

INFO SHEET

Essential information regarding the examination period 2017/2018 – 1st semester

The date and time of the beginning of Neptun exam registration is subject to change! Please keep checking [this page](#).

Medical students: from November 29, 2017 at 17.00

Pharmacy students: from November 29, 2017 at 17.00.

Examination period: December 11–22, 2017 and January 2–27, 2018. **Repeat examination period:** January 29–February 3, 2018.

Winter break: December 23, 2017– January 1, 2018 (The University is closed. There are no examinations.)

Credit transfer requests for the 2017/2018-2 for medical and pharmacy students: due to be submitted by December 8, 2017,

Group change requests for the 2nd semester of the academic year 2017/2018 are due to be submitted by December 8, 2017.

Physical Education proofs (gym cards) are due to be submitted by December 8, 2017.

General information before you sign up for your exams

- **Academic progress** is recorded in the Neptun system. The examination results will be registered directly in the Neptun by the Departments. In case of any discrepancy concerning the **written examination results**, the test-paper should be investigated.
- In case of **oral examinations**, students have to print the “**Course & Mark Registration Sheet**” (Studies -> Grade Book -> “Print fulfillment page”) from their own Neptun site, which has to be presented before starting each oral examination. Students must prove their identity with an official document bearing their picture and their personal data (passport/ID card/student card).
- All **exam dates can be postponed** before the Neptun closes the registration (*usually* 24 hours before the date of the exam. By clicking the course code, one can determine when the registration closes.) However, it is your duty to secure another date and time for your exam when you make changes.
- Students not showing up at an exam will lose one chance unless their **absence** is accounted for. Documents accounting for the absence have to be presented at the Foreign Students' Secretariat.
- A successful examination can be **improved only in one subject/semester**. Requests have to be handed in at the Foreign Students' Secretariat.
- **For medical students:** In case of any controversy regarding grades recorded in Neptun, students have to contact the Department concerned between January 29 – February 15, 2018

Procedure concerning unsuccessful examinations

- A repeated exam can be scheduled for the third day following the unsuccessful exam at the earliest.
- Students have 3 chances to sit for an examination in one examination period (1st chance + 2 repeated examinations). A fourth chance might be granted as an exceptional permission by the Dean of the Faculty.
- Upon finishing your examinations, you will be charged for **all your unsuccessful examinations** in one installment. Information on the **new repeat examination fee payment system** will be provided in due course.
- Try **not to be absent** from the exam on your first exam attempt, because in the repeat examination period only repeated exams can be taken. First examinations – even with a former absent registration – cannot be taken in the repeat examination week!
- **Students who started their studies in the academic year 2012/2013 and later – ATTENTION! Under the present Higher Education Act, the examination in a certain subject can be repeated 5 times during the entire course of studies!**

Procedure concerning unsuccessful courses

- **For medical students:** According to the [Faculty Academic Regulations of the Faculty of Medicine](#), a maximum of 2 failed courses can be carried over to the forthcoming semester as an **Examination Course** (if it is announced by the Department concerned). **Incomplete courses can be taken as examination courses only if you had at least one failed (1) examination attempt.**
- You are entitled to sign up for a course for a maximum of 3 times depending on the number of exhausted examination chances: 1 First course registration, 1 Examination Course, 1 Complete Repeat.
- If you need to repeat a course, you have to fill in an official ‘Course Registration Plan’, which can be [downloaded here](#). The completed form has to be submitted in person at the Foreign Students' Secretariat.
- **Medical students who started their studies in the academic year 2013/2014 and later – ATTENTION!** According to the [Faculty Academic Regulations of the Faculty of Medicine](#) a minimum of **15 Compulsory Course credits** have to be collected by the end of the second active semester, furthermore, a **minimum of 20 Compulsory Course credits** have to be collected by the end of the fourth active semester. The University shall terminate the status of those students who do not meet the above requirements.

Good luck with your exams!