



**BME
Faculty of Economic and
Social Sciences**

**REGULATIONS OF THE BME GTK
ON THE PREPARATION OF BACHELOR, MASTER THESES OR
THESIS DESIGNS
AND ON THE MANAGEMENT OF FINAL EXAMINATIONS,
TRAINEESHIPS AND SPECIALISATION
SELECTION**

Effective from 1 September 2020

To enable tracking of modifications of regulatory instrument(s) annulled as of the effective date: -

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Pursuant to points 12 and 14, subsection 2 of section 55 and subsection 1 of section 56 of Government Decree 87/2015 (IV. 9.) on the implementation of certain provisions of Act CCIV of 2011 on National Higher Education, in order to comply with subsection 7 of section 138 of the Code of Studies and Exams of BME (hereinafter BME TVSZ), based on section 30 and subpoint *ca*), subsection 1 of section 36 of the Organisational and Operational Rules of BME, in order to define the rules of procedure regarding the preparation of bachelor, master theses and thesis designs as well as final examinations, traineeships and specialisation selection at the Faculty of Economic and Social Sciences of the Budapest University of Technology and Economics (hereinafter BME GTK), the Faculty Council of the BME GTK hereby adopts the following regulations in agreement with the Faculty Student Representation (hereinafter Regulations):

CHAPTER ONE

GENERAL PROVISIONS

1) Purpose and scope of the Regulations

§ 1

The purpose of the present Regulations is to determine the rights and obligations of those involved in the procedures hereunder in bachelor and master degree programmes as well as postgraduate specialist training programmes at the BME GTK in order to ensure that the following activities are undertaken based on a standard set of principles, quality assurance criteria and procedures:

- a) the preparation of bachelor and master theses and thesis designs and the related administration and records management,
- b) the organisation and execution of final examinations,
- c) organisation, execution and assessment of traineeships,
- d) the selection of majors, specialisations and modules.

§ 2

The Regulations are applicable to

- a) all students with a student status in bachelor and master degree programmes,
- b) all students with a student status in postgraduate specialist training programmes,
- c) all students in bachelor and master degree programmes who have obtained absolution, exclusively with regard to the management of their final examination related matters,
- d) all organisational units, instructors, researchers and professors involved in teaching or education management or persons with teaching and education management duties of the BME GTK.

§ 3

Matters not discussed in the present Regulations shall be construed and governed by applicable laws and regulations, including without limitation Act CCIV of 2011 on national higher education (hereinafter Nftv.), Government Decree 87/2015 on the implementation of the Nftv., Government Decree 230/2012 (VIII.28.) on vocational training in higher education and specific issues of traineeships in higher education, Code of Studies and Exams, Code of Ethics, Educational Procedures and Records Management Policy of the BME.

CHAPTER TWO
GENERAL RULES OF BACHELOR AND MASTER THESES/THESIS
DESIGNS

§ 4

Bachelor and master theses/thesis designs are subject to the rules of the BME TVSZ¹ in conjunction with the amendments of the present Regulations.

2) Persons involved in relation with bachelor and master theses/thesis designs
(contributors)

§ 5

- (1) Supervisor (internal or external supervisor): instructor or other external person responsible for controlling the preparation of bachelor or master theses and traineeships, required to perform the professional direction and supervision of and to monitor the development and completion of the assignment.
- (2) Thesis advisor (internal or external thesis advisor): (predominantly external) contributor, to be engaged along with the supervisor as necessary, to assist the preparation of bachelor or master theses and traineeships who directly oversees the work of the student, provides professional assistance and guidance, reviews the thesis written by the student and informs the supervisor on the work completed by the student.
- (3) Reviewer: the person responsible for assessing the content and the formal aspects of the submitted bachelor thesis, master thesis/thesis design and for making a recommendation on the grade to be awarded on the thesis.
- (4) Student: the person who writes/prepares the bachelor thesis, master thesis/thesis design.

¹ In particular, sections 138 to 146 and sections 149 to 163 of the BME TVSZ in effect at as September 1 2020.

§ 6

- (1) The head of department issuing the assignment pertaining to the bachelor thesis, master thesis/thesis design specification is responsible for appointing a supervisor, and if necessary, a thesis advisor from the department staff. As a minimum, each assignment shall have one supervisor. One supervisor may supervise multiple assignments simultaneously.
- (2) If reasonably required, the head of department may appoint an external supervisor who is not employed as a public servant or in any other form by the BME and who will have the same rights as a thesis advisor. In such cases, an internal supervisor shall also be appointed, regardless of the type of the specific degree programme.

