

## **X. FACULTY OF SCIENCE AND TECHNOLOGY**

### **Article 1**

*/to Article 2 of the Regulations/*

(1) The subcommittee of the Faculty Education and Quality Assurance Committee (hereinafter: EC); is the Credit Transfer Subcommittee.

EC is a decision-making and advisory body responsible for coordinating educational work, developing and commenting on education. The president of EC is the vice dean for academic affairs, the secretary is the head of the Faculty Education Office.

The powers of the EC: establishing uniform procedural orders, student transfers, declaring/changing students' majors, simultaneous studies, and credit transfer regulations, the readmission of tuition-based students into the state-funded system, readmission, and recognition of credits earned in study abroad programmes, permitting special examination plans of students. In case of delegated powers, the decision of the representative of the institution must be obtained. The powers of the Credit Transfer Subcommittee: determining credit equivalences.

Members of the Faculty Education and Quality Assurance Committee:

- a) The vice dean for academic affairs, head of the Education Office of the Dean's Office, persons responsible for education of the institutes, as well as institutional delegates from each institute, the instructor responsible for quality assurance of the faculty and the president of the Faculty Engineering Training Committee.
- b) One representative per field of science elected by the Student Union and one representative of the Engineering program.

The EC and its subcommittees shall establish their own rules of procedures.

### **Article 2**

*/to Article 3 (10) of the Regulations/*

The EC may, at the written request of a student and after the elimination of the causes of the loss of state-funded status, permit readmission to the state-funded system after 2 semesters in the tuition-based system.

### **Article 3**

*/to Articles 3 (12), (19) and (20) of the Regulations/*

(1) A prerequisite for the establishment of student status is admission to one of the bachelor courses of the faculty, or transfer from another higher education institution or joining simultaneous training.

(2) The duration of postponement (passive semesters) requested after admission may not exceed two semesters.

(3) The student status of those state-funded students who do not fulfil the conditions set out in Article 3 (9), or fail to obtain the credits for a subject after a maximum of three course registrations or a maximum of six examinations will be terminated by the faculty, or the student may, at his/her request, continue his/her studies in the tuition-based system. For students who continue their studies in the tuition-based system at their own request, three more course registrations are available to complete the missed subject. The student status of those students will be terminated by the faculty who fail to complete the requirements of the subject after six course registrations.

The student status of those students who started their studies in the first year in September 2012 – and in the ascending system – will be terminated by the dean in the competence delegated by the rector, in case the student fails to obtain the credits for a subject after three course registrations or a total of six examinations.

(4) Those students who started their studies before 2007, and continued their studies in the tuition-based system at their own request because they failed to obtain the credits for a subject after three course registrations or a total of six examinations, can only be readmitted to the state-funded system if they have taken a successful examination on the subject during their tuition-based semesters. The students have only one opportunity for readmission to the state-funded system during their studies.

Students who started their studies after 2007 but did not fulfil the conditions set out in Article 3 (9) or did not obtain the credits for a subject after a maximum of three course registrations and a maximum of six examinations, and continued their studies in the tuition-based system at their own request, may be readmitted to the state-funded system on the basis of a request submitted to the dean of the faculty after 2 semesters, if at least 50 percent (30 credits) of the credit amount stipulated in the curriculum has been completed in 2 semesters and a successful examination was taken on the subject.

Reclassification is based on available free seats and student ranking created according to the overall credit index.

(5) State-funded (or partially state-funded) students who started their studies in the first year in September 2012 – and in the ascending system - must be reclassified into the tuition-based system at the end of the academic year, if they failed to obtain the 18 credits as the average of last two active semesters, i.e. a total of 36 credits, and if their study result did not reach the weighted average of 2.0. An exception to this is the active semester during which the student participates in a foreign part-time training with the permission of the institution.

The student status of fee paying students is terminated, if the student does not obtain 10 credits as average in the last two active semesters, a total of 20 credits as the minimum credit value.

(6) If the student status of the student was previously terminated, but the student has been readmitted to the given course during the admission procedure, the student must complete 10 credits as the average of the first two active semesters, a total of 20 credits as the minimum credit value, in order to continue his/her studies in the state-funded system.

(7) The maximum number of active semesters available for tuition-based students until obtaining the pre-degree certificate in the case of 6- or 7-semester bachelor programs is the duration of the training program plus 5 semesters, while in case of master programs, the duration of the training plus 3 semesters.

