



Annex 5 of the Statutes of the University of Pécs, Academic and Examination Regulations of the University of Pécs regarding the announcement of examination dates

CHAPTER 12.

THE ORDER OF EXAMINATIONS

Sections 49. (1) Not later than four weeks before the end of term-time, the Faculty shall publish in the ETR the date of the certain examinations, the maximum number of students stipulated for the certain examination days, the names of the examiners, the time and manner of registering for the examination and the date of announcing the examination results.

(2) Examinations shall be organised in a manner so that each student concerned shall be able to register for it and – provided all the requirements of registration for examination have been fulfilled – be able to take the examination.

(3) Examinations announced cannot be postponed or cancelled on the ground of a small number of students registering for them.

(4) In the course of establishing the order of examinations and determining the number of examination days, the experience of examinations of the given course (subject-course), the number of studentcandidates and the number of lecturer-examiners shall be taken into consideration together with the fact that the student shall have the opportunity to take a further examination in the given course-unit pursuant to the provisions hereof. In disputed cases the Dean shall designate the examination days.

(5) The student shall put together his/her examination schedule and register for the examinations through the ETR individually. Within the given examination period, the student shall plan and put together his/her examination schedule – with the knowledge of the specified examination days – in a manner to grant him/her the possibility to take the examination in the courses (subject-courses) three times if necessary. The student shall register for the examination twenty-four hours prior to the specified examination day at the latest. The student shall have the opportunity to cancel registration for the examination forty-eight hours prior to the examination day at the latest.

(6) If the student has registered for the examination in the ETR but has not attended the examination, thus his/her knowledge cannot be assessed, the number of his/her examination opportunities concerning the given course-unit shall decrease (by one), and the note 'did not attend' shall be recorded in the ETR.

(7) The student shall be entitled to register for another date of examination in the same course (subjectcourse) provided the examiner has recorded the data concerning the given examination (the grade or the note 'did not attend') in the ETR.

(8) During the examination period, further dates of examination may be announced besides the ones announced formerly upon the decision of the Department or on the initiative of the Faculty Student Union in a manner to make it possible for the students concerned to register for them at least two days earlier.

Section 50. (1) The conditions of entry to examination shall be communicated to the student when announcing the course. Only students having satisfied these conditions and abode by the provisions of the Fees and Grants Regulations may be granted entry to examination. In the case of a student failing to fulfil his/her obligations stipulated in the Fees and Grants Regulations, the student cannot register for the examination and cannot attend the examination. The lecturer is obligated to test the students who have validly registered for the examination on the ETR, are on the examination sheet



and have attended the examination. The registration for examination of a student who cannot be granted entry to examination under the provisions of the Regulation shall be null and void.

(2) In the case of a student failing to fulfil an obligation which is a condition of entry to examination pursuant to the requirements and may be made up for in the examination period, the student shall be entitled to attempt to satisfy the requirement of the given course-unit on one occasion not later than the end of the second week of the examination period.

(3) The student cannot start the examination in lack of proving his/her identity and in the case of a repeated retake examination and any further examinations in lack of the check counterfoil certifying the payment of the examination fee. In the case of a student identifying himself/herself by his/her registration book, the registration book may only serve as a means of identification until the end of the examination. The student's other official documents may also be used as means of identification. The lecturer cannot test the student who has not registered for the examination and is not recorded on the examination sheet.

(4) An examination shall only be administered – except for exceptional cases – in the official rooms of the University. The examiner shall be responsible for the smooth administration of the examination. If the examining lecturer notices that the student taking the examination is substituting somebody else or is being substituted by somebody else, is providing help for others or is being helped in any inadmissible way, or uses any inadmissible device, the examiner shall suspend the examination of the student and shall record the fact of such suspension on the examination sheet. In this case the examination shall be assessed by a grade fail (1). Providing that the examiner reports the act of exam fraud to the Dean enclosing the record or the evidence, the exam fraud leads to disciplinary procedure according to Annex 8. Disciplinary and Compensation Rules of the Organizational Statute of the UP.

(5) An electronic examination shall exclusively be organised by using the computers of the University located in the buildings of the University. The lecturer shall see to the identification of the candidates prior to the commencement of the examination.

(6) Examinations can exclusively be taken – unless otherwise provided by a provision – in the examination period. The Dean's equitable examination may be taken after the end of the examination period; its date and time shall be specified in a Dean's order.

Section 51. (1) Oral examinations are open to the lecturers and students of the Faculty; audio and video recordings of them may be made with the consent of those taking part. The Dean shall be entitled to restrict publicity.

(2) In the case of an oral examination, the examiner shall arrange for the presence of at least one further person competent in the subject-matter and the language of the examination (who may be another student-candidate) throughout the whole examination. An oral comprehensive examination shall be conducted before a board of at least two lecturers.

(3) In the case of written examinations, test papers shall be marked within three working days from writing the test papers, and the results shall be recorded in the ETR not later than 15:00 hours on the third working day.

