

BME Central Academic Office (CAO) Newsletter for Students Intending to Take Their Final Exams in the 2019/20/1 Term

Dear Student!

In order to help you to overview your tasks we have summarized them and the necessary information in connection with the registration for the final exam, checking your data, the termination of your student status and acceptance of your diploma.

1. Notification of your intention to take final exam

If you intend to take your final exam in the 2019/20/1 term you have to register for your final exam period in Neptun in *Administration/Final exams* in the following way:

1.1 Registration for the final exam

Under *Administration/Final exams* all periods related to your program can be seen. You have to choose the period related to your specialization or the department where you plan to take your final exam. Beside the name of the final exam period the dates and times of the start and end of the period, the module name, the dates and times of the start and end of the final exam registration period (if the period is open) and a green tick (if you have already chosen the period) can also be seen.

In the 2019/20/1 term the Faculties have published their final exam registration periods of the following start and end dates and times:

Faculty	Start of the final exam registration period	End of the final exam registration period
Faculty of Civil Engineering	02.12.2019. 00:01	16.12.2019. 23:59
Faculty of Mechanical Engineering	18.11.2019. 16:00	13.12.2019. 23:59
Faculty of Architecture	16.12.2019. 08:00	10.01.2020. 23:59
Faculty of Chemical Engineering and Bioengineering	15.10.2019. 08:00	02.12.2019. 23:59
Faculty of Electrical Engineering and Informatics	04.11.2019. 00:00	23.12.2019. 23:59
Faculty of Transportation Engineering and Vehicle Engineering	02.12.2019. 06:00	18.12.2019. 18:00
Faculty of Economic and Social Sciences	06.12.2019. 0800	05.01.2020. 23:59
Faculty of Natural Sciences	29.10.2019. 00:01	16.12.2019. 23:59

If you have chosen your final exam period then please click the *grey + (Options)* button at the end of the line, in the opening window click the *Register/Registration modification* button, scroll down in the opening window and click *Save* to complete your registration.

In case you are student of **Faculty of Chemical Engineering and Bioengineering** after saving your registration the '*ZV037 Final exam registration for Faculty of Chemical Engineering and Bioengineering*' request window will open where please choose your proper data from the given lists then click *Next* and check if everything is completed well in your request. If not yet then please click *Back* and *Save* again and correct your request. If it is completed well then after clicking *Next* and *Submit request* you will receive the *Success* window.

1.2 Deregistration from the selected final exam period

It is your Faculty's' right to permit you to deregister from an already chosen final exam period. If it is permitted then, during the final exam registration period after clicking the *grey + (Options)* button at the end of the final exam period line, in the opening window you can click the *Cancel application* button, if it is not permitted the *Cancel application* button is light grey. If the deregistration is not permitted by the Faculty or the registration/deregistration period is over and you have a serious reason to deregister from your final exam please turn to the department where you intended to take your final exam.

1.3 Final exam registration at the department

Beside the final exam registration in Neptun, **departments can prescribe other ways to inform them about your intention to take your final exam.** Please be informed about the details (including the exact place, date and time of your final exam) at your department in time.

2. Checking your results in Neptun

After completing the 2019/20/1 term please check if all your results (signatures and marks) are in Neptun correctly. If anything is mistaken or missing please turn to the responsible department to correct the mistake.

3. Checking your personal data in Neptun

After checking (and managing) your results in Neptun please check your personal data under *My data/Personal information* and */Previous qualifications* and */Contact information*, too. If you can find anything mistaken or missing please correct it, or if you cannot do it please submit an *E999 request* to initiate the changes.

4. Checking your liabilities in Neptun

To check if you still have any liabilities please select *Finances/Payment/All terms* and *All status* and click *List*. If you can find any unpaid liabilities please pay them as soon as possible because according to BME regulations you are not allowed to take final exam if you have unpaid liabilities.

During the Winter Holidays, between the **20th of December 2019 and 2nd of January 10:00 finances in the Neptun will not operate**, so please make sure you settle your liabilities by the 10:00 18th December 2019 (please refrain from using bank cards!).

5. Final exam periods, date of the termination of your student status

In the 2019/20/1 term the Faculties have published their final exam periods of the following start and end dates:

Faculty	Final exam period
Faculty of Civil Engineering	2.-31.01.2020
Faculty of Mechanical Engineering	2.-9. and 20.-31.01.2020
Faculty of Architecture	2.-29.01.2020
Faculty of Chemical Engineering and Bioengineering	16.-20.12.2019 and 2.-10. and 20.-31.01.2020
Faculty of Electrical Engineering and Informatics	2.-31.01.2020.
Faculty of Transportation Engineering and Vehicle Engineering	2.-31.01.2020.
Faculty of Economic and Social Sciences	2.-31.01.2020.
Faculty of Natural Sciences	2.-31.01.2020.

If you passed all your subjects and completed your studies in your program then **the date of the termination of your student status** is the last day of the final exam period at BME which day in the 2019/20/1 term is **31st January, 2020**.

The deadline to pass the final exam is the second year after the termination of the student status. After the second year of the termination of the student status final exam can be taken only according to the actual curriculum if the subject of the final project is still considered up-to-date. If it is not then a new final project has to be worked out before the final exam. After the fifth year of the termination of the student status final exam is not allowed to be taken.

6. Date, time and place of your final exam, absence from the exam

The department organizing your final exam will inform you about the exact date, time and place of the exam.

If you miss your final exam you have 8 days to justify your absence at the organizing department. Unjustified absence reduces by one the number of options available for you to pass your final exam.

7. Acceptance of the diploma

The condition of issuing the diploma is the successful final exam. Its official deadline is the 30th day after the successful final exam.

The diploma, the diploma supplement and the mark book can be received in person or by an authorized person at the CAO during office hours or in the Graduation Ceremony (expectedly on 13th February, 2020) organized by the Faculties and Directorate for International Relations.

Thank you for your cooperation.

Wishing you successful final exam:

BME CAO, Office of International Education