#### **Article 4**

/to Articles 5 (4) and (8) of the Regulations/

Students participating in state-funded/partially state-funded trainings may register for a subject up to three times. After reclassification to the tuition-based system, the student may register for the subject three more times for completion. If a subject is not completed after a total of six course registrations or six examinations, the student will be dismissed.

Tuition-based students can register for a subject up to six times and can take the examination up to 12 times. Fee paying students can register for a subject up to six times and can take the examination up to six times.

#### **Article 5**

/to Article 5/A of the Regulations/

The following conditions apply to bachelor and master students of the Faculty wishing to pursue a second specialization, a second 50 credit minor simultaneously:

- The two specializations cannot be launched in the same semester.
- The EC decides on the student's written request to pursue a second specialization and asks the opinion of the instructor responsible for the major.
- Sufficient credits need to be completed from among the group of basic and professional courses even if the requirements of two specializations are completed simultaneously.
- There is a tuition fee for the second specialization based on the regulations of the faculty responsible for the major.
- Tuition for the second specialization at the Faculty is determined at the end of the education program by means of credit exceeding, which takes into account that the student is entitled to take 10% more credits than required without paying addition fees. For credits above this amount, the student is required to pay 40,000 HUF as credit advance payment for at least two semesters. (Course registration may be changed with a reason and by paying a fee until the end of the second week of the study period, or until the end of the fourth week of the study period in exceptional cases). Fees applicable to credits registered for has to be paid even if there will be no completion.
- If the student pursuing two specializations simultaneously fails to obtain the credits required for the degree during the time of studies plus two semesters, s/he may continue his/her studies in a tuition paying form.
- In the case of completing two specializations simultaneously, the completion and defence of one thesis is sufficient as laid out in the Study Requirements.

- The student takes one final examination covering the subjects of both specializations.
- The compulsory requirement of enrolment in a master program is the existence of the bachelor degree so if the student is ready to conclude studies with a final examination but still has an incomplete second specialization or minor:
  - a) s/he may discontinue the specialization and receives a degree with only one specialization, or
  - b) studies for additional semester(s) and finishes with both specializations at the same time.
- If the student completes the requirements of both specializations by the time of obtaining the degree, both need to be included in the degree (or the specialization may be indicated as a clause in the certificate).

### **Article 6**

/to Article 6/A of the Regulations/

Examination course can only be announced for lectures.

If the subject to be completed with the examination course is a prerequisite for other courses, registration for the course that has a prerequisite in the same semester cannot be allowed.

Only those students can apply for the examination course, who were previously enrolled in the subject, have a signature and have at least one unsuccessful examination.

The student may request the announcement of an examination course with a written request submitted to the Faculty Education Office. The request must include the opinion and consent of the course supervisor and the education officer of the institute.

The instructor may request the announcement of an examination course in written form submitted to the Faculty Education Office. The request must include a justification on what educational organizational or capacity utilization problem make the announcement of the examination course necessary.

The examination course can only be announced by the Faculty Education Office on the basis of the accepted student request.

Application for an examination course is considered a course registration and is counted in its number.

### **Article 7**

/to Article 9 (4) of the Regulations/

The completion of one semester (2 credits) of technical foreign language is compulsory for all students of the Faculty. Registration for this course is not possible before the third semester.

Credits received for the technical foreign language semester can be recognized within the credits of optional professional courses.

A prerequisite for issuing a diploma is that the student has a state-accredited intermediate level C or equivalent language examination. The student is required to present the original language

examination certificate at the Faculty Education Office. Failure to do so, the student cannot be issued a diploma.

### **Article 8**

/to Article 11 (2) of the Regulations/

It is not possible to complete courses graded with a practical grade without attending practices and seminars, not even with a separate examination or report.

The attendance on practical type courses is mandatory. Further requirements of the completion of courses in terms of content and form (absences, leaves of absences, examinations: written and oral; conditions for offering a term grade, etc.) shall be discussed by the instructor (with the senior faculty member in charge of the subject) at the first class session. The total number of permitted absences from practical/laboratory classes is three occasions. In case of laboratory classes, depending on the requirements of the instructor, a lower number of absences may also exclude the student from the successful completion of the course.

At the reasoned request of the student and by submitting documents, the EC may give individual study and examination schedule for the given semester.

Individual study/examination schedule may be requested in case of illnesses that hinder the attendance of classes, or community, scientific, cultural or sporting activities carried out in the interest of the faculty or that gain recognition for the faculty.

