



November 09, 2009

Dear Student,

According to the logics of medical training and in accordance with the Code of Studies and Examinations, students cannot be permitted to take an examination if they did not fulfil the requirements of the course (mainly in regards to absences) as described in the course description. It is the course director's right to decide upon the students' possibility to take the exams, and in case of a positive decision, they traditionally confirm it by giving the semester closing signature into the gradebook.

This semester there will be a new option available through the ETR system, the so called **electronic gradebook signature**. This means that during the last week of the instruction period, the course director has the possibility to set in the ETR which student CANNOT be allowed to sit for the examination. The ETR will not accept the exam registration – and will delete the previous exam registration – of those students who have this entry in the ETR for the given course in the given exam period. The course director has the possibility to indicate the denial of the signature in the ETR **until the Saturday of the last week of the instruction period, by midnight** (this semester it is December 12). The course director does not have the right to deny the acceptance of the semester after Saturday midnight, which means that if the student has registered for the course according to the rules and the course director has not indicated the denial of the signature in the ETR, the semester of the student is accepted. Therefore if you have received the electronic gradebook signature, you are entitled to take up an examination course in the following semester. If the course director denies the signature, you will only be able to take the course as a normal course again, not as an examination course.

In case the course director denies giving you the semester closing signature, you will not be able to register for an exam or take the exam. If you had a valid exam registration before the denial was set in the ETR, the ETR will automatically delete that from the system, and you will receive a notification about it by email. In order to receive our messages, please set the notifications about exams to 'immediate messages' status in the ETR.

In case of criterion requirements, where there is no examination (e.g. Physical Education), the traditional gradebook signature remains, so you have to collect those signatures before submitting the gradebook to the Registrar's Office.

Exams on the first day of the examination period have to be handled with special attention. Regarding the denial deadline of December 12, I suggest you to check in the ETR as well as in your mailbox on December 13 if any of your exam registrations were deleted.

You can take an examination only if you are registered for that exam date in the ETR.

I hope that you welcome our efforts to lessen your administrative burdens and agree with us that the procedure has become easier, but all the same, the strictness of the system is not reduced.

With cordial regards,

Prof. Dr. Valér Csernus
Vice-Dean of Education