(4) The inspection of marked test papers shall be ensured until the end of the examination period. The candidate may lodge a complaint with the lecturer or – if this is not possible, in an exceptional case – with the head of department if the points of the test paper have been added up wrongly or no points have been given to a task. The lecturer shall accordingly modify the grade in the case of a mistake in the calculation of points or wrong assessment.

(5) Within fourteen days counted from the end of the examination period, the student may challenge the data concerning assessment in the ETR records and/or in the registration book by submitting an



objection to the lecturer responsible for the course or to the head of department (institute). Missing the deadline, the student may submit an excuse petition within 30 days following the examination period at the latest. Within three working days, the lecturer or the head of department (institute) shall decide on the disputed assessment on the basis of the examination sheet, the course enrolment notice and grade sheet attested by the examiner or in the case of a written examination on the basis of the grade written on the test and in the case of a justified objection he/she shall record the necessary modification in the ETR by using his/her entitlement to modify grade and at the same time shall notify the Registrar's Office about the necessity of correcting the registration book.

Section 52. (1) The grade (assessment) – together with the signature and the date – shall be recorded on the examination sheet and/or in the registration book and upon the student's request on the course enrolment notice and grade sheet by the examiner.

(2) The results of the oral examination (the grade or the note 'did not attend') shall also be recorded by the examiner or in the case of the examiner being prevented his/her head of department or his/her proxy (hereinafter the Department) electronically in the ETR after the end of the examination or the determination of the grade not later than 12:00 hours on the working day following the examination day. The signed examination sheets shall be forwarded to the Registrar's Office on the last day of the examination period at the latest. When closing the semester, the Registrar's Office shall check whether the data of the examination sheets, the ETR, and/or the registration book are identical. The data of the examination sheet shall be deemed authentic until the contrary is proved. The Registrar's Office shall keep the examination sheets in accordance with the provisions of the File Management Regulations of the UP. In the interest of the adjudication of the objection, the lecturer of the course-unit shall keep the examination papers until the accomplishment of the procedure initiated on the basis of the objection but at least until the end of the next semester.

(3) Students shall have the right to appeal against any violations of the Regulation concerning examinations to the Academic Appeal Committee within fifteen days pursuant to Section 12 (2).

Section 53. (1) Unsuccessful examinations can be repeated twice during the given term of study.

(2) The Faculty shall grant the opportunity of taking the unsuccessful examination (hereinafter retake examination) once more and taking the unsuccessful retake examination (hereinafter repeated retake examination) once more provided it is possible in the given examination period considering the announced examination dates, in other words if the student has selected his/her first examination day in the manner to allow for selecting a further two examination dates if necessary.

(3) If the oral retake examination has not been successful and the same person was the examiner at both the examination and the retake examination, the student, upon request, shall be granted the possibility to take the repeated retake examination before another lecturer or before an examination board designated by the head of department. In the case of a written examination, the student may request the marking of his/her written test to be countersigned by an additional lecturer. The student shall be entitled to these even if the examination is taken in a new term of study.

(4) Until the end of the examination period, at the times announced in advance, the student shall be entitled to take one upgrading examination once in the case of examinations successfully taken in the semester. The grade obtained at the first examination may be made worse at the upgrading examination. No additional credit shall be obtainable by improving the grade of a successful examination.

(5)



(6) In the case of the student having requested the registration book from the Registrar's Office during the semester, the student shall hand in his/her registration book to the Registrar's Office not later than the third day following the last day of the examination period. In the event the student fails to fulfil this obligation by the deadline, he/she shall pay the fee stipulated in the chart constituting Annex 1 of the Fees and Grants Regulations.

SPECIAL PROVISIONS PERTAINING TO THE MEDICAL SCHOOL

Provisions pertaining to examinations and grades

Section 2. (1) Credits may only be granted on the basis of a grade established under the five-grade scale. Pursuant to the provisions of the curriculum, grades may be granted on the basis of examinations (**comprehensive examinations and end-of-term examinations**) or mid-term performance (**mid-term grade, Hungarian abbreviation FJ**). The classification of examinations is as follows:

- (a) examination = **A** examination
- (b) retake examination = **B** examination
- (c) repeated retake examination = **C** examination
- (d) Dean's retake examination = **D** examination

(2) The Hungarian, English and German names of the grades under the five-grade scale (with their numeric codes and ECTS grade letter codes in brackets for comparison) are as follows:

jeles excellent sehr gut (5, A),
jó good gut (4, B),
közepes average befriedigend (3, C),
elégéséges satisfactory genügend (2, D) and
elégtelen fail ungenügend (1, F).

(3) The form and timing of the tests serving as the basis of practical grades shall be specified in the curriculum. In the case of compulsory course-units mid-term grades shall be established on the basis of at least two (written or oral-practical) mid-term tests.

(4) Elective and optional course-units shall be assessed by mid-term grades.