In the event of a serious illness, the student may request exemption from part of the class attendance from the head of the given institute or department, if the degree of absence exceeds the rate specified in the Regulations. In the case of a serious illness, if the number of absences exceeds 50% of the number of classes, the student may use the opportunity for the post-passivate the semester, as described in the Regulations.

The student who is entitled for the individual study schedule must send their list of courses registered for the given semester – with a photocopy of the positively evaluated application – to the education officer of the institute, based on which, the head of the institute or department – in consultation with the given instructors – will decide the means of completing each course, informing the student, the instructors concerned and the approver in writing.

Individual study schedules cannot be given for a student, who

- spends the semester abroad privately, as an employee or on work assignment,
- takes up employment while being a full-time student,
- participates in simultaneous training,
- is a part-time student.

Reasoned requests for individual study schedules must be submitted to the Faculty Education Office, at the latest by the end of the second week of the relevant study period. A photocopy of the documents supporting the application must be enclosed to the request. Requests that are not annexed or are incompletely filled will be rejected by the EC without substantive examination.

If the circumstances that justify the need for individual study schedule arose during the academic year, the student is entitled to submit the application for preferential study schedule

and/or examination schedule within 8 days from the occurrence of the reason, according to the described formal requirements.

Individual study schedule can be revoked if

- the reason for the request ceases to exist,
- the student requests it,
- it is found that the student has provided false information to the EC in order to have the request granted. In this case, disciplinary action must be taken against the student.

A student eligible for individual study schedule is not exempted from paying tuition fees due on subjects and examinations not completed at the end of the semester.

### **Article 9**

/to Article 12 (7) of the Regulations/

A student may, on the basis of an approved request, transfer after studies commenced in another higher education institution, provided that there are no legal obstacles of such transfer. With respect to transferring into a specific degree programme/specialization, the training capacity of the given areas, as well as the prior academic record of the applicant (in a ranked way) shall be taken into consideration. Student mobility is to be supported in case of good overall academic record or outstanding achievements after the completion of minimum two semesters. The transfer of the student is not recommended if the major chosen is not related to the original major or if his/her performance does not prove continuous and balanced work and his/her results are below the average of the degree programme/specialization they wish to transfer to.

The faculty's conditions for transfer are the following:

- Students transferring from another higher education institution may submit a request for transfer to a major in which the student has an active student status at the time of submitting the transfer request.
- Students of the university or the faculty may only be admitted to another major through the national admission procedure.
- In the event of a transfer, the student must have two closed semesters, the corrected credit index being 3.00 in the average of the two semesters and at least 30 credits must be completed.
- Transferred students can continue their studies at the year indicated in the decision on the transfer. The Credit Transfer Subcommittee decides on the recognition of credits, taking into account the opinion of the relevant institutes and departments.
- The time spent in the previous institution is included in the duration of the training program of the transferred student.
- The deadline for the submission of transfer requests is 30<sup>th</sup> July each year. Requests submitted after the deadline, or requests with inadequately documented academic performance will be rejected by the faculty without substantive assessment.
- The Credit Transfer Subcommittee may request the opinion of the institutions/departments concerning possible differential examinations, other obligations and exemptions.

From other higher education institutions, the student can be transferred primarily to the tuition-based system.

The student can be transferred to the (partially) state-funded system if the available state-funded headcount of the faculty allows it.

Students can only be transferred to state-funded trainings from state-funded trainings.

The student is required to submit an electronic form with enclosures, and his/her particulars and credits shall be entered in the academic administration system after the approval of the transfer.

### **Article 10**

*/to Article 14 of the Regulations/*

The detailed rules for the acceptance of courses (credit recognition) can be found in the Credit Recognition Rules of the faculty.

The Credit Transfer Subcommittee only accepts credits for previously completed courses if the match between the knowledge material is at least 75 percent, and the time elapsed between the previously obtained credit and the submission of the request is less than six years. (Credit recognition may be considered after six years.)

Students of other higher education institutions may only participate in lectures and practical type classes within the framework of partial student transfer – by submitting a request - with the permission of EC, requesting the opinion of education officer of the relevant institute for the decision.

For practical type classes, the student may apply in writing, the week before the study period. In the case of seminars and practical type classes, the permission of the relevant instructor is also required. The application must be submitted to the Education Office and the student needs to be registered in the academic administration system. Exceptions to this are students arriving in the framework of official exchange programs. The rules of the institution are applicable to “guest students.”

