

# Exam Regulations

## Prefix

Registration for the semester and the attendance is *obligatory*. The number and the way of making up the missing classes are set by the department of the subject at the beginning of the semester. With missing practicals the given subject of the semester cannot be accepted. More than five weeks of absence in a term results in an *automatic exclusion* from the semester.

The prerequisites of enrolment to the subsequent semester are

- the acceptance of the semester certified by the signatures of the authorized lecturers of the given subjects,
- a certificate from College International Budapest about the payment of the tuition fee due for the forthcoming semester and valid health insurance, and
- the deposition of the study record book (“black book”) and a copy of your residence permit at the Secretariat.

Transfer-students might be *exempted* in certain subjects already studied. Please furnish the *Secretariat* of International Study Programs with your academic record and the syllabi *by the end of September!* Appropriate official, authorised information should indicate the topics/content, number, type (e.g. lecture, lab work) and credit point of the subject, the grading system and the grade earned.

*Mid-term tests* can be organized by the departments on condition that they are announced at the beginning of the semester.

*Requirement to sit an exam* is the acceptance of the semester certified by the signature of the authorised lecturer of the subject. The *study record book* has to be produced at the oral exam, at a written exam the ID of the student should also be documented if asked for.

A range of available **exam-dates** (within the timeframe below) is offered by the departments. Exam-dates must be agreed with the departments *before* the end of the semester. If a *date* (for an actual, not from an earlier period postponed exam) *is not fixed* until the beginning of the exam-period or the student *does not appear* in the agreed time, one of his/her opportunities **is lost!** Dates can be fixed only for the exam-period. One modification and the registration for a re-take can be made personally or written on agreement with the examiner only until 10 a.m. of the previous working day. Participation at the exam is not allowed without being registered for it.

## Exam regulations for semesters 1 - 9

Each exam can be taken *four times*:

- twice in the actual exam period (December - February and May - July, respectively), i.e. following the curricular time of the (part of the) subject. Opportunities missed **cannot be transferred** to a later period, they are **lost!**
- Two more, **postponed** occasions are available within the following exam-periods:
  - 1<sup>st</sup> December – 5<sup>th</sup> February;
  - 2<sup>nd</sup> May – 2<sup>nd</sup> July(and 30<sup>th</sup> August – 10<sup>th</sup> September 2010 immediately before the 5<sup>th</sup> semester)

There is no way getting registered for semester 5 without having passed all the exams of semesters 1–4. However, on late registration a surcharge will be levied (EUR 100/week). Please note: without being registered you are not entitled to attend classes.

The students can sit an exam in an unlimited number of subjects within the exam periods. In one subject, however, the student can sit *twice in an exam period*.

Should the student fail to meet the requirements within the 2+2 options available for an exam either *the subject has to be repeated* (for an additional fee) or *a year has to be taken off*. A written request for postponing the inactive year might be submitted to the Secretariat of International Study Programs.

No tuition fee is required when the student has an **inactive status**, i.e. is waiting only for the retaking of an exam (without obligation to attend classes). In this case, however, a *repetition registration fee* of EUR 100/year has to be paid and a *registration* (at least via fax or email) is required *by the middle of September or February*. The 4 new chances for the missing exam(s) each) might be used from October or March onwards at any time during the inactive year (even outside the exam periods) upon agreement with the department. One modification and the registration for a re-take can be made personally or written on agreement with the examiner only until 10 a.m. of the previous working day. Participation at the exam is not allowed without being registered for it. A re-activation of the student status during the inactive semester is not possible.

*Part-time students* are visiting some courses for a special tuition fee only.

Interruption of the full-time student status during the studies with us for more than four semesters results in an automatic exclusion in Budapest.

Activities during the inactive year can be requested to be accepted on the basis of the Dean's regulation – for details inquire at the Student's Secretariat.

## Exam regulations for semester 10

For each exam prescribed for semester 10 the student can sit *three times* till 9<sup>th</sup> July 2010. Two more occasions are available for the still missing exam(s) from 1<sup>st</sup> December 2010.

### ❖ Common regulations for all semesters

The main exam of a topic is the one which is taken first within the actual exam period. In the case of its failure or omission the student can take *in the same exam period one repeated exam* of the given subject (two repeated exams for those indicated for semester 10). The minimal waiting-time for repetition can be set by the head-of-department.

