

INFO SHEET

Essential information regarding the examination period 2017/2018 – 2nd semester

Neptun exam registration for

for medical and pharmacy students: **May 9, 2018 at 20.00**

Examination period: May 22 – June 29, 2018

Repeat examination period: July 2 – July 6, 2018

Deadline to submit group change requests: May 18, 2018

Deadline to submit a certificate about your sports activity (for Physical Education signature): May 17, 2018

General information before you sign up for your exams

- Exam registration in the 2nd semester of the academic year 2017/2018 has to be conducted on [Neptun](#).
[You can access the Neptun User Guide by clicking here.](#)
- **Academic progress** is recorded in Neptun. The examination results will be registered directly in 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**” from Neptun (Studies -> Grade Book -> 'Print fulfillment page'), which students must present before 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 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 the students' duty to secure another date and time for their exam when they make changes.
- Students not showing up at an examination will lose one chance unless their **absence** is accounted for. Documents accounting for the absence have to be presented at the Foreign Students' Secretariat.
- In case of any controversy regarding grades recorded in Neptun, students have to contact the Department concerned between July 2 and July 19, 2018

Procedure concerning unsuccessful examinations

- A repeated examination can be scheduled for the third day following the unsuccessful examination 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. The current fee schedule is: 2nd and further repeat examination: 1000 HUF. You are required to pay for them by credit card through Neptun (Finances -> Payment)
- **Do not be absent** from the examination 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: 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!