



IMPORTANT RULES for students concerning the examination periods

The dates and deadlines connected to the given semester are announced on the website of the Registrar's Office, under the section 'Announcements' on the 8th week of the instruction period.

1. THE 'END-OF-SEMESTER SIGNATURES'

As the 1/A § (6) of the 2nd appendix of the Code of Studies and Examinations states about the attendance of classes:

- the student who has been absent from less than 15% of the classes of the course-unit cannot be condemned for absence (unless the course director informed the students about stricter expectations in the course description or in writing at the beginning of the semester)
- whose absence was between 15 and 25% (for any reason), the course director shall decide on accepting the semester by examining the particular case. His/her decision shall be indicated by signing or refusing to sign the 'end-of-semester signature' heading in the gradebook.
- he/she whose absence reaches 25% (for any reason, with or without a certified excuse) cannot be granted entry to examination.

The course director can refuse to sign a grade book for other reasons announced at the beginning of the semester – e.g. missing a mid-term task or assignment – and s/he can allow the student to make up for it until the end of the second week of the examination period.

Students concerned will be informed about **the denial of the 'end-of-semester signature'** by the course director **in the ETR until Saturday midnight on the 14th instruction week**. Only this electronic 'end-of-semester signature' denial is valid!

In this case, the student receives an email about the signature-denial, his/her possible exam registration in the given subject will be deleted from the system and s/he cannot register for an exam from then on. The student can make a complaint about the signature-denial at the course director.

After the deadline the 'end-of-semester signature' cannot be refused (because of **the repealer deadline**), thus the student will be allowed to take an exam even if s/he did not meet the requirements of registration for examination in the given subject. In case of a course ending with a mid-semester grade, after the deadline, those students who failed to complete that course during the semester will be given a '1 (failed)', expressing the non-acceptance of the semester.

Electronic signatures can be checked on the ETR under the section 'Studies'/'My courses' in the middle of the list, in the 'Status' column. Refused signatures will appear as „not rated”.

Due to the electronic signatures **the manual signing of the gradebooks** happens according to the following (unless the course director refused the signature):

- in case of courses ending with a signature: the student is obliged to collect the signature of the course director until the end of the examination period (providing s/he completed the semester in the given subject).
- in case of courses ending with a mid-semester grade, a semester exam or a final exam: the 'end-of-semester signature' does not need to be obtained. The grade and the signature must be marked in the last column on the right side of the gradebook.



2. COURSES ENDING WITH A MID-SEMESTER GRADE

In case of courses ending with a mid-semester grade the grade will be determined based on the performance of the student during the semester. There will be no exam in this subject in the examination period.

For courses ending with a mid-semester grade the Registrar's Office prepares a 'completion sheet' including all the students registered for that course. Students do not have to register themselves on this sheet and cannot sign off from it. The completion sheets will be uniformly **dated on the 11th instruction week, Monday**.

The completion sheets are filled out **from the beginning of the 11th instruction week until the end of the second week of the examination period** by the course directors.

The results are available on the ETR under the section Registrations/Exam registration/Marks (Mark column) or under the section Exam registration/Courses clicking on the certain courses (Status: Completed section).

The student is obliged to obtain the result of the subject into the gradebook from the course director until the end of the examination period. The course director has the right to set **gradebook signing dates** and inform the students about them (in the form of a course mail, an announcement or as it was agreed).

3. COURSES ENDING WITH A SEMESTER OR FINAL EXAM

FALL SEMESTER ONLY: PRE-SCHEDULED EXAMS OF THE EXAM COURSES

- It is possible to pass a **pre-scheduled exam** only in case of exam courses, provided that the course director gives his/her permission.
- The **first 3 working days of the week before fall semester starts** are assigned as exam period for pre-scheduled exams. Pre-scheduled exams can be announced for each day during this period, therefore a course director can set more than one exam date for one subject.
- The course director has to determine the **maximum headcount** for pre-scheduled exams, no coordination with students is needed.
- The Registrar's Office will disclose a list containing all courses with pre-scheduled exams together with the maximum headcount in mid-August on its website under „Announcements and Guidelines”. This list is solely a preliminary information, the definitive list with the maximum headcount will be available in the ETR during the registration period.
- Students are allowed to **register only once for a pre-scheduled exam, i.e. they can use the A chance only**. Retake exams (B chance), repeated retake exams (C chance) and bettering exams (D chance) have to be completed during the regular exam period.
- The first day to register for an exam course and its pre-scheduled exam is Monday, 2 weeks before the beginning of the instruction period. Independently of the exam date, the deadline of registrations for pre-scheduled exams as well as their cancellation is 12 o'clock on Friday, 2 weeks before the semester starts.
- In case of pre-scheduled exams, students do not take their gradebook with them to the exam, still examiners are obliged to check the students' identity and the validity of their registration for the exam.
- Exam results are to be announced in the ETR by the institutions until 12 o'clock, one working day after oral exams and 2 working days in case of written exams.

Further information about the exam period of pre-scheduled exams and exam dates is available on the website of the Registrar's Office, under „Codes”, „FAQ about exam courses”.



REGARDING REGULAR EXAM DATES

As for exam-related questions, normal courses and exam courses are always treated the same way.

Setting the exam dates

The course director agrees on the exam dates of a given course with the representative of the students registered for that course. The conditions are included in 2 § (17) of the 2nd appendix of the Code of Studies and Examinations.