3) Subject registration criteria pertaining to bachelor and master theses/thesis designs

§ 7

- (1) Any student of the BME GTK in a BA or BSc bachelor degree programme may write a bachelor thesis provided that they registered, in the specific term, for the subject assigned to the writing of a bachelor thesis in the recommended curriculum of their programme (hereinafter Bachelor thesis) and meet the following criteria pertaining to subject registration:
 - a) they have met the prerequisite for the bachelor thesis defined in the recommended curriculum of their programme,
 - b) if the Subject datasheet (hereinafter TAD) determined a minimum number of credits for the specific subjects for registration, they have the required number of credits
 - c) and they have valid major or specialisation assignment provided that the specific bachelor programme has majors and specialisations.

- (3) Students must register for the subject assigned to bachelor thesis writing, referred to in subsection (1) above, in the Neptun Integrated Study Administration System (hereinafter TR).

§ 8

- (1) Any student of the BME GTK in an MA or MSc master degree programme may prepare a master thesis or thesis design provided that they registered, in the specific term, for the subject assigned to Master thesis/Thesis design in their programme and meet the following criteria pertaining to subject registration:
- a) they have met the prerequisite for the Master thesis/Thesis design defined in the recommended curriculum of their programme,
 - b) if the TAD determines a minimum number of credits for the specific subjects for registration, they have the required number of credits
 - c) and, if the entry criteria of the programme include credit addition subjects, such subjects were completed prior to the registration of the degree subjects and,
 - d) if the training and outcome requirements of the programme allow students to obtain a degree with an incomplete number of credits collected, they have met the criteria pertaining to an incomplete number of credits, applicable to the specific degree programme.
- (2) If the Master thesis/Thesis design consists of subject 1 and subject 2, they may only be registered for in the same term if the recommended curriculum of the programme (or, if the recommended curriculum includes a system of prerequisites, the prerequisite system) so allows.
- (3) Registration for the Master thesis/Thesis design subject shall be performed in the TR.

§ 9

- (1) The Bachelor thesis or Master thesis/Thesis design subjects shall be registered for, under the code included in the recommended curriculum, at the department that issued the

assignment specification. Students may only choose an assignment specification issued by another department if it was accepted by the department responsible for the Bachelor thesis or Master thesis/Thesis design subjects (subject owner) prior to the announcement of the topics.

- (2) With the courses assigned to the Bachelor thesis or Master thesis/Thesis design subjects, supervisors and thesis advisors shall be presented as the instructors of the courses, if possible. If the number of courses does not allow that, the Bachelor thesis page shall present supervisors as internal supervisors and internal thesis advisors as internal thesis advisors.

4) Assignment specification

§ 10

- (1) Assignment specification shall be the responsibility of the department competent in the specific discipline. Such department shall propose a list of topics for Bachelor thesis or Master thesis/Thesis design to students until the first day of the registration week in each term at the latest.
- (2) The topics for Bachelor theses or Master theses/Thesis designs announced for a term as well as subject areas as the continuation of the topics of previous projects, along with the names and contact information of supervisors, shall be published by the departments in the education support information framework system of the BME GTK (hereinafter information system) defined in the dean's order issued for the specific academic year. Students may choose any topic announced for a specific programme.
- (3) If a student contacts the department coordinator with their own proposed topic (especially department research work, project assignment, traineeship work or related to their work performed in a public education institution, in corporate settings of vocational education) at least two weeks prior to the first day of the registration week, before the topics are published, the proposed topic may be accepted by the head of department who designates the persons to be assigned as department supervisors and, if necessary, as thesis advisors.

