

INFORMATION SHEET

Essential information regarding the spring examination period of the 2019/2020 academic year

Neptun examination registration for medical students begins on **May 6, 2020 at 20.00.**

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

Examination period: May 18 – June 27, 2020

Repeat examination period: June 29 – July 4, 2020

Credit transfer request submissions for 2020/2021-1 are due by **May 3, 2020 midday.**

Requests for [credit transfer](#) along with the scanned copies of all the necessary supporting documents have to be sent via e-mail to neptun.fs@med.u-szeged.hu. The original documents have to be handed in at the Foreign Students' Secretariat only at the beginning of the forthcoming semester in September.

Training logs to be uploaded to [CooSpace](#)/Exams are due by **May 1, 2020.**

General information

- In order to prevent the spread of the coronavirus, **examinations take place online** in the second semester of the academic year 2019/2020. The departments are requested to provide students with detailed guides and instructions regarding online examinations, so please **keep checking [CooSpace](#) and [department websites](#).**
- **Examination registration** occurs on Neptun.
- **Academic progress** is recorded in Neptun. Examination results are registered directly on Neptun by the departments.
- 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** before Neptun closes registration (*usually* 24 hours before the date of the examination — by clicking on the course code you can see when the registration closes). It is your obligation, however, to secure another date and time for your examination when you make changes.
- Students not showing up for an examination will lose one examination chance unless their **absence** is accounted for. Absences are accounted for by e-mailing relevant documentation, doctor's notes and medical papers to your academic officer at [the Foreign Students' Secretariat](#) three days prior to the subsequent examination date you register for at the latest.
- A **successful examination** can be **improved only in a single subject/semester.**
- If there is a difference of opinion regarding the grades put on Neptun, students have to contact the department concerned until July 16, 2020.

Procedure concerning unsuccessful examinations

- The earliest a retake examination may take place is the **third workday** following an unsuccessful examination.
- Students have 3 chances to sit for an examination in one examination period (first 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 with a debit/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 examinations 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:** As per [Act CCIV of 2011 on National Higher Education](#), an examination in a certain subject can be repeated 5 times during the entire course of studies.

Procedure concerning non-completed subjects

- According to the [Faculty Academic Regulations of the Faculty of Medicine](#), a maximum of 2 failed subjects can be carried over to the forthcoming semester as an **examination course** (if it is announced by the department concerned). **Non-completed subjects can be taken as examination courses only if you had at least one failed (1) examination attempt.** Having one absent examination registration in the concerned subject **does not** entitle you to take the subject as an examination course in a later semester.
- You are entitled to sign up for a subject 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 subject, you have to fill in the 'course registration plan', which can be downloaded [here](#). The completed form has to be submitted via e-mail to your academic officer at the [Foreign Students' Secretariat](#).

Good luck with your examinations!