

INFO SHEET

Essential information regarding the examination period 2018/2019 – 2nd semester

Neptun exam registration for medical students starts on **May 8, 2019 at 20.00**

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

Examination period: May 20 – June 29, 2019

Repeat examination period: July 1 – July 6, 2019

Credit transfer requests for the 2019/2020-1 are due to be submitted by May 6, 2019 12.00

Papers proving your attendance of physical education session (gym cards) are due to be submitted by May 17, 2019 12.00

General information before you sign up for your exams

- **Exam registration** is conducted in the Neptun system.
- **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**.
- If there is a difference of opinion regarding the grades put on Neptun, students have to contact the departments concerned until July 18, 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: 2nd 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”) or at the Students' Service Office (HSZI)
- 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

- 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.** Having one absent exam registration in the concerned subject does not entitle you to take it as an examination course in the upcoming semester.
- 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, 2: examination course, 3: 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!