Information on the exam period of the 2019/20 academic year autumn semester

With reference to the autumn semester of the academic year 2019/20 we would like to inform you about the following issues:

**Duration of the exam period:** Monday, 16. December 2019. – Saturday, 01. February 2020

**APPLICATION PERIOD** for the exams starts on 9th December, 2019. through the NEPTUN system.

If in case you have debt registered in Neptun that has NOT BEEN PAID by 3rd December 2018, you will not be able to apply for exams.

Guides: Registering for exam (help with exam registering)

Please also NOTE the list below:

Applying for exams and modifying exam dates in the NEPTUN system is only possible until 12.00 AM the previous day. After the deadline, modification is only possible with special permission e.g. doctor’s order (must provide written proof) and any modification must be discussed and approved by the teacher involved.

Those who apply but stay away from the exam without justification will have to pay a fine of HUF 1600 at the beginning of the next semester.

- The payment of the repeated exam fee through the NEPTUN system is similar to that of the previous years. You can only apply for a **repeated exam** if the **repeated exam fee** has been paid through the NEPTUN system.

Based on 17. § (2) of the Education and Exam Regulations if a student does not pay his/her debt by deadline despite the letter of reminder sent to him/her through the NEPTUN system, then his/her status will be terminated.

The final notice/reminder concerning any unpaid debts will be mailed to the student’s permanent address on the second week of the exam period

According to 17. § (2) j.) of the Education and Exam Regulations the student status will be terminated with the date of 01 February 2020. of those who did not meet the obligation to pay despite the issued notices. Their student status will be
terminated based on non-compliance with the Education and Exam Regulation. In case of students attending the integrated institutions Apáczai Csere János Faculty of Teacher Training and Mosonmagyaróvár Faculty of Food Sciences, §17 of the Education and Exam Regulation is amended by point (5) of § 91.

One single occasion during the full course of their study students are allowed to hand in a leniency request for taking an exam in maximum two subjects. However students who received „signature denied” from a given subject are not allowed to hand in a leniency request based on § 7 (2) of the Education and Exam Regulations.

Leniency request can be handed in continuously during the exam period latest until 12.00 AM Monday 3rd February, 2020!

Approved leniency exams will be held between 5 February- 8 February., 2020. The exact time of these exams is decided by the departments. All leniency exams in the COEDU system will be held on Thursday, February 6, 2020.

It is not necessary to apply to the leniency exam dates through the NEPTUN system, the dates of the leniency exams are not shown in the NEPTUN system.

The fee of the leniency exam is indicated in the NEPTUN system as “outstanding item” and must be paid until the beginning of the registration week of the next semester. Leniency permission is only obtainable once during the full course and can only be granted to those who have not had a permission previously.

Leniency permissions are available at the Registrar’s Office and the permission must be shown at the exam.

IMPORTANT!!

Please follow the recording of the marks through the NEPTUN system. If any marks are missing please contact the department responsible for that subject.

INFORMATION ON THE SPRING SEMESTER OF THE ACADEMIC YEAR 2019/20

Registration for the spring semester of the academic year 2019/20 takes place between Wednesday 06:00 AM January 29, and Saturday February 8, 2020 through the NEPTUN student information system.

Taking up subjects for the spring semester of the academic year takes place between Monday from 6.00 AM February 3, to Saturday February 8, 2020. Before taking up subjects you must register for an active semester.

Subjects and courses belonging to the subjects can be taken up through the NEPTUN system.

Subjects cannot be modified after the deadline of taking up subjects expires!

It is also necessary to register for passive semesters for the academic year 2019/20 through the NEPTUN system.

Based on § 41. of the Payment and Benefit Regulations not registering for a semester results in a fine of HUF 5000

Based on § 43 of the Education and Exam Regulations if a student fails to register for the semester it is automatically regarded as suspension of his/her student status. Suspension of student status is only possible for two consecutive semesters.

DEADLINES FOR HANDING IN STUDENT REQUESTS ARE AVAILABLE ON http://neptun.sze.hu under the menu points: Information, Educational materials for students as well as the links (Handing in student requests –Neptun, Handing in student request - normal) and are also available under Downloadable documents.
After the deadline of handing in student requests has expired the NEPTUN system does not allow the handing in of further student requests!

After the deadline of handing in student requests has expired no requests on paper or via email are accepted!

Organization of Education