Information on final examination periods

ORDINARY FINAL EXAMINATION PERIOD:

23rd January 2019 (Wednesday) – 1st February 2019 (Friday)

The day of the final examination is provided for the students by the department in charge.

Signalling the intention to apply for the final examination in the Neptun system:

In the academic year 2018/19 the first step of the application for the final examination will be that you signal your intention by the application for “Final examination period” in the menu point “Administration / Final examinations” in the Neptun system.

The pop-up window in the lower left corner of the ‘Save’ select button click to display the application form, which, mutatis mutandis, it is necessary to fill.

You must submit your application to only one (the appropriate) period:

- In case of a final examination of ordinary time and course: application for the ordinary final examination
- For the students of further vocational trainings the application is carried out by communication at each major.

<table>
<thead>
<tr>
<th>Name of application period</th>
<th>Beginning of final examination application period</th>
<th>End of final examination application period</th>
<th>Beginning of final examination period</th>
<th>End of final examination period</th>
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<tbody>
<tr>
<td>2018/19 final examination (only for students of Nursing and Patient)</td>
<td>29th November. 2018 06:00</td>
<td>13th December. 2018 06:00</td>
<td>8th January. 2019</td>
<td>24th January. 2019</td>
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</table>
The application for “Final examination period” does not concern the students of Varga Tibor Institute of Musical Art, of legal courses and students attending a doctoral school.

Students who are already in the completed status, but would like to take the final examination in the given final examination period, must also make an application in the Neptun system.

If you do not apply for the “Final examination period” in the Neptun system, you cannot start the final examination.

Students who do not have a Neptun code, thus cannot get access to the Neptun system, apply for the examination by submitting the completed paper-based **“Application form for the final examination” (to be downloaded from the website)** at the Registrar’s Department.

**STUDENTS CAN APPLY FOR THE FINAL EXAMINATION if:**

- they have fulfilled or will probably fulfil all the requirements specified in the curriculum in the examination period (fulfilment of compulsory and elective courses specified in the curriculum),

- they have fulfilled the professional training and/or practical semester,

- they have fulfilled the requirements of **physical education** in case it is specified by the curriculum requirements,

- they have received the **pre-degree certificate** (completed all the course-units) earlier but not more than six semesters have passed since the first submission of the same thesis work, EER 83. § (6)

- until the end of the semester the internal consultant certifies in the Neptun system that the student has fulfilled the requirements of the thesis course, EER 77. § (5)

Students have to hand in the „Leszerelési lap” form (Student discharge form in English) at the Registrar’s Department until the week prior to the final examination at the latest. It must be signed by the organisational unit on the form (Egyetemi Szolgáltató Központ – University Service Centre in English). The list of students will be provided for the University Library and the Physical Education and Sports Centre uniformly on the basis of the submitted final examination application.

The forms can be downloaded from: [http://neptun.sze.hu < Kérelmek, nyomtatványok < Kérelmek, nyomtatványok hallgatók számára oldalról](http://neptun.sze.hu). Students who have any kind of debt to the university, including the final examination fee as well, cannot be admitted to the final examination.

The day of the final examination is provided for the students by the department in charge.

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Please follow the Neptun system to see whether all your marks for the examinations passed in the examination period are registered. In case the student encounters any deficiencies with the registered marks, please contact the teacher concerned and initiate the registration of the mark as soon as possible.

**Students who have any kind of deficiencies from the above listed ones cannot be admitted to the final examination!**
You should hand in the certification of the fulfilment of professional practice and the certification of practical semester at the department in charge until the end of the semester. Please check whether the department has put the certificate in the Neptun system.

Students must complete a questionnaire as a condition of the application for the final examination. The questionnaire is available on the website of the Egyetemi Szolgáltató Központ / University Service Centre (https://oregdiak.sze.hu/dpr-kerdoivek). It is necessary to enter the website to be able to fill in the questionnaire (the username from the central address book and password are valid for the site).

Organization of Education