

EXAM PERIOD in academic year 2023/2024, Fall semester

between 18.12.2023 (Monday) and 23.12.2023 (Tuesday), and between 02.01.2024 (Tuesday) and 21.01.2024 (Sunday)

For students with quarterly schedule between 30.10.2023 -05.11.2023, and 02.01.2024 21.01.2024

**Examination registration in the Neptun system:
for students taking the final exam**

for students on bachelor programmes, single-cycle programmes, master programmes, specialist postgraduate programmes

27 November 2023 (Monday) –

04 January 2024 (Thursday, 11:59 pm)

For bachelor and single-cycle programmes: from 10:00 am

Master and specialist postgraduate programmes: from 02:00 pm

for students on master's programme with quarterly schedule

27 November 2023 (Monday, 02:00 pm) –

04 January 2024 (Thursday, 11:59 pm)

for students not taking a final exam

for students on bachelor programmes, single-cycle programmes, master programmes, specialist postgraduate programmes, exchange students

27 November 2023 (Monday) –

18 January 2024 (Thursday, 11:59 pm)

For bachelor and single-cycle programmes: from 10:00 am

Master and specialist postgraduate programmes: from 02:00 pm

for students on master programme with quarterly schedule

Registration for I quarter exams

09 October 2023 (Monday, 02:00 pm) –

02 November 2023 (Thursday, 11:59 pm)

Registration for II quarter exams

27 November 2023 (Monday, 02:00 pm) –

18 January 2024 (Thursday, 11:59 pm)

Offering a grade

The lecturer may offer a mark for coursework or an examination grade based on the student's performance during the study period. 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 programs with quarter schedule. The grade concerned may not be accepted and its acceptance may not be withdrawn thereafter.

The offered mark for coursework or examination grade may not be improved during the academic year in which it was offered; however, the student concerned may re-take the same subject and thus improve the offered grade. **If the student fails to declare whether he/she accepts the offered grade, or if he/she does not accept it, the given subject is not completed with the offered grade and may only be completed by way of a mark for coursework or an examination.**

Registration for examinations

You must register for the exam via Neptun by the deadline specified in Neptun.

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, the foreign language contribution or other fees.

Change examination date

You may modify your registration for an examination not later than 24 hours before the exam is scheduled. Examinations scheduled for a Monday are an exception to this: the examination date may only be modified 72 hours before the commencement of the actual examination.

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 relevant request must be submitted within five (5) working days of the date of the examination via Neptun.

No appeal shall lie against the rejection of the 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 Regulation on Student Fees and Benefits , the amount of the fee for repeating the examination is HUF 11,600.

Unjustified absences will reduce the number of remaining examination opportunities.

Recording the examination results

Examination results are recorded in Neptun no later than on the 3rd working day after the examination for oral and written examinations and by the 5th working day for essay-type 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/lecturer, no later than 15 days after the publication of the results of the examination.

STUDENT SERVICES HAS NO RIGHT TO RECORD EXAMINATION RESULTS IN NEPTUN. The only and exclusive forum for making up or correcting missing or incorrect entries is communication between the lecturer and the student.

Correcting a failed exam

A retake examination in the same subject (hereinafter referred to as retake examination and repeated retake examination) may be taken up to two (2) times in the same examination period.

The student may take an examination in a given subject altogether three (3) times in a given semester, and may take altogether six (6) examinations in case of repeated registration for a subject, however, the number of subject registrations in

a given subject may not exceed

- in the case of students who commenced their studies in the 2021/2022 academic year or later, three (3). The student may only take the subject for a fourth (4th) time if his/her request for equity has been accepted,
- in the case of students who commenced their studies in the 2022/2023 academic year or later, two (2). The student may only take the subject for a third (3rd) time if his/her request for equity has been accepted.

The first retake examination is free of charge. Any repeated retake examination (second or further retake examinations, including a comprehensive examination or Rigorosum concluding a subspecialisation/study programme), the student must pay the fee specified in the RSFB, regardless of the entry received on the first two occasions. The fee for the retake examination (HUF 11 600) 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.

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!

Attention! If you fail to complete the subject in the second/third semester of course registration, you must apply for equity for the third/fourth course registration in the semester of failure. As soon as you become aware that you are no longer able to complete the subject in the semester and can only reregister the the course by submitting an application for equity, you must submit it in the current semester.

If, at the end of the semester, it is proved that the student has not been able to complete the subject for the second/third course registration and **does not submit an application for equity for the third/fourth course registration, the student's student status shall cease.**

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

- 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 exam and appears at the exam, then the grade obtained there in the given subject will be his/her final grade, i.e. the result of the retake examination will be considered as the completion of the subject, even if it is less favourable for the student.

If the student registers for the exam but does not appear, the 'absent' entry shall be recorded for the given subject in Neptun, and the last grade obtained in the subject will be considered valid.

The attempts to improve the grade of a successful examination reduce the number of remaining examination opportunities in the given subject/Rigorosum.

Closing of the exam period

The only forum where a missing and incorrect grade can be complain 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 (21.01.2024.), until 26.01.2024!

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

Student Services