



Essential information regarding the examination period of the 1st semester of the academic year 2021/2022

Neptun examination registration begins on December 1, 2021 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 13 – December 23, 2021 and January 3 – January 29, 2022

Repeat examination period: January 31– February 5, 2022

Winter break: December 24, 2021 – January 2, 2022 (The University is closed. There are no examinations.)

Credit transfer requests for 2021/2022-2 are due to be submitted by midday on **December 20, 2021** by attaching every supporting document. Submission is possible by sending an e-mail to med1.fs@med.u-szeged.hu or in person at the Foreign Students' Secretariat (6720 Szeged, Dóm tér 12.)

General information before you sign up for your examinations

- Examinations will take place face-to-face, but some examinations might be online. 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 duty 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.
- A **successful examination can be improved only in one subject/semester**.
- **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 17, 2022**.

Procedure concerning unsuccessful examinations

- The earliest a retake examination may take place is the **third workday** 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 — holding a permit issued by the academic office —, he or she may take a third retake examination.*”
- Upon finishing your examinations, you will be charged for **all your unsuccessful examinations** in one installment. The current fee schedule is: 2nd and further repeat examination: 1000 HUF. You are required to pay for them via credit/debit card on Neptun (Finances > Payment “Ugyanabból a tárgyból tett harmadik és további vizsga”) or at the Student Service Office (HSZI) (6722 Szeged, Ady tér 10).
- Try **not to be absent** from the exam on your first exam attempt, 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.**

Procedure concerning unsuccessful courses

- According to the [Faculty Academic Regulations of the Faculty of Medicine](#), a maximum of 2 failed courses can be carried over to the forthcoming 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.** Having one absent examination registration in the subject concerned does not entitle you to take it as an examination course in the upcoming semester.
- You are entitled to sign up for a course for a maximum of 3 times depending on the number of exhausted examination chances:
1: first course registration, 2: examination course, 3: complete repeat.
- 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](#).

In case you are required to repeat a course, you might be charged a procedural fee of 1000 HUF/ course. You are required to pay for them via credit/debit card on Neptun or at the Student Service Office (HSZI) (6722 Szeged, Ady tér 10).

Good luck with your examinations!