



## Information for Students about the Exam Period in the Spring 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: UPFP) the exam period will be held between **May 19, 2025 and July 4, 2025** (in case of Biotechnology BSc final year between May 19, 2025 – May 30, 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.

Furthermore, as it was communicated previously, students **without a currently valid health aptitude result** (whose health aptitude validity date expires before August 31, 2025) from the 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 UPFP and the Centre for Occupational Medicine. This make up period will be held between May 10-13, 2025. The Centre for Occupational Medicine can only forward the approved and passed checkup results to be registered in Neptun. The Registrar's Office will inform the affected students directly about the details of participating in the additional medical examination period.

Please also check and settle and pending or **unpaid items** within your Neptun finances. Students who still have active listings by May 6, 2025, 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.

**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. It is important to remember that the exam registration is only successful if the push-notification about it has been received. The technical guides for exam registration 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>



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

<b>EXAM PERIOD – SPRING, 2024/2025</b>		
The deadlines and responsibilities pertaining to the exam period are specified in the corresponding sections of the CSE		
<b>END OF THE INSTRUCTION PERIOD</b>		
<b>Offered grades</b>	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
<b>Accepting offered grades</b>	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
<b>Mid-semester grades (and signatures serving as form of completion in case of criterion requirements)</b>	The course director shall register the grade in Neptun	until May 30
<b>Denial of end-semester signatures</b>	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 May 17 midnight
<b>Determining the exam dates</b>	According to the agreed upon schedule discussed by the course directors and year representatives *	available to be viewed in Neptun from April 17
<b>Exam registration</b>	<b>for subjects of semesters 1-4, 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)**</b>	<b>available from May 7, 2025 - 07:00 AM</b>
	<b>for subjects of semesters 5-10, 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)**</b>	<b>available from May 8, 2025 - 07:00 AM</b>
	<b>available for students without the feedback-bonus</b>	<b>available from May 9, 2025 – 07:00 AM</b>
<b>Conditions of exam registration</b>	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	<b>ATTENTION!</b> June 9 is NOT working day in the current year!
<b>Help and support during the start of exam registration</b>	The Registrar's Office provides e-mail help and support ( <a href="mailto:neptun.th@aok.pte.hu">neptun.th@aok.pte.hu</a> ) in the designated timespan	May 7 and 8 between 07:00 and 08:00 AM
<b>EXAM PERIOD</b>		
<b>Exam chances</b>	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
<b>Bettering exam</b>	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
<b>Dean's exam chance</b>	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!
<b>EXAM PERIOD</b>		
<b>Fee of the repeated retake and further exams</b>	10 USD fee to be paid, the students need to transcribe the item themselves in Neptun and pay it in online <b>BEFORE registering</b> 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!
<b>Uncertified absences from exams</b>	result in a penalty fee of 10 USD	Transcribed in the student's Neptun by the Central Registrar's Office within 20 days after end of the semester
<b>Cheating at examinations</b>	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
<b>IN CASE OF QUESTIONS/REQUESTS</b>		
<b>Technical issues</b>	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 <b>with an attached screenshot of the problem. This should be done IMMEDIATELY after noticing the issue!!!</b>	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 <a href="#">available here</a> .	
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\* 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](mailto: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-IV, BIOT BSc I-II.	BIOT BSc III. (final year)	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
EP1	EP1	May 19	May 20	May 21	May 22	May 23	May 24	May 25
EP2	EP2	May 26	May 27	May 28	May 29	May 30	May 31	June 1
EP3	-	June 2	June 3	June 4	June 5	June 6	June 7	June 8
EP4	-	June 9 - holiday	June 10	June 11	June 12	June 13	June 14	June 15
EP5	-	June 16	June 17	June 18	June 19	June 20	June 21	June 22
EP6	-	June 23	June 24	June 25	June 26	June 27	June 28	June 29
R-EP7	-	June 30	July 1	July 2	July 3	July 4	July 5	July 6

June 9 (Pentecost) - holiday

#### 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.

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