- (4) An assignment specification shall be prepared for Bachelor, Master theses/Thesis designs pertaining to each topic determined by the department. If the curriculum of the programme divides bachelor theses or master theses/thesis designs into two subjects, an assignment specification must be prepared for each subject.
- (5) The preparation of the assignment specification shall be the responsibility of the supervisor who will work together with the thesis advisor and the student when preparing the assignment specification. If the student fails to work together with the supervisor and/or the thesis advisor, the process will be terminated without an assignment specification. The formal criteria of assignment specifications shall be defined for each programme in the relevant TAD. Unless the department determines special formal and content criteria for the assignment specification, the template included in *Annex 1* hereof shall be used.
- (6) As a minimum, an assignment specification shall include the following items:
- a) the topic and the planned title of the Bachelor thesis, Master thesis/Thesis design,
 - b) brief summary of the content (what is the thesis about),
 - c) the purpose of the analysis, research
 - d) the brief description of the content of the analysis, research
 - h) expected findings, outcomes of the analysis, research.
- (7) The assignment specification prepared by the supervisor until the end of the second week of the study period shall be reviewed by the head of department with regard to its content, in particular to determine whether the assignment corresponds to the education/research profile of the department, whether the required human and material resources are readily available, whether the supervisor and the thesis advisor have the necessary knowledge and competence with regard to the specific topic and whether the supervisor and the thesis advisor is otherwise capable of supervising the work performed by the student. Assignment specifications failing to meet the necessary criteria shall be returned to the supervisor for corrections. If an assignment specification meets the necessary criteria, the head of department shall confirm that it has been reviewed with regard to its content and has been found to comply with all the required

criteria. Assignment specifications shall be authenticated by the vice-dean for education. Approved and authenticated assignment specifications shall be forwarded by the department TR administrator to the supervisor until 12 on Wednesday in the third week of the study period at the latest.

- (8) The department TR administrator shall upload the confirmed, approved assignment specifications, until the end of the third week of the study period, to the information system to the relevant student.
- (9) Students shall receive the assignment specification in the information system, or, in case of programmes where this is not possible, receive the hard copy in the department, until the end of the fourth week of the study period and shall attach it to their thesis at its submission.
- (10) The assignment specification shall be retained by the department.
- (11) Upon the receipt of the assignment specification by the student, the TR administrator of the department responsible for the assignment shall record the following data related to the student's bachelor thesis/master thesis or thesis design in the TR on the Bachelor thesis management (635500)/Bachelor thesis (339000) page:
 - a) serial number: generated with SZD line,
 - b) topic: name of relevant specialisation/major,
 - c) title: title of the thesis,
 - d) date of application,
 - e) internal reviewer (internal supervisor).
- (12) When the bachelor thesis, master thesis, thesis design is submitted, the submission date and the name of the external reviewer shall be recorded in the TR. The external reviewer must be someone who is not in any kind of legal relationship with the BME GTK.
- (13) When the thesis is defended, the date of the defence, the date of the evaluation and the result of the defence shall be recorded in the TR.
- (14) If a student fails to receive the assignment specification, the supervisor terminates the project and the specific subject shall be marked with regard to such student as not

assessable, i.e. 'Not completed' while outgoing subjects requiring a signature to confirm completion shall be marked as 'Denied'.

- (15) In case of failure to complete an assignment included in the assignment specification in its original and unchanged form or an assignment modified at a later date in agreement with the student as well as failure to meet any deadlines determined initially or changed at a later date with consent, the relevant subject shall also be closed (assessed) as 'Not completed'.

5) Preparation of the assignment and consultation

§ 11

- (1) Students shall contact the supervisor or the designated thesis advisor within 5 working days following the receipt of the assignment specification. They together shall agree on a work plan, which includes
- a) a detailed list of the tasks to be carried out,
 - b) the planned dates of their consultation sessions, which may be changed if jointly agreed, depending on the progress of the assignment,
 - c) the milestones of the development of the assignment, the key checkpoints and the expected results.
- (2) The student and the supervisor shall work together during the discussion of the work plan and if a thesis advisor is appointed for the assignment, he/she will also be involved in such discussion.
- (3) During their regular personal or electronic consultation sessions, the student shall share full details of their progress and the tasks completed with the supervisor and the designated thesis advisor.
- (4) The supervisor or the designated thesis advisor shall maintain a consultation log to record information about the regular consultation sessions. The competent department may determine the format of the consultation log, and if they fail to do so, the format included in *Annex 2* hereof shall be used. If required by the competent department, the

consultation log shall be attached to the completed thesis and shall be archived together with the assignment specification.

