

**HUNGARIAN UNIVERSITY OF AGRICULTURE AND
LIFE SCIENCES
KÁROLY RÓBERT CAMPUS**



**PROCEDURES FOR FINAL EXAMINATION
ADMINISTRATION**

**FOR STUDENTS IN HIGHER-LEVEL VOCATIONAL TRAINING, INITIAL
TRAINING, MASTER TRAINING, AND SPECIALISED FURTHER TRAINING**

Gyöngyös

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1.

1. GENERAL INFORMATION

The University issues a final certificate (hereinafter: pre-degree certificate¹) to the student who has fulfilled the study and examination requirements and the required professional training - except for passing the language exam, and completing the diploma thesis - and has obtained the required credits stated in the training and outcome requirements. The pre-degree certificate confirms without grades and evaluation that the student has fulfilled all the study and examination requirements specified in the curriculum.

A student who has obtained the pre-degree certificate may take a final examination in order to obtain a diploma.

Students starting their education in or after the academic year of 2012/13 the final examination may be taken within the framework of student status in the final examination period following the obtainment of the pre-degree certificate, and then within five calendar years after the termination of the student status. After the end of the fifth year of the termination of the student status, it is no longer possible to take a final exam.

Students who started their education before the academic year of 2012/13 the final examination can be taken within the framework of student status in the final examination period following the obtainment of the pre-degree certificate and after the termination of the student status the final examination may be taken without any deadline, in any examination period, according to the applicable training and outcome requirements.

The final examination is the evaluation and assessment of the knowledge required for obtaining a degree in higher vocational education, initial- and master training, during which candidates must also prove that they can apply the acquired knowledge.

The pre-conditions for admission to the final exam *in certain departments* of the University are:

- final certificate (pre-degree certificate),
- submission of thesis by deadline,
- assessment of the diploma work according to § 96 of the Study and Examination Regulations (hereinafter TVSZ) and the Károly Róbert Campus (hereinafter KRC) thesis/diploma thesis/portfolio preparation guide, with at least a pass (2) grade.
- the student does not owe any fees or charges including but not limited to tuition fees, compensation fees, and has handed over the inventory items of the University, including items borrowed from the library.

Students must take separate final exams for each major, unless otherwise provided by law.

The final exam consists of:

- a complex oral exam; and
- the defence of the diploma work/thesis/portfolio.

¹ pre-degree certificate stating that all course-units have been completed

At Károly Róbert Campus the complex oral exam, which is part of the final exam, takes place at the same time as the defence of the diploma work/thesis/portfolio. The final exam can be taken during the final exam period determined by the schedule of the academic year. The final exam must be taken before a committee.

Reports must be prepared of the final examination, with the content pursuant to Nftv. Vhr. § 42 (3). The reports are signed by the chairman and the members of the final examination committee. The results of the final exam must be recorded in Neptun TR.

2. FINAL EXAMINATION COMMITTEE

At Károly Róbert Campus the final examination committees are set up by the Deputy Director General of the campus in cooperation with the institute providing the given specialization in harmony with the following:

- The committees for the given final examination period are compiled on the basis of the list of students who have registered for the final examination *sent by the Campus Registrars Department* (supplemented with full student data, e.g. major, specialization) and who have uploaded a diploma work/thesis/portfolio into NEPTUN TR.
- The chairman or vice-chairman of the final examination committee may be a university professor, professor emeritus, university associate professor, college professor, college associate professor or an external professional with a scientific degree.
- The committee consists of lecturers and researchers of the University and professionals who are not employed by the University. The final examination committee has a minimum of two and a maximum of 5 members in addition to the chairman. At least one member of the committee must be a university or college professor or a university or college associate professor, and at least one of its members is not employed by the University or does not participate in the teaching of the given program. The committee is supplemented by a secretary (administrator), who can also be a voting member of the committee.
- The chairman, vice-chairman, members and secretary of the final examination committee are invited and appointed by the campus director general for one academic year. The mandate must be accepted in writing by the requested person.
- The final exam report is prepared for each student by the secretary (administrator) of the committee and sent to the Campus Studies Department immediately after being signed by the chairman, committee members and secretary.

3. CONTENT REQUIREMENTS OF THE FINAL EXAM

The final examination is the final assessment required to obtain the degree. Its task is to prove that the student taking the final examination has the knowledge, mindset, and approach corresponding to the level of education, and also to provide information about the achievements and shortcomings of the training process, taking into account the requirements of the given level of education.

The final exam is not an examination listing a set of itemized data, based solely on memorization, but an exam that presents the essential, determining connections in many ways.

