



*72070/FOFTO/2017*

**INFORMATION**  
**about the introduction of the electronic markbook**  
**for dentistry students from the academic year 2017/2018**

The electronic markbook will be introduced for students in the Faculty of Dentistry in every year starting **from the academic year 2017/2018**, significantly reducing the administrative burden associated with entering marks into conventional markbooks for both the students and the educational organisational units. **With the launch of the new system, data from the electronic academic system (hereinafter NEPTUN) will become the primary document in the academic registry.**

Once they are officially closed, conventional physical markbooks will be distributed to students who **commenced their studies before 1 September 2017.**

**Physical markbooks will no longer be distributed in subsequent terms.**

**In other words**, the certified and bound printout from the electronic academic system, authenticated by the dean of the faculty with his signature, will replace the markbook for dentistry students commencing their studies in the academic year 2017/2018. **This document will be issued upon termination of student status.**

**Registration, adding subjects**

Students must indicate their intention to continue studies by adding at least one subject through NEPTUN. Within one business day from closing the period of adding subjects, students will receive notification from NEPTUN by electronic mail, instructing them to verify the subjects added. Students may raise objections to the subjects shown as added in the registry within 5 days from the close of the period for adding subjects. The objection will be accepted or rejected by the deputy dean in time to enable the Registry Office to make any necessary correction within 8 days from the close of the period for adding subjects.

**Administration of exams, remedies**

At their choice, students may print out a “completion form” from NEPTUN for **oral exams**. The “completion form” may only be used in conjunction with a personal identification document.

Unless the students print out the above “completion form”, they voluntarily forgo the option to receive a written exam notification and, thus, to be able to verify the exam grade entered in the electronic academic system subsequently.

Teaching staff must enter the grade in the electronic academic system, on the exam form and on the “completion form”, if printed by the student, and confirm it with their signature. This way, students can use the “completion form” signed by the teaching staff, to verify that the grade entered in NEPTUN matches the one on the form.

In the absence of a “completion form”, the exam form completed by the teaching staff will be the only proof of the oral exam grade.

**Written exam** grades can be verified subsequently using the exam paper, which must contain an evaluation and the signature of the evaluator.

Students can use the exam paper to support their objection to the grade entered in NEPTUN.

If the exam grade entered in NEPTUN is not correct, students may request the teaching staff member/educational organisational unit in charge of the course to correct the grade by the end of the exam period. Teaching staff must review objections raised by students within eight business days, and in the event of justified objections, make the necessary corrections and forward the proposal for the correction by electronic mail to the Dean’s Office after the exam period. Within 14 days after the close of the academic period, students may raise objections to the evaluation data shown in the student information system. Objections must be filed with the Registry Office of the Dean’s Office. Objections will be investigated by the head of the Dean’s Office, under the supervision of the deputy dean, and a decision regarding correction will be made within five business days from receipt of the objection. Students will be notified of the result of the investigation through the student information system by the same deadline. Students may file an application for remedy in an appeal against the result of the investigation, addressed to the Review Committee, at the Registry Office of the Dean’s Office within 15 days from receipt of the relevant notice. The rules for remedy are set out in Chapter 6 of the Student Criteria.

The term will be closed in the student information system on the first business day after the 14th day following the examination period.

Budapest, 15 August 2017

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**Dean**