

## INFO SHEET

## Essential information regarding the examination period 2018/2019 – 1st semester

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

Medical and Pharmacy students: from November 28, 2018 at 20.00

**Examination period:** December 10- 21, 2018 and January 2–26, 2019 **Repeat examination period:** January 28–February 2, 2019

**Winter break:** December 24, 2018– January 1, 2019 (The University is closed. There are no examinations.)

**Credit transfer** requests for the 2018/2019-2 for medical and pharmacy students: due to be submitted December 10, 2018 12.00

**Group change requests** for the 2nd semester of the academic year 2018/2019 are due to be submitted by December 10, 2018 12.00

**Papers proving your attendance of physical education session** (gym cards) are due to be submitted by December 10, 2018 12.00

## General information before you sign up for your exams

- **Academic progress** is recorded in the Neptun system. The examination results will be registered directly on Neptun by the Departments. In case of a discrepancy concerning the **written examination results**, the test-paper shall 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 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 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:** If there is a difference of opinion regarding the grades put on Neptun, students have to contact the Department concerned until February 14, 2019

## Procedure concerning unsuccessful examinations

- The earliest the retake examination may take place is the third workday following the unsuccessful examination.
- 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: As per the Academic and Examination Regulations of the University of Szeged, *“an unsuccessful examination may be retaken twice in a given examination period, except for instances in which the student only has a single unsuccessful examination left in the given examination period, in which case — holding a permit issued by the academic office —, he or she may take a third retake examination.”*
- Upon finishing your examinations, you will be charged for **all your unsuccessful examinations** in one installment. The current fee schedule is: 2<sup>nd</sup> and further repeat examination: 1000 HUF. You are required to pay for them by credit card through Neptun (Finances -> Payment “Ugyanabból a tárgyból tett harmadik és további vizsga”)
- 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** – 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.

**Good luck with your exams!**