The final exam is to assess the modernity of the theoretical and practical knowledge required in the field of economics and engineering, the degree of the acquisition of the learning material, the recognition of connections, as well as the examinees' familiarity with measurement, calculation and organizational methods, their ability to synthesize, as well as their attitude.

Students taking the final examination must be familiar with the following:

- **Human Resources (BA):** comprehensive knowledge of economics, management, psychology, sociology, ethics, political science, law and communication;
- **Human Resources in higher education vocational education:** general knowledge on economics, management, psychology, sociology, ethics, political science, law and communication;
- **Business Administration and Management (BA):** applied economics based on comprehensive economic knowledge, as well as special theoretical and practical knowledge corresponding to the chosen specialization;
- **Business Administration and Management in higher education vocational education:** applied knowledge of economics and methodology, as well as specialized professional theoretical and practical knowledge in accordance with the chosen specialization, including knowledge of corporate finance, accounting, business administration, information and communication technology;
- **Business Informatics (BSc):** theoretical and practical issues of Information Technology and its economic applications;
- **Business Informatics in higher education vocational education:** the basics of Information Technology and the practical issues of its economic application;
- **Medicinal Plants and Herbs in higher education vocational education:** horticultural and special professional theoretical and practical knowledge;
- **Commerce and Marketing (BA):** economic and business knowledge based on modern applied economics, as well as the theoretical and practical knowledge of trade and marketing corresponding to the chosen specialization;
- **Commerce and Marketing in higher education vocational education:** modern knowledge on economics, marketing and trade, theoretical and practical knowledge of logistics and marketing communication corresponding to the chosen specialization;
- **Horticultural Engineering (BSc):** cultivation technology and economics of horticultural plants, as well as special theoretical and practical knowledge in accordance with the specialization;
- **Horticultural Engineering in higher education vocational education:** practical and theoretical knowledge of the ecological needs, cultivation technology and economics of horticultural crops;
- **Agricultural Environmental Management Engineering (BSc):** biology, ecology, environmental science, environmental management and agronomy, as well as special theoretical and practical knowledge corresponding to the specialization;
- **Agricultural Engineering (BSc):** differentiated professional knowledge in plant science, animal science, technology, economics, plant production and plant protection;
- **Agricultural Assistant in higher education vocational education:** botany, zoology, technology, and economics;

- **Finance and Accountancy (BA):** modern knowledge of economics, applied economics and methodology, as well as special professional theoretical and practical knowledge;
- **Finance and Accountancy in higher education vocational education:** applied knowledge of economics and methodology, as well as special professional theoretical and practical knowledge in accordance with the chosen specialization;
- **Computer Science (developer) in higher education vocational education:** the design, development, operation, troubleshooting of hardware and software systems.
- **Viticulture and Enology Engineering (BSc):** theoretical and practical knowledge of agronomy, economics and viticulture;
- **Viticulture and Enology Engineer Assistant mérnök in higher education vocational education:** theoretical and practical knowledge of agro-technology, management and viticulture;
- **Tourism-Management (MA):** professional knowledge of economics, social sciences, management sciences, methodology, and tourism;
- **Tourism-Catering (BA):** general knowledge of economics as well as theoretical and practical knowledge of the tourism profession;
- **Tourism-Catering in higher education vocational education:** general knowledge of economics as well as theoretical and practical knowledge of tourism and catering;
- **Wildlife Management Engineering (BSc):** comprehensive knowledge of wildlife biology, habitat development, habitat management, game management in accordance with the chosen specialization;
- **Business Development (MA):** theoretical and methodological knowledge of business development (innovation), and management;
- **Management and Leadership (MA):** knowledge of business and management science and methodology;
- **Rural Development Engineering (BSc)** the theoretical and practical knowledge related to the interpretation of the processes of rural areas, the planning and management of rural development activities and the organizational and management tasks of agricultural economy;
- **Rural Development Engineering (MSc):** the knowledge of settlement and rural development and the learning material corresponding to the specialization.

4. PROCEDURES OF THE FINAL EXAMINATION

In the final exam, students draw one item from the major related topics (topics “A”) and another one from the specialization related topics (topics “B”), for the elaboration of which at least 20 minutes of preparation time is available.

In order to elaborate the chosen topic students must use a paper bearing the head stamp of the university which is provided by the secretary of the final examination committee (hereinafter committee). Having finished the exam students must return this document to the committee.

During the final exam, students present – usually in approximately 10 minutes – the objectives, methods and the most important findings of their dissertation/diploma thesis/portfolio (professional report). Following the presentation, committee members may ask questions to assess the student’s level of preparedness.

Student must answer the questions directly – without taking notes or preparation time.

