

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

30.05.2023 (Tuesday) to 25.06.2023 (Saturday)

**for students on master's program with quarterly schedule 05.06. to
25.06.2023**

Examination registration in the Neptun system: for final-year students

**for students on bachelor programs, complex programs, master
programs, postgraduate programs**

08 May 2023 (Monday) –

08 June 2023 (Thursday until 23:59 p.m.)

For bachelor and complex programs: from 10.00 a.m.

Master's degree and specialised further training: from 14.00 p.m.

for students on master's program with quarterly schedule

08 May 2023 (Monday from 14:00 p.m.) –

15 June 2023 (Thursday until 23:59 p.m.)

for students not taking a final exam

**for students on bachelor programs, complex programs, master
programs, postgraduate programs**

08 May 2023 (Monday) –

22 June 2023 (Thursday until 23:59)

For bachelor and complex programs: from 10.00 a.m.

Master's degree and postgraduate programs: from 14.00

for students on master's program with quarterly schedule

08 May 2023 (Monday from 14:00 p.m.) –

22 June 2023 (Thursday until 23:59)

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 mark for coursework or examination grade in the Neptun system not later than on the last day of the second week of the examination period in the case of semesters and not later than on the last working day of the first week of the examination period in the case of trimesters. **The grade concerned may not be accepted and its acceptance may not be withdrawn thereafter.**

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.**

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.

A student may register for an examination if he/she has fully met and completed all of the pre-study requirements and the subject's requirements for the study period concerned, and he/she is not in arrears of payment with respect to the programme cost or other fees.

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. **It is important, that 29 May (Whit Monday) is a public holiday, so the deadline for the 30 May (Tuesday) exams is extended by another 24 hours, meaning that you can apply for the Tuesday exams until 26 May (Friday)!**

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 the student fails to show up at the examination due to childbirth, accident, illness or any other unexpected cause, without any fault on the part of the student, he/she may submit an application for justification.

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

The request must be submitted within 5 working days of the day **of the date of the examination via Neptun.**

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 for full-time work, rounded to 100 HUF/day) **is HUF 11,600.**

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, no later than 15 days after the publication of the results of the examination. 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 (11,600 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 2022/23/2). 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!

Improving the grade of successful exams, no separate request is required for the purposes of improving the grade of a successful exam, this may be indicated by the student at the time of registering for the examination.

The improvement of the grade of a successful exam

There is no need to request for retaking a successful exam, the student can indicate it by applying for the exam as follows:

- is free of charge, if the retake examination is the second exam take by the student in the subject (taking into account all the registrations for the subject).
- is subject to the payment of the fee specified in the RSFB, if the retake examination is the student's third (3.) or additional examination (taking into account all the registrations for the subject)

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

The only forum where the missing and incorrectly submitted grade can be complaint about is to submit a “Request for complaint” via Neptun! Please note that this can be done until 15 days after the taken examination, but no later than within five days from the last day of the examination period (25.06.2023), until 30.06.2023!

You can correct your grades in the way described in the Study and Examination Regulation.

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

Student Services