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| Reg. nr.: IK/…….... /….…(2023) |
| Date of receipt:………………….Item nr: ……………………… |

**ELTE Faculty of Informatics**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Neptun code:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Major:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student coordinator:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REQUEST**

**Dr. Anna Krebsz Subject: Request for a 3rd exam**

**Vice-Dean for Education**

**Honorable Vice-Dean for Education,**

I would like to apply for a 3rd exam after this semester’s 2 failed exams as follows:

**Subject code:**

**Subject name:**

**Name of teacher/instructor:**

**Date of the exam:**

**I request** (more options can be marked):

□ a 3rd exam. As exams are available from this subject in every semester, according to ELTE Academic Regulations for Students, section 377, I should have only 1 retake examination, so please give me an exemption.

□ a 3rd exam with the exemption of 3-5 days between two exams (according to ARS section 73)

□ a 3rd exam to be held in front of a committee (according to ARS section 73)

**Explanation of the request:**

I declare that at this training from above mentioned subject (including the equivalent subject as well) I have not failed more than 5 times.

**Place, date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Yours sincerely,** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 signature

**I support it:**

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 Instructor Head of Department

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| Vice-Dean’s decision |
| I approve the request | I do not approve the request |
|  |  |

**Academic Regulations for Students – Retakes and remedial exams – sections 73, 377**

73 (3) If the conditions under Section 58 (2) of Vhr1. are present, the students can request in writing to take their exam in front of a committee from the Head of the organisational unit responsible for the course, at the latest by the day following the exam or within 7 seven working days from the publication of the exam results (but no later than the end of the fifth week of the exam period). The Head of the organisational unit must grant this opportunity in the same exam period unless the Student has registered for the maximum number of exams allowed per semester. In the cases of requests submitted after the expiration of the deadline, the exam in front of an exam board may be organised in the following exam period for the given course.

(5) Retakes or grade improving retakes (including retakes of the separate components of comprehensive exams) may take place three days after the date of the retaken exam, and five days after the date of the retaken exam in the case of comprehensive exams. At the request of a student, who gives a justifiable reason for the request, the Head of the organisational unit responsible for the course may set different dates.

377 (2) Students can register for an exam in the particular semester (postponing an exam not included)

a) for a maximum of two times if the exam opportunity in the particular subject is granted in every semester,

b) in every other case students can register for a maximum of three times.