



Essential information regarding the examination period of the 1st semester of the academic year 2022/2023

Neptun examination registration begins on November 30, 2022 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 12, 2022-December 23, 2022 and January 02, 2023-January 28, 2023

Repeat examination period: January 30 and February 04, 2023

There are **no examinations** between December 24, 2022 and January 1, 2023.

Credit transfer requests for the second semester of the academic year 2022/2023 are due to be submitted on [Modulo](#) between **November 21, 2022 and December 04, 2022** by attaching required documentation (academic transcript, detailed course description, principles of the grading system). Further information will be provided later. Late submissions are not possible.

General information before you sign up for your examinations

- Examinations will take place face-to-face. As you were informed in the Neptun message, some examinations might be organized online, but this is only possible if this fact was announced by the department in the description of the course on Coospace at the beginning of the semester. Please check the Coospace scene of subjects and/or Neptun before each examination. 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 (in person)**, students have to print the “**Course & Mark Registration 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).
- In case of **oral examinations (online)** 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 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. 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.
- 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, 2023**.



- It is **highly** 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.

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 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 he or she may take a third retake examination."*
- **Do not be absent** from the examination on your first exam 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 case a student is caught or is suspected of cheating, minutes have to be taken and the student's academic performance cannot be evaluated (a 'failed (1)' mark cannot be given).

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!