



Frequently asked (study-related) questions

August 2016

Dear Students,

we tried to indicate study-relevant information in the Student's Guide and the Student's Secretariat is available (e.g. at student@univet.hu) for your questions.

There are, however, **a few points about rights and obligations of students** being more frequently consulted, thus you might find it useful to have a short summary on them below. Please realise: it is an excerpt only and is a kind of short version of the above mentioned document.

1. Do I have to register for each semester?

YES, also inactive and part-time students (the latter by email to student@univet.hu).

2. What shall do when my student secretary is not available (is e.g. on holiday) and I need some help?

Use the 'student@univet.hu' email address. The other student secretaries and / or the coordinator will get back to you within two - three working days.

3. Is attendance at classes compulsory?

Yes - and it is checked more or less frequently. More than 30% of absence from an academic subject in a term results in an *automatic exclusion* from the semester.

4. Do I have to present a medical certificate for the time absent if I'm ill? Is it going to be an "excused leave"?

Although we are sorry if you are temporarily medically unfit to attend classes or exams – and wish you a fast recovery - the reason for not being present is irrelevant. Accordingly there is no medical certificate asked for. The only excuse is a scheduled obligation at the clinic of the school.

Should you require assistance in finding medical care you are more than welcome to contact the Personal Support Service on campus (www.mentalhub.hu), the Student's Secretariat or your embassy.

5. What courses / exams do I need to register for in Neptun?

- For elective courses (within the set timeframe!). Without registration the attendance and exam is not possible. If you do not cancel your registration in time, but do not attend the course 'Not Completed'-remark will be shown on your academic record.
- All the courses you visit / sit an exam in after the regular (first) exam period. *For regular courses (at it's curricular timing) the Students' Secretariat will register you in Neptun (code: 00 for theory, 01-08 for practicals, thus it is NOT your obligation.*

- All the exams (please keep an eye on deadlines!)
 - a) REGULAR – during the subject’s first (= regular, curricular) exam period
 - b) RETAKE - if the exam is postponed to or retaken in a later exam period
 - c) INACTIVE - when you are inactive for that subject

6. When do I get the result of my paper?

Results of written exams will be published in the Neptun-system within three working days.

7. When can I check my exam paper?

You can ask for a revision of your paper or lodge a complaint within three days after it’s result is indicated in Neptun.

8. Is it sufficient for the exam to know what was mentioned at lectures and during practicals?

It will make you most likely passing the exam, but not performing excellent (or even good).
Education comes from within; you get it by struggle and effort and thought. (Napoleon Hill)

9. How many exam chances do I have?

- Three in the REGULAR exam period, i.e. right after your first (curricular) teaching period of the (part of the) subject. If not used prior to the next semester, these chances are lost!
- Two RETAKE chances till the beginning of the 5th or 11th semester.
- Up to two chances / semester during your INACTIVE status.

A maximum of eight chances in total are offered for an exam during your whole studies with us – including re-visiting the subject, inactive and part-time status and re-admission to Budapest.

10. What if I do not use all my exam chances? Can they be transferred to later years/semesters?

- None of the first three, regular exam chances can be transferred to a later exam period. If you do not make use of them (e.g. do not get registered for the exam in time or do not show up) they are LOST.
- The two retake exam-chances can be distributed among later exam periods, which are not right after the curricular teaching period of the subject. If preserved (i.e. you do not register for the exam or de-register in time) they can be used during your inactive status. (Should you, however, not show up at an exam you registered for, the chance is lost!)

11. When is the autumn exam period? Which subjects can be examined over there?

One week each, both prior and after the start of the academic year. It is limited to subjects of the 4th curricular semester.

12. '2 in 1 students'

Students, who are granted an individual study plan and are allowed to attend courses of the first and second curricular years parallel, have a slightly different structure in their study and exam schedule.

- Anatomy: you study Anatomy 1+3 parallel and are exempted from the exam – but not the course – of Anatomy 2. In Anatomy 3 the first three (regular) exam chances are granted to you in the summer exam period, two further (retake) chances during the autumn exam period.
- Biochemistry 2 (if you are not exempted from Chemistry 2): the first three (regular) exam chances are granted to you in the summer exam period (after being examined in Chemistry 2) and two further (retake) chances in the autumn exam period.

13. How many exam chances are granted for subjects of the 10th semester?

Four as a regular student: three chances in the summer exam period (May-June) and if you did fail: one further / subject after a week's break.

14. How many exam chances do I have when being inactive?

Up to two chances / subject / semester; a maximum of five - if you have both retake exam-chances left.

15. Can I distribute the exam chances into consecutive inactive / part-time semesters?

Yes.

16. How long can I be inactive / a part-time student?

Up to four semesters in a row.

17. How many times can I visit a subject?

Twice during your studies with us - including part-time status and re-admission in Budapest. A request for re-visiting / re-taking a subject has to be submitted to student@univet.hu latest by mid-September or mid-February.

18. What happens if I use / loose the eight chances offered for a (part of a) subject?

It will result a final exclusion from the International Programs at our school, readmission is not possible.

19. Do I have to accept each time the very same examiner?

No. After two failed exams in a (part of the) subject a different examiner can be asked for (at student@univet.hu) if the first two attempts were evaluated by the same staff member.

20. Where / how can I lodge a complaint?

Would you have a complaint to lodge the official path for it is the following:

- a) Please contact the Student's Secretariat first. Should the matter not be sufficiently negotiated by the colleagues over there within a reasonable time (or if your complain is against the Student's Secretariat) you are asked to
- b) contact the coordinator of International Study Programs. Should the matter still persist you will be advised to
- c) contact the Vice-rector responsible for the International Study Programs.