### **Article 11**

*/to Article 16 (5) of the Regulations/*

The Faculty of Science and Technology provides education in partial training as modules corresponding to the bachelor programs in part-time form.

Application for the partial training is possible by the deadline published on the faculty website (ttk.unideb.hu), by submitting an application form downloadable from the website. Partial training is tuition-based, credit-based payment can be requested in the academic system in electronic form, which is decided by the Faculty Education Committee.

The conditions of admission: conducting a credit recognition procedure, the decision of the relevant institute as a result of the credit recognition process.

The applicant must attach a photocopy of the documents specified as a condition of admission to the application form. The applicant will receive a written decision on the decision on admission and any further actions.

Student status can be established for one semester in the framework of partial training and studies can be pursued according to an individual study plan. In the case of partial trainings, the student will be enrolled in part-time training, where training is conducted in all three grades of the undergraduate course as part-time, in the case of undergraduate courses, where part-time training is not available or not available for all grades, the student can register for the subjects as a part-time student but on the basis of individual scheduling in the full-time training.

## **Article 12**

*/to Article 17 of the Regulations/*

(1) Examinations cannot be taken outside the examination period. It is not possible to validly deviate from this provision. Examinations taken in violation of this provision shall be invalidated by the vice dean for academic affairs.

Students can register for examinations in the electronic academic system. Registration for examinations is possible by 12 noon on the working day before the examination and deletion of registration is possible by 0.00 on the working day before the examination. If the student deleted his/her registration, s/he can only register for examination dates where there is still capacity. The instructor is not obliged to designate new examination dates due to examination deferrals by students.

(2) Students can register for the final examination in the electronic academic system by the specified deadline. After the deadline, only the vice dean of academic affairs can allow registration. At his point, the student only indicates his/her intention to attend the final examination.

The registration can be deleted without a request, but the student must notify the Faculty Education Office.

(3) Students can register for the specific day of the final examination in the electronic academic system by the specified deadline. The registration from the final examination date can be deleted until noon on the third working day before the examination, informing the Faculty Education Office about the same.

Modifications to the final examination date (deleting the registration and registration to a different date) are available until 12.00 Friday on the last working day of the week preceding the final examination period. Changing the time of the final examination that is on the first two working days of the week is available for the student until 12.00 the Wednesday preceding the final examination period.

No further modification is possible after the specified deadline set in the electronic academic system.

In case an unexpected event occurs (serious illness) that can be verified by the student with documents, after the request submitted to the vice dean for academic affairs has been approved, the date can be modified by the Faculty Education Office by attaching the required documents. The Faculty Education Office is obliged to inform the committee appointed for both dates and register the change in the electronic academic system.



In case the student does not inform the Faculty Education Office in writing that s/he cannot attend on the specified final examination date, the final examination will be indicated as unsuccessful (fail) in the final examination report and the electronic academic system.

### **Article 13**

/to Article 18 (4) of the Regulations/

(1) The curricula of practice-oriented BSc programs of the Faculty contain a compulsory internship requirement (6 weeks). duration of the internship is 6 weeks, of which the student has five weeks of professional work and one week for writing the internship report. Internships are organized by responsible persons appointed by the institutes, who announce the internship in the electronic academic system for the semester designated in the curriculum, verify and evaluate its completion. The Faculty signs cooperation agreements with the places of internships after those are prepared by the responsible persons and before the internships commence.

(2) Applying to internship is possible by filling the declaration form, the person responsible for internships at the institute decides if it is granted and notifies the student of the decision. Registration for internship is entered into the electronic academic system. Changing the internship is possible only with the permission of the person responsible for internships at the institute.

(3) The student can certify the completion of the internship with the place of internship by filling the Certification form and the person responsible for internships at the institute decides on its acceptance. The student may request the recognition of his/her earlier work experience as the completion of the internship. The request is approved or declined by the person responsible for internships at the institute. The completion of the internship is entered into the electronic academic system.

(4) Students need to register for the internship in the electronic academic system as well. The work done during internship is verified by the person responsible for internships at the institute. The person responsible for internships at the institute makes sure that the completion of the internship is entered into the electronic academic system.

### **Article 14**

/to Article 19 (3) of the Regulations/

(1) In order to ensure that examinations are undisturbed and administered in a calm atmosphere, the chairperson of the examination board may restrict public access to the examinations.

