

### **XIII. FACULTY OF ENGINEERING**

#### **Article 1**

*/To Article 1 (1) of the Regulations/*

The provisions of the Regulations shall be kept by full-time instructors of the Faculty, instructors of other faculties teaching at the Faculty of Engineering, non-teaching staff doing work related to teaching and other temporary staff (external lecturers).

#### **Article 2**

*/To Article 2 of the Regulations/*

- (1) The number of voting members of the Faculty Education Committee is 6.
- (2) The head of the Education Office (hereafter EO) takes part in the meetings of the Education Committee as its secretary.
- (3) In case there is an equality of votes, the president has the deciding vote.
- (4) The president of the credit transfer subcommittee shall be elected by the Faculty Council by the recommendation of the vice dean for academic affairs. Instructors responsible for courses are invited to the meetings of the committee.
- (5) Additional authorities of the Education Committee:
  - approval of simultaneous studies, cross-registration and partial training,
  - evaluating appeals concerning the prohibition to register for examinations,
  - decides on transfers between state-funded and tuition-paying forms of financing.
- (6) Requests related to academic affairs need to be submitted to the EO. The EO prepares the cases to be discussed.

#### **Article 3**

*/To Articles 3 (6), (7), (8), (10), (12) and (20) of the Regulations/*

- (1) The EO notifies the non-registered persons twice, in writing through NEPTUN about the consequences of missing registration for the semester.
- (2) The student is obliged to track the changes of the university and faculty regulations even during passive semesters. Failure to know the rules does not exempt the student from being held responsible for not keeping them.
- (3) If the student fails to register, s/he is considered passive according to the Regulations.
- (4) The Education Committee may readmit students to the state-funded form up to the number of students losing this status.
- (5) The maximum number of passive semesters allowed in the BSc courses of the Faculty is 4 (four), provided that a total of two (2) consecutive semesters may be passive. The maximum number of passive semesters allowed in MSc courses is 2 (two).

(6) The student status of fee-paying students is terminated within the training period, if 10 credits are not completed as the average of the last two active semesters.

(7) The number of active semesters available for fee-paying students until the final certificate is awarded is twice the duration of the training period.

#### **Article 4**

*/To Articles 5 (4) and (10) of the Regulations/*

(1) Comprehensive examinations have no credit value in the study programs of the Faculty, it is not a prerequisite of other courses, which means that the student may register for it more than three times.

(2) The timetable of the student becomes final when the EO checked the courses registered for in the electronic academic system against the study program and established that course registration was done rightfully and according to the regulations.

(3) Students who fail to pay tuition by the beginning of the examination period cannot take examinations in the given semester and all pre-examination grades must be deleted.

(4) Fee-paying students can register for a course up to six times. In case the sixth registration has taken place and the credit of the course was not obtained, the student status of the student will be terminated.

#### **Article 5**

*/To Articles 8 (2), (4), (6), (7), (9) and (10) of the Regulations/*

(1) The course requirements need to contain information about the method of viewing the evaluations of semester practice term tests.

(2) Instructors responsible for courses designate the way students in individual training, simultaneous training and cross-registration can complete the requirements.

(3) Only students who attempted the completion of the prerequisites of the examination at least once during the study period may have this opportunity. These students may submit a request to the department addressed to the department head. The departments are obliged to provide make-up occasions for these students until the third week of the examination period.

(4) The curriculum of the majors detail the way courses are built on each other. Same-semester registration for courses building upon each other is possible if the student obtained the semester signature of the prerequisite courses in an earlier semester. Examination requirements of courses need to be completed in the sequence designated in the prerequisites, and failing to do so will result in the Education Committee destroying achieved results. The student may not request courses linked to other semesters to be advertised in the current one based on this possibility.

(5) If the student registers for courses exceeding the number of required credits prescribed by more than 10%, s/he may be required to pay a fee announced beforehand and proportionate to the number of credits in accordance with the provisions of the regulations on student grants and fees and its Faculty annex.

## **Article 6**

*/To Articles 9 (1) and (3) of the Regulations/*

(1) The prerequisites of issuing a diploma:

- State accredited or equivalent basic 'C' or intermediate 'A' or 'B' type language examination in order to obtain a college level degree.
- Students who started their studies in the BSc programs of mechanical engineering or environmental engineering in September 2005, need to possess state accredited or equivalent intermediate 'A' or 'B' type language examination in order to obtain the bachelor degree.
- Students who started their studies in BSc programs in September 2006 or later need to obtain state accredited intermediate 'C' type language examination or equivalent secondary school leaving certificate in order to obtain the bachelor degree.
- In order to obtain a master degree, a state accredited intermediate type 'C' language examination or equivalent secondary school leaving certificate from any living language which has scientific literature is required.

