

Final Examination application in the 2018/2019 academic year 2nd semester

Please note that you have to apply for the final exam in Neptun regardless of when you completed the study and exam requirements prescribed in the curriculum! If you don't remember your Neptun password, contact the final exam coordinator!

Final exam registration window is open from Thursday, 25 April 2019, 9:00 to Wednesday, 1 May 2019, 12:00.

The application process

- I. Transcription of "Service fee in case of final exam from second application", payment of transcribed item before the application. **(Only for students who reapply for the final exam!)**
- II. Application for the final examination.

1. Transcription of Service fee, payment of transcribed item

If you have applied in previous semesters but have not completed the exam, please read on! If it's your first application, skip this section.

The Code of Studies and Exams requires payment of a service fee in case it's not your first attempt for the final exam. Payment can be made only in Neptun with your credit card. Any other means of payment like bank transfer or payment by cheque are not possible.

How to pay via Neptun:

A. Transcription of service fee in Neptun (Only possible before application.)

1. Choose "Finances" and "Payment".
2. Click on "Transcribe item" and choose "Service" from the payment titles.
3. In the term-selector choose "Final exam period", open "Service types", and choose "Final exam from second application".
4. Click on the "Create item" button.

B. Payment of service fee (Possible immediately after item transcription, any time before the end of the application period. Please note that you can apply for the final exam only, if you have paid your service fee!) Steps of the payment:

1. Choose "Finances" and click on "Pay in".
2. In the "Status" menu choose "Active" and click on the "List" button.
3. Check the box next to the item you'd like to pay and click on "Pay in".
4. After choosing "Payment by credit card" you'll be redirected to the OTP website where you'll be required to provide your credit card data to complete the payment.

2. Application for the final examination

Application option is available to students who:

- a) took the exam in a previous semester but failed, and have paid the service fee for the retake
- b) take the exam for the first time
 - *and have completed the study and exam requirements prescribed in the curriculum in the current or a previous semester, and
 - *submitted their theses in the required way and appropriate format in the registrar's office within deadline or in a previous semester

The final exam subject registration has to be done in Neptun in the following way:

You need to choose the final exam period by clicking on "Administration" and "Final exams". Click on the "+" sign next to the period and a "Modify registration/Details" pop-up window will appear, which will help you navigate to the related subjects. Check the box next to the subject and click on "Save". A system message will notify you about the successful registration. Clicking on the "Back" button will take you back to the previous page, and the period you signed up for will be marked with a green tick.

During the registration period, you can freely deregister from your final exam.

Please note that students with active status in the academic year 2018/2019, who have applied for the final exam will be deregistered by the final exam coordinator on the next workday following the deadline, if their final certificate cannot be issued before the third day preceding the day of the exam!

The departments will sign up students for the exams following the end of the registration period. The schedule is expected to be available in Neptun from 8 May 2019.

Piliscsaba, 7 March 2019

Registrar's Office