

## Information for Students about the Exam Period in the Fall Semester of 2025/2026

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 **December 8, 2025 and January 23, 2026.** 

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.

**PLEASE BE AWARE!** For anyone who took a successful exam during the prescheduled exam period in August in a given subject, their exam registration for a bettering exam in that specific subject would be barred, as in case of subjects passed during the prescheduled exam period there is no possibility for taking a bettering exam according to article 33. § (6) of the CSE.

Furthermore, as it was communicated previously, **students without a currently valid medical checkup** (whose health aptitude validity date is missing or expires before December 31, 2025) from the UPMS Centre for Occupational Medicine will be barred from exam registration and will 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 UPMS Centre for Occupational Medicine. This make up period is held between November 28 (Friday) and November 29, 2025 (Saturday). The Centre for Occupational Medicine can only forward the approved and passed checkup results to be registered in Neptun.

Please also check and settle and pending or unpaid items within your Neptun finances. Students who still have active listings by November 25, 2025, and have not sufficiently proven that the payment has already been handled, will 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 guides prepared by the Directorate for Education of the University of Pécs for using the new system may be found at the following link: <a href="https://neptun.pte.hu/en/neptun/user-guides/students">https://neptun.pte.hu/en/neptun/user-guides/students</a>

OM Intézményi azonosító: FI58544

7624 Pécs, Szigeti út 12. E-mail: <a href="mailto:registrars.office@aok.pte.hu">registrars.office@aok.pte.hu</a>



The most important deadlines to consider in the exam period

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The deadlines and re	EXAM PERIOD – FALL, 2025/2026 esponsibilities pertaining to the exam period are specified in the correspond	ding sections of the CSE								
END OF THE INSTRUCTION PERIOD										
Offered grades	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								
Accepting offered grades	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								
Mid-semester grades (and signatures serving as form of completion in case of criterion requirements)	The course director shall register the grade in Neptun	until December 19								
Denial of end-semester signatures	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 6 midnight								
Determining the exam dates	According to the agreed upon schedule discussed by the course directors and year representatives *	available to be viewed in Neptun from November 7								
Exam registration	for subjects of semesters 1 through 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)**	available from November 26, 2025 - 07:00 AM								
	for subjects of semesters 5 through 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)**	available from November 27, 2025 - 07:00 AM								
	available for students without the feedback-bonus	available from November 28, 2025 – 07:00 AM								
	Signing UP FOR an exam	until 09:00 AM on the last work-day before the exam								
Conditions of exam registration	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	ATTENTION!  December 24, 25, 26 and January 1, 2 are NOT working days in the current year!								

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Help and support during the start of exam	The Registrar's Office provides e-mail help and support	November 26 and 27 between 07:00 and 08:00 AM								
registration	(neptun.th@aok.pte.hu) in the designated timespan									
EXAM PERIOD										
Exam chances	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								
Bettering exam	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!									
Dean's exam chance	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!								
	EXAM PERIOD									
Fee of the repeated retake and further exams	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 / To be paid / "New item")	The third and subsequent exams are counted according to the number of failed exams in the course altogether and not according to one's chances in the given semester!								
Uncertified absences from exams	result in a penalty fee of 15 USD									
Cheating at examinations										
	IN CASE OF QUESTIONS/REQUESTS									
Technical issues	Technical issues  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 with an attached screenshot of the problem.  This should be done IMMEDIATELY after noticing the issue!!!									
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 available here.									

<sup>\*</sup> The course director and the student representatives come to an agreement via electronic forms of communication. As a

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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).

**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- V., BIOT BSc	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
IP12	November 17.	November 18.	November 19.	November 20.	November 21.	November 22.	November 23.
IP13	November 24.	November 25.	November 26.	November 27.	November 28.	November 29.	November 30.
IP14	December 1.	December 2.	December 3.	December 4.	December 5.	December 6.	December 7.
EP1	December 8.	December 9.	December 10.	December 11.	December 12.	December 13.	December 14.
EP2	December 15.	December 16.	December 17.	December 18.	December 19.	December 20.	December 21.
EP3	December 22.	December 23.	December 24. – holiday	December 25 holiday	December 26 holiday	December 27.	December 28.
EP4	December 29.	December 30.	December 31.	January 1. – holiday	January 2 holiday	January 3.	January 4.
EP5	January 5.	January 6.	January 7.	January 8.	January 9.	January 10.	January 11.
EP6	January 12.	January 13.	January 14.	January 15.	January 16.	January 17.	January 18.
R-EP7	January 19.	January 20.	January 21.	January 22.	January 23.	January 24.	January 25.

## 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 <a href="here">here</a>. 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.

OM Intézményi azonosító: FI58544 7624



We would also like to call your attention that **between December 24-26**, 2025 and January 1-2, 2026 the **Registrar's Office will be closed due to the holidays.** The opening hours for personal visits will be limited to the days of the December 22-23, 2025 and December 29-31, 2025 between 9am and 12pm (noon).

In case of further questions, you may contact your administrative officer through the contacts listed <u>on the website of the Registrar's Office</u>

Wishing everyone a successful exam period!

Sincerely: The Registrar's Office



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