

Apáczai Csere János Faculty
University of Győr

Final Examination Regulations

Accepted by the Faculty Council on May 24, 7/2018 (24.05.)
The present regulations are applicable from the autumn semester of the academic year
2018/19

Interpretative provisions

- (1) Vocational training courses in higher education, in-service training courses and Bachelor's courses conclude with a "thesis" and Master's courses with a "diploma thesis", hereafter equally referred to as "thesis", while the term "diploma course" is used for the course attached to them.
- (2) Matters not settled by these Regulations shall be governed by the EER (Education and Exam Regulations).
- (3) The Faculty's Final Examination Rules (FER) are approved and amended by the Faculty Council.

Section 1

Choice of Thesis Topic

- (1) Publication of the thesis topics for information purposes is the responsibility of the programme director of the given programme. He/she also ensures that the topics are publicized in tabular form on the department's website until the end of the semester. prior to the semester when the choice must be made.
- (2) Topic selection based on the advertised topics, is done through the online system operating on the faculty website. Students can register with one specific supervisor only and only for one specific topic. Registration also means acceptance of the topic. Registration confirmation is sent automatically to students through the online system.
- (3) Registration for the diploma course starts with other subject registrations for the given semester and runs together for two weeks. After the registration period ends, thesis topic registration is not accepted for the given semester, thus the diploma course is treated as a failed course.
- (4) An external supervisor is not required.
- (5) The Dean's Office informs the programme director and the head of department responsible for organizing the final examination about the result of topic selection.

Section 2

Diploma Course

- (1) Departments eligible for announcing diploma courses advertise the courses under the names of supervisors in the Neptun Unified Study System (Neptun).
- (2) A supervisor may be the person defined in Article 75 (3) of the EER.
- (3) It is the student's responsibility to register for the diploma course advertised under the name of his/her supervisor. Registrations that are completed that are not specifically for the supervisor's course are invalid, and will be deleted.
- (4) The general rules for courses specified in EER apply to diploma courses as well, compliance monitoring and evaluation is done by the instructor, namely the supervisor.
- (5) The requirements of the diploma course should include the requirements for the consultations and the way of checking their fulfilment, the conditions for signing, the rules of assessment, possibilities for improving marks and the deadlines.

- (6) Changes to the subject of the thesis or to the supervisor are authorized by the programme director on completion of the Permission Form, upon the recommendation of the supervisor.
- (7) The thesis topic and the supervisor may be changed on one occasion during the student's studies, but no later than six months before the deadline for submission of the thesis corresponding to the student's studies.
- (8) If the student fails the diploma course, based on the recommendation of the supervisor the programme director decides whether the student can continue his/her work with the same thesis topic, or has to re-apply for a new topic.

Section 3

Submission of the Thesis

- (1) Guidelines containing the formal requirements for the thesis are available on the faculty (and department) website. All formatting requirements and the necessary forms are available on the website. The volume of the thesis should be between 25-40 pages on vocational training courses, between 30-50 pages on in-service training courses and Bachelor's courses and between 40-60 pages on Master's courses.
- (2) When the language of instruction is Hungarian the thesis is written in Hungarian, but upon the request of the student and with the approval of the supervisor the thesis may be written in a foreign language. In this case, a summary of 5-8 pages in Hungarian must be attached to the thesis. The supervisor's and the assessor's opinions must be written in Hungarian and it is the responsibility of the supervisor to ensure this. The final examination is in Hungarian.
- (3) When the language of instruction is English the thesis and the opinions must be written in English and the final examination is in English.
- (4) The thesis can only be submitted if the supervisor certifies the submission by signing the Thesis Consultation form. The student must consult with the supervisor at least six times, of which at least two must be in person. By signing the Thesis Consultation form, the supervisor also certifies that consultations have taken place. The Thesis Consultation form, together with the thesis, must be submitted to the administrative office of the department that runs the diploma course.
- (5) Encryption of the thesis may be requested to protect personal data, classified information or business secrets. Encryption of the thesis may be initiated by the company/institution (hereinafter referred to as the partner institution) if that company wants to protect its business/professional interests. This may be because the company has either provided data/information for the preparation of the thesis or has obtained data/information as a result of the thesis, and wishes to protect that data/information.
- (6) The partner institution can request the encryption of the thesis when the topic is announced, with the Confidentiality Request form.
- (7) The Confidentiality Request form for the thesis and the Faculty Statement document are available on the faculty website. Encryption of theses has been undertaken by the Faculty for 15 years and only the published format of the encryption is used. The completed and signed Confidentiality Request form and the Statement of Confidentiality both have to be bound in the thesis. Moreover, the document has to be uploaded onto the library website.
- (8) A printed artificial leather-bound copy of the thesis, together with the accompanying documentation must be submitted to the administrative office of the department that

