

INFO SHEET

Essential information regarding the examination period of 2020/2021-1

Neptun examination registration begins on **December 2, 2020 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 14 – December 23, 2020 and January 4 – January 30, 2021

Repeat examination period: February 1 – February 6, 2021

Winter break: December 24, 2020 – January 3, 2021 (The University is closed. There are no examinations.)

Credit transfer requests for the 2020/2021-2 are due to be submitted by midday, **December 11, 2020** on the following e-mail address:
neptun.fs@med.u-szeged.hu by attaching every supporting document.

November 30, 2020: training log has to be uploaded to Coospace/**Physical Education** scene/Task.

General information before you sign up for your exams

- In order to prevent the spread of the coronavirus, **examinations take place online** in the first semester of the academic year 2020/2021. The departments are requested to provide students with detailed guides and instructions regarding online examinations, so please **keep checking Coospace and department websites**.
- **Examination registration** occurs on Neptun.
- In case of **oral examinations** 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 exam — by clicking the course code, you can determine when the registration closes). However, it is your duty to secure another date and time for your examination when you make changes.
- Students not showing up for an examination will lose one examination chance unless their **absence** is accounted for. Absences are accounted for by e-mailing relevant documentation, doctor's notes and medical papers to your academic officer at [the Foreign Students' Secretariat](#) three days prior to the subsequent examination date you register for at the latest.
- A **successful examination** can be **improved only in one subject/semester**.
- **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 18, 2021**

Procedure concerning unsuccessful examinations

- The earliest a retake examination may take place is the **third workday** 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 an exceptional permission by the Dean of the Faculty: 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 unsuccessful examination left in the given examination period, in which case — holding a permit issued by the academic office —, he or she may take a third retake examination."
- Upon finishing your examinations, you will be charged for **all your unsuccessful examinations** in one installment. The current fee schedule is: 2nd and further repeat examination: 1000 HUF.
You are required to pay for them via credit/debit card on Neptun (Finances > Payment "Ugyanabból a tárgyból tett harmadik és további vizsga") or at the Student Service Office (HSZI) (6722 Szeged, Ady tér 10).
- Try **not to be absent** from the exam on your first exam attempt, 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.**

Procedure concerning unsuccessful courses

- According to the [Faculty Academic Regulations of the Faculty of Medicine](#), a maximum of 2 failed courses can be carried over to the forthcoming 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.** Having one absent examination registration in the subject concerned does not entitle you to take it as an examination course in the upcoming semester.
- You are entitled to sign up for a course for a maximum of 3 times depending on the number of exhausted examination chances:
1: first course registration, 2: examination course, 3: complete repeat.
- If you need to repeat a course, you have to fill in [the Course Registration Plan](#). The completed form has to be submitted in person at the Foreign Students' Secretariat.
In case you are required to repeat a course, you might be charged a procedural fee of 1000 HUF/ course. You are required to pay for them via credit/debit card on Neptun or at the Student Service Office (HSZI) (6722 Szeged, Ady tér 10).

Good luck with your examinations!