

TIMES OF THE SCHOOL YEAR 2022/2023 I (autumn):

19.12.2022 (Monday) to 04.02.2023 (Saturday)

Examination registration in the Neptun system:

for all final-year students

02 December 2022 (Friday, 12:01) -

19 January 2023 (Thursday, 23:59)

pre-registration for HalVel completers:

for all students not taking a final exam

Friday 02 December 2022 (from 12:01 am) -

Thursday 02 February 2023 (until 23:59)

For HalVel completers: 28 November 2022.

for bachelor and master courses: from 10.00 a.m.

Master's degree and specialised further training: from 14.00

How to apply for the exam

You can only register for examinations via the Neptun system. Students who do not register for examinations in Neptun will not be allowed to sit examinations.

Please note that students who are subject to a fee/charge or a fee/service charge will not be able to sit the examination until the amount owed to the University has been paid. Information about SimplePay payment is available on the Institute's online platform.

Change examination date

You can change your chosen exam date at least 24 hours before the exam is due to start. Exceptions to this rule are Mondays, when you can only change the date of the exam up to 72 hours before the exam.

If you have any problems applying for the exam, please contact the Institute's administrative staff during office hours.

Proof of absence from the examination

If a student is absent from an examination for reasons beyond his/her control, he/she may obtain a certificate of absence.

The certificate and the request must be submitted via Neptun using the form provided by the University ("Absence from examinations" VTT).

The request must be submitted within 5 working days of the day of the exam.

There is no right of appeal against a refusal of a request for certification.

If the student fails to attend the examination and does not justify the absence, he/she will be liable to pay a special attendance fee after the end of the semester. **According to Annex 4 of the Student Fee and Benefit Regulations, which entered into force on 10 July 2022, the amount of the fee for repeating the examination** (5 percent of the mandatory minimum wage (minimum wage) for full-time work, rounded to 100 HUF/day) is **HUF 10,000**.

Unexcused absences will reduce the number of examination places.

Recording of examination results

Examination results are recorded in Neptun by the examining instructor no later than the 3rd working day after the end of the examination for oral and written examinations and by the 5th working day for essay examinations.

The correctness of the recording of the examination results in Neptun should be monitored continuously during the examination period and, in the event of discrepancies, reported to the relevant department/instructor.
See: Request for complaint.

NO NOTE TO THE EXAMINER: The sole and exclusive forum for the completion or correction of missing or incorrect entries is communication between the instructor and the student. Correction of grades may be made in the manner specified in the Regulations, see 'Closing of Examination Period'.

Correcting an unsuccessful examination

A remedial examination in the same subject may be taken up to two times (hereafter referred to as remedial examination and retake remedial examination) in the same examination period.

A student **may take examinations in a subject a total of 3 times in a given semester**, and a total of 6 times including retakes, but the number of retakes in a given subject may not exceed 3. **This may not be waived on grounds of equity.**

The first remedial examination is free of charge. In the case of a repeat remedial examination (second or subsequent remedial examinations), the student must pay the fee specified in the MTO, irrespective of the marks obtained in the first two attempts. The fee for the remedial examination (10 000 HUF) is to be paid by the student himself/herself by clicking on the button "Charge" in Neptun / Finance / Payments. The exam can only be taken after the exam fee has been paid. If the student has paid the examination fee in error, he/she can request a refund by means of the application form (Application for refund of fees paid in error 2022/23/1). It is important to note that it is not considered as a wrong payment if the student pays the fee but does not appear for the examination!

Successful exam repair

No request is necessary to correct a successful exam, the student can indicate this when applying for the exam.

- If the examination is the second examination in the subject (counting the total number of subjects taken).
- If the remedial examination is the student's third or subsequent examination (counting all the subjects taken), he/she must pay the fee specified in the MTR. See: remediation of failed exams

If the student registers for the examination, the mark obtained in that subject will be his/her final mark, i.e. the result of the remedial examination will be considered as the subject's pass mark, even if it is the more disadvantageous for the student.

If a student registers for an examination but is absent from it, the final mark obtained in the subject will be the one recorded as 'no show' in Neptune.

The number of possible examinations in the subject will be reduced by the number of successful examinations.

Closing of the examination period

Within 14 days from the beginning of the examination period until the end of the examination period, but no later than 18 February 2023 (Saturday 23.59), the student may submit a so-called APPEAL TO THE HEAD OF THE INSTITUTION/Head of the Department responsible for the course (examination) by submitting an APPEAL TO THE Neptun system (Administration menu/Applications) against the assessment data in the Neptun system.

Based on the examination paper, the course completion sheet (if any) certified by the examiner, or the mark given for the written examination, the examiner instructor must decide on the contested assessment within two (2) working days, but no later than 19 February 2023 (Sunday 23.59), and if the objection is justified, he/she must record the necessary change in the NEPTUN system, using his/her right to change the ticket, and at the same time notify the student via the Neptun system.

The FINAL DEADLINE (18 February 2023, 23.59) for objecting to the results of the examination is TIME LIMITED, if the student does not make use of this possibility, he/she cannot later object to the assessment or the lack of registration or assessment.

The student may view and comment on the examination paper within two (2) working days of the announcement of the results, at the latest at the time and place announced in advance by the institution administering the subject during the examination. Personal viewing is possible only in the University building or in a building used by the University. Only the candidate is entitled to view the examination, no representation is allowed.

Examination mark offer

The instructor may offer a practical mark or an examination mark on the basis of the student's performance during the semester. The student may accept the offered practical grade or examination mark in Neptun until the last day of the second week of the examination period. After that date, it is not possible to accept or withdraw a mark.

An offered practical grade or examination mark cannot be corrected in the year in which it is offered, but the student may correct the offered grade in the context of a new course enrolment. **If the student does not declare acceptance or rejection of the offered grade or does not accept the offered grade, the course has not been completed with the offered grade and the course can only be completed with a practical grade or an examination.**

Budapest, 29.11.2022.

*We wish you good preparation and successful
exams for the examination period!*

Student Services