



Pécs, October 27th, 2007.

GOOD TO KNOW
About the Exam Period (2007 / 2008 1st semester)

Exam Period: from December 17th, 2007 until February 1st 2008 (7 weeks)

- **If the course is a Criterion Requirement (KRIT. KÖV):** PE, First Aid signatures are to be collected by students individually from the teacher. The previous practice when the Registrar's Office collected the gradebooks and had it signed by the PE and First Aid teachers has been CANCELLED.
- **If the course ends with a Mid Semester Grade (FKJ):** The Registrar's Office will put the students on the exam sheet automatically. Until December 28th students have 2 occasions to better their grades, so make appointments with teachers at the Departments. Course attendance requirements are to be followed.
- **Course attendance requirements:** the course director can decide whether to accept your semester or not in case you missed more than 15% of the lessons. If you missed more than 25-30%, you can not get a signature, and thus, you can not take the exam.
- **If the course ends with Semester or Final exam:** students are entitled to take an exam after the course director signed the gradebook. Students have 3 occasions to take an exam (A-B-C chances). Try to avoid signing up for exams in the last weeks of the exam period, as there might not be enough available spots for the retake exams. The availability of exam spots can be checked on the *exam date sheet* at the Departments, where the course director creates the exam dates and the year representative of students approves of it.

DEADLINES

- For **signing up** exams: until 9 AM the **workday before** the exam date.
- For **signing off** the exam spot: until 9 AM **2 workdays before** the exam date.

ETR

- **Exams:** you can sign up for the exams via the **ETR system only** (except for bettering and D-chance exams when you come to the Registrar's Office). The system is open from December 8, 2007.
- **Problems with ETR:** if the system doesn't let you sign up for/sign off from an exam spot, you have to notify the Registrar's Office before the deadline by email. Always *include the error message*.

PROBLEMS, ILLNESS, RETAKE

- **Illness:** If you can't show up for an exam because of an illness, you have to show the doctor's certificate to the course director. If (s)he accepts it, you come to the Registrar's Office where the exam result in the ETR system will be modified to 'certified absence'.
- **Retake exams:** can be done in one subject twice in an exam period ("B" and "C" chances).
- **Bettering exam:** after a successful ("A" or "B" chance) exam you have the possibility to 'upgrade' if you are not satisfied with the result. Can be done **ONCE ONLY** in every exam period. It might be possible that you get a worse grade than before, or even fail.
- **D-chance:** on the basis of the Law on Equity once during your whole studies the Dean can give you a permission which you can use for e.g. retaking an exam for the third time.

FEES

- Exam (“A” chance) and first retake exam (“B” chance) are *free*.
- Second retake exam (“C” chance) depends on the form of exam: semester exam is 4000 HUF, final exam is 8000 HUF.
- D-chance fee is similar to “C” chance exam fees.
- **Absence fee:** You pay it when you signed up for the exam spot but didn’t go. 4000 HUF for semester exams and 8000 HUF for final exams.
- **Where to pay:** at the cashier in Honvéd or Ifjúság street. KEEP the PAYMENT SLIP.

OTHER

- **What to bring to the exam:** gradebook and payment slip (for “C” or “D” chances). Be sure that you are signed up for the spot and have the semester signature.
- **Gradebook:** You have to return the gradebook to the Registrar’s Office until the last day of the exam period. **Be sure that you collected all the signatures.** A delay fee of 5000 HUF- 11.000 HUF has to be paid for gradebooks handed in after the deadline

ATTENTION: Workdays, holidays and days of rest have been changed officially:

week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1.	December 17.	December 18.	December 19.	December 20.	December 21.	December 22.	December23. day of rest
2.	December 24. day of rest	December 25. Christmas	December 26. Christmas	December 27.	December 28.	December 29.	December30. day of rest
3.	December 31. day of rest	January 1. New Year’s Day	January 2.	January 3.	January 4.	January 5. day of rest	January 6. day of rest

Wishing all students a successful exam period,
 Regards,

Engelbert Beck
 registrar