(2) The foreign language course is a critical subject to students starting their studies from the fall of 2009, and this course is entitled technical language in the study plan. This means that they need to complete this course in order to register for the final examination.

For students whose study plan does not contain the foreign language course and possess the language examination required for obtaining the degree, attending language classes is optional.

The Faculty provides the opportunity for bachelor students to complete foreign language courses in 3 semesters subject to the following conditions:

The student receives 1 credit for each completed semester, and if s/he obtains the language examination required to issue the degree during his/her studies, additional 4 credits (altogether 7) are given by the completion of the courses announced by the Faculty.

If the student wishes to use more semesters for language learning, s/he needs to pay a fee in the amount designated by the regulations on the grants and fees of students.

If the student possesses the required language examination designated in Article 9 (1), s/he may use the free semesters for language learning in a second foreign language.

Students who successfully complete the final examination must present the language examination certificate at the EO at least two weeks before the degree is issued or submit a photocopy authenticated by a notary public. The administrator of the EO makes a photocopy of the language examination, writes that it is true to the original on it, signs and stamps the photocopy. The photocopy of the language examination is enclosed to the file containing the final examination materials of the student at the EO.

## **Article 7**

*/To Article 11 (2) of the Regulations/*

Making up for missed requirements due to absences in a maximum of four weeks during a semester is approved by the head of the department according to the announced course

requirements. If the absences of the student exceed the allowed amount, s/he cannot receive the credits for the course and must register for it again within the allowed number of completion attempts.

Absences are tracked by the instructor leading the practice course.

### **Article 8**

*/To Articles 12 (1) and (7) of the Regulations/*

(1) Professional and other conditions set by the Faculty (percentage of transferable credit points, form of financing, etc.) must be listed in the decision approving the transfer. Transfer may only be approved from the beginning of a semester. The deadlines for submitting transfer request to majors within the Faculty or changes between program levels (college and BSc programs) is 31<sup>st</sup> August and 31<sup>st</sup> January of the same year for the fall and spring semesters respectively.

(2) Transfer requests submitted to the Faculty from another higher education institution or another major or faculty of the university must contain the following:

- m) proof of the existence of student status at the other institution,
- n) certificate proving the form of financing at the other institution or faculty,
- o) photocopy of the entire lecture book or the extract of the electronic lecture book,
- p) the descriptions of the courses studied may be requested by the relevant department head.

Requests with insufficient attached documentation will be rejected by the EC. In case of transfer from another institution or faculty, the student must state to both institutions/faculties in writing at which institution or faculty s/he wishes to continue studies no later than the end of the second week of the study period. The EO requests the certificate of the sending institution/faculty about the transfer, which states the time the student has spent in state-funded programs and that it transfers the student and deletes him/her from its own registry of students.

### **Article 9**

*/To Articles 13 (2), (5) and (6) of the Regulations/*

(1) The student has to initiate the recognition of courses by filling the relevant form obtainable from his/her academic administrator and submitting it to the EO addressed to the president of Credit Transfer Subcommittee (CTS).

If the student is transferred from another institution/faculty, changes majors within the Faculty or participates in a second bachelor program simultaneously, credit recognition for courses completed with the examination requirements laid down in the study plan shall be given by the CTS with respect to earlier results.

Release from the completion of courses based on other documents are given by the head of the relevant department or the responsible person from the CTS after conferring with the instructor responsible for the course until the end of the second week of the study period.

Credit recognition requests for the ongoing semester may be submitted by the end of the second week of the study period for full-time students, by the end of the second consultation weekend for part-time students, with the necessary departmental signatures included in both cases.

Credit recognition requests submitted after the deadline will enter into force in the following semester. If there are courses registered for whose prerequisites are courses listed in a late-submitted credit recognition request, the registered courses in question will be deleted by the EO.

Students of the Faculty, who are changing between full-time and part-time training forms within the Faculty, do not need to submit a credit recognition request, as course recognition will be done automatically in their case.

### **Article 10**

*/To Articles 14 (5) and (11) of the Regulations/*

(1) Students of the Faculty must complete at least 40% of the credits required to obtain the degree at the Faculty of Engineering. In the case of second and further bachelor programs (study program for graduates), the maximum credits that may be recognized is 60% of the credit value of the first major.

(2) Students of other faculties may participate in courses listed in the study plans of specializations and announced by the Faculty or announced on its behalf, subject to approval by the EC of the Faculty with the opinion of the department head.

Students of the Faculty may register for any required optional courses announced by the Faculty without the approval of the EC, in which case these will be counted as optional courses in the amount of credits indicated in the study plan of the given major.