With subjects extending over several semesters *exams may accumulate*. In these cases exams must be given in a *strict thematic-chronological order* relevant to the subject. This means that first comes the earliest postponed exam of the subject then the next one. Although exams can, **on the students' risk(!)** be **shifted** to a later period, no exams can be skipped or taken in reverse thematic order. Furthermore, the following *subject prerequisites* must be regarded: Chemistry final for Biochemistry final, Pathophysiology exam for Clinical Diagnostics exam, Clinical Diagnostics exam for Pathology and Internal Medicine final, Pharmacology final for Toxicology exam and Animal Breeding final for Animal Nutrition final.

### ❖ Deadlines, Limitations for the enrollment

- For limitations on exam-dates please see prefix.
- The student who does not pass all the exams of the *first four* semesters is *not entitled to register for semester 5*.
- The student who does not pass all the exams of *semesters 5 -10* until the 9<sup>th</sup> July 2010 and does not collect at least *280 credits* with a mean of min. *2.2* is *not entitled to register for the state exams*.

Accordingly, up to the end of semester 4 missing exams are no objections to registration. Nevertheless, **registration for the semester is obligatory** as stated above.

Please note: *Without being registered you are **not entitled to attend classes!*** More than five weeks of absence in a term results in an automatic *exclusion* from the semester.

**There is no way getting enrolled to semester 5 or the state exams without having passed all the exams (mid-terms as well as finals) of semesters 1–4 and 5-10, respectively.**

According to the **credit-system** 210 credits have to be collected by fulfilling the requirements in compulsory subjects, 40 credit points in elective subjects, 30 points are taken into account for the diploma thesis and 20 credits for the state exams. For the list of **elective courses** please contact the Secretariat or our homepage. *Ad hoc* courses held by departments (guest lecturer, meeting etc.) cannot be accepted as credits if not indicated otherwise. For elective courses with limited number of participants a deposit of EUR 150,- might be asked for to ensure attendance. It will be refunded if the course was attended and the exam attempted. Credits are granted only after the *successful exam*.

Please **watch** continuously the sum of **your credits!** The prerequisite to sit the state exam is a mean credit value of min. 2.2. The mean is calculated from the sum total of credits according to the formula: Mean = credits x grades /280.

The Student's Secretariat will issue and mail on request *certificates of completion* directly to the indicated institutions only concerning *subjects* that have been concluded by credits. For more than 5 copies/semester a fee of EUR 30,-/copy will be charged.

The Departments are entitled to couple the issuing of a certificate to the completion of another subject taught by the same Department, depending on thematic coherence and international equivalence (e.g. Biology – Anatomy – Histology).

## ❖ **Diploma thesis**

Thesis can be written under the supervision of any Department or Clinic. The student is advised to contact in this matter a department of choice in time (from semester 5 onwards) to ensure a place for the diploma work. Two copies of the thesis have to be submitted at the department till *beginning of August* (none of them will be returned!).

The diploma theses have to be defended *by 20<sup>th</sup> of September*. The exact date has to be agreed with the relevant department. A rejected final paper can be corrected and re-submitted after two months.

## ❖ State Exams

The state exams can be started only with the deposition of the study record book at the Secretariat with all necessary signatures (collected by the student) - all the exams prescribed in the curriculum have to be completed. Certifications from the relevant Departments about the submission of a work-report and the successful defence of the theses must be enclosed.

State exam **subjects**:

- Epizootiology
- State Veterinary Medicine
- Food Hygiene

### Procedure for applying for the State exams

The subjects will be examined successively with an interval of two weeks, i.e. one at each occasion. The student has to decide the sequence of subjects by *registration for the exams in a written form at the Secretariat* of International Study Programs not later than **15<sup>th</sup> March**. The state exams start from the middle of September, the exact dates for each student will be given by the Secretariat. The student has to declare the acceptance or refusal of the dates by his/her signature.

### Re-takes of the State Exams

One single re-take exam can be sit in November if the student failed *in one subject only*, the second re-take option is in February. Should there be *more* than one subject missing so all the re-takes (2/subject) are in February.

The *result of the state exam* is given as the mean of the results in the subjects of the examination and the defence of the thesis.

The defence of the diploma thesis and the state exam may follow the completion of the curriculum at the given dates of the same year or at the given dates of the following **two years**.

The *diploma has a grade* based on the mean of the results of the state exam and the final exams. Diploma grades are: "*rite - cum laude - summa cum laude*". A diploma issuing ceremony is held on the 27<sup>th</sup> November 2009 and on the 16<sup>th</sup> April 2010.