

Useful information on the exam period

Exam registration in Neptun starts on **02 December 2024** (Neptun/Exams/Exam registration).

Exam period	16 December 2024	01 February 2025
Repeat exam period	03 February 2025	08 February 2025
Complaint period	03 February 2025	20 February 2025
Winter closure (when examinations are suspended)	21 December 2024	01 January 2025
Closure of the Student Registration Office	21 December 2024	05 January 2025

I. General information on the exam period

- Without exam registration in Neptun, you are not allowed to sit for the exam. Exam registration is available under “**Exams**” menu, click “**Take exam**”, then click “**Take**” at the end of the line.
- Registering for exams in Neptun is only possible when the practical grade has been obtained (in case of practical course) and registered in Neptun.
- **Exam registration deadline:** Neptun system closes the Exam registration 24 hours before the actual exam date.
- **Exam deregistration deadline:** 24 hours before the actual exam date under “**Exams**”, “**Taken exams**”, then click “**Drop**” at the end of the line.
- Exam registration/exam deregistration **is not possible** after the deadlines.
- It can take days for your instructor to register your grade in Neptun, so please **do not apply for any further exam dates in the same subject until the instructor has registered your grade in Neptun.**
- If you have registered for an exam previously but failed to deregister on time, it counts as an attempt. In this case, the note “**missed**” will be indicated in Neptun.
- Only students who do not have outstanding charges (e.g. unpaid tuition fee) in Neptun are allowed to register for exams.
- Within one examination period, a student has a maximum of three attempts: **exam, retake exam and repeated retake exam.**
- There is a **total of 5+1 exam opportunities** for a subject, **if a student fails to pass the exam for the sixth time, his/her legal student status will be terminated unilaterally by the university.**

II. Offered grades

- **If you have an offered grade by your instructor, the exam registration in Neptun is compulsory, otherwise, the grade will not be registered in Neptun in the actual exam period.**

III. About exam retake and repeated exam retake

- An **unsuccessful (failed) exam** can be repeated two times on the same subject in the same exam period. The earliest exam retake date must be the third calendar day after the (failed) exam day. A student who has only one remaining unfulfilled subject, may take a third remedial/repeated retake exam in that subject in the given examination period.
- The total number of retake and repeated retake exams in the same subject is **5**.
- A **successful (passed) exam** can be repeated. Students may improve their exam grade in a maximum of two subjects per semester within the examination period. Grades can be improved only in the given examination period, improvement in another examination period is not possible. The final result of the exam will be the result of the retake exam even if it is more disadvantageous for the student, except if it is a fail, which may be then improved in another retake (repeated retake exam).
- **Missing an exam** without a legitimate cause shall result in recording "**failed to appear**" in the Neptun system. If the student does not register for an exam date during the exam period at all or registers but fails to appear, their knowledge may not be assessed.
- Absence from the exam is considered as a missed/ used exam opportunity and will be deducted from the allowed 6 opportunities. Students may submit a **written proof of an excuse for missing an exam** on the exam day or within three working days to their instructor.
- In the case of subjects building upon each other (consecutive subjects) taken in the same semester, the student must complete the examination requirements for the subjects in the order indicated in the prerequisites.
- During the **Repeat exam period**, the last week of the exam period, only failed exams can be retaken (in other words the 1st exam must be taken before this week and a grade 1 must be registered in Neptun to be allowed to register for the exam).

IV. Complaint period

A couple of days after the end of the Exam period, **the semester will be closed** and the grade average (GPA) for the current semester will be calculated in Neptun. After this closure grades cannot be submitted any more for this semester. Therefore, please make sure during the **Complaint period** that all the necessary grades, signatures for the courses taken in the current semester have been submitted. Results of the current semester should be **checked** in **Neptun** under "**Studies**", then "**Gradebook**" (semester: choose the relevant semester). Should something be missing or false, please contact the course instructor and the Student Registration Office.

If all the necessary grades have been submitted in Neptun before the end of the examination period, upon the student's request (e.g. to issue an Academic transcript) the semester can be closed in Neptun. In this case please ask your administrator from the Student Registration Office to close the semester in Neptun.

The **Academic and Examination Regulations of the University of Szeged** is available on the following link:

<https://u-szeged.hu/english/rules-and-regulations/academic-and-examination>