

**APPENDIX II.**  
**THE ELECTRONIC LECTURE-BOOK**  
**The procedure to be observed during the simultaneous application of electronic academic record book and adhesion procedure after September, 2011**

**The Announcement of and Registering for Courses**

- (1) All courses students can register for must be announced or organized to be announced in the administration system by each department by the last day before the registration week.
- (2) Students must register for courses they would like to complete in the academic system. Registration for the courses lasts until the end of the first week of the semester.
- (3) In exceptional cases, upon the lecturer's advice and upon request, the modification of registration for courses is still possible for one more week after payment of the procedure fee. The modification authorized by the Vice-Dean for Educational Affairs is recorded in the electronic educational system by the authorized employee of the Registrar's Office.
- (4) Within 5 days after the end of the registration period defined in point 2 and 3, the student may raise objections to the data concerning the courses registered in the academic system to the head of the Registrar's Office. If records are modified on the basis of the objection, the department concerned is to be informed about the changes.
- (5) From the fifth week of the semester on, the list of courses cannot be modified in the academic system except for exceptional cases to be authorized by the vice-dean for education affairs of the faculty concerned and has to be reported to the University Student Information Center.
- (6) On the closing day of the registration period the registered courses of each student are saved and stored for the period of one year by the University Student Information Center. Students receive an electronic notification on the registered courses.

**Review of Performance**

- (1) In case the grade is based on the performance given during the semester, the instructor shall record the grades obtained in the result sheet printed from the academic system, in the academic system itself and in the student's lecture-book authenticated by his signature, at a time defined and published previously, by the end of the third week of the examination period.
- (2) In case of courses ending with an exam, an appropriate number of exam days are to be announced as specified by the Rules and Regulations for the entire examination period, at least three weeks before the end of the term-time. The information required is as follows: the dates of the exams, the names of members of the board, the time and mode of registration, the date of the publication of the exam results, and opportunities of retaking the exams.
- (3) Students must register for exams in the academic system.
- (4) The student must present his/her identification documents (student card or ID card) at the exam.
- (5) Students may only take part in the exam if they have registered for the given date in the academic system and proved their personal identity.
- (6) The Registrar's Office shall register, delete or modify exam grades in the academic system only on the basis of written instruction by the vice dean.
- (7) In case of oral examinations  

At the end of the examination the examiner shall make a record of each grade on the exam sheet and in the student's Lecture Book/course completion sheet, signs it and ensures that the grade is recorded in the academic system by the third working day following the examination – in case of examinations taken on the last day of the examination period by the last day of the examination period.
- (8) The examiner stores the examination sheets until the beginning of the next examination period.
- (9) In case of written examinations

- The correction of the tests and recording of grades in the academic system is to be done within five working days after the exam. In case there are less than five days between the examination and the last day of the examination period, the correction and the recording of grades into the academic system are to be done by 12 o'clock on the first working day after the examination period.
  - The test serves as the basis of subsequent verification of grades. The test has to bear the evaluation, the name and the signature of the evaluator, and is to be stored by the examiner until the beginning of the next examination period.
  - At a previously determined and announced appointment the examiner enters the grade into the student's Lecture Book/course completion sheet and signs it.
- (10) The examiner is exempted from recording the grades in the paper-based Lecture Book if the student fails to provide it at the oral examination or at the prearranged meeting.

### **Closing the Assessment of Performance**

- (1) On the day after the last day of the examination period the student receives notice through the academic system to check the course accomplishment data of the given semester.
- (2) Within two weeks after the closure of the examination period the student may object to the evaluation data present in the academic system at the teacher/organizational unit responsible for the course that will make a decision in three working days. In case the objection is justified, the grade objected is corrected on the basis of the grade written on the test paper, in the paper-based Lecture Book/course completion sheet and on the exam sheet. The correction is performed by the Registrar's Office based on the letter of the teacher, or in case of her/his absence, that of the head of the organizational unit concerned. If the objection is not justified and is rejected, the student may turn to the Faculty Educational Committee in at first instance and to the Student Matters Committee of Legal Remedy at second instance.
- (3) On the fourteenth working day after the examination period the closure of the semester is performed in the academic system by the faculties. After closing the semester the University Student Information Center performs the saving of the data. The University Student Information Center preserves the saved data in two copies, in two separate rooms for ten years. It is compulsory to keep record of the data-saving.
- (4) In case of posterior modification of the archived data the University Student Information Center is informed in writing by the Vice Dean of Education Affairs. Data saved cannot be modified, saving is repeated if necessary, and it is stored next to the original saving.
- (5) After the close of the semester the list of registered subjects (if not done previously) and list of completed subjects is printed, authenticated and fastened in the traditional paper-based Lecture Book if it is still used.

### **Certification of Performance**

- (1) After the close of the semester students may follow up the data of their own performance directly in the academic system, and may print it from there.
- (2) In the event of studies abroad students may ask for an authenticated certification containing the data of their performance. In this case the university provides this certificate in English.
- (3) In case the student leaves the university during her/his studies, the certificate about the cancellation of student status and the authenticated Lecture Book printed from the electronic academic system or the traditional paper-based Lecture Book are provided.
- (4) At graduation students receive the authenticated version of their printed, verified, and bound Lecture Book or the traditional paper-based Lecture Book.
- (5) In case the Educational Bureau grants the permission to apply the electronic Lecture Book, the obligation to use the paper-based Lecture Book ceases to be used (except for the case of a contradictory decision made by the faculty). Thereafter the Lecture Book is an inseparably bound document printed from the academic system and authenticated by the Dean and Vice Dean for Education Affairs of the faculty concerned.