



## Student information about the exam period in the spring semester of the academic year 2020/2021

In accordance with the provisions in force the Faculty continues to carry out this exam period with hybrid examination, but in the case of obligatory subjects, preference is given to attendance and in-house online examination methods. It is still the course director's authority to decide based on professional and organizational aspects how the examination of his/her subject will be implemented.

### **A. Rules for checking knowledge, evaluating studies (examinations):**

#### **1. Possible methods of examination:**

**I. Traditional personal:** The examination is conducted in a similar system as before the pandemic.

**II. In-house on-line:** Examination goes with the help of online devices (Teams, Moodle, Unipoll), but the student is at the premises of the university. The examination room can belong to an institute/clinic, but can be another controlled exam room elsewhere, too.

- In the written exam, the student can use his / her own device, but is obliged to appear in the room designated for the exam on the given exam day, at the given time.
- In the case of an oral examination, the Faculty / Institute / Clinic provides the appropriate IT equipment at the place and time designated for the examination.

**III. Distant on-line:** Test/ examination goes with the help of online devices and the student can be anywhere provided that he/she can take the exam with proper technical conditions, in a calm and epidemiologically safe environment and with a minimum risk of cheating at the examination.

**In the case of obligatory subjects, the examination can be conducted only in the area of the UP in the form of personal or in-house online, the examination of the elective subjects can also take place in a distant on-line form.**

#### **2. General rules regarding exams using Method II. and III.**

- Intentionally causing technical incident during the electronic exam shall be considered cheating at examination, therefore the legal consequences stipulated in the relating regulation shall be applied.
- If the technical incident was not caused intentionally, the examiner and the student (in the case of an in-house online exam, with the help of the technical staff present) are obliged to cooperate in order to solve the technical problem.
- If the technical error occurred before the exam question was announced, the exam can be continued provided that the error can be fixed within a reasonable time. In case the error occurs after the exam question is announced, the exam can be continued and the examiner has the right to rise a new question.
- If the technical error cannot be solved within a reasonable time a new date for the exam must be provided. The exam suspended due to technical error shall not be considered as an attempt to get the grade, it shall not be counted into the exam chances of the student.

— Oral exams are not public.



## **B. Further provisions pertaining to the epidemiological situation**

1. In accordance with the Dean's Order no. 12/2020 **during the organisation of the spring semester exam period course directors shall be intent on keeping the previous exam forms according to the curriculum.** In the case of obligatory subjects, only personal or in-house online exams can be organized.  
Varying from this shall only be possible in case of necessity due to governmental regulations on the epidemiological situation and if the examination method introduced due to the epidemiological situation does not cause increased burden for the students.
2. The following instructions must be applied when organizing the examinations:
  - Course directors shall provide **more exam chances** for students than earlier due to the expected absences related to the epidemiological circumstances. In case of **written exam** at least **6 exam chances** must be offered instead of 5, in case of **oral exams at least two exam days must be offered per week** and the number of exam chances shall be at least two times of the number of students enrolled for the subject.
  - The course director can offer further exam days and exam chances during the exam period beyond the already agreed ones and may announce exams even for weekend days (Saturday, Sunday).
  - Students' absence from exams due to epidemiological circumstances is considered certified absence if the circumstances are documented. In this case the student does not lose the exam chance and he/she can register for any exam dates with free places following the preventive monitoring period.
3. The occasion for extraordinary Dean's equity determined in the special provisions of Annex 17 of the CSE can be still granted for students adversely affected by the pandemic.
4. According to the CSE every student has 3 exam opportunities in one semester. Planning the student's exam schedule is entirely the student's own responsibility.
5. In August 2021, the Faculty will provide an extraordinary examination period for students participating in volunteering, secondment work and those significantly and documentedly hindered by the COVID-19 epidemic in the spring semester. The Registrar's Office informs the students about the conditions of participation in the extraordinary examination period and the related deadlines by the last day of the examination period at the latest.

## **C. Special provisions for students engaged in voluntary work**

1. **For students participating in volunteer work or secondment work the spring semester of the 2020/21 academic year will be extended until 31 August 2021,** so that some of the practices can be completed in the summer, in connection with the evolution of the epidemiological situation, taking into account the results of the summer practices for the spring semester of the 2020/21 academic year.
2. If it is possible, the course director provides an opportunity to make up for all missed occasions, tests, reports, mid-term performance in the case of volunteering or secondment work students, taking into account that the absence during voluntary work or secondment work should not cause any inconvenience to the student. If the course director decides that replacement is no longer possible, the duration of the voluntary work/secondment work does not count as absence according to the CSE.