§ 12

- (1) The bachelor thesis, the master thesis and the thesis design shall be written/prepared in the language of the relevant programme. If approved by the head of the department, the bachelor thesis, the master thesis and the thesis design may be written/prepared in any other language in which programmes are delivered at the BME.
- (2) The required minimum length of the bachelor and master thesis is 65 000 characters and 100 000 characters respectively, with a font size of 12, line spacing of 1.5 and without spaces and neither may exceed 140 000 characters in length. The total number of characters include figures, table of contents and bibliography as well. If the master thesis is presented in the form of a portfolio, the detailed formatting criteria shall be adopted by the thematic committee of the relevant programme with regard to the general requirements pertaining to master theses.
- (3) These theses shall be written using the template based on the required formatting settings. The requirements pertaining to the content and other formatting aspects of the bachelor thesis and master thesis/thesis design shall be determined by the thematic committee of the programme until the first day of the academic year at the latest and if no such requirements are determined, the formatting requirements included in *Annex 3* hereof shall be used. The template used shall be included in the relevant TAD as well.
- (4) Students shall regularly deliver or present the parts of the tasks or partial tasks they completed for checks and corrections to the supervisor or the designated thesis advisor. Checks in general including checks of the content and the format shall be performed by the supervisor or the designated thesis advisor, if there is one. If the supervisor or the thesis advisor, if there is one, rejects the thesis due to the problems revealed during the checks, the grade given to the student for the relevant subject shall be a fail.
- (5) Students shall implement the comments made by the supervisor or the designated thesis advisor throughout the document, correct the problems identified and add any information, part that has been found incomplete. Students may only be required to carry

out any other major additional tasks not included in the assignment specification if they expressly agree to do so and if it is reasonably necessary.

- (6) The submission date of the bachelor thesis, master thesis, thesis design is a date defined by the recipient department, before the last day of the study period, or if there is no such date, it is the end of the working hours on the last day of the study period and in case of electronic submission, it is 23:59 p.m. on the last day of the study period. Theses shall be uploaded to the information system. The official submission time and date of the theses shall be the time and date when the thesis is uploaded to the information system. Students shall take one bound copy of their thesis to the defence, which shall be returned to them after the defence. In case of theses subject to restricted public availability, the department or the faculty issuing the assignment shall be responsible for the adequate storage and secure handling of the theses until the end of the restricted period.

§ 13

- (1) If a student fails to attend a consultation session included in the work plan, and fails to provide an acceptable reason for their absence, the supervisor or the designated thesis advisor may notify them about their failure and may schedule an extraordinary consultation session.
- (2) If a student fails to work together with the supervisor or the thesis advisor (e.g. fails to attend the consultation despite the notification, fails to comply with the work plan to a significant degree without approval or preliminary consultation or falls behind with the fulfilment of the work plan), the supervisor may terminate the preparation process of the assignment marking it as failed, of which the student shall be notified, and shall mark the subject related to the preparation of the assignment as 'Not completed' and mark mid-term subjects of the outgoing type as 'Denied' in the TR.
- (3) If the supervisor or the internal thesis advisor fails to respond to the student's contact attempts within 5 working days, the student may contact the head of department. Upon the receipt of the student's notification, the head of department shall act to ensure that the supervisor or the thesis advisors are called on to fulfil their responsibilities. When the head of department is engaged as supervisor or fails to respond to the student's

notification within 5 working days, the student may request the vice-dean for education to take action.

- (4) If the cooperation between the supervisor, the thesis advisor and the student is unsatisfactory and one of the affected parties notifies the head of department of this issue in writing, the head of department shall thoroughly investigate this issue and upon the consideration of the circumstances, shall appoint a new supervisor or thesis advisor, if required. Such a decision shall be made within 8 working days following the receipt of the request and shall be communicated to the affected parties in writing. In case of failure to make such a decision or the involvement of the head of department, the request shall be submitted to the vice-dean for education who shall thoroughly investigate the issue.

6) Evaluation of the assignment

§ 14

- (1) The mid-term grade for the Bachelor thesis or Master thesis/Thesis design subject and the signature in case of outgoing subjects requiring a signature to confirm completion shall be determined and awarded by the supervisor and entered into the student information system upon obtaining feedback from the thesis advisor and based on the degree of efforts and work demonstrated by the student, the quality, the professional level of the work, the student's commitment to cooperation, the systematic and scheduled delivery of the student's work. If the supervisor is unavailable, the department administrator may be instructed to enter the grades.
- (2) As a necessary but insufficient condition for being awarded a mid-term grade other than a 'fail (1)' or 'not completed' for the Bachelor thesis or Master thesis/Thesis design subject, students shall prepare their thesis as set out in the assignment specification with regard to its content and submit it by the prescribed deadline. The award of a mid-term grade other than 'fail (1)' or 'not completed' or, if it is possible, of a signature shall also demonstrate that the thesis has been accepted and fully complies with all required criteria.