In addition to the examiner and the examinee, an instructor or a student must also be present at the examination.

(2) Students who are not on the examination list created from the electronic academic system cannot take a valid examination. It is not possible to deviate from this provision.

(3) The time of the examination must be indicated by the relevant department in the electronic academic system and the students need to be informed of any change.

(4) The departments may stipulate that all examinees are required to be present at the scheduled start time of the examination on oral examination days. Failure to comply with this obligation means that a valid examination cannot be taken that day.

(5) Before starting the written examination, the instructor supervising the examination must check the identity of the examinees.

(6) Examination papers must be kept for at least one year from the end of the given examination period and upon request, students must be given the opportunity to see the papers. The paragraphs on written examinations are to be applied accordingly to the term papers.

(7) The results of the examination papers must be registered in the electronic academic system no later than the fifth working day following the examination.

### **Article 15**

*/to Article 20 of the Regulations/*

With the exception of computer laboratory practices, grades assigned to laboratory practice courses can only be improved by way of repeated completion of the course.

At least two (calendar) days must elapse between the examinations taken by the student on the same subject. The deadline does not include the day of the unsuccessful examination and the day of the repeated examination.

Unsuccessful examinations can be corrected in the same examination period after the payment of the related fees specified in separate regulations. If it can be established that the student has taken an examination outside the examination period without permission, the examination will be invalidated by the vice dean for academic affairs.

The student may take up to three examinations per subject during the examination period.

### **Article 16**

*/to Article 21 of the Regulations/*

The student needs to register for another examination day in the electronic academic system to improve the grade received for a successful examination.

The grade of maximum two successful examinations can be improved in an examination period.

The student does not have to pay a repeated examination fee to improve the grade of a successful examination.

During the repeated successful examination, a lower grade may be given than the grade for the previous examination.

After an unjustified absence from the improvement of a successful examination, the student is not entitled to improve the grade of the given subject.

The grade of a successful examination can be improved; a successful practical grade cannot be improved.

## **Article 17**

/to Article 23 (1) of the Regulations/

Obtaining the pre-degree certificate is a condition for taking the final examination. Pre-degree certificates shall be issued not later than 3 working days before the final examination. If the given deadline is missed, the student only has the opportunity to take the final examination in the next final examination period.

Upon completion of the training, a final pre-degree certificate (absolutorium) must be issued within 30 days at the student's request.

On the day of issue of the absolutorium, the student status is terminated.

## **Article 18**

/to Article 24 of the Regulations/

The institutes shall announce the topics for degree thesis/diploma projects by 15<sup>th</sup> October/March every semester.

Students may sign up for the announced topics in writing on the form downloadable from the faculty website.

The institutes concerned shall decide on the acceptance of signing up for topics by 30<sup>th</sup> November/April every semester. The acceptance shall enter into effect at the end of the semester when the student has obtained the number of professional and quality credits required for the degree.

The degree thesis credits can be obtained from the next semester.

The student is obliged to submit the form confirming the choice of topic with the signature of the thesis supervisor and the head of the institute (in his/her absence, head of department or education officer of the institute) in the institute/department. In case of failure to submit the form confirming the choice of topic, the student may only sign up for the topics of the next semester.

The student is obliged to submit any change concerning the thesis topic or the thesis supervisor by filling a form downloadable from the faculty website, signed by the head of the institute (in his/her absence, head of department or education officer of the institute) in the competent institute/department.

The title of the degree thesis is recorded in the electronic academic system by the Faculty Education Office, after the student uploaded it into DEA (Electronic Archive of the National and University Library of the University of Debrecen).

The degree thesis shall include the name of the institution (Faculty of Science and Technology, University of Debrecen), the name of the responsible department, the title of the thesis, the term 'degree thesis/diploma project', the name, major and level of training of the author of the thesis, the name of the thesis supervisor/consultant, as well as the statement signed by the student and the thesis supervisor, the place (Debrecen) where the thesis was made and the year.

The content of the thesis shall include the objectives, the current status of science on the topic, as well as the experimental and theoretical methods applied.

The text of the degree thesis/diploma project must clearly show the independent achievement of the student, if any. In case of material that is quoted or otherwise introduced in the text, the degree thesis/diploma project shall include exact references to the sources of such materials.

The thesis is an individual piece of work, which is prepared by the student alone with the direction of the thesis supervisor. Two or more students may not jointly prepare a degree thesis/diploma project.

