



Pécs, November 17, 2009

Reg. no: 816 – 5319 /2009

IMPORTANT RULES **concerning the examination period (1st semester of 2009/2010)**

Examination period: from December 14, 2009 until January 29, 2010

(except for

Pharmacy major 9th semester: December 21, 2009 – January 29, 2010 and

Dentistry major 9th semester: December 14, 2009 – January 22, 2010)

- **Gradebook signatures/Course attendance requirements:** the course director can decide whether to accept your semester in case you missed more than 15% of the lessons. If you missed more than 25%, you cannot get a signature. If the course director does not accept your semester because of absences or missing mid-term assignments, that is the **electronic gradebook signature in the ETR is denied** (the course registration status is set to be “non-evaluable” (nem értékelhető) by the course director by December 12 at the latest), the student cannot register for an exam date, therefore they cannot take an exam, cannot obtain a grade or credit points for that course.

You can check the state of the electronic gradebook signature in the ETR, under Studies → My courses → (in the middle of the list) Status column.

- **If the course ends with a signature (it is a Criterion Requirement, e.g. PE, First Aid):** signatures are to be collected by students individually or in groups from the course director by the deadline to submit the gradebooks to the Registrar's Office at the latest.
- **If the course does not end with a signature, that is you get a grade:** the semester closing signature does not have to be entered in the gradebook, but after the exam period the Registrar's Office will register them based on the course registration statuses in the ETR.
- **If the course ends with a mid-semester grade:** The Registrar's Office will put the students on the completion sheet automatically. Students do not register themselves on the completion sheet and cannot sign off from it. In case the department provides an opportunity to make up for or better the mid-term assignments, this has to be done until December 23, 2009. You can make appointments to do that with teachers at the Departments, not in the ETR. Only the final grade will be registered in the ETR and in the gradebook. Course attendance requirements are similar to the courses ending with an exam. It is the students' job and responsibility to obtain the mid-semester grades into the gradebook during the exam period.
- **If the course ends with Semester or Final exam:** students are entitled to take an exam if they registered the course in the ETR in the registration period, and the course director accepted the semester by giving the electronic gradebook signature in the ETR (by leaving the default case “normal course registration” (normál kurzusfelvétel) as the status of the course registration). After this the course director does not have to give the semester closing signature in the gradebook.



EXAMINATIONS

- In case of semester and final exams, students have 3 occasions to take an exam (A-B-C chances). If a student only registers for the **first exam date** or the first retake exam date at the end of the exam period, they declare that they do not want to use further retake or repeated retake exam chances. If the students do not utilize the beginning of the exam period – and due to this they do not get enough exam chances at the ‘overcrowded’ end of the exam period – the **course directors will not be allowed to give more exam dates**.
- I call your attention that if you registered for an **exam course** and took a pre-scheduled exam chance, you can only take ‘B’ and ‘C’ chances in the regular exam period. If you did not use the pre-scheduled exam chance, you can also use your ‘A’ chance in the regular exam period. Dean’s exams can only be taken according to the usual rules. The rules of the exams of exam courses are the same as for those of normal courses.
- The course directors make the exam plan on the *exam report sheets* and **agree** on the exam dates with the student representatives. Both the course director and the student representative have to sign the sheet. The Registrar’s Office announces these negotiated exam dates in the ETR.
- **Registration for the exam dates** is done **exclusively in the ETR**, only from **December 5, 2009**. Students can only sign up for one exam chance at one time in one course. Guideline for registration for exam dates is downloadable from the website.
- **In case of an ETR problem:** if the ETR system does not allow signing up on or off from exams due to technical problems, you should inform the Registrar’s Office by email or telephone **before the deadline for that is over** (the email should contain the code of the course concerned and a printscreen or copy of the error message). After the deadline is over, not even the Registrar’s Office can change the exam sheet.

DEADLINES

- Registration for exam dates: at the latest **by 9.00 o’clock of the WORKING DAY before the examination day**.
- Cancelling an exam date: **by 9.00 o’clock of the SECOND WORKING DAY before the examination day**.
- Please pay special attention to the changes regarding working days: December 19: working day; December 24, December 25 and January 1: holidays!

ABSENCES, RETAKES

- **Illness:** if the student cannot appear on the chosen exam date due to illness, then **before** the deadline to register for the following exam date the student has to submit the medical certificate to the course director concerned. The department is supposed to submit the signed and approved medical certificate, indicating the number of the exam sheet, to the Registrar’s Office, where the ‘absent’ result of the exam is modified to ‘certified absence’ in the ETR. This procedure does not exempt the student from keeping the deadlines of signing up.



- **Retaking an unsuccessful exam:** students can have two opportunities to retake an exam in the given exam period (retake exam, repeated retake exam, or 'B' and 'C' chances). 'D' chance can only be taken by a student who has never used the Dean's Law of Equity before in their studies since matriculation. The application is to be submitted to the Registrar's Office (the request form can be downloaded from the website), and the Dean has to approve of it. The Registrar's Office can only sign the student up if the date is within the deadline for registration and if there is a remaining spot on that exam date. We are not able to provide an extra exam date or further exam spots in case of 'D' chances either.
- **Bettering exam:** Having passed an examination the student is allowed to take one bettering exam chance in the given exam period per subject on the predetermined exam days. At the bettering exam it is possible to get a worse grade than the one given at the previous exam. By bettering the grade given at a successful examination no further credit points are given. Students can register for the bettering exams in the Registrar's Office.

EXAM FEES

- **'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.
- **Cashier:** the fees are to be paid in the cashier offices of the University (guideline of fees and map to the cashier can be downloaded from the website) and the payment slips have to be shown at the exams, and in the Registrar's Office by the deadline for submitting the gradebooks to the Registrar's Office at the latest.

OTHER THINGS

- **At the exam:** the examiner can only examine the student whose identity is checked (based on the gradebook), who is registered for that exam date, and in case of 'C' and 'D' chances shows the payment slip.
- **Gradebook:** the student has to **submit** the gradebook to the Registrar's Office by the last day of the exam period (**January 29, 2010**). The Registrar's Office only accepts the gradebook if all of the necessary grades and signatures (except for the semester closing signatures) are there. Students submitting the gradebook after the deadline have to pay a **delay fee** (within 8 days, until February 6, 2010: 5000 HUF, beyond 8 days: 11000 HUF).
- In the exam period the **Registrar's Office is open** on workdays between 08.00 – 12.00 in the morning, and on January 29, 2010 between 08.00 – 14.00.

We wish you a successful exam period!

Adrienn Bognár

registrar