

BME CAO Newsletter on Closing the 2019/20/1 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.

The referred fees are according to the [BME Regulations on Student Fees and Benefits](#).

Information about periods and dates

exam enrolment period	10/12/2019 18:00 - 29/01/2020 23:59
last day of the study period	13/12/2019
late submission of homeworks	14/12/2019 – 20/12/2019
resits of repeat midterm period	14/12/2019 – 20/12/2019
exam period	02-29/01/2020
deadline for departments to enter marks in Neptun	30/01/2020 16:00

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. During the Winter Holidays, between the **20th December, 2019 and 3rd January, 2020** finances in the Neptun will not operate, so please make sure you settle your liabilities by 10:00 am on 18th December 2019 (please refrain from using bank cards!).

- **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 *2019/20/1* 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.**

Resits of mid-term checks

- **It is the inalienable right of students to resit a mid-term check once in each subject per term during the study period free of charge** (but not in case of the use of laboratory aids or drawing practise).

Repeat period, late submission of homework, resits of repeat midterms

- **Homeworks can be submitted late until 20th December 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 20th December for the **resits of repeat midterms** in Neptun („retake subject to 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 resit of 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 then the extra fee then read and follow ***Finances in Neptun v13*** on the [Neptun homepage](#) after clicking the **English flag**. 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 *2019/20/1*, *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*.

Information on number of exams and presence on exams

- You can sit an exam **if you can prove your identity by a photo ID card or passport.**
- **The number of resit exams to improve your mark** (second, third, etc. exams) **is not limited**, but the extra fee of the resits of 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** 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.

Summary of the fees according to the [BME Regulations on Student Fees and Benefits](#)

Title	Fee (in HUF)	Registered by
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enrolled exam in case of denied signature	5.500.- /exam	CAO
late submission of homework	2.500.- /homework	Dean's Offices
resit of repeat midterm	4.500.- /resit	CAO
resit exam from the 3rd one	4.500.- /resit	CAO
unjustified absence	5.500.- /absence	CAO

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 pick up your new student certificate from the next working day from your coordinator during our office hours (Mo-Th: 12.00-15.30, Fr: 8.30-12.00, in building R, ground floor, room No. 1 after drawing a number in the main hall under „Student card management“).
- Please note that the **last day in 2019 to submit E066 request is 19th December** to which you can pick up your certificate until 20th December during office hours. **Please do not forget to submit your request in time if your present certificate expires between 21st December, 2019 and 3rd January, 2020.**

Office hours in CAO in December and January

- **until 20th December regular service** (Mo-Th: 12.00-15.30, Fr: 8.30-12.00, in building R, ground floor, room No. 1 after drawing a number in the main hall) **will be available.**
- **between 23rd December, 2019 and 2nd January, 2020 CAO will be closed.** Regular service will be available from 12:00 on 3rd January, 2020 again.

Wishing you successful exam period:

BME CAO, Office of International Education