



Information for Students about the Exam Period in the Spring Semester of 2021/2022

In the exam period of the spring semester of the academic year 2021/2022, **the course directors shall organize the exams with the traditional mode of personal attendance.** The course directors need to consider the following factors when organizing the schedule of the examinations:

- Due to reasons arising from the epidemiological situation as well as the expected number of absences related to the provision of humanitarian aid in the war in Ukraine, the course directors shall continue to provide an extended number of available exam dates for the students of the Faculty.
- In terms of written exams at least 6 opportunities of taking an exam shall be made available.
- In case of oral exams, an exam date has to be provided for the first two days of the exam period and another date for the last two days of the exam period.
- The overall number of exam chances needs to surpass twice the number of students registered for the subject.
- The course director has the option of offering additional exam dates during the ongoing exam period, as well as providing exam dates even for weekends and non-workdays (Saturday or Sunday).
- Any absence from an exam that is proven to be the result of the epidemiological situation, or that happened due to the provision of humanitarian aid by the absentee in the war in Ukraine, shall be considered a certified absence and not be treated as a wasted exam chance. The student shall be free to register for any of the available exam dates with free spots, after the preventive monitoring period has passed or the student's activity of providing humanitarian help has concluded.
- According to the special provisions listed in Annex 17 of the CSE, the extraordinary Dean's equity shall still remain available to students eligible for it.

According to the CSE, every student has 3 chances of taking an exam for a subject in any given semester. Planning out their own exam schedule and registering for the exams are in their entirety the students' responsibility.

The most important deadlines to consider in the exam period

EXAM PERIOD – SPRING, 2021/2022		
The deadlines and responsibilities pertaining to the exam period are specified in the corresponding sections of the CSE		
END OF THE INSTRUCTION PERIOD		
Offered grades	The course director of a given subject may offer a grade by registering it in Neptun, this grade has to be accepted/declined by the student	until the last day of the instruction period
Accepting offered grades	In case the student accepted the proposed grade, they would be unable to register for the exam of the subject	until one week before the end of the exam period
Mid-semester grades	The course director shall register the grade in Neptun	until May 28, 2022



Denial of end-semester signatures	The fact that the student has been denied the signature for the subject is noted in Neptun ("Signature = blocked entry" in the ES), and the information is sent out to the student in the form of a Neptun notification. At the same time any possible exam registrations for the subject the student may have had are to be cancelled, and the student may not register for further exam dates in the given subject. If the course concludes with a mid-semester grade, the student shall be denied the final grade as well.	the course director registers it in Neptun until May 13, 2022, midnight
Determining the exam dates	According to the agreed upon schedule discussed by the course directors and year representatives *	available to view in Neptun from April 14, 2022. (For final year subjects of the Dentistry training from April 8, 2022)
Exam registration	available for students with a valid feedback bonus: (*eligibility for the feedback bonus may be checked in Neptun under "My data/Personal information" and checking the field of "Feedback." The value "fb21221 – bonus" means eligibility; "fb21221 – normal" equals non-eligibility)**	available from May 4, 2022 - 07:00 AM (for final year Dentistry students from April 27, 2022 - 07:00 AM)
	available for students without the feedback-bonus:	available from May 5, 2022 – 07:00 AM (for final year Dentistry students from April 28, 2022 - 07:00 AM)
Conditions of exam registration	Signing UP FOR an exam	until 09:00 AM on the last work-day before the exam
	Signing OFF FROM an exam	possible until 09:00 AM on the SECOND work-day preceding the exam
	For the same subject a student may only have one active exam registration at a time. Registration for the B (second) or C (third) chance only becomes available when the grade, or the note of absence for the previous exam has already been registered in Neptun	ATTENTION! June 6 is not a working day
Help and support during exam registration	The Registrar's Office provides e-mail help and support duty (neptun.th@aok.pte.hu) in the designated timespan	May the 4 th and the 5 th between 07:00 and 08:00 AM
EXAM PERIOD		
Exam chances	Every subject that concludes with an exam or comprehensive exam has 3 chances to be completed in a given semester: the A, B and C chance (exam, retake exam, repeated retake exam)	establishing an optimal schedule for the exam period is every student's own responsibility
Bettering examination	Students who already received a passing grade for an exam have one opportunity in a given exam period to take a bettering exam and attempt to improve the grade (using their B [second], C [third] or perhaps D [Dean's] chance). The grade received at the bettering exam may be worse (even a fail) than the initially received one!	registration on the last week of the exam period possible only with the assistance of the Registrar's Office
Dean's exam chance	According to the special provisions listed in Appendix 17 of the CSE, the extraordinary Dean's equity shall further be available to every student who was negatively affected by the pandemic	For the Dean's chance exam students may register only for the announced exam dates and within the headcount limit. The Dean's Chance exam may only be taken within the exam period.
EXAM PERIOD		



