

Dear Students,

Here's some information about the examination period of the 1st semester of the academic year 2024/2025:

**Examination period:**

1. For non-graduating students (not completing their studies in the 1st semester of the academic year 2024/2025):

**16 December – 20 December 2024 (1 week)**

**6 January – 14 February 2025 (6 weeks)**

2. For full-time 4th/5th-year students who have registered for the professional final exam in undivided teacher training programmes:

**2 December – 20 December 2024 (3 weeks)**

**6 January – 14 February 2025 (6 weeks)**

3. For graduating students (taking their final exam in the 1st semester):

**2 December – 20 December 2024 (3 weeks)**

4. For students graduating in the 7-semester *social work BA programme* the exam period together with the final exam period:

**2 December – 20 December 2024 (3 weeks)**

**Final exam period: 6 January – 24 January 2025**

**Registration for exams** announced by the institutes and departments starts:

1. **for graduating students and 4th/5th-year students who have registered for their professional finals in full-time undivided teacher training programmes:**

*(Monday), 25 November 2024, 8.00 a.m.*

2. **for non-graduating students:**

*(Monday), 9 December 2024, 8.00 a.m.*

**Registration for the final exam period for graduating students:**

**(Monday), 2 December 2024, 8.00 a.m. – (Friday), 20 December 2024, 8.00 p.m.**

For information about exam announcements please contact the institution/department study staff administrators (institute secretary/administrator).

In the exam period, the minimum number of exams that can be announced in a subject is 3, but the last exam date can be offered by the lecturer only for those students who already have an exam grade in that subject in the given semester (retake exam). Please note that the lecturer is not obliged to provide any other exam dates because of exam postponements by students.

Students can take an exam in a particular subject three times at most in a given examination period.

We inform you that in the case of subjects requiring end-term oral exams, **the first exam and the second exam following a failed exam are free** during your studies. Any further registration for the exam is a repeated retake exam, regardless of the semester the student registers for it in, so the student must pay a fee. You have to transcribe the repeated retake exam fee for yourself in Neptun by clicking on *New item* in either *Finances/Overview* or *Finances/To be paid*, or by clicking on *Transcribe item* in *Exams/Take exam*. Choose the payment title *Exam fee*, then select the subject in the drop-down menu. By clicking on the *Create* button, the item is created and will be found in the *To be paid* menu, but the payment will not be completed. By clicking on the *Create and payment* button, the programme will offer the **Payment methods** window and the student can immediately pay the item, which can then be viewed in the **Paid in items** menu.

Please note that only those students can register for exams in Neptun **who do not have any overdue debts towards the university**, so fulfil your payment obligations no later than April. Only students **whose names are on the examination sheet** can take an exam.

Deadlines for **registration and deregistration**:

1. **registration** is possible **until 12.00 noon on the weekday** before the exam,
2. **deregistration** is possible **until 00.00** on the weekday before the exam, **so the time for deregistration is 12 hours shorter than for registration.**

For example:

A.) if the exam is on *Wednesday*:

1. registration is possible *until Tuesday 12.00 noon*
2. deregistration is possible *until Monday 24.00 (=Tuesday 00.00)*

B.) if the exam is on *Monday*:

1. registration is possible *until Friday 12.00 noon*
2. deregistration is possible *until Thursday 24.00 (=Friday 00.00)*

Please consider and follow these rules when you register for an exam.

### **Some important information about the REGISTRATION FOR SUBJECTS AND THE COMPLETION OF SUBJECTS:**

Students have **6 opportunities maximum to register for a subject** to get the credit for the given subject.

Out of these opportunities

- **4** can be used in the **state scholarship programme**. For this reason, if in a given semester it is the fourth time the state scholarship student has registered for a subject, they must complete it in the given semester (getting at least a *pass* grade), otherwise not completing the subject can lead to the termination of their student status. The student status will not be terminated **if the student continues their studies in the self-financed programme at their own request** by submitting an application form, which can be found on the faculty's website, to the Registrar's Office. After changing to the self-financed programme, the student can register for the subject **two more times** in order to earn the

credit. The fifth and sixth time of the registration will be conducted by the staff of the Registrar's Office according to the student's application. **If the state scholarship student has taken the subject four times but has not received the credit for it, and they do not request a change to the self-financed programme, their student status will be terminated by the faculty.**

- **Self-financed/Fee-paying students can take a subject 6 times.** Using up the 6 opportunities results in the termination of the student status.

In the case of students changing the form of financing, the times of registration for the same subject are added together.