(5) In derogation from Section 49 (5) herein, at the Faculty the student shall register for the examination not later than 9:00 hours on the working day prior to the specified examination day at the latest. The student shall have the opportunity to register off the examination not later than 9:00 hours on the second working day prior to the examination day at the latest.

(6) Mid-term performance (oral and written tests) may also be taken into account in the case of a course-unit to be concluded with an examination, but its contribution to the grade cannot be more than 30%. In such a case the grade to be recorded in the student's registration book shall be determined by taking into account the grades of the parts of the examination and the results of the mid-term tests in the proportion and manner specified in the curriculum by the person responsible for the course-unit.

(7) Before the commencement of the examination the examiner shall check whether the student may take the examination on the given day. A student may only be tested if he/she:



- (a) trustworthily and securely proves his/her identity (e.g. by his/her registration book),
- (b) is recorded on the examination sheet printed out from the ETR, and
- (c) has the "registration book signature" in his/her registration book attesting attendance at the contact hours and the fulfilment of other requirements of the course-unit in the given semester specified in the curriculum.
- (8) Oral comprehensive examinations shall be conducted before a board of lecturers. The examiner shall be an associate professor or a university professor. In the case of an end-of-term examination, the examiner may also be an assistant professor. In the case of an end-of-term examination, the examiner shall arrange for the presence of at least one further person competent in the subjectmatter and the language of the examination (who may be another student-candidate) throughout the whole examination. Upon the justified request of the person responsible for the course-unit, the Vice Dean for Education may allow an assistant lecturer (in the case of a comprehensive examination an assistant professor) to act as an examiner for one examination period.
- (9) The theoretical (written and oral) and practical parts of an examination may be conducted in separate rooms by different examiners. In such a case the first examiner shall be responsible for checking whether the student may be tested or not and the examiner conducting the final part of the examination shall be responsible for recording the final grade into the registration book of the student and onto the examination sheet.
- (10) The lack of basic knowledge and skills in the practical part of examinations in practice-oriented course-units may in itself result in awarding a fail grade. In such a case the formal requirements of the practical part of the examination shall comply with all the formal requirements (persons present, examiners of an adequate position) imposed on examinations. The detailed minimum requirements shall be made known for the students before registration for the course-unit.
- (11) Examinations (end-of-term examinations, comprehensive examinations) not requiring the testing of practical knowledge and skills may be taken in writing. In this case the format of the test (essay, short answer questions, multiple choice etc.), the handling of examination sheets (examination sheets shall be kept for at least two years – in the case of comprehensive examinations – for five years, the answer sheet shall bear the signature of the marker and in the case of comprehensive examinations the signature of the person responsible for the course-unit or that of the lecturer designated by him/her) and the control of the examination (the statistical analysis of examination questions, the maintenance and update of the question bank) shall meet international expectations.
- (12) If the examination only consists of a written part, in the case of an oral retake examination more than one examination and in the case of a written retake examination more than three examinations spread evenly shall be announced in any given examination period.
- (13) In respect of non attendance, the examination shall be regarded as finished when the last of the students taking the examination continuously in turns has ended the examination – in the case of a separate theoretical and practical examination the first part of the examination.
- (14) The examiner shall have the right to exclude a student from the examination on the ground of improper conduct (cheating, behaving in a manner disturbing the examination or apparently being intoxicated). In such cases the examiner may institute disciplinary proceedings against the student. Exclusion shall qualify as missed examination (non attendance) unless a competent body allows the student's appeal.
- (15) The person responsible for the course-unit shall have the right to offer an excellent or good examination grade on the basis of outstanding mid-term performance and if it is accepted by the student, it shall qualify as a grade obtained at examination. The conditions of offering a grade shall be made public by the person responsible for the course-unit before announcing the course-unit.



Due to generating examination sheets electronically, the student shall register for the examination even if he/she accepts the grade.

(16)

(17) The following rules shall apply to announcing examinations to be held during the examination period:

a) The number of examination opportunities in a course-unit announced for the examination period shall exceed double the number of students enrolled for the course-unit.

b) Unless the person responsible for the course unit and the representatives of the Faculty Student Union have in complete harmony agreed otherwise, in the case of oral examinations:

ba) at least two examination days shall be held in every week of the examination period,

bb) an examination shall be announced for one of the last two days of the examination period, and

c) in the case of written examinations:

ca) at least four examinations with the same topic and conditions shall be announced,

cb) the examinations shall be announced for different weeks, further

cc) an examination shall be announced for one of the last three days of the examination period.

(18) The person responsible for the course-unit shall record the examination results in the ETR promptly albeit in the case of oral examinations not later than 12:00 hours on the following working day and in the case of written examinations on the second working day following the examination.

(19) According to Section 53 (6) of the Regulation, the student shall hand in his/her registration book to the Registrar's Office not later than the third day following the last day of the examination period. The student shall procure all grades and signatures by the point of time stipulated above. Incomplete gradebooks can not be accepted.