- runs the diploma course by the date indicated on the faculty/department websites. The electronic format has to be uploaded onto the following website: <http://lib.sze.hu/diplomaleado> no later than 12 noon the day before the submission of the thesis.
- (9) Only the joint submission of the hard copy plus the electronic copy means that the student has submitted the thesis. Submission of the thesis after the deadline of the given semester is not allowed.
 - (10) The accepted thesis can be used at the final examination during the sixth final exam period at the latest, following the submission. Beyond this deadline, a new thesis has to be submitted.
 - (11) If the thesis is submitted after the deadline, registration for the final examination can be done in the next final examination period at the earliest.

Section 4

Assessment of the Thesis

- (1) The completed thesis should be evaluated by the invited assessor.
- (2) An assessor can be a person referred to in Article 78 (2) of the EER.
- (3) The head of department should send the Assessment Request and the thesis, or make it electronically available to the assessor a week after thesis submission at the latest. A Thesis Assessment form has to be attached to the thesis and the deadline indicated for submitting the assessment.
- (4) The Thesis Assessment form and the thesis should be returned to the department by Monday noon, the week preceding the beginning of the final examination period.
- (5) The assessment forms are uploaded onto the Neptun system by the Faculty administrators.
- (6) The assessment should be made available to the student no later than five days before the final examination.
- (7) If the final examination committee or the assessor rejects the thesis because of plagiarism, the procedures outlined in annex 19 of the EER should be followed.
- (8) The final examination committee decides on the mark of the thesis based on the assessor's feedback.
- (9) After the final examination, the original hard copy of the thesis is returned to the student by the organizing department.
- (10) If the assessor fails the thesis for reasons other than plagiarism, then the student is not allowed to take part in the final examination at all.
- (11) If the final examination committee considers the thesis to be a fail during the defence of the thesis, then the final examination as a whole is a fail. Therefore, the whole final examination, including the complex exam, has to be repeated in the next exam period.

Section 5

Final Examination Requirements

- (1) The head of department should publish the rules of the final examination in each degree program on the department's website, by the end of the third week of the study period at the latest. Information should specify:
 - a) the scheduling and the sequence of the subject area/complex final examination and the thesis defence

- b) the content of the subject area/complex final exams, the topics to be examined, and information about the requirements.
- (2) The subject area/complex final exam and the thesis defence are oral exams in each degree program. After selecting a question, the student should be provided with at least 20 minutes' preparation time.
 - (3) For each major degree programme at the Faculty, the final examination consists of two parts: a complex examination and the defence of the thesis. In the complex exam, the student should demonstrate that he/she can use their acquired knowledge to solve a problem related to a specific area in his/her specialization.
 - (4) The thesis presentation should take 10 minutes or under. Then the student should answer questions posed by the final examination committee. If the mark of the thesis defence is a fail, the final examination as a whole, regardless of the result of the complex exam, has to be repeated in the next exam period.
 - (5) If the student successfully defends his/her thesis in the final examination, but the complex exam is a fail, the overall result of the final examination is fail. The mark of a successful thesis defence can be accepted in four subsequent final exam periods. After that, the programme director must decide whether the student should choose a new topic, or the thesis that has already been submitted can be revised according to given criteria.
 - (6) An unsuccessful final examination (a fail) may only be repeated in a subsequent final examination period.
 - (7) The rules and regulations of the EER have to be applied to the thesis defence and the composition of the final examination committee who are responsible for the implementation of the subject area/complex exams.
 - (8) The final examination committees are compiled by the head of the department organizing the final examination.
 - (9) The dates, locations related to the final examination as well as the student schedule are determined by the head of the department organizing the final examination. This should be done by the 10th day at the latest, before the start of the final examination period. The head of the department should notify students of the schedule via the department's website.

Final provisions:

- (1) The student shall be responsible for obtaining the signatures on the forms.
- (2) During the final examination period, examination dates for other subject areas can be assigned only after 2 pm.