- (3) In addition to the evaluation defined in subsections (1) and (2) above, the supervisor or the designated thesis advisor may prepare a written evaluation about the thesis submitted by the student (internal review) based on criteria applied by the respective programme, documented in writing and available at the time of the assignment specification. If the programme has no such criteria established, the criteria included in *Annex 4* shall be used. Based on the evaluation, the supervisor shall make a recommendation to the final examination board on the grade to be awarded on the thesis.
- (4) The evaluation of the supervisor or thesis advisor referred to in subsection (3) above shall be written in the language of the respective degree programme or, if the thesis is written in a language other than the language of the respective degree programme, it shall be written in the language of the respective degree programme or the thesis, subject to the decision of the head of department.

7) Thesis review

§ 15

- (1) The thesis prepared by the student and approved by the supervisor shall be reviewed. The review shall be organised and coordinated by the department responsible for professional oversight. Upon counselling the supervisor's recommendation, the reviewer shall be appointed by the head of department.
- (2) The review shall be prepared based on criteria applied by the respective programme, documented in writing and available at the time of the assignment specification. If the respective programme has no such criteria established, the review shall be prepared based on the score sheet in *Annex 5* and the criteria specified in *Annex 4*. The reviewer shall make a recommendation for the grade to be awarded on the thesis.
- (3) The (score-based and written) review assessment and the evaluation of the supervisor described in section 14 shall be made available to students at least 5 working days prior to the final examination to ensure that they are able to respond to remarks made and questions asked in such documents at the defence of their bachelor or master thesis/thesis design.

- (4) If either the supervisor's evaluation or the reviewer's assessment is unsatisfactory, the bachelor or master thesis/thesis design shall be reviewed by a third person, if possible.
- (5) The review shall be written in the language of the respective degree programme or, if the thesis is written in a language other than the language of the respective degree programme, it shall be written in the language of the respective degree programme or the thesis, subject to the decision of the head of department.
- (6) The bachelor thesis, the master thesis and the thesis design shall be defended at the final examination.

8) Public availability of the bachelor and master theses/thesis designs

§ 16

- (1) The theses, including any additional documents, attachments, written by students shall be publicly available, for review, in the faculty's library or electronically. No copy of and no disclosure of the thesis in whole or in part to any third party shall be allowed without the prior written consent of the respective student and the head of the respective department. Public disclosure may not compromise the personal and financial interests of the author and/or the university.
- (2) A thesis may be discarded after 15 years. The discard process shall be subject to the rules pertaining to restricted accessibility.

§ 17

- (1) The handling of any documents with restricted accessibility may not be subject to any liability for damages.
- (2) If a business entity or institution intending to be involved in the writing of a thesis wishes the university, the faculty or the university's employees to legally assume liability for any financial loss, damages with regard to the writing of the thesis, such business entity or institution may not be involved in the preparation of the thesis.

(3) If the relevant criteria are met, a bachelor thesis, master thesis, thesis design may only be deemed to have restricted accessibility based on the contract included in *Annex 6* hereof. The clause included in *Annex 7* hereof shall be added to any bachelor thesis, master thesis and thesis design.

CHAPTER THREE

RULES PERTAINING TO THE FINAL EXAMINATION

§ 18

Final examinations are subject to the rules of the BME TVSZ² in conjunction with the amendments of the present Regulations.

9) Criteria for taking the final examination

§ 19

If a student simultaneously takes part in various study programmes, they shall obtain a leaving certificate and take a final examination separately in each programme, unless otherwise provided by any applicable laws and regulations.

10) Preparation, organisation and administration of the final examination

§ 20

The faculty responsible for the organisation of the final examination shall be defined in the Dean's Order on the Distribution of Education Management Duties related to the

² Sections 149 to 163 of the BME TVSZ

Programmes of the BME GTK among Organisational Units³. Final examinations may be organised jointly by multiple faculties, including the educational organisational units of other higher education institutions, based on their agreement.

§ 21

- (1) The list of the chairs of the final examination boards (hereinafter ZVB) shall be reviewed and, if required, updated by the Faculty Council at its meeting in October every year.
- (2) The organisation of the final examination, the notification of the board members, examiners and students shall be the responsibility of the department coordinator working at the department in charge of the organisation of the final examination.