3. Volunteering/secondment time will continue to be eligible if it can be adapted to summer, clinical block or rotational year practices. The recognition system is available on the [website of the Registrar's Office](#).

### Important deadlines of the exam period

END OF INSTRUCTION PERIOD		
<b>Offered grades</b>	the course director of the given subject may offer a grade in the subject, which shall be accepted/rejected by the student	until the last day of the instruction period
<b>Accepting offered grades</b>	in order to record the offered grade that is accepted by the student, the student shall not register for exam.	until one week before the end of the exam period
<b>Mid-semester grades</b>	course directors can register it till the end of the 2nd week in the exam period	registered to Neptun by the course directors until 29 May, 2021.
<b>Denial of end-of-semester signatures</b>	the denial of end-of-semester signatures (Signature = Blocked entry in the ES) is registered by the course directors, the student receives a Neptun message and his/her previous exam registration in the course will be deleted and won't be able to register for further exam dates and in case a course ends with mid-semester grade the student shall not be given a grade	registered to Neptun by the course directors until 14 May, 2021.
<b>Determination of exam dates</b>	based on the agreement between the course director and year representatives	16 April, 2021.
<b>Registration for exams</b>	<b>For Dentistry 5<sup>th</sup> year students with valid feedback bonus:</b>	<b>From 28 April, 2021, 7 am</b>
	<b>For Dentistry 5<sup>th</sup> year students without valid feedback-bonus:</b>	<b>From 29 April, 2021, 7 am</b>
	<b>for students with valid feedback bonus:</b>	<b>from 5 May, 2021, 7 am</b>
	<b>for students without valid feedback-bonus:</b>	<b>from 6 May, 2021, 7 am</b>
<b>Conditions of exam registration</b>	Signing UP FOR an exam	until 9.00 am on the previous workday of the exam,
	Signing OFF FROM an exam	until 9.00 am 2 working days before the exam.
	the student shall be entitled to register for another exam date in the same course provided the examining department has recorded the data concerning the given exam (the grade or the note 'did not attend') in the ES	<b>ATTENTION!</b> 24 May: holiday
<b>Registrar's Office on duty</b>	The RO will be available on duty via e-mail (neptun.th@aok.pte.hu)	5 and 6 May 2021. between 7 am and 8 am
EXAM PERIOD		
<b>Exam chances</b>	Students have 3 exam chances for the courses that end with exam or final exam: A, B and C exam (exam, retake exam, repeated retake exam)	planning the optimal schedule of the exam period suitably is the student's own responsibility



<b>Bettering Examination</b>	Students shall be entitled to take one bettering exam in case of any of the already successfully taken exams in the given semester – except for the exam successfully completed in the pre-scheduled exam period in August, until the end of the exam period at the times announced in advance. The grade obtained at the first exam may be worse (even fail) in the bettering exam.	on the last week of the exam period you can register for the bettering exam only with the help of the Registrar's Office
<b>Dean's exam chance</b>	The Dean may exercise equity on one further occasion beyond the one determined in the code, in case of student requests referring to the circumstances related to the state of emergency.	For Dean's chance exam students can register only for the announced dates and within the headcount limit. Dean's Chance exam can only be taken in the exam period.
<b>Third and further exams</b>	4900 HUF fee to be paid, the student has to transcribe the item in Neptun and pay it online BEFORE registering for the exam	The third and further exams are counted according to the number of exams in the course altogether and not according to your chances in the given semester.
<b>Uncertified absences from exams</b>	4900 HUF fee to be paid	Transcribed in your Neptun by the Central Registrar's Office within 20 days after the exam period.
<b>Cheating at examinations</b>	In case of cheating at examinations we apply the regulations stated in the Dean's Order issued by the Faculty without further consideration. The abovementioned Dean's Order is available on the website of the Registrar's Office under <a href="#">Codes and Guidelines</a> .	Immediately after noticing the cheating.
<b>IN CASE OF QUESTIONS/REQUESTS</b>		
<b>Technical issues</b>	If a student cannot meet the deadlines for reasons that are beyond them, he/she should send an e-mail to his/her administrative officer at the Registrar's Office <u>with a screenshot attached <b>immediately!!</b></u>	Send an e-mail to your administrative officer or to the <a href="mailto:registrars.office@aok.pte.hu">registrars.office@aok.pte.hu</a> e-mail address.

\* The course director agrees electronically with the student representatives. As a sign of their agreement, the student representatives electronically approve the exam dates to be announced.

In case of any further questions, the "Coronavirus Information" compilation on our Faculty website can also help, which can be accessed by clicking on the following link:

<https://aok.pte.hu/en/koronavirus/9992/hallgatoknak>

Wishing you a successful exam, with regards:

dr. Nóra Baán  
Registrar