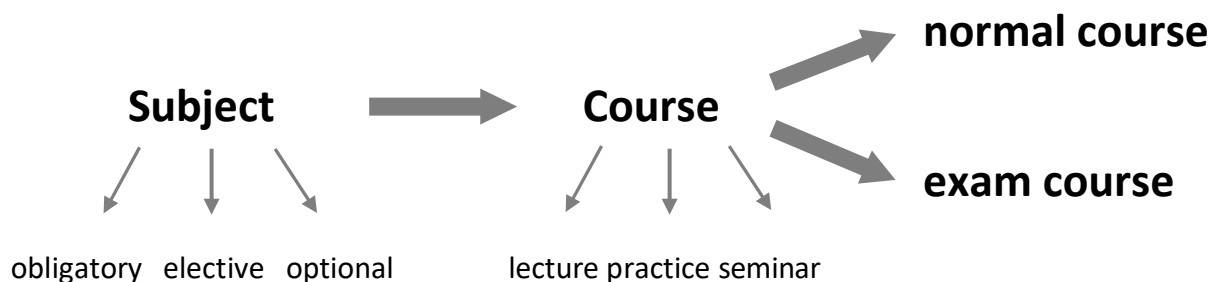




FREQUENTLY ASKED QUESTIONS (FAQ) REGARDING EXAM COURSES



- **Subject:** a subject material that has to be (in case of compulsory course-units) or can be (in case of elective and optional course-units) acquired.
- **Course:** a group of lectures, seminars and practices offered in a semester whereby the course material can be acquired and an exam is related to it. When we would like to complete a subject in the curriculum we can do it by completing the course.

1. Normal course:

- has contact hours,
- has to be taken up during the registration period,
- its exam belongs to the exam period in the given semester.

2. Exam course:

- you don't have to – moreover you cannot – visit the classes,
- has to be taken up during the registration period,
- its exam belongs to the exam period in the given semester,
- In the fall semester pre-scheduled exams are offered, so the A exam chance can be used at the beginning of the semester.

What is the exam course exactly?

- Course with no contact hours, only examination opportunities.
- Exam courses may only be announced in obligatory courses.
- An exam course may only be enrolled for (in Neptun) by the student who has previously enrolled for the course on/under his/her current student status now announced as an exam course, has fulfilled the mid-term requirements (received the electronic signature) of the course, nevertheless has not accomplished the course (did not attend the exam or obtained a fail grade).
- It works in the same way just like the normal course, but you do not visit the classes.
- The pre-scheduled exam (in August) at the beginning of the semester is a kind of extra service of the registered exam course in the fall semester and it is not obligatory.



What is the difference between normal course and exam course?

- Students register for the course in Neptun, visit the classes, get the signature for the term and if it is needed, take the exam in the exam period (with 3 exam chances). The emphasis is on visiting the classes.
- The examination course works the same way except three differences:
 1. the Student cannot visit the classes
 2. a pre-scheduled exam can belong to the fall semester: you can try to pass your A exam chance at the beginning of the registration period
 3. in the case of the subject-courses there are maximum headcounts determined in advance, but the exam courses usually does not have limits. In case of some courses limits can be set because of capacity problems.

How do I know during the course registration whether it is a normal course or an exam course?

Normal courses have a 'T' and in case of exam course there is a 'V' at the end of the course code. Please be careful, because in the case of applying for exam course you cannot visit the classes!

Which courses are announced as an exam course?

Exam courses may only be announced in obligatory courses and only from those courses where the course director considers that the character of the course and the educational infrastructure allow it. Although exam courses can be announced not only in the semester when it specified in the model curriculum (in the same semester as the subject course), but in any or both semesters. The decision is made by the course director during the course announcements and it can not be changed later.

When does it turn out which courses have exam course and which courses might have exam dates in August?

You can find the list of the announced exam courses for the following semester on the Registrar's Office website under Announcements at the end of June. The exact number of the places will be specified in Neptun during the registration period (the number of the places/spots for the pre-scheduled exam).

Is it necessary to fail in a course before taking up the exam course?

The basic condition to take up an exam course is that you had taken up the course in a previous semester, visited the classes, and your term had been accepted (received the electronic signature for the term). However it does not matter why you could not complete the course – did not register for the exam, did not attend to the exam, or failed.

How can I sign up for an exam course?

You can register in Neptun (before that don't forget to set your student status to active, because you can register for a course and for an exam only if you have an active semester!), no other request is necessary for that. Since exam courses are announced only for obligatory subjects registration and dropping of the course is possible in Neptun during the registration period.