After the defence of the dissertation/diploma thesis/portfolio (professional report), students present their knowledge and opinion about the chosen topics usually within 15 minutes.

Students may use their notes taken during the preparation time. Questions raised by the committee members may follow this part as well.

5. ASSESSMENT OF THE FINAL EXAM

On the basis of § (17) TVSZ 97.:

In the case of students starting their education in higher education vocational training, initial and master's training before the 2020/21 academic year at Károly Róbert Campus the result of the final examination is calculated by the arithmetic average of the marks obtained at the final examination unless otherwise provided by law.

The average grade and the evaluation of the final examination:

The defence of the dissertation/diploma thesis/portfolio (professional report) and the oral examinations, topics "A" and topics "B" separately are evaluated by the members of the final examination committee with a five-point grade, and then the final grade of the dissertation/diploma thesis/portfolio (professional report) and the oral exams is determined by voting in a closed discussion. In the event of a tie, the chairman of the final examination committee has the casting vote.

The result of the final exam is determined by the grade proposed by the opponent, the result of the defence of the dissertation/diploma thesis/portfolio (professional report) and the final grades of the oral exams by simple arithmetic average.

| | |
|---|-------------|
| <i>Excellent</i> , if the average of the grades is | 4,51 - 5,00 |
| <i>Good</i> , if the average of the grades is | 3,51 - 4,50 |
| <i>Satisfactory</i> , if the average of the grades is | 2,51 - 3,50 |
| <i>Pass</i> , if the average of the grades is | 2,00 - 2,50 |
| <i>Fail</i> , if the grade is 1 for any part of the final exam. | |

The final examination report must include the result of the final examination both in text and in whole numbers, as well as the average grade of the final examination.

Regulations for the evaluation of the diploma are provided in § 100 of TVSZ.

Detailed requirements for the final exam:

- If any part of the final exam is a fail, the final exam is a fail. If a student does not appear in any part of the final exam, the final exam is a fail. A failed or unsuccessful final exam cannot be repeated during the same final examination period.
- The results of the final examination are announced by the chairman of the final examination committee.
- An unsuccessful final examination may be retaken with the payment of an examination fee, the amount of which is specified in the Regulations on Student Allowances and Remuneration (hereinafter referred to as the HJT).
- A successful final exam cannot be retaken.
- If a thesis is presented at the National Conference of Scientific Students' Associations or at the National Higher Education Environmental Conference or at the National Conference of Scientific and Arts Students' Associations, it may be accepted by the

campus leader without any further review with an excellent (5) mark on condition that the thesis meets the content and formal requirements. Acceptance only replaces the opinion of the internal and external reviewers, the defence of the dissertation at the final exam is obligatory in this case as well.

- Unlawful acts committed at the final examination, taking the exam instead of somebody else (stand-in), or the use of unauthorized aids and assistance entails the disqualification of the offending student from the final examination and the initiation of disciplinary proceedings.
- The preparations for the final exams at Károly Róbert Campus are coordinated by the Registrars Department of the Campus.

6. OTHER PROVISIONS

(1) Topics of the final examination of the majors at Károly Róbert Campus:

The topics of the final examination of the Károly Róbert Campus courses are updated by the supervisors/coordinators of the majors no later than 2 months prior to the final exam and are published on the website of the Campus for students (both in Hungarian and English) by the Registrars Department of the Campus:

<https://karolyrobertcampus.uni-mate.hu/en/topics-of-the-final-exam>

(2) Forms related to the thesis/diploma thesis/portfolio to be used at Károly Róbert Campus:

The Thesis, Diploma Thesis and Portfolio Preparation Guide of the Campus contains the:

- formal requirements for the cover of the thesis/diploma thesis/portfolio,
- evaluation template of the thesis/diploma thesis/portfolio and
- templates for supervision and student statements to be used by students.

<https://karolyrobertcampus.uni-mate.hu/en/regulations-guides>

(3) Providing information for the students of Károly Róbert Campus about the final exam:

During the current final examination period of each semester, the Registrars Department continuously informs the students of the Campus (in Hungarian and English) about the information related to the final exam at:

<https://karolyrobertcampus.uni-mate.hu/en/general-information>

7. EMERGENCY RULES

If the medical situation allows, students may be present in the Campus buildings but the following general prevention rules must be observed:

- keeping a distance of 1.5 m,
- wearing a mask,
- monitoring of symptoms,

- frequent hand washing / hand disinfection,
- disinfection of surfaces,
- ventilation

The final examination committees, together with the chairman and secretary, consist of 3 members.

Joint information and joint announcement of results will be omitted, the results will be available on the website based on the NEPTUN code.

A maximum of 5 people at a time can be in the room during the final exam.