ELTE | FACULTY OF INFORMATICS

Exam period information

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Types of assessments

We distinguish between theoretical (lecture/exam) and practical (practice) subjects.

- **Theoretical Subjects (Exam/Lecture):**
  - **Completed during the exam period,** usually with an oral or written exam.
  - Attendance of at least 2/3 of compulsory lectures is required unless you are exempted. Without meeting this requirement, you cannot take the exam.

- **Practical subjects:**
  - **Evaluated based on your performance during the study term.**
  - Grades are given in the exam period.
  - If possible, one opportunity to improve a failing grade is provided in the the exam period.

- **Combined Assessment Practical Subjects:**
  - Grades are entered in Neptun by January 15 for the autumn semester, or by June 15 for the spring semester.

- **Continuous Evaluation (subjects with subject codes ending in FG):**
  - At least 5 evaluations during the study term.
  - There is no obligation for post-examination for a practice grade.

- **Lectures and Practices with Different Subject or Course Codes:**
  - There are subjects where the lecture and the practice have two different subject codes (offered as two subjects), while there are others where the subject code is the same, but the lecture and the practice have different course codes. In these cases, you will obtain a practical grade for the practice, and sit for an exam for the lecture. You can only apply for the exam after completing the practice. **The practical subject is a weak prerequisite of the lecture (exam).**

- **Combined Lecture and Practice (EG codes):**
  - One combined grade for both lecture and practice.
  - You must pass both parts (the practice and the lecture) to complete the subject. The combined grade can be a practical grade or an exam grade.

Exam Registration Information

- **First register for the subject in Neptun to be eligible for the exam.** Those students can register for a subject's exam who registered for the subject in Neptun.

- **Maximum 3 exam attempts per subject are allowed in the same exam period** (with the exception of postponing the exam). You will be charged an extra fee for the second retake (i.e. the 3rd attempt to pass the same exam in a given exam period); the fee will be transcribed in Neptun.

- **Specific exams may be designated as remedial or retake exam occasions,** for these exams only those who want to improve their grade or failed can register.

- **You can register for an exam, and cancel or change exam dates at least 24 hours before the exam starts**, which applies to exam cancellations and signing up for another date (postponing exams) that has the capacity, as well.

- **Absence from an exam without a valid reason is counted as an unsuccessful attempt** and is included in the number of exam registrations for the semester, but not included in the number of possible attempts to achieve a grade. The fee for unjustified absence will be transcribed in Neptun. **Valid reasons are beyond your control or attributed to external circumstances. A justified absence is regarded as postponing the exam.**
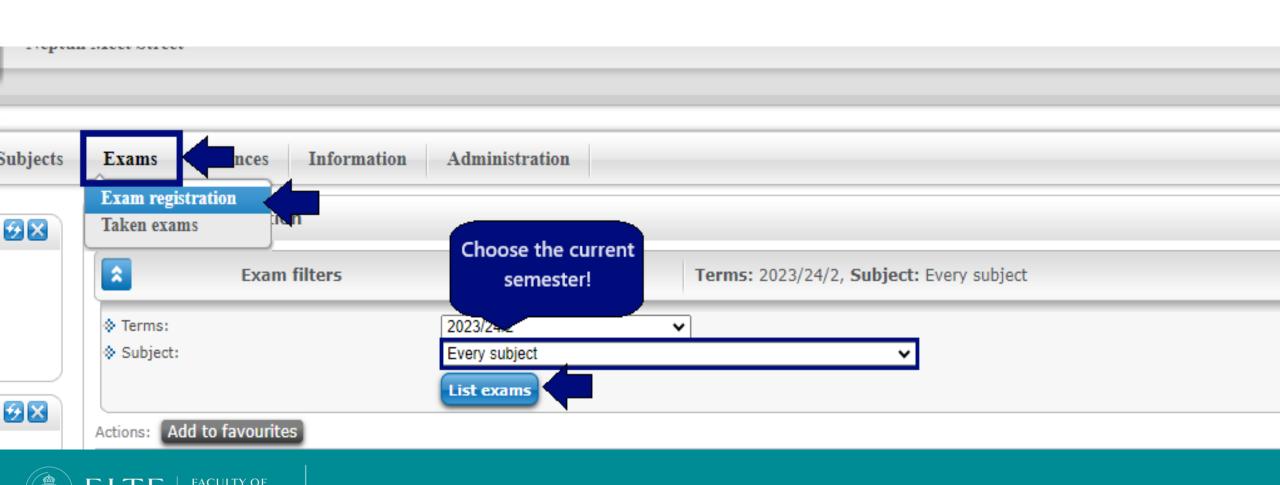
Request for a 3rd exam