§ 22

- (1) The preparation and execution of final examinations shall be performed in the TR module named 'Final Examinations' (406000).
- (2) Six weeks prior to the first day of the final examination period of the faculty, defined in the applicable Rector's Order, the education administrator of the faculty shall create the final examination period for all bachelor and master programmes and postgraduate specialist training programmes in the TR.
- (3) Students shall register for the final examination period of the respective faculty in the TR.
- (4) The faculty organising a final examination shall schedule a number of final examination dates based on the number of students who registered for the final examination.
- (5) The department shall instruct the education administrator of the faculty to reserve rooms to conduct the final examination.

³ [Dean's Order No. 14/2018 \(3 September\) on the Distribution of Education Management Duties related to the Programmes of the BME GTK among the Organisational Units](#)

- (6) The department administrator shall create the examination boards for the scheduled final examination dates and shall record them and assign them to the final examinations on the 'Examination Boards' (413000) page within the 'Final Examinations' module of the student information system.
- (7) The department administrator shall assign the registered students, on the 'Examinations' (411000) page scheduled within the final examination period, to the available final examination dates and shall notify the students of the date and place of the exam in a documented manner, at least 15 working days prior to the final examination. The method of notification may be a message sent in the TR, which will also be delivered to the student's default email address, in addition to the original settings in the TR.
- (8) The final examination components (topics) of the final examination of the programme shall be recorded and assigned to the respective programme by the education administrator of the faculty or by the department administrator, as instructed by the education administrator of the faculty, on the 'Final Examination Theme, Subtheme' (751000) page within the 'Final Examinations' module.
- (9) The final examination subthemes or topics based on the final examination theme of the respective programme shall be revised and uploaded into the information system for students by the thematic committee until the end of the sixth study week of every term at the latest.
- (10) If approved by the dean's order issued for the respective term, the department organising and conducting the final examination may prepare and execute the final examination in another electronic system approved by the faculty, without prejudice to the provisions in subsections (1) to (9).
- (11) In addition to subsection (10) of section 22 above, the data of the final examination shall be processed by the department conducting the final examination in the 'Final Examinations' module within the TR on the working day following the date of the final examination at the latest.
- (12) Only the minutes printed from the TR, having the contents set out in laws and regulations pertaining to higher education and conforming to the TVSZ shall be deemed to be authentic minutes of the final examination.

- (13) The minutes of the final examination shall be authenticated by the seal of the department where the ZVB's chair is delegated from.
- (14) The authenticated minutes, the final examination data sheet and the final examination summary sheet shall be delivered to the Central Academic Office (KTH), in the format defined by the KTH, by the department conducting the final examination, on the working day following the date of the final examination at the latest. This shall be the responsibility of the ZVB's secretary.

§ 23

- (1) The student's final examination data sheet shall be forwarded by the KTH to the department organising the final examination if the criteria required to issue the leaving certificate are met three days prior to the date of the final examination at the latest.
- (2) If a student is not allowed to take a final examination, the department shall be made aware of that by the KTH or the student.
- (3) A registration for a final examination may be cancelled by a current or former student, in person or electronically, with the head of the department organising the final examination, 24 hours prior to the start of the final examination at the latest. In such a case, the student's performance is not assessable.
- (4) In case of the student's unexcused failure to meet the deadline in subsection (3) or unexcused absence from the final examination, the student shall have one less occasions to take the final examination. Such failure or absence of the student shall be forgiven if they provide for a sick note issued by a doctor or any other certificate granting special treatment based on equity in accordance with the TVSZ within 8 days.

11) Execution of final examinations

§ 24

In general, final examinations at the BME GTK are conducted in an undivided manner, however, the Faculty Council, based on the dean's recommendations, may decide to organise divided final examinations in certain study programmes.

§ 25

- (1) The student's performance at the final examination shall be evaluated and graded by the final examination board. The final examination board shall determine the following at its session:
- a) grade of the bachelor thesis, master thesis, thesis design, based on the supervisor's evaluation and the student's performance at the defence of the thesis,
 - b) the grade or grades of the subject exam or exams, based on the examiner's recommendation,
 - c) the result of the final examination and the classification of the degree certificate,
 - d) and the eligibility for an honours degree.

