

2019/20/2 TERM – ENROLMENT ON EXAMS, REPEAT AND EXAM PERIODS

Dear Student!

We would like to help you to organize your tasks at the end of the term by collecting the most important pieces of information concerning the repeat and exam periods and deferred exams. **Please read it through, because there have been some changes due to the COVID-19 pandemic (these are written in red)!**

Specific information for scholarship holders can be read at the end of the Newsletter!

Information about periods and dates

repeat period/delayed submission of homework	25 th May – 29 th May 2020
exam enrolment period	19 th May 18:00CET – 29 th June
last day of the study period	22 nd May 2020
exam period	2 nd June – 29 th June 2020
deadline for departments to enter marks in Neptun	1 st July, 12:00CET 28th August 12:00CET for deferred exams
end of the term	31st August 2020.
Request opening for deferred exams (see below)	17th June 06:00CET – 23rd June 23:59CET and 13th July 06:00CET – 19th July 23:59CET
Deferred exams dates	23rd – 27th August 2020
End of the term	31st August 2020

Information on the enrolment on exams

- **You can sit an exam if you have valid signature of the respective subject** (validity of a signature is unlimited unless the course requirement of the corresponding subject regulates it in a different way).
- **In case of a denied signature you have to withdraw your enrolment on your already enrolled exams otherwise 5.500.- HUF/exam extra fee has to be paid.**

In case of expired deadline financial liabilities, you are not allowed to enrol on exams. To see your liabilities in Neptun in *Finances/Payment* choose *All terms* and *Active* status and click the *List* button.

- **If a mark is offered for you in a subject** and you accept it then please enrol on an exam of the subject so that the mark can be entered into Neptun by the department. **If you do**

not enrol on an exam then your offered mark will not be entered into Neptun „automatically” (through only an enrolled exam).

- **Enrolment on exams (or drop exams)** can be done in Neptun in *Exams/Exam registration* after selecting the term 2019/202 and *Every subject* and clicking the *List exams* button. After choosing the subject and the proper date of the exam click the + (Options) button at the end of the line and choose *Register (Drop)*.
- **Enrolment or withdrawal (drop) of enrolment on exams can be done only in Neptun until noon of the previous day.**

Retakes of mid-term checks

- **COVID-19 measure** of Marc 16th 2020: „In addition to the opportunities set out in the academic performance assessment schedule, a further free-of-charge opportunity shall be provided for the retake of the mid-term study activities (failed or non-completed study activity or for purpose of improvement of grade), by the tenth day of the examination period. Requirements for limiting the number of repetitions and retakes in the subject requirement do not apply in the current situation.” Meaning, you have all together 3 free opportunities to pass your mid-term assessments!

Repeat period, late submission of homework, second repeat midterms

- **Homework can be submitted late until the 29th May 2020 by paying 2.500.- HUF late fee.** Homework late fees are charged in Neptun according to the reports of the departments by the Dean's Offices and the deadline to pay the fee is 15 days.
- If the courses' requirements make it possible departments arrange dates and times until the **29th May** for the **retakes of repeat midterms** in Neptun („second retake fee”) and they have to be enrolled in the same way as if they were regular exams (see above) but **an extra fee (4.500.- HUF) should be paid in Neptun**. The course requirements can exclude the repeat of certain elements of the mid-term checks. The second repeat midterm fees are charged in Neptun according to the reports of the departments by the Central Academic Office (CAO) and the deadline to pay the fee is 15 days.
- **To pay the above registered extra fee** please check at first if the *Balance on the joint account* under *Financies/Payment* is at least the extra fee which you would like to pay. If you can not see here *Balance on the joint account* or it is less than the extra fee then read and follow the guide on the <https://www.kth.bme.hu/en/general-information/finances/> website. **Please transfer enough money from your own bank account to your Neptun bank account** to pay your extra fee from there. **Please note that this transfer can last 5 working days.**
- If your *Balance on the joint account* under *Financies/Payment* is at least the extra fee which you would like to pay then set *Terms* to 2019/202, *Status* to *Active* and click *List*. Under *Payments/Transcribed items* check out the extra fee and click *Pay in*. If the payment is successful, then you receive the *Success* window and the *Status* of your item changes from *Active* to *Fulfilled*.
- **If you oppose an inflicted fee, please submit the “007 Opposition to payment obligation” financial request, you can find information about the request on the <https://www.kth.bme.hu/en/general-information/about-neptun/> website.**

Information on presence and number of exams

- **Covid-19 measure:** Based on the decision of the Coordination Committee ([Distance learning directives for application of certain provisions of the CoS](#)), **all exams will be carried out using information technologies**. For further information, you have to **contact the Department holding the exam!**
- **The number of repeat exams to improve your mark** (second, third, etc. exams) **is not limited**, but the extra fee of the second/third repeat exams (third, fourth, etc. exams accumulated from 1st September, 2016) is 4.500.- HUF/exam meaning if you had two



exams last term then for even the first one from the same subject this term you have to pay the above extra fee. In case of reasonable requests resits of repeat exams can be done in front of a committee. Improving mark fees are registered in Neptun by CAO after entering the mark in Neptun and the deadline to pay the fee is 3 days.

- **Your student status ceases** according to the law if after 1st September, 2012 **you fail 6 times from the same subject** or after 1st September, 2015 **even after the 6th registration of the same subject you are unable to collect its credits**. There can be no equity in these cases.
- If your absence on an exam is justified and you were not able to sit the exam or withdraw your enrolment in time in Neptun then **you have to justify your absence directly to the lecturer (in person or in written form) within 8 days of the absence. If the lecturer refuses the justification**, then you can submit an E999 request to the **Faculty Study Committee (FSC)** within 8 days after the refusal.
- **If your absence on an exam is not justified**, then you have to pay 5.500.- HUF extra fee.

Deferred exams

- Article (8) Section 120. of the BME Code of studies - 'Based on student's request and in duly justified instances, the FSC may allow the student to take an exam after the exam period but not later than the beginning of the next term [deferred exam].
- **COVID-19 measure:** You may request a deferred exam period for any exam with the approval of the Faculty Study Committee through the 'E013 Request for deferred exam' which will be open between 17th June 06:00CET and 23rd June 23:59CET and
 - 13th July 6:00 – 19th July 23:59CET. **For the period in July, the student has to verify his/her need by attaching official papers!** If the FSC accept the request for the deferred exam, it has to be held between the 23rd and 27th of August, the marks have to be entered into Neptun by the 28th of August 12:00 2020.
- You will have to register for these exams the same way you register for any other exam in Neptun.

Student certificate replacing student card

- As you were informed previously **the only way to request your student certificate replacing your student card is to submit an E066 (and not 066!) request in Neptun.**
 - If the status of your request in Neptun is "*Closed and accepted*" then you can download the digitally signed document from the Neptun request supplement (guide here: <https://www.kth.bme.hu/en/general-information/downloadable-documents/>)

For scholarship holders (Stipendium Hungaricum and SYC)

- Following the Tempus Public Foundations' **COVID-19 measures**, the 18 credit rule will not be applied this term.

Wishing you successful exam period!

Source: BME CAO (<https://www.kth.bme.hu/en/news/2001/>)