

Exam Regulations (for the compulsory subjects)

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. Absence from any class does not excuse the student from his/her responsibility for the work done or from any announcement made during his/her absence. 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. A preliminary evaluation is made already on the basis of submitted copies, however, original syllabi of your previous studies have to be sent by your school directly to the Student's Secretariat in Budapest.

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 but the way and timing for registration is set by the departments. 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.

Cheating and plagiarism are a violation of the University's academic regulations and is subject to disciplinary action. Cheating during an exam includes e.g. peaking at other's exam, using non-permissible electronic devices or assistance. Incidents of cheating will be referred to the Secretariat of International Study Programs. Students found guilty of cheating will receive a failing grade on that exam and will be subject to further disciplinary action.

Students who fail to credit properly ideas or materials taken from another commit plagiarism. Putting your name on a piece of work – any part of which is not yours – constitute plagiarism, unless that piece is clearly marked and the work from which you have borrowed is fully identified.

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:
 - 1st December – 3rd February;
 - 2nd May – 29th June
 (and two additional weeks in August-September for students about to enter the 5th 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 300/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 (although not final) 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 25th May 2012. Two more occasions are available for the still missing exam(s) in October 2012.

❖ 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; Zoology-, Anatomy II- and Physiology I-exam for Basics of Clinical Examination-exam; Pathophysiology exam for Clinical Diagnostics exam; Clinical Diagnostics exam for Pathology exam and Internal Medicine final; Pharmacology final for Toxicology exam and Animal Breeding final for Animal Nutrition final.