Every student has 3 exam chances in every course ending with an exam, however **scheduling their own examination period is the responsibility of the students**: at each exam registration they have to consider the deadlines for each exam date and they should leave enough time for repeating exams. Based on previous years' experience, the end of the examination period is a peak time and it may happen that there will not be available exam dates in the given subject, so it is well-advised to use the exam dates announced for the beginning of the examination period as well. The course director cannot be obliged to provide further exam dates or places, if at least twice as many exam dates were given as the number of students registered for the given course. **Students can exclusively choose from the exam dates offered for their course**, i.e. they cannot register for an exam date offered at another major or in another language.

The uploaded exam dates will be seen in the ETR **from the beginning of the 11th instruction week**, although registration will not be possible yet.

One student can only have one valid exam registration at one time in one subject.

Students can use 3 exam chances in courses ending with a semester or final exam: **A, B and C exams (exam, retake exam and repeated retake exam)** and once during their studies they can request a Dean's chance (D), which can also be taken only during the examination period.

Having passed an examination the student is allowed to earn a better grade (with using 'B' or 'C' or 'D' chances), which is called **bettering exam**. At the bettering exam it can happen that the students can get a worse grade (1, failed too) than the one given at the previous exam! Students have to register for bettering exams in the Registrar's Office.

Application for the **Dean's exam** is to be submitted to the Registrar's Office (it can be downloaded from aok.pte.hu – Administration – Registrar's Office – downloadable forms). The form has to be handed in the Registrar's Office by 12:00 o'clock of the second working day before the chosen exam date.

The opportunity of the request for the Dean's Law of Equity (it is included in 14 § of the Code of Studies and Examinations) is only a case which can be requested only one time during the studies of the student. Students can only apply for an offered examination spot in case of the Dean's exam. Other options are excluded (applying for extra dates or over the headcount limit of the exam date).

Registration for the exam dates

Students can **register** for the **exams from 8 o'clock on Saturday morning of the 13th instruction week** (*the courses of the tenth semester of the students of Dentistry major can be registered from 8 o'clock on Saturday morning of the 10th instruction week*) **exclusively in the ETR**, if the course director has not modified the course registration status to "non-evaluable" (namely the gradebook signature is not denied).

REGISTRATION for an exam is possible **by 9:00 o'clock ONE working day before the examination day**, **CANCELLING** an exam is possible **by 9 o'clock TWO working days before the examination day**.

Whitsun Monday is holiday in Hungary.

'B' or 'C' chances (except bettering exam) can be registered in the ETR, if the department has already registered the grade or the fact that the student did not appear on the chosen exam date ('absent' result can be seen) in the ETR.

Students can register for a bettering exam or the Dean's Exam in the Registrar's Office. There is no opportunity to do that in the ETR.



Attention!

In case the student cannot sign up on or off from exams due to **technical problems** and cannot keep the deadlines, the student should inform the Registrar's Office **by e-mail before the deadline for that is over** (the telephone can be engaged so please use the e-mail, since it clearly shows the date when the problem emerged). The Registrar's Office can only help (even after the deadline) if the student reported the problem to us in writing within the deadline and it is not the students' fault.

'A' chance and the first retake exam (**'B' chance**): **free of charge.**

Repeated retake exam (**'C' chance**) or Dean's exam (**'D' chance**) in case of **semester exams**: 4000 HUF, in case of **final exams**: 8000 HUF.

Uncertified absence fee (any chance of exam!): in case of semester exams: 4000 HUF, in case of final exams: 8000 HUF.

The fees for the bettering exams are similar to those of the retaking exams.

The exam fees are to be paid before the examination, the uncertified absence fee at the latest by the next exam date in the cashier offices of the University. The payment slips have to be shown at the exams.

About the examination:

- the examiner can only examine the student who is on the exam sheet,
- the student is obliged to prove his/her identity to the examiner (e.g. gradebook),
- the student is obliged to bring his/her gradebook to the exam
- in case of 'C' and 'D' chances the student has to show the payment slip
- the student is only allowed to be examined in the language of instruction of the given course

The grades are based on the student's performance at the exam at least in 70% and on the test results during the semester at most in 30%, based on the course description concerned.

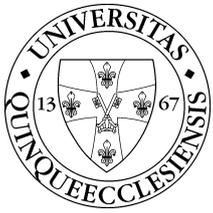
The results of the exam

- have to be registered in the ETR by the course director
 - o in case of oral exams by 12:00 of the working day after the day of the examination
 - o in case of written exams by 12:00 of the second working day after the day of the examination (either a grade or a status should be registered)

The 'absent' and the 'certified absence' results are registered in the gradebook after the end of the exam period by the Registrar's Office. (If the student does not register for any exams, the Registrar's Office will register the 'not completed' result in the gradebook.)

The **grades** are registered in **the gradebook** by the examiner at the end of the exam (if the exam consists of more parts then the last examiner is responsible for registering the grade).

In case of a written exam the grade has to be registered as soon as possible in the gradebook submitted to the Department by the course director (so that the student is able to bring his/her gradebook to the next examination.) The Department is obliged to inform the student via course mail, announcement or other medium based on agreement about the order of picking up the gradebooks after the exams.



4. SUBMITTING GRADEBOOKS

Each student is obliged to make sure of the followings at the end of the exam period:

- having the same grades in ETR and in the gradebook
- having the signature of the course director if the course ends with a signature and is accepted.

The student has to submit the gradebook to the Registrar's Office by the third day (Monday) after the last day of the exam period. The Registrar's Office only accepts the gradebook if it contains all the necessary grades and signatures.

Students submitting the gradebook after the deadline have to pay a **delay fee** (within 8 days: 5000 HUF, beyond 8 days: 11000 HUF.)

5. OPENING HOURS

In the exam period the **Registrar's Office is open** on workdays between 08.00 and 12.00. In the afternoon you can keep contact via e-mail or telephone.

We wish you a successful exam period!

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