The degree thesis/diploma project, complete with a summary, as well as list of references and a table of contents, shall be submitted in to the relevant institute/department 4 weeks before the beginning of the final examination period. The student must upload the thesis to DEA 4 weeks prior to the beginning of the final examination period. If the deadline is missed, the student has the opportunity to take the final examination in the next final examination period.

The deadline for uploading the thesis to DEA is the same as the deadline for submitting the thesis in paper and/or electronic form.

The verification and possible rejection of the upload of the degree thesis to DEA is carried out by an institute/department employee appointed by the head of institute/department.

The deadline for the submission/upload of the degree thesis can be extended with a maximum of 1 week without submitting a request for extension. The fee defined in the regulations titled Fees and Contributions to Be Paid by the Students of the University of Debrecen is to be paid for the extension.

The fee is announced by the Faculty Education Office based on the information received from the institutes.

The Faculty signed an agreement with the University and National Library of the University of Debrecen on 25<sup>th</sup> November 2009 concerning the electronic archiving service of diploma and degree theses prepared at the Faculty. According to the resolution of the Faculty: if the thesis needs to be classified due to its subject, e.g. it contains data from an external company or the results of research cannot be published – for this the permission of the Faculty is required –, the thesis will not be uploaded. The form used for the classification of theses is downloadable from the Faculty's website (Annex no. 2).

The classified thesis will not be included in the public archive of the library for the duration of the classification, but the upload obligation to DEA also applies to the classified theses according to paragraph 2 (a), (b).

1) The contact person of the organization involved in the thesis (external consultant, university supervisor) declares as the person responsible for the classified information that the student's thesis/diploma project can only be uploaded in electronic form the DEA, or it cannot be uploaded by setting the viewing rights and deadlines corresponding to the classification.

In case the upload of the thesis is not allowed:

2) The contact person (external consultant) of the organization involved in the thesis, as the person responsible for the classified information declares that the following data can be disclosed and uploaded to DEA in connection with the student's classified thesis:

a) the title of the thesis, the name of the author and the thesis supervisor

b) the fact of classification and the expected expiration of the classification deadline.

The requirements for the degree certificate indicate the minimum number of semesters in which the credits for the degree thesis/diploma project must be obtained.

The method of evaluation, thesis defence and grading of the thesis is described in the diploma requirements. The recommendation for the grade of the degree thesis/diploma project must be available 1 week before the commencement of the examination period, and the degree thesis/diploma project shall be forwarded to the chairperson of the final examination board. In the case of a degree thesis prepared at an external training site, the university supervisor makes a proposal for the grade of the thesis in consultation with the external consultant.

The author of the thesis must be notified about the evaluation of the degree thesis/diploma project at least one week before the final examination.

The written evaluation of the degree thesis/diploma project must be attached to the report on the thesis defence.

The institute concerned shall be competent in decisions concerning the subsequent recognition and acceptance of Student Scientific Society papers prepared during active student status at the Faculty of Science and Technology as a degree thesis/diploma project.

In the case of co-authored papers, the first author may initiate the recognition of the paper as degree thesis with the resignation statement of the other authors.

Papers presented (1st, 2nd or 3rd place) or awarded a special prize at National Scientific Students' Associations Conference if they meet the requirements of the institute/department for degree theses – at the recommendation of the head of the competent institute and the consultant instructor – can be accepted as a degree thesis with excellent (5) grade without separate evaluation.

Other papers with outstanding achievements nationally or internationally can be evaluated similarly based on institute, department opinion.

In these cases, the Faculty considers the credits of the missing degree thesis completed with excellent (5) grade.

In this case, the evaluation is replaced by the official evaluation(s) of the conference, and the report of the thesis defence will be replaced by the note prepared by the head of department.

The consultant and the head of the competent institute/department decide on the recognition of the paper as a degree thesis.

### **Article 19**

*/to Article 25 (2) of the Regulations/*

The final examination shall be taken before a board consisting of at least three members. Members of the board shall be full professors or associate professors, and at least one member shall be an external expert. Also to be invited into the final examination board is the assessor of the diploma project (if so required by the degree certificate requirements) for the duration of the candidate's examination, as well as the representatives of the Department of Pedagogy and the Department of Pedagogical Psychology in case of candidates of teacher certification.