How many exam courses can a student take up?

There is no limit set for exam courses, it depends on the student's decision.

How many exam chances can I have in case of an exam course?

Three. Every kind of obligatory course registration (subject course or exam course) provides 3 exam chances – if you find a place for an exam. You can ask for the Dean's chance as the 4th exam chance, which can be used only once during your studies.

It is important to know that the 6th failed exam leads to dismissal. In case of students who started their studies in 2012/2013 or later the Registrar terminates the student status of the student whose total number of unsuccessful corrective and repetitive examinations of the same curriculum unit reaches five. The second exam from the same curriculum unit is a retake exam, the third and all further examinations (including the Dean's exam) is a repeated retake even if in the given semester the exam in question was the first exam.

What is the difference between exam course and pre-scheduled exam?

The pre-scheduled exam is a kind of an extra service of the exam course in the fall semester. It means that you can sit for a pre-scheduled exam if you have registered for the exam course. Although if you are registered for an exam course it is not compulsory to take a pre-scheduled exam. Not every exam course has pre-scheduled exam, and probably the number of the offered spots for exams will be less than those who can take up the exam course. Exam course can be taken in the fall and the spring semester as well, but – due to the shortness of time – we can announce pre-scheduled exams only for the fall semester.

Why is the pre-scheduled exam good for me?

Pre-scheduled exams are held in the first 3 days of the second week of the course registration period of the fall semester. So if you pass, in the next 2-3 days you can take up those courses which are based on that course. It means you will not be delayed with your studies.

How can I register for a pre-scheduled exam?

Through Neptun as usual, during the first week of the registration period of the fall semester. The condition for it: you have to take up the exam course before you register for the pre-scheduled exam and if this will be your 3rd exam, you have to transcribe the item and pay the fee.

How is it decided who can have a place for the pre-scheduled exam?

If the course director doesn't establish any other criteria at the announcement of the exam course, only the order of the registration counts. Since you can register for the pre-scheduled exam only in Neptun, the first who clicks gets the place.

What can I do if I did not get a place for pre-scheduled exam?

You can do two things: since you don't have a valid exam registration you can cancel the exam course until the end of the registration period. Or if it is suitable for you, keep the course registration and you can have 3 exam chances during the exam period.



Can I drop the exam course in case I fail on the pre-scheduled exam?

If you have a valid exam registration for a pre-scheduled exam after the deadline of cancellation (and it doesn't matter you showed up or not), you cannot drop the exam course (and you lose your A chance as well).

How long can I set my student status to passive if I had registered for an exam course but failed the pre-scheduled exam or did not attend to the exam?

If you have taken up an exam course or registered for a pre-scheduled exam date in the given semester, you cannot set your student status to passive.

Can I deregister from a pre-scheduled exam?

You can deregister until the given deadline.

Do I have to use my A chance in advance? Is it compulsory to use my A chance in advance?

No. In case of an exam course taken in the fall semester it is up to you if you use your A chance (if there is a place) as a pre-scheduled exam or use it in the regular exam period.

If I fail two (three) times in June, can I use my 'C' ('D') chance in August with an exam course?

No. If you fail now, the result of the spring semester is 1 (fail) in the given subject which will be counted in the average of the spring semester. The spring semester ends at the end of June in every respect. However, at the end of August you can pick up the subject again as an exam course (if it is announced), and if you are able to take a spot on the pre-scheduled exam, you can use your "A" chance of the new registration. So, the exam course: new semester, new subject registration.

Can I be dismissed if I take up the course for the third time and I fail at the C and D exam chances?

If you are enrolled before 2012/2013 or after 2015/2016 you can be dismissed. In case of completing a course it makes no difference if it was a subject course or an exam course. If you cannot complete it for the third time, it entails dismissal.

Students enrolled in 2012/2013, 2013/2014 and 2014/2015 cannot be dismissed for such reasons.

If I only registered for one exam course shall I pay tuition fee?

Yes. If you have a course registration in a semester (and registering for an exam course counts even if you do not attend the classes) and you would like to take an exam, you can do it only in an active semester. Exam course costs the same as subject course.

How much does the exam cost at the end August?

According to the Code of Charges and Benefits if the student takes an exam in the same curricular unit three or more times –he/she is obliged to pay the fee for C-chance. For fee-paying students at the credit-based tuition fee calculation exam courses costs the same as normal courses.