

INFO SHEET

Essential information regarding the examination period of 2019/2020-1

Neptun examination registration begins on **November 27, 2019 at 20.00.**

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

Examination period: December 9 – December 20, 2019 and January 2 – January 25, 2020

Repeat examination period: January 27 – February 1, 2020

Winter break: December 23, 2019– January 1, 2020 (The University is closed. There are no examinations.)

Credit transfer requests for the 2019/2020-2 are due to be submitted by midday, December 2, 2019

Papers proving your attendance of physical education sessions (gym cards) are due to be submitted by midday, December 6, 2019

General information before you sign up for your exams

- **Examination registration** occurs on Neptun.
- 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 **examination dates can be postponed or cancelled** before Neptun closes the registration (*usually* 24 hours before the date of the exam — by clicking the course code, you can determine when the registration closes). However, it is your duty to secure another date and time for your examination when you 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 by no later than three days preceding the retake examination date.
- A **successful examination** can be **improved only in one subject/semester**.
- **Academic progress** is recorded on Neptun. 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.
- If there is a difference of opinion regarding the grades put on Neptun, students have to contact the Department concerned by **February 13, 2020**

Procedure concerning unsuccessful examinations

- The earliest a retake examination may take place is the **third workday** following the unsuccessful examination.
- Students have 3 attempts to sit for an examination in one examination period (1st examination + 2 repeated examinations). A fourth attempt might be granted on request 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 via credit/debit card on Neptun (Finances > Payment “Ugyanabból a tárgyból tett harmadik és további vizsga”) or at the Hallgatói Szolgáltató Iroda (6722 Szeged, Ady tér 10).
- 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 or after the academic year 2012/2013 and later have six examination chances in any given subject during the entire course of their 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 examination registration in the subject concerned 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 [the Course Registration Plan](#). The completed form has to be submitted in person at the Foreign Students’ Secretariat.
In case you are required to repeat a course, you might be charged a procedural fee of 1000 HUF/ course. You are required to pay for them via credit/debit card on Neptun or at the Hallgatói Szolgáltató Iroda (6722 Szeged, Ady tér 10).

Good luck with your examinations!