## **Article 20**

*/to Article 26 (6) of the Regulations/*

The Faculty of Science and Technology of the University of Debrecen organizes final examinations for bachelor and master trainings in all examination periods. The date of the final examination must be determined in such way that the education administration has at least 10 working days available for the issue of certificates and diplomas before the graduation ceremony.

After the termination of the student status, final examination can only be completed at the final examination period.

Application for taking a final examination after the elapse of seven years from the date of the pre-degree certificate shall be subject to approval by the EC.

The requirements for final examinations to be taken after the elapse of seven years from the date of the pre-degree certificate may be fulfilled in accordance with the provisions of the current Regulations.

The final examination may consist of several parts; thesis defence, theoretical, practical and written parts.

The written part of the final examination may be separated from the oral part in time, but the methodology of its evaluation and the result are determined jointly by the members of the final examination board.

The oral part of the final examination will be taken before the board and will be evaluated by the members of the board with a five-grade scale.

The grade of the thesis defence must be briefly justified in the final examination report and the examinee must be informed on the reasoning upon the announcement of the result of the final examination.

If any part of the final examination is fail (1), it will not affect the partial grades of the remaining parts of the final exam.

## **Article 21**

*/to Article 27 (1) of the Regulations/*

If any partial grade of the final examination is fail (1), the result of the final examination is failed (1).

A failed final examination can be corrected at the earliest in the next final examination period, for which the student must register again electronically in the academic system by the given deadline.

Only those parts of the failed final examination must be repeated that were graded as fail (1).

A failed final examination – as an examination subject – may be retaken by the candidate twice.

The completion of a repeated final examination – per examination subject – may only be attempted by the candidate once in the same final examination period.

## **Article 22**

/to Article 27 (2) of the Regulations/

If the assessment of the degree thesis/diploma project is a fail, the student is required to prepare a new degree thesis/diploma project. The new degree thesis/diploma project can be submitted one semester later at the earliest. The conditions of and the manner in which degree thesis/diploma project can be substituted for shall be determined by the council of the institute concerned. The rules of procedure established by the Institute Council shall be laid down in the diploma requirements of the degree program.

Students who are required to submit a new degree thesis/diploma project or have to repeat the final examination may take the final examination at the earliest in the next final examination period. Since the completion of the final examination is not bound to class attendance, registration for the given semester is not needed in order to take a repeated final examination, only the degree thesis/diploma project must be submitted and the student must register for the final examination electronically in the academic system.

## **Article 23**

/to Article 28 (14) of the Regulations/

(1) The assessment of the degree certificate

In case of old trainings: shall be based on the average of the final examination grade and the grades of comprehensive examinations.

In case of teacher certification, the above grades shall be supplemented by the average of the grade(s) of the teaching practice(s).

In the undergraduate (BSc) programme, the assessment of the degree certificate shall be calculated as the mathematical average of the following:

- the (accumulated) weighted average for the full course of studies completed,
- the average of the grade assigned on the degree thesis and its defence, and
- the average of the partial grades of the final examination questions.

The regulations for the assessment of the final examination and the degree certificate in teacher's master programs (MSc) are included in the Rules and Regulations of the University of Debrecen.

In the non-teaching master (MSc) programme, the assessment of the degree certificate is the following:

The assessment of the degree certificate shall be calculated as the mathematical average of the following:

- the (accumulated) weighted average for the full course of studies completed,
- the average of the grade assigned on the degree thesis and its defence, and

- the average of the partial grades of the final examination questions.

According to the Rules and Regulations of the University of Debrecen, the assessment of the degree is the following:

outstanding 4.81 – 5.00

excellent 4.51 – 4.80

good 3.51 – 4.50

satisfactory 2.51 – 3.50

pass 2.00 – 2.50



## DECLARATION

*(for diploma/degree theses by students of the Faculty of Science and Technology)*

I, the undersigned ..... (Neptun code: .....) by signing the present document hereby declare that the diploma/degree thesis (*irrelevant part needs to be deleted*) entitled

.....  
– hereafter referred to as thesis – is my own work, during its compilation I adhered to the provisions of *Law no. LXXVI of 1999 on copyright* and the rules of the University pertaining to the creation of theses, especially the ones on references and quotations<sup>1</sup>.

I declare furthermore that I did not mislead the thesis supervisor during the creation of the thesis when stating that it is my own work. I did not use any prohibited forms of help and did not submit the thesis earlier at another education institution as degree or diploma thesis.