§ 26

- (1) The chair of the final examination board shall suspend and terminate the student's final examination if
- a) the examinee or examiner becomes, for example medically, unfit, to attend the final examination or to continue the final examination if it has already been started. The fact and reason of such action shall be recorded in the minutes or in the supplement attached thereto.
 - b) the examinee uses or attempts to use any unauthorised aids in any part of the exam (cheating or attempted cheating). In such a case, a fail (1) grade shall be recorded in

- the minutes for the subject affected by the cheating or attempted cheating and any further actions shall be subject to the regulations pertaining to BME students on disciplinary action and compensation by damages.
- (2) If the final examination is suspended, the date and reason of such suspension shall be recorded in the form of minutes, which shall be signed by the ZVB's members. These minutes shall be attached to the minutes of the final examination to form an integral part thereof.

12) Public attendance of the final examination

§ 27

- (1) Attendance of the final examination is unrestricted.
- (2) Public attendance may be restricted by the ZVB's chair, upon the student's request, following the review of the student's reasons or to ensure the examination is conducted in an undisturbed, calm manner.
- (3) In case of restricted accessibility, the ZVB's chair shall prohibit public attendance and order to hold the examination behind closed doors.

CHAPTER FOUR TRAINEESHIPS

13) Purpose and role of traineeships

§ 28

- (1) Traineeship: Pursuant to point 36 of section 108 of the Nftv., traineeship means a partially independent student activity to be carried out in an external practical training

location or the higher education institution's practical training location as part of higher education vocational training, bachelor, master or a single-cycle degree programme.

- (2) The general purpose of traineeships is to provide opportunities to students to acquire experience through coupling theoretical and practical knowledge and skills in a workplace and position corresponding with their qualifications, developing the employee competencies required to pursue their specific career in real work processes and improving their knowledge in materials, resources and technology, their practical expertise as well as personal relations, interpersonal skills and cooperation in work processes, their skills to evaluate themselves and others in performing their responsibilities and to develop their innovative skills.

§ 29

- (1) Traineeships are expected to allow students to further improve and deepen their knowledge and skills acquired in their studies prior to the traineeship.
- (2) Traineeships may allow to acquire or to improve the following competencies:
 - a) general competencies: timely, accurate and precise performance of work responsibilities, independently or in a team demonstrating cooperation skills subject to the nature of the tasks; oral and written business communication.
 - b) professional competencies: the application of business knowledge and skills in practice, acquisition of new skills.
- (3) The tasks to be carried out by students during their traineeship shall be determined by the internal (hereinafter department consultant) and the external consultant.

14) Integration of the traineeship into the recommended curriculum

§ 30

- (1) A traineeship is a study unit that normally does not have any contact lessons defined in the curriculum and/or in the timetable, to which no lessons are assigned and may be completed through a single activity, which, in certain programmes, may be complemented, based on the TAD, by lessons and other activities (e.g. mid-term presentations).
- (2) Other criteria pertaining to traineeships shall be defined in the recommended curricula pursuant to any applicable laws and regulations as amended from time to time.
- (3) Unless otherwise provided by training and outcome requirements, traineeships are a criterion requirement.
- (4) Students may not receive a leaving certificate (absolutorium) without the completion of their traineeship.
- (5) The earliest time when students
 - a) in business administration bachelor programmes are allowed to register for the Traineeship subject in the TR is the sixth term based on the recommended curriculum after they have completed the Project assignment 2 subject. In cases requiring special considerations, students may request the recognition of their traineeship (which is required to be started after the student started their specialist studies and to be properly documented) prior to the period defined above. The recognition of a traineeship may not replace any relevant professional work, about which students shall write a report.
 - b) in communication and media science bachelor programmes are allowed to register for the Traineeship subject in the TR is the sixth term based on the recommended curriculum after they have completed the Project assignment subject with the exception of cases defined in subsection (2) of section 30.
 - c) in communication and media science master programmes are allowed to have their traineeships confirmed and recognised is the term defined in the recommended

curriculum of the respective programme. Completion in the TR in any other term is allowed under exceptional circumstances only, with the prior consent of the department employee in charge of traineeships, in cases defined in subsection (2) of section 30.

- d) in other bachelor and master programmes are allowed to register for and complete their traineeship shall be defined in the recommended curriculum.
- (6) If the Traineeship subject has been registered for by a student in the TR, they shall complete the traineeship until the end of the study period. If a student has failed to register for the subject but wishes to start their traineeship, they shall obtain consent by submitting a dedicated request. If such consent is granted, they shall register for the subject in the TR in the following term.
- (7) The administration of the Traineeship in the TR shall be the responsibility of the department consultant on the pages Student programmes (60000)/Traineeship (183500).

