Information about the Final Exam period, the application process and the conditions of application

REGULAR WINTER FINAL EXAM PERIOD

January 29 (Wednesday) - February 07 (Friday) 2020

*The day of the final exam is given to the students by the department involved.*

EARLY WINTER FINAL EXAM PERIOD:

(For students applying for the 2020 cross semester programs)

December 16, 2019 (Monday) – January 03, 2020. (Friday)

*The day of the final exam is given to the students by the department involved.*

Applying for the Final Exam through the Neptun System:

The first step for applying to the Final Exam through the Neptun System in the academic year 2019/20 is: **Declare your intent by applying for the „Final Exam application period in the Menu point „Administration/Final Exam“**.

Only submit your application to one chosen period:

- For students applying for the 2020 cross semester programs, apply for the early winter final exam period
- For students intending to take the regular Final Exam, apply for the Regular Final Exam period
- For advanced level vocation training students, application is done through notification on each course.
<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>
</tr>
</thead>
<tbody>
<tr>
<td>2019/20 winter exam period (early)</td>
<td>11 November 2019 06:00 AM</td>
<td>25 November 2019 23:59 PM</td>
<td>16 December 2019 06:00 AM</td>
<td>03 January 2020 23:59 PM</td>
</tr>
<tr>
<td>2019/20 winter exam period (regular)</td>
<td>28 November 2019 06:00 AM</td>
<td>12 December 2019 23:59 PM</td>
<td>29 January 2020 06:00 AM</td>
<td>07 February 2020 23:59 PM</td>
</tr>
<tr>
<td>2019/20 winter exam period (only for nursing students)</td>
<td>07 October 2019 06:00 AM</td>
<td>21 October 2019 23:59 PM</td>
<td>07 January 2020 06:00 AM</td>
<td>23 January 2020 23:59 PM</td>
</tr>
<tr>
<td>2019/20 winter exam period (Advanced level vocational training)</td>
<td>07 October 2019 06:00 AM</td>
<td>13 December 2019 23:59 PM</td>
<td>07 January 2020 06:00 AM</td>
<td>23 January 2020 23:59 PM</td>
</tr>
</tbody>
</table>

Application to the „Final Exam Application Period” does not apply to the students of the Tibor Varga Music Institute, the Faculty of Law and the Doctoral Schools.

**Those students who have already acquired the absolved status but would like to take their final exam in the given final exam period must also apply through the Neptun System.**

Those who have not applied through the Neptun System for a Final Exam Period will NOT be able to take the final exam.

Student who do not have a Neptun Code and cannot access the Neptun System must apply by downloading the Final Exam Application Form from the University’s home page and submitting it to the Registrar’s Office.

**TO APPLY TO THE FINAL EXAM YOU MUST:**

- **fulfil** all the requirements prescribed in the curriculum (including the compulsory and optional subjects as well)

- **complete the practical internship** and/or **fulfil** a semester of practice,

- **fulfil** the requirements of Physical Education if prescribed in the curriculum

- **have** a pre-degree certificate stating that all course-units have been completed (absolutorium) but not more than 6 semesters have passed since the first submission of the same thesis, EER. 83. § (6)

- **get your supervisor’s signature in the Neptun system proving the fulfilment of all the course requirements.** EER.77. § (5)

- **Submit the „Student Release Form” to the Registrar’s Office latest one week before the Final Exam. The Student Release Form** must be signed by the University Service Centre. The Library and the PE and Sport Centre receive the list of applicants based on the submitted final exam applications.
We hereby inform you that based on the Government Decree 362/2011 (XII.30.) on Education Related Identification Cards, all students whose student status has been terminated, or have changed the type of the program must give back their student card to the administrator in charge. Detailed information can be found on the web page:  http://neptun.sze.hu/diakigazolvany-leadasa-hallgatoi-jogviszony-megszunese-illetve-tagozatmodositas-eseten. The related forms can be downloaded from: http://neptun.sze.hu < Kérelmek, nyomtatványok < Kérelmek, nyomtatványok hallgatók számára oldalról.

Student who have any debt to the university (including the final exam fee) will not be allowed to take the Final Exam

The day of the final exam is defined by the faculty in charge.

***

It is possible to start the final exam without fulfilling the language requirements necessary to receive a degree.

Language requirements necessary for receiving a university or college degree (BSc/BA and MSc/MA) are regulated in the Government Decree 77/2002 (IV.13) and Ministry of Education Decree a 15/2006 (IV.3).

-

Additional information:

Students starting their studies after September 1 2003 must have a language certificate from the defined languages - EER Appendix 11

Students must check that all their exam grades received during the exam period are recorded in the NEPTUN system. If any grades are missing please contact the tutor involved as soon as possible and ask him/her to put the grade into the system.

Students missing any of the above listed conditions and requirements will not be allowed to take the Final Exam!

Certificate stating the completion of the internship and the semester of practice must be submitted to the Department in charge until the end of the term time. Please check if the Department has recorded the certificate in the NEPTUN system.

Students must fill out the questionnaire available on the web page of the University Service Centre (https://oregdiak.sze.hu/dpr-kerdoivek) before they can apply for the final exam. For filling out the questionnaire you must log in with a valid user name and password.