- **If in the the examination opportunity for a subject is guaranteed in each semester -** with the exception of the case of postponement of the exam **– Typically, you can apply for an exam up to two times. You can apply for an exam up to three times in other cases.**

- **If you would like to apply for an exam for the 3rd time when the exam is offered every semester, you can do so by submitting a request** supported by lecturer's approval and a reason for request. The fee will be transcribed in Neptun by the Education Office).

- You can register for exams of the same subject a **maximum of 6 times** during your studies.

ELTE Faculty of Informatics

Name:_____
Neptun code:_____
Major:_____
E-mail:_____
Telephone:_____ Student coordinator:_____

Reg. nr.: 1K/........../......(2020)
Date of receipt:.....................
Item nr: ....

REQUEST

Dr. Anna Krebsz   Subject: Request for a 3rd exam
Vice-Dean for Education

Honorable Vice-Dean for Education,

I would like to apply for a 3rd exam after this semester's 2 failed exams as follows:

    Subject code:
    Subject name:
    Name of teacher/instructor:

I request (more options can be marked):

□ a 3rd exam. As exams are available from this subject in every semester, according to ELTE Academic Regulations for Students, section 377, I should have only 1 retake examination, so please give me an exemption.

□ a 3rd exam with the exemption of 3-5 days between two exams (according to ARS section 73)

□ a 3rd exam to be held in front of a committee (according to ARS section 73)

Explanation of the request:

I declare that at this training from above mentioned subject (including the equivalent subject as well) I have not failed more than 5 times.

Place, date: _____   Yours sincerely,

                                    _____
                                         signature

I support it:

    _____   _____
        Instructor   Head of Department

Academic Regulations for Students – Retakes and remedial exams – sections 73, 377
73 (3) If the conditions under Section 58 (2) of Vhr1. are present, the students can request in writing to take their exam in front of a committee from the Head of the organisational unit responsible for the course, at the latest by the day following the exam or within 7 seven working days from the publication of the exam results (but no later than the end of the fifth week of the exam period). The Head of the organisational unit must grant this opportunity in the same exam period unless the Student has registered for the maximum number of exams allowed per semester. In the cases of requests submitted after the expiration of the deadline, the exam in front of an exam board may be organised in the following exam period for the given course.
(5) Retakes or grade improving retakes (including retakes of the separate components of comprehensive exams) may take place three days after the date of the retaken exam, and five days after the date of the retaken exam in the case of comprehensive exams. At the request of a student, who gives a justifiable reason for the request, the Head of the organisational unit responsible for the course may set different dates.
377 (2) Students can register for an exam in the particular semester (postponing an exam not included)
a) for a maximum of two times if the exam opportunity in the particular subject is granted in every semester,
b) in every other case students can register for a maximum of three times.

Exam Registration – How to register for exams in Neptun?

You can register for exams via **Exams > Exam registration** menu. You can check the exams you have already registered for via **Exams > Taken exams.**

Offered grade

In Neptun, it is possible to manage offered grades as follows:

- Lecturers can enter offered grades in Neptun from 1 November (autumn semester), and from 1 April (spring semester) until the first day of the second week of the exam period.

- You must approve or reject the offered grade in Neptun by the end of the second week of the exam period.

- Approval of an offered grade is only possible if there is no valid exam registration.

- If you do not approve an offered exam grade by the deadline, it will be considered rejected.

- Once an offered grade is entered in Neptun, you cannot apply for an exam in that subject unless you reject the grade. If an offered grade is approved, the exam application will remain prohibited in the subject, so an approved offered grade cannot be changed via an exam.

- If you obtain a valid exam grade before approving the offered grade, the offered grade will be considered rejected.

Note: This evaluation method is rarely used at the Faculty of Informatics, but may occur in elective courses and at other Faculties.

How to Approve or Reject Offered Grades?

- You will receive a message in Neptun about the offered grade.

- Approve or reject the grade via **Subjects > Offered grades.**

- Choose 'approve' or 'reject' from the dropdown menu, then click **Save.**