



Essential information regarding the examination period of the 1st semester of the academic year 2023/2024

Neptun examination registration begins on December 06, 2023 at 21:00.

The date and time of the beginning of the examination registration on Neptun is subject to change. Please keep checking [this page](#).

Examination period: December 18, 2023-December 22, 2023 and January 02, 2024-February 03, 2024

Repeat examination period: February 05 and February 10, 2024

There are **no examinations** between December 23, 2023 and January 1, 2024.

Credit transfer requests—for all courses except Coursera courses—for the second semester of the academic year 2023/2024 are due to be submitted via e-mail to credit.fs@med.u-szeged.hu between **November 27 and December 10, 2023** by attaching required documentation (academic transcript, detailed course description, principles of the grading system). Coursera courses are to be submitted via modulo (submission > interfaculty forms > regular credit transfer form). **Late submission is not possible.**

General information before you sign up for your examinations

- Please **keep checking [CooSpace](#) scenes of subjects and/or Neptun** before each examination.
- In case of **oral examinations**, students have to print the “**course record sheet**” from Neptun (Studies > Gradebook > “Print fulfillment page”) which has to be presented before the beginning of each oral examination. Students must prove their identity with an official document bearing their picture and their personal data (passport/ID card/student card).
- All **examination dates can be postponed or cancelled** before Neptun closes the registration (*usually* 24 hours before the date of the examination—by clicking on the course code, you can determine when the registration closes). However, it is the student’s responsibility to secure another date and time for their examination when they make changes.
- Students not showing up for an examination will lose one examination chance unless their **absence** is accounted for. Students have the right to justify their absence from an examination within 10 calendar days following the time of the examination by submitting documentation or medical certificates to the educational advisor of the education-organization unit organizing the examination.
- There are two ways to **improve a successful examination**: Improve the same subject two times, or improve 2 separate subjects one time each.
- **Academic progress** is recorded on Neptun; the examination results will be registered directly on Neptun by the departments.
In case of a discrepancy concerning the **written examination results**, the test-paper shall be investigated. If there is a difference of opinion regarding the grades put on Neptun, students have to contact the Department concerned by **February 16, 2024**.
- **It is strongly recommended that you first pass your examination course(s)** and only then take the rest of your examinations to make sure that there are still free examination spots for the subjects that your examination courses are preconditions of (if there are any).



Procedure concerning unsuccessful examinations

- The earliest a retake examination may take place is the **third day** following the unsuccessful examination.
- Students have 3 attempts to sit for an examination in one examination period (1st examination + 2 repeated examinations). A fourth attempt might be granted on request. As per the Academic and Examination Regulations of the University of Szeged, an unsuccessful examination may be retaken twice in a given examination period, except for instances in which the student only has a single course registered for that he or she has not completed yet in the given examination period, in which case he or she may take a third retake examination given that he or she has not yet exhausted the examination chances in the given subject.
- **Do not be absent** from the examination on your first examination attempt in a subject, because in the **repeat examination period only repeated exams can be taken. First examinations — even with a former absent registration — cannot be taken in the repeat examination week.**
- **Students who started their studies in or after the academic year 2012/2013 and later have six examination chances in any given subject during the entire course of their studies.**
- According 13.5 of the Academic and Examination Regulations, the use of illegal aids and methods at the examination is a disciplinary offence. In the case of a student caught in the act or reasonably suspected of having been caught in the act, a minutes must be prepared, and at the same time, the student's academic performance cannot be assessed (an unsatisfactory mark cannot be recorded). Disciplinary sanctions include the suspension of the student's studies for a maximum of two semesters.

Procedure concerning unsuccessful courses

- According to the [Faculty Academic Regulations of the Albert Szent-Györgyi Medical School](#), a maximum of 2 failed courses can be carried over to the next semester as an **examination course** (if it is announced by the department concerned). **Incomplete courses can be taken as examination courses only if you had at least one failed (1) examination attempt.** If you only have an absent examination registration in a subject, you are not eligible to take it as an examination course.
- If you need to repeat a course, you have to fill in [the course registration plan](#). The completed form has to be sent via e-mail as an attachment to your [academic officer](#).

Good luck with your examinations!