By signing the present thesis, I agree that if it is proven that I did not create it on my own or if a breach of copyright becomes a fact, or if the thesis was submitted earlier to another education institution, the University of Debrecen may reject the thesis and commence disciplinary procedure against me. Rejection of the thesis and the commencement of a disciplinary procedure does not exclude other judicial consequences arising from a breach of copyright (civil law, law on breach of regulations, criminal law).

Debrecen, 20..... (year) ..... (month) ..... (day)

.....  
signature of the student

I, the undersigned thesis supervisor declare that the degree/diploma thesis submitted was created with my expert supervision and regular professional consultations with its author and it reflects his/her own work. I reviewed the thesis and I deem it suitable for defence in the final examination and for upload to the webpage of the university library.

Debrecen, 20..... (year) ..... (month) ..... (day)

.....  
signature of the supervisor

Faculty of Science and Technology, Institute of .....

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<sup>1</sup>34. § (1) of Law no. LXXVI of 1999: Part of the work – in the length justified by the type and objective of the quoting work and true to its original version – can be quoted by anyone with the inclusion of the source and by naming the author mentioned there.

36. § (1) Public lectures and parts of other similar works, as well as political speeches meant for information – in the length justified by the objective – are freely usable. In such cases, the source – together with the name of the author – has to be indicated unless it proves impossible.

### Request for Thesis Classification

(for the protection of business or other significant interests)

Name of the student:

Neptun code:

Faculty:

Major/specialization:

Title of the thesis:

Name of the thesis supervisor from the University:

The name and head office of the institution involved in the thesis:

The contact person of the institution involved in the thesis (external consultant):

1. I, the undersigned student hereby request the classification of my thesis named above considering that publication of the data it contains would hurt the business or other significant interests of the institution named above.

2. **I request the thesis to be classified for the following time: ..... years<sup>2</sup>**

3. I request the classification of the thesis *defence* (excluding the public): **yes / no<sup>3</sup>**

4. The detailed justification of the necessity of classification, with special regard to why the inclusion of secret information in the thesis was unavoidable:

5. I have read and acknowledged Annex no. 5 (the process of handling classified theses) of the Rules and Regulations of the University of Debrecen.

.....

**signature of the student**

Debrecen, 20..... (year) ..... (month) ..... (day)

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<sup>2</sup> Maximum 5 years.

<sup>3</sup> Delete the unnecessary part.

6. I, the undersigned contact person of the institution involved in the thesis (external consultant, university supervisor) as owner of the rights over the secrets declare that the student may use the secret data in his/her thesis.

7. I, the undersigned contact person of the institution involved in the thesis (external consultant, university supervisor) as owner of the rights over the secrets declare that the student's thesis may be uploaded to DEA<sup>4</sup> exclusively in electronic format with viewing permissions and deadlines set accordingly:

**It may be uploaded electronically. / It may not be uploaded electronically.<sup>5</sup>**

8. I, the undersigned contact person of the institution involved in the thesis (external consultant) as owner of the rights over the secrets declare that **the following data may be published and uploaded to DEA** about the classified thesis of the student:

**a) the title of the thesis, its author and the name of its supervisor**

**b) the fact that it is classified and its date of expiration**

9. I have read and acknowledged Annex no. 5 (the process of handling classified theses) of the Rules and Regulations of the University of Debrecen.

Debrecen, 20..... (year) ..... (month) ..... (day)

.....

signature of contact person or external consultant

STAMP

.....

signature of the university thesis supervisor

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<sup>4</sup> University of Debrecen electronic archive.

<sup>5</sup> Delete the unnecessary part.

**Decision about the classification of the thesis**

Name of the student:

Neptun code:

Faculty:

Title of the thesis:

Name of university thesis supervisor:

I, the undersigned university thesis supervisor **recommend / do not recommend**<sup>6</sup> that the request of the above named student concerning the classification of his/her thesis and the thesis defence (excluding the public) be granted.

Justification (optional):

.....

signature of the university thesis supervisor

Debrecen, 20..... (year) ..... (month) ..... (day)

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I, the undersigned dean of the faculty **approve / decline**<sup>7</sup> the above named student's request for classification of the thesis and its defence (excluding the public).

.....

signature of the Dean

Debrecen, 20..... (year) ..... (month) ..... (day)

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<sup>6</sup> Delete the unnecessary part.

<sup>7</sup> Delete the unnecessary part.