam only with the help of the Registrar's Office. (CSE 53. § (4))
- **Dean's exam chance** (CSE 14.§.) is a case of Dean's equity which can be taken only once during your studies. You can register only for the given dates and within the headcount limit. Dean's Chance exam **can only be taken in the exam period.**
- **Planning the optimal schedule of the exam period is the student's own responsibility.**

4. EXAM FEES:

- **Third and further exams:** 4900 HUF fee to be paid, the student has to transcribe the item in Neptun and pay it online for the third or further exams **BEFORE registering for the exam.** (CSE 53. § (7))
- **Attention!** In this case the third and further exams are counted according to the number of exams in the course altogether and not according to your exam chances in the given semester. (CCB 52. § (14))
- For **uncertified absences from exams** you have to pay a fee of 4900 HUF, which gets transcribed in your Neptun by the Central Registrar's Office within 20 days after the exam period.

5. Cheating at examinations:

ATTENTION! In case of cheating at examinations we apply the regulations stated in the Dean's Order issued by the Faculty without further consideration. The above mentioned Dean's Order is available on the website of the Registrar's Office under Codes and Guidelines.

If a student cannot meet the deadlines **for reasons that are beyond them (technical issues)**, he/she should send an e-mail to his/her administrative officer at the Registrar's Office with a screenshot attached immediately!!

In the exam period (10th December 2018 – 25th January 2019) the opening hours of the Registrar's Office will go as follows:

- Monday-Friday between 9:00-12:00, on Thursday also open between: 13:00-15:00, out of these hours you can contact us via phone or e-mail.
- If you need to see your administrative officer out of hours please book an appointment beforehand.

We wish you a successful exam period!

With regards:

Bernadett Potos
Registrar