



Information for Students about the Exam Period in the Fall Semester of 2024/2025

Dear Students,

We would like to draw your attention to the deadlines and tasks related to the announcement of exams.

Hereby we inform you that at the University of Pécs Faculty of Pharmacy (hereinafter: UPPF) the exam period will be held between **December 9, 2024 and January 24, 2025**.

According to the CSE, every student has 6 exam chances overall within the same subject during the training. These 6 registrations are usable within the span of the first and any re-registrations of the subject that may happen during the training (6 subject registrations are allowed at the most for each subject). However, students have only 3 exam chances within the same subject in any given semester, except for the case when out of the maximum given 6 exam chances some have been failed in previous semesters and due to this limitation, even fewer than 3 exam chances would be available. The sixth failed exam within the same subject shall result in the termination of student status.

Please note, that planning out their own exam schedule and registering for the exams is entirely the students' responsibility, therefore we recommend everyone to distribute their exams reasonably, possibly scheduling them for the first weeks of the exam period when considering that a sufficient number of available (repeated) exam chances for the last weeks of the exam period cannot be guaranteed, given that the headcount for each exam is limited and the spots tend to fill up quickly.

PLEASE BE AWARE! For anyone who took a successful exam during the prescheduled exam period in August in a given subject, their exam registration for a bettering exam in that specific subject would be barred, as in case of subjects passed during the prescheduled exam period there is no possibility for taking a bettering exam according to article 33. § (6) of the CSE.

Furthermore, as it was communicated previously, students without a currently valid medical checkup from the UPMS Centre for Occupational Medicine shall be barred from exam registration and would be unable to sign up for them in Neptun. Their registration privileges may be reinstated only if they have gone to and were approved during one of the supplementary checkup dates organized by the UPMS and the UPMS Centre for Occupational Medicine. This make up period is held between November 29 (Friday) and November 30, 2024 (Saturday). The Centre for Occupational Medicine can only forward the approved and passed checkup results to be registered in Neptun.

Please also check and settle and pending or unpaid items within your Neptun finances. Students who still have active listings by November 26, 2024, and have not sufficiently proven that the payment has already been handled, would be barred from exam registration until the payment has been settled. After payment, every student involved should inform their administrative officer to be re-enabled for exam registration.

Based on the information received from the university headquarters, Neptun's "old" version and website that has been in use up until this semester is to be phased out by November 15, 2024, and would no longer be stable or readily accessible at all times. Thus, according to the information that has been sent out previously, please make sure to familiarize yourself with the new system, as the exam registration will happen exclusively on the new platform. The guides prepared by the Directorate for Education of the University of Pécs for using the new system may be found at the following link: <https://neptun.pte.hu/en/neptun/user-guides/students>

IMPORTANT!!! The Neptun system indicates successful exam registrations via push-notifications. In case one



of the conditions of exam registration is not fulfilled, the user likewise receives a push-notification about the reason of the registration being unsuccessful. The new Neptun platform handles the exam registrations according to a slightly different logic when compared to the old system, thus it is important to remember that the exam registration is only successful if the push-notification about it has been received.

The most important deadlines to consider in the exam period (the most important changes indicated in red)

EXAM PERIOD – FALL, 2024/2025		
The deadlines and responsibilities pertaining to the exam period are specified in the corresponding sections of the CSE		
END OF THE INSTRUCTION PERIOD		
Offered grades	The course director of a given subject may offer a grade by registering it in Neptun, this grade has to be accepted/declined by the student	until the last day of the instruction period
Accepting offered grades	In case the student accepted the proposed grade, they would be unable to register for the exam of the subject	until one week before the end of the exam period
Mid-semester grades (and signatures serving as form of completion in case of criterion requirements)	The course director shall register the grade in Neptun	until December 20
Denial of end-semester signatures	The fact that the signature has been denied from a student for a subject is noted in Neptun ("Signature = blocked entry" in case of subjects ending in exam and "Not completed" entry in case of subjects ending with midsemester grade in the ES), about which the student receives a Neptun message. Furthermore, any exam registrations for the subject affected shall be cancelled automatically and the student may not register for further exam dates in the given subject, or in case of courses ending with mid-semester grade, the student shall be denied the final grade.	the course director registers it in Neptun until December 7 midnight
Determining the exam dates	According to the agreed upon schedule discussed by the course directors and year representatives *	available to be viewed in Neptun from November 8
Exam registration	for subjects of semesters 1 through 4, available for students with a valid feedback bonus: (*eligibility for the feedback bonus may be checked in Neptun under "Personal information" and checking the "Details" section by clicking "Show more" and scrolling down to find the "Feedback." field. The value should contain the word bonus = eligible)**	available from November 27, 2024 - 07:00 AM
	for subjects of semesters 5 through 10, available for students with a valid feedback bonus: (*eligibility for the feedback bonus may be checked in Neptun under "Personal information" and checking the "Details" section by clicking "Show more" and scrolling down to find the "Feedback." field. The value should contain the word bonus = eligible)**	available from November 28, 2024 - 07:00 AM
	available for students without the feedback-bonus	available from November 29, 2024 – 07:00 AM