### **Article 11**

*/To Article 17 (5) of the Regulations/*

The Education Committee shall have no authority to approve examinations outside the examination period.

### **Article 12**

*/To Articles 18 (3) and (4) of the Regulations/*

(1) The signature in the lecture book proves the completion of the requirements of the given course in the study period.

Conditions of obtaining the signature are included in the course requirements of the study programs, appeals against the invalidation of signatures can be submitted to the EO addressed to the president of the EC by the end of the first week of the examination period. Based on a signature obtained, the student may take examinations for four consecutive semesters. If the student does not pass a successful examination during this time, the instructor may request that the signature be completed again.

a) No possibilities shall be made available to make up for term requirements in the examination period in the case of semester plans supposed to be completed by continuous work through the semester.

c) Grading of the examination may be done by evaluating the performance during the examination solely, or by consideration of the performance shown throughout the semester as well. In this latter case, the consideration of performance shown during the semester shall be at

least in the amount of 30%. The completion of term requirements for courses ending with an examination is proven by the signature in the lecture book. Obtaining the signature is a prerequisite to registering for the examination.

d) The number of courses ending with a comprehensive examination is designated in the training and exit requirements (study plan). The study plan may request the inclusion of more than one course in the comprehensive examination. Comprehensive examination cannot be required for final examination courses. The comprehensive examination can be completed if the student accomplished all semesters of the comprehensive examination course. The comprehensive examination may not be a prerequisite of other courses.

The comprehensive examination shall take place before a committee of two people, a president and a member who are appointed by the head of the relevant department. The president can only be a senior instructor. Records must be kept during the comprehensive examination and sent back to the EO within three working days.

(2) Students must register for internships in the electronic academic system as well. Assignments to be completed during internships and the method of supervision are decided by the department head. The department head verifies the completion of the internship by signing the lecture book, and makes sure that it is entered into the electronic academic system as well. Exemptions from the completion of the internship are made by the department head based on the written requests sent to him/her.

(3) The Faculty employs the following types of testing and uses them according to the cases designated below:

the type of the course:	the course consists of lectures only	the course consists of lectures and practice		the course consists of practice only
requirement:	examination	examination	semester grade	semester grade
theoretical term test	X	X		
home assignment	X	X	X	X
practical term test		X	X	X
term assignment		X	X	X
measurement		X	X	X

Theoretical term test:

A written and graded form of testing based on the theoretical material covered in lectures and written during a lecture with its result counted into the examination grade according to the course requirements, with the possibility of being offered an examination grade on the basis of the result of the theoretical term test. If a theoretical term test is failed, or the grade is unsatisfactory for the student, or the test was missed, at least one make-up opportunity shall be provided. In the case of a failed term test, the student may register for the examination if s/he fulfilled the requirements of class attendance (has the signature). The student shall not register for the examination if s/he missed one of the term tests and the make-up opportunity.

#### Home assignment:

A form of testing that requires the submittal of an assignment, which was provably completed by individual work, and its material and formal requirements are included in the study plan. The term grade is counted based on its result according to the course requirements, and an examination grade may be offered if the student fulfilled the requirements of class attendance as well (has the signature). The home assignment prepared in accordance with the course requirements may not be made up for but may be corrected once. The student may not register for the examination if s/he received a grade of fail for the home assignment or missed its submittal.

#### Practical term test:

A form of testing evaluating the knowledge acquired during practical courses written and graded during a practical class. The term grade is counted based on its result according to the course requirements, and an examination grade may be offered if the student fulfilled the requirements of class attendance as well (has the signature). If a practical term test is failed, or the grade is unsatisfactory for the student, or the test was missed, at least one make-up opportunity shall be provided, which may be repeated once during the examination period in accordance with the examination regulations. The student may not register for the examination if s/he received a grade of fail or missed the practical term test during the study period.

#### Term assignment:

A form of testing, which is completed by the provably own work of the student as a planning, calculation or project task consulted with the instructor of the course. The term grade is counted based on its result according to the course requirements, and an examination grade may be offered if the student fulfilled the requirements of class attendance as well (has the signature). The term assignment prepared in accordance with the course requirements may not be made up for but may be corrected once. The student may not register for the examination if s/he received a grade of fail or missed the term assignment during the study period.

If the task requires the use of professional literature and/or the intellectual product of others, adhering to the rules of referring to professional literature is mandatory, and in case the student uses the intellectual products of others without references, the term grade shall be fail and the examination cannot be taken.