Fee of the repeated retake and further exams	A 4900 HUF fee to be paid, the students need to transcribe the item themselves in Neptun and pay it in online BEFORE registering for the exam.	The third and subsequent exams are counted according to the number of exams in the course altogether and not according to one's chances in the given semester!
Uncertified absences from exams	result in a penalty fee of 4900 HUF	Transcribed in the student's Neptun by the Central Registrar's Office within 20 days after the exam period.
Cheating at examinations	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 the section „Codes, orders, rules of procedures”	immediately after noticing the act of cheating
IN CASE OF QUESTIONS/REQUESTS		
Technical issues	If a student cannot meet the deadlines for reasons beyond their control, they should send an e-mail to their administrative officer at the Registrar's Office with an attached screenshot of the problem. This should be done immediately after noticing the issue!!!	Send an e-mail to your administrative officer or to the english.program@aok.pte.hu e-mail address.
Opening hours of the RO	There is a possibility of keeping in contact via phone or e-mail, as well as personal visits being available during opening hours of the Registrar's Office, available at the following link	

* The course director and the student representatives come to an agreement via electronic forms of communication. As a sign of their agreement, the student representatives electronically approve the exam dates that are to be announced.

** Anyone who happens to disagree with their feedback bonus eligibility, may request a review of their case from the Feedback Committee until April 29 (feedback.biz@aok.pte.hu).

ATTENTION: Anyone who are not eligible for the feedback bonus are kindly asked to do not even attempt signing up for exams in Neptun during the time when exam registrations would only be open to students with feedback bonus eligibility. The system would not allow unauthorized exam registrations, while in the meantime such students would take up available login spots on the Neptun server, potentially preventing those who are eligible for registrations, from logging in. To ensure the fairness of exam registrations, students are also asked to only log into one instance of Neptun and avoid logging onto multiple Neptun servers at the same time, so as to not take up too many of the already limited number of available client spots on the server.



Calendar of the exam period:

G.M. I-V., Dent. I-IV., Biotech	Dent. V.	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
S12	S12	Apr. 25.	Apr. 26.	Apr. 27.	Apr. 28.	Apr. 29.	Apr. 30.	May 01.
S13	S13	May 02.	May 03.	May 04.	May 05.	May 06.	May 07.	May 08.
S14	V1	May 09.	May 10.	May 11.	May 12.	May 13.	May 14.	May 15.
V1	V2	May 16.	May 17.	May 18.	May 19.	May 20.	May 21.	May 22.
V2	V3	May 23.	May 24.	May 25.	May 26.	May 27.	May 28.	May 29.
V3	V4	May 30.	May 31.	Jun. 01.	Jun. 02.	Jun. 03.	Jun. 04.	Jun. 05.
V4	V5	Jun. 06.	Jun. 07.	Jun. 08.	Jun. 09.	Jun. 10.	Jun. 11.	Jun. 12.
V5	V6	Jun. 13.	Jun. 14.	Jun. 15.	Jun. 16.	Jun. 17.	Jun. 18.	Jun. 19.
V6	-	Jun. 20.	Jun. 21.	Jun. 22.	Jun. 23.	Jun. 24.	Jun. 25.	Jun. 26.
V7	-	Jun. 27.	Jun. 28.	Jun. 29.	Jun. 30.	Jul. 01.	Jul. 02.	Jul. 03.

June 6: Pentecost - holiday