

Application process for the final exam period in Neptun's student web interface

1. Checking the final exam period and apply

Entering Neptun system's student web interface, it is possible to check and apply for the announced final exam period under the menu item: **"Administration/Final exams"**

The screenshot shows the Neptun student web interface. The 'Administration' menu is open, and 'Final exams' is selected. A table titled 'Final exam periods' is displayed with the following data:

Period name	Start of final exam period	End of final exam period	Module name	Start of final exam registration period	End of final exam registration period	Period type	Registered
FKK Záróvizsga időszak 2022 nyár	6/20/2022 8:00 AM	7/1/2022 11:59 PM	Humanitarian Response Manager (in English) Training	5/2/2022 8:00 AM	5/29/2022 11:59 PM		Registered

A '+' sign is visible at the end of the first row. A yellow callout box contains the text: "To register for a final exam period, please click on the icon at the end of the row, and select 'Register/Edit registration' in the menu. In case you have to choose subjects and/or exams as well, a new window will open."

By clicking on the "+" sign at the end of the line of the chosen final exam period, you can apply and you can also view more detailed data about the period. By clicking on the application option, **it is not necessary (and not possible) to add the subjects of the final exam or any related exam in the pop-up window.** Just make sure to press the **"Save"** button at the bottom of the window and the application for the period is made.

The screenshot shows the 'Final exam registration' window. The 'Registered final exam subject and the related exams' tab is selected. The window displays the following information:

Final exam period information Name: FKK Záróvizsga időszak 2022 nyár Period: (6/20/2022 8:00 AM - 7/1/2022 11:59 PM)

Only taken exams

Registered final exam subject and the related exams

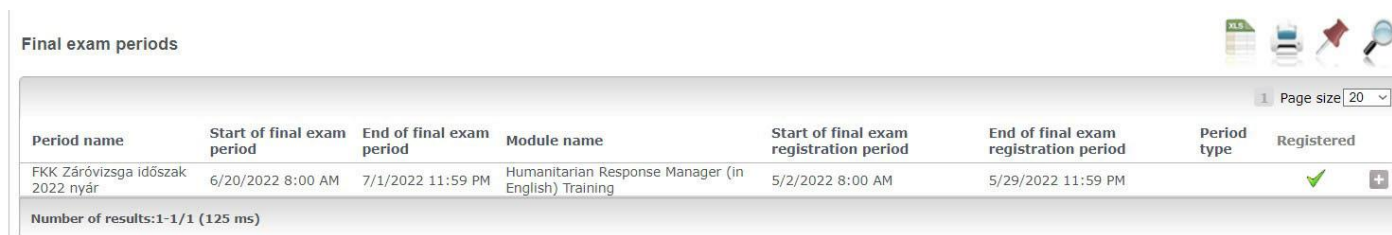
Exam start date	Exam end date	Exam description	Max. headcount/Number	Exam Sign up date	Assigned time and date	Number	Assigned room	Exam Result	Exam type
No result									

Number of results: 0-0/0 (31 ms)

The 'Save' button is highlighted with a red box.

A feedback message will appear regarding successful application in a pop-up window, plus in the **"Administraion/Final exams"** menu item, the check mark in the **"Registered"** column will also indicate the successful application.

Final exam periods



Period name	Start of final exam period	End of final exam period	Module name	Start of final exam registration period	End of final exam registration period	Period type	Registered
FKK Záróvizsga időszak 2022 nyár	6/20/2022 8:00 AM	7/1/2022 11:59 PM	Humanitarian Response Manager (in English) Training	5/2/2022 8:00 AM	5/29/2022 11:59 PM		✓

Number of results:1-1/1 (125 ms)

During the application period it is also possible to unsubscribe from the final exam period by clicking the "+" sign at the end of the line of the chosen final exam period.

If the student misses the application in the pre-announced period the student can submit the *"OE-0075 - Request for final examination after deadline"* application where the student can request an application. In this case the Institute will decide in its own discretion whether to accept or reject the application.

2. Applying for the final exam period for students with absolutorium status

If a student has an absolutorium status in the course/training in which the student would like to take the final exam, please keep in mind the relevant regulations.

Furthermore, prior to applying for the final exam period, the student must submit an application entitled *"OE-0022 - Application for final examination for students with absolutorium"* - in the Neptun system.

When submitting the application, the student acknowledges that the fee for submitting this application is HUF 12,000, which will be announced to the student by the Registrar's Office in Neptun system after the processing of the application. The condition for accepting the application is the fulfillment of the payment. In case of non-payment the application will be rejected!

You can submit an application by entering Neptun system and choose the **"Administration/Requests"** menu item. General information on submitting applications can be found on the following page: <https://neptun.uni-obuda.hu/dokumentum>

Attention! After submitting the application, the registration for the final exam period must be done on Neptun's student web interface as described in the first point!

3. Applying for the final exam period after a failed final exam

In this case the student already has a absolutorium status or has previously failed an exam on one or more final exam subjects. Before applying for the final exam period you have to submit both of the following applications via Neptun.

- *OE-0022 - Application for final examination for students with absolutorium*
- *OE-0054 - Request on repeating final examination*

When submitting the applications, the student acknowledges that the fee for submitting these applications are: HUF 12,000 for OE-0022 and HUF 5500 per subject for OE-0054, these fees will be announced to the student by the Registrar's Office in Neptun system after the processing of the applications. The condition for accepting the applications is the fulfillment of the payment. In case of non-payment the applications will be rejected!

You can submit an application by entering Neptun system and choose the "**Administration/Requests**" menu item. General information on submitting applications can be found on the following page: <https://neptun.uni-obuda.hu/dokumentum>

Attention! After submitting the application, the registration for the final exam period must be done on Neptun's student web interface as described in the first point!

4. Unsubscribe from the final exam period

During the final exam application period, the student may register or unsubscribe from the announced final exam period. After that, it is still possible to unsubscribe during the "only unsubscribe"-type period until the schedule for the final exam happen. The student is informed about this fact in a system message.

If the student already scheduled for the final exam, unsubscribe only possible with the "*OE-0069 - Request for unsubscribing from final examination after deadline*" application.

You can submit an application by entering Neptun system and choose the "**Administration/Requests**" menu item. General information on submitting applications can be found on the following page: <https://neptun.uni-obuda.hu/dokumentum>

After processing the application, the unsubscription will be performed by the administrator of the Institute in the Neptun system. The student is informed about this fact in a system message.

Budapest, 5/24/2022
Óbuda University