#### Measurement:

A form of testing related to the measurements compulsory during practical courses. Parts of the test is a preliminary assessment of knowledge, carrying out the measurement, processing the results of the measurement, its evaluation and documentation. The term grade is counted based on its result according to the course requirements, and an examination grade may be offered if the student fulfilled the requirements of class attendance as well (has the signature). If a measurement test is failed, or the grade is unsatisfactory for the student, or the test was missed, at least one make-up opportunity shall be provided, which may be repeated once during the examination period in accordance with the examination regulations. The student may not register for the examination if s/he received a grade of fail or missed the measurement test during the study period.

### **Article 13**

/to Articles 20 (1) and (3) of the Regulations/

(1) On the student's request, the first retake examination ('B' examination) in the same examination period is conducted before a board whose members are appointed by the head of the department. The second retake examination ('C' examination) must be taken before a board of three members, whose members are appointed by the head of the department. The president of the board must be a senior instructor. If a 'C' examination is not taken before a board of three, the EC shall invalidate the examination.

Records shall be kept of 'C' examinations. The records must contain the members of the board, the place and date of the examination, the written or oral questions asked from the student and the short evaluation of the examination. The written examination questions as well as notes taken during preparation for the oral examination must be annexed to the records. The records shall be kept for five years.

(2) Students registered for examination courses in the fall semester may attempt to pass the examination one time in the first week of the study period (or the registration period if there is one). If the first examination in the first week is unsuccessful, the second attempt taken during the examination period shall be counted as a 'B' examination. The student must request the announcement of an examination course and indicate his/her intention to take an examination in the first week, from the head of the department responsible for the given course by 30<sup>th</sup> August. Late requests for the announcement of examination courses and examinations in the first week may be declined by the department head without providing a reason. The announcement of examination courses may be requested by the end of the third week in the spring semester but there will be examination opportunities only in the examination period.

### **Article 14**

/to Articles 24 (2), (3), (6) and (7) of the Regulations/

(1) The student works on thesis topics offered and accepted by the faculty.

(2) Thesis assignments are announced by the departments no later than the end of the fourth week of the study period of the last but one semester.

The thesis must be submitted to the department, which assigned the topic by the designated date but not earlier than two weeks preceding the first day of the final examination period. Formal requirements of theses shall be designated by the EC and must be announced in writing together with the thesis topics.

(3) A Student Scientific Society topic which was completed may be accepted as a thesis topic.

(4) Based on the evaluation(s), the head of the relevant department recommends a grade for the thesis. If the evaluator(s) graded the thesis firmly as fail, the student may not take the final examination and must create a new thesis. This must be communicated to the student. Conditions to make up for a rejected thesis are designated by the head of the relevant educational unit responsible for the major or specialization.

### **Article 15**

/to Article 25 (2) of the Regulations/

At least one external member must be present in the board so s/he may be replaced only with another external member and not with an employee of the university. If the external member cannot join the board on the given day, replacement members may be selected only from among the other external members selected. If there are no external members in the final examination board, the final examination may not be held, or an already held final examination where no external members were present is considered invalid and must be repeated.

### **Article 16**

/to Articles 26 (6), (7) and (8) of the Regulations/

(1) The student status of those students who started their studies before 30<sup>th</sup> September 2006 in a college- or university-level program will be terminated by the Faculty on 30<sup>th</sup> June 2016, if the student does not complete his/her studies by the last day of the examination period of the 2015/16 academic year's first semester at the latest, at least with a pre-degree certificate. The student can take a final examination in the June 2016 final examination period for the last time.

New student status can only be obtained through a successful admission procedure (Bologna-type training) and after the registration in the training program, the student may request the recognition of already completed credits.

(2) The final examination requirements are regulated by the Faculty Training Program valid at the time of the student's enrolment, per major.

### **Article 17**

/to Articles 27 (1) and (2) of the Regulations/

(1) A repeated final examination may be taken twice per examination course.

(2) The rules listed in Article 13 apply to the creation and evaluation of a new thesis.

### **Article 18**

/to Articles 28 (8) and (13) of the Regulations/

The faculty rules for the diploma are regulated by the Faculty Training Program valid at the time of the student's enrolment, per major.

### **Article 19**

/to Article 29 of the Regulations/

The Faculty awards a golden ring to students who achieve the best results in the study period and the final examination, which is handed to the students during the degree ceremony.

## **Article 20**

/to Article 32 (4) of the Regulations/

Rules applying to students transferring to a BSc program from a college-level program:

- Students who obtained 0 credits in a college-level program (delay of studies, passive semester or other reasons), are transferred to the relevant BSc program automatically and must fulfil the requirements listed in the BSc study program.
- Students in college-level programs where the credit system is used may transfer to a BSc program by their own request. In this case, his/her courses in the college (credit) study program must be accredited to the BSc program. The list of courses which may be recognized if completed in college programs is provided for the students by the departments. The student must declare in writing that s/he accepts the change between study programs.