



IMPORTANT INFORMATION
about the exam period (winter semester of the academic year 2008/2009)

Exam period dates

(except for the Dentistry 5th year:
(except for the Pharmacy 5th year:

December 15, 2008 - January 30, 2009
December 15, 2008 - January 23, 2009)
December 22, 2008 - January 30, 2009)

If the course ends with Fail/Pass (signature):

In case of Physical Education & First Aid students should contact the teacher to get the signature personally or by groups

If the course ends with Mid-semester grade:

Students do not have to sign up for an exam date, the RO signs them up automatically to an exam sheet. The student has two opportunities to better his/her grade – irrespectively of the fact that she/he might have failed or missed the mid-term assessment. The student should agree with the department concerning the bettering possibility. The second bettering/make up possibility should be provided the latest by **December 23, 2008**. Note: the attendance requirement is identical to the courses ending with exam.

Class attendance: if the student misses more than 15% of the total number of teaching sessions, the course director may decide to refuse giving the end-term signature. If the proportion of non-attendance is above 25% the semester of the student in the course will not be accepted. If the course director refuses to give the end-term signature, the student is not allowed to sit for the exam.

If the course ends with an Exam or a Final Exam: the student is allowed to sit for the exam if he/she took up the course in the registration period of the given semester, and the course director entered the end-term signature into his/her grade book, acknowledging the fulfillment of the mid-term requirements.

The student is given three (3) possibilities to have his/her knowledge checked (A, B and C chances). If the student signs himself/herself up for an exam or retake exam only at the end of the exam period **for the first time**, he/she declares he/she will **not** have the opportunity to taking further bettering or retake-bettering exam. If the students do not make

use of the beginning of the exam period – and therefore at the overcrowded end of the exam period they fail to register for an exam possibility – **the course directors are not allowed to give new exam dates.**

The course directors provide the exam plan on the **examdate report sheets**, and **agree** on the exam plan with the study group representatives. The agreement is attested by both parties' **signature** on the **examdate report sheets** (the course director and the representative of the students).

ETR

Registering for exams is possible only **by using the ETR from December 06, 2008**. One student is allowed to register for only one exam date in a course at a time.

In case of ETR failure: if due to failure of the computer system it is not possible to register for or cancel from a date, the Registrar's Office should be notified **before the deadline for closing of the exam registration** (E-mail: please attach the failure notice text). Once the deadline is over even the Registrar's Office is not able to alter the exam registrations.

DEADLINES

Registering for exam: at the latest **1 WORKDAY** before the exam **by 09:00 a.m.**

Canceling the registration: at the latest the **2nd WORKDAY** before the exam **by 09:00 a.m.**



ABSENCE, BETTERING

Illness: if the student was absent from an exam due to illness, before registering for the next exam chance the course director in charge should accept the student's medical receipt/report. Based on the accepted receipt/report showed to the Registrar's Office, the exam registration is deleted from ETR. This procedure does not exempt the student from keeping the deadlines of the registration for further exams.

Retaking an unsuccessful exam: Within the given training session two occasions can be granted in a course („B” and „C” exam chance).

Bettering exam: The student can have this opportunity in a course in case of a successful exam passed within the given semester, before the end of the exam period, only one time. During the bettering exam a lower grade can be granted as compared to the grade granted at the previous exam. No further credit can be gained with bettering an exam grade.

EXAM FEES

„A” chance and the first bettering retake exam („B” chance) is free of charge.

This is to call your attention to the changes of work- and rest days

week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1.	December 15	December 16	December 17	December 18	December 19	December 20 Workday!	December 21 restday
2.	December 22	December 23	December 24 restday	December 25 Christmas	December 26 Christmas	December 27 restday	December 28 restday
3.	December 29	December 30	December 31	January 01 New Year	January 02 restday	January 03 restday	January 04 restday
4.	January 05	January 06	January 07	January 08	January 09	January 10 Workday!	January 11 restday

Wishing you successful exams:


Ágnes Adorján
deputy registrar