Conditions of exam registration	Signing UP FOR an exam	until 09:00 AM on the last work-day before the exam
	Signing OFF FROM an exam	possible until 09:00 AM on the SECOND work-day preceding the exam
	For the same subject a student may only have one active exam registration at a time. Registration for the B (second) or C (third) chance only becomes available when the grade, or the note of absence for the previous exam has already been added to Neptun	ATTENTION! December 24, 25, 26,27 and January 1, are NOT working days in the current year!
Help and support during the start of exam registration	The Registrar's Office provides e-mail help and support (neptun.th@aok.pte.hu) in the designated timespan	November 27 and 28 between 07:00 and 08:00 AM
EXAM PERIOD		
Exam chances	Every subject that concludes with an exam or final/comprehensive exam has 3 chances to be completed in a given semester: the A, B and C chance (exam, retake exam, repeated retake exam) within the total of 6 exam chances which students have in the same subject during their studies.	establishing an optimal schedule for the exam period is every student's own responsibility
Bettering exam	Students who already received a passing grade for an exam, have one opportunity in a given exam period to take a bettering exam and attempt to improve the grade (using their B [second], C [third] or perhaps D [Dean's] chance). The grade received at the bettering exam may be worse (even a fail) than the initially received one!	registration on the last week of the exam period possible only with the assistance of the Registrar's Office
Dean's exam chance	with the Dean's equity exam registration is only possible for one of the given free spots. Over the headcount limit or to other, not-scheduled exam dates it is not feasible.	The Dean's Chance exam may only be taken within the exam period!
EXAM PERIOD		
Fee of the repeated retake and further exams	10 USD fee to be paid, the students need to transcribe the item themselves in Neptun and pay it in online BEFORE registering for the exam. (in Neptun under Finances / „New item”)	The third and subsequent exams are counted according to the number of exams in the course altogether and not according to one's chances in the given semester!
Uncertified absences from exams	result in a penalty fee of 15 USD	Transcribed in the student's Neptun by the Central Registrar's Office within 20 days after end of the semester
Cheating at examinations	The Dean's Order pertaining to cheating at examinations is available on the website of the Registrar's Office. The regulations stated in the Dean's Order issued by the Faculty, shall be applied without further consideration.	immediately after noticing the act of cheating
IN CASE OF QUESTIONS/REQUESTS		



Technical issues	If a student cannot meet the deadlines for reasons beyond their control, they should send an e-mail to their administrative officer at the Registrar's Office with an attached screenshot of the problem. This should be done IMMEDIATELY after noticing the issue!!!	Noticing the problem send an e-mail to your administrative officer
Opening hours of the RO	There is a possibility of keeping in contact via phone or e-mail, as well as personal visits during opening hours of the Registrar's Office. Further information is available here .	

* The course director and the student representatives come to an agreement via electronic forms of communication. As a sign of their agreement, the student representatives electronically approve the exam dates that are to be announced.

** Anyone who happens to disagree with their feedback bonus eligibility, may request a review of their case from the Feedback Committee (feedback.biz@aok.pte.hu).

ATTENTION: Anyone who are not eligible for the feedback bonus are kindly asked to do not even attempt signing up for exams in Neptun during the time when exam registrations would only be open to students with feedback bonus eligibility. Furthermore, everyone is kindly asked to only sign on the day when registration is open to the subjects to their specific semester (1-4 or 5-10), as registration will not be possible earlier. The system will not allow unauthorized exam registrations, while in the meantime such students keen on experimenting whether the system lets them register, would take up the available login spots on the Neptun server, potentially preventing those who are eligible for registrations from logging in. To ensure the fairness of exam registrations, students are also asked to only log into one instance of Neptun and avoid logging onto multiple Neptun servers at the same time, so as to not take up too many of the already limited number of available client spots on the server.

Calendar of the exam period:

Pharm I-V, BIOT BSc	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
IP12	November 18	November 19	November 20	November 21	November 22	November 23	November 24
IP13	November 25	November 26	November 27	November 28	November 29	November 30	December 1
IP14	December 2	December 3	December 4	December 5	December 6 -	December 7	December 8
EP1	December 9	December 10	December 11	December 12	December 13	December 14	December 15
EP2	December 16	December 17	December 18	December 19	December 20 -	December 21	December 22
EP3	December 23	December 24 - holiday	December 25 - holiday	December 26 - holiday	December 27 - non-working day	December 28	December 29
EP4	December 30	December 31	January 1 - holiday	January 2	January 3	January 4	January 5
EP5	January 6	January 7	January 8	January 9	January 10	January 11	January 12
EP6	January 13	January 14	January 15	January 16	January 17	January 18	January 19
EP7	January 20	January 21	January 22	January 23	January 24	January 25	January 26

Personal consultations at the RO in study related issues

With the purpose of supporting the students' academic progression and advancement, the Registrar's Office is to provide an option for personal appointments during its opening hours. An appointment for a 30-minute



consultation may be booked on the [here](#). The consultations themselves are meant to grant an opportunity to discuss specific study-progress-, course-registration-, transfer-, passive semester- or finance-related questions the students may have.

Please be advised that there is no option for preparing or issuing documents and/or certificates during the personal consultations and given that the number of available appointments is limited the students are kindly asked to use the regular service for any such and similar matters that do not require a longer discussion (eg.: requesting certificates). The regular service further remains at everyone's disposal through the usual method of receiving a numbered slip from the queue management system (and in case certificates preferably requesting them in e-mail in advance) and waiting until being called-in.

We would also like to call it to your attention that **between December 23, 2024 and January 3, 2025, the Registrar's Office will have limited personal availability.** During this period our colleagues will be available via e-mail and phone, as well as the opening hours for personal visits will be limited to the days of the 23rd, 30th and 31st of December 2024, and the 2nd and 3rd of January, 2025, to the time period between 9:00 and 13:00.

In case of further questions, you may contact your administrative officer through the contacts listed [on the website of the Registrar's Office](#)

Wishing everyone a successful exam period!

Sincerely:
The Registrar's Office