I call your attention to the fact that according to § 2 (4) in the Faculty of Humanities Appendix of the TVSZ (*Academic and Examination Rules and Regulations of the University of Debrecen*), **the student status of a self-financed/fee-paying student is terminated if they earn 0 credit on average in the last two active semesters** (unless they complete a subject with 0 credit, without a grade and requiring a signature only in the semester, e.g. Mother Tongue Studies in the teacher training programme).

I inform you that according to the Senate's decision of 2 October 2008 (Appendix 3 of the *Student Fees and Benefits Regulations*) for **unearned credits and the failure to appear at an exam, a fee of HUF 1,700 per credit and HUF 4,500 per exam will be charged.** Grades not registered in Neptun count as not earned, furthermore, in the case of end-term oral examinations they are registered as unjustified absence as well. Therefore, if you appear at an exam, the grade (a *fail* as well) should always be registered in Neptun. The grade of the first exam has to be registered in Neptun even if you would like to improve it. To sum it up, **if you appeared at the given exams, you have to have as many grades registered in Neptun as the number of the times you registered for exams.**

**If your absence from an exam is justified** (e.g. because of illness), you can ask for deregistration within three weekdays after the exam date at the *Registrar's Office* by submitting the form called *Igazolt hiányzás miatti vizsgaidőpont törlési kérelem* (*Form requesting deregistration due to justified absence*) and a sick note. If a sick note is not attached to the form, or the lecturer/institute study staff administrator has entered a grade (it can also be a *fail*) in Neptun, deregistration is not possible.

**It remains the task of the lecturer to register the grades** or make sure that they are registered in Neptun. **After your last exam, please check that all your exam grades you have received have been registered in Neptun.** If you find any missing grades, turn to the lecturer or their superior (Head of Department, Director of Institute) for help. Check too that if you registered for more exams in a subject in the given exam period, **the number of grades in Neptun must be the same as the number of exams you have appeared at.** The Registrar's Office helps you with the checking process by calculating an average grade every 2 or 3 days close to the end of the exam period, making it easier for you to see if all your grades have been registered. You can apply for the registration of grades in Neptun only until the end of the registration period of the next semester, and you have to pay the fee for the credits not earned.

## INFORMATION FOR FINAL-YEAR STUDENTS:

Before the final exam the lecturers must register or make sure that the **final-year students'** grades are registered in Neptun. One of the most important conditions of admission to the final examination is that the completion of the programme requirements should be certified by the representative of the degree programme by issuing a form concerning the student's training. All final-year students are requested to download the form applicable to them (*Request for pre-degree certificate for BA/MA students*) from the **faculty's website** (btk.unideb.hu – Hallgatóknak → Ügyintézés → Nyomtatványok, űrlapok 5.b), and send it to the study affairs/institute administrator. Only those students whose pre-degree certificate form was certified and signed by the degree programme and who send it to administrator of the Registrar's Office **no later than the second weekday before the day of the final exam** can take part in the final exam. The programme administrator prepares the minutes of the final exam according to the certified form.

The information for final-year students (*Tájékoztató végzős hallgatóknak*), which was sent to students in Neptun and by email as well on 16 September 2024), is available on the faculty's website in the menu item Hallgatóknak –> Aktuális információk.

**If, contrary to your previous plans, you do not take your final exam in the given exam period, but you would like to complete your studies in the 1st semester of the academic year 2024/25, you can receive your final pre-degree certificate** if you earn the credits – with or without the thesis credit – required by the degree. After the issue of the final pre-degree certificate you do not have to register for another semester because your student status will be terminated. The final exam can be taken in any examination period **within two years after the issue of the final pre-degree certificate, but no later than the end of the fifth year** according to the training requirements in force. I call your attention to the fact that according to the law, (*Nftv.* § 50 (3)) when **five years have passed after the termination of the student status, the final exam cannot be taken.**

The administration process of the issue of the final pre-degree certificate is the same as in the case of the final exam, so you have to submit the final pre-degree application form certified by the degree programme to the Registrar's Office by email so that your student status can be terminated and attended to, and the public bodies (OEP, Diákhitel Központ, EMMI) get valid data from our obligatory data reports.

## **IMPORTANT INFORMATION ABOUT FINAL EXAMS**

According to the regulation of the *TVSZ* effective from 9 November 2012, students starting their studies from September 2007 onwards **cannot be admitted to the final exam if they have not fulfilled their payment obligations towards the university** (not only the Faculty of Humanities but any faculty or dormitory of the University of Debrecen), or **they have not handed in the inventory items** of the University, e.g. borrowed books.

The staff of the Registrar's Office wish you a successful semester closing.

Debrecen, 19 November 2024

Bartáné Kustár Katalin  
Head of the Registrar's Office