§ 31

- (1) Unless otherwise provided in the recommended curriculum, to be allowed to participate in a traineeship, students, prior to the start of their traineeship, shall
- a) have obtained the number of credits defined in the curriculum and comply with the prerequisites,
 - b) have a valid specialisation assignment (if any).
- (2) Subject to the student's compliance with the relevant criteria, traineeships may be completed in the spring and the autumn term.
- (3) Traineeships may also be completed in the summer break. In such cases, they may be recognised in the autumn term.
- (4) Traineeships of students in a master programme may be completed
- a) in the term defined in the curriculum, or
 - b) if the student has an active employment, at the student's workplace, or

- c) if the student's work is linked to any field of the student's studies in the communication and media science programme, at any time prior to the term defined in the recommended curriculum.

15) Rights and obligations of the Department

§ 32

- (1) The traineeship of students shall be organised by the department responsible for the specialisation of the respective student. The head of department may delegate these tasks to a department employee.
- (2) The head of the department organising the traineeship agrees to maintain communication and interaction between the coordinator of the traineeship (department coordinator and designated person of traineeship location) and the students participating in the traineeship during the traineeship period.

16) Rights and obligations of students

§ 33

- (1) Students shall complete their traineeship in harmony with the purpose thereof, demonstrating due personal and professional care as well as high quality performance under the circumstances provided by the host organisation/traineeship location and acting in line with the reputation of BME students.
- (2) In the course of their traineeship, students shall fully comply with all applicable laws and regulations as well as the policies of the host organisation/traineeship location and the rules of the traineeship. Furthermore, they shall appropriately handle and protect the resources, instruments and information they are supplied with.
- (3) Students shall not disclose the business secrets and any other secrets as maybe set out in applicable laws and regulations of the host organisation/traineeship location and shall protect the reputation and lawful business interests of the host organisation/traineeship location.

- (4) If, in association with the fulfilment of their academic requirements, students unlawfully cause loss or damage to the higher education institution, host organisation or traineeship location, they shall be held liable as set out in any applicable laws and regulations.
- (5) Students shall report on their performance during their traineeship in a manner determined by the department with which they registered for their traineeship.
- (6) Students shall be exclusively responsible for meeting any deadlines and agreeing about the place and schedule of their traineeship.

17) Criteria pertaining to traineeship locations

§ 34

- (1) The location to be selected as host organisation, traineeship location shall be reasonably deemed suitable to achieve the objectives of the traineeship.
- (2) In bachelor programmes, the performance of professional tasks carried out in the department or institute selected by the programme owner may be recognised as traineeship.
- (3) A host organisation, traineeship location may in particular be a business entity, small, medium-sized or large company, higher education institution, public education institution, ministry, local government, other government agency, chamber of commerce, foreign representation, international organisation, research institute, non-profit organisation etc. provided that their activities comply with the training provided by the respective programme.
- (4) A host organisation, traineeship location shall be an organisation that engages students in fields corresponding to their respective study programme or specialisation;
 - a) provides for the place and tools, resources as well as the necessary professional guidance and supervision to complete the traineeship;
 - b) organises a health and safety and fire protection training for students prior to the start of their engagement;

- c) ensures that daily working hours do not exceed 8 hours; any different work arrangement routines used by the traineeship location shall be discussed with and agreed upon with students in advance;
 - d) may provide payment to students for their traineeship period as set out in the Nftv.
- (5) At the end of the traineeship, the host organisation, traineeship location shall appraise the activities, performance of the student(s), including any problems, in writing. If the traineeship is discontinued for any reason, the host organisation, traineeship location shall officially acknowledge the time completed by the student and shall inform the designated contact person of the department organising the traineeship and the affected student about the reason of the discontinuation in writing.
- (6) If any misconduct at work by a student during the traineeship is recorded by the host organisation, traineeship location in the form of minutes, the host organisation, traineeship location shall notify the Dean's Office of the Faculty and the department consultant in writing by forwarding them the minutes.

18) Organisation of traineeships

§ 35

- (1) In case of bachelor and master programmes, students shall be responsible for providing a location for their traineeship and students may request the department in charge of the specialisation to be involved in the selection.
- (2) Traineeships may be completed in Hungary or in any foreign country.
- (3) Students may not start their traineeship unless the following criteria are met:
- a) In business administration bachelor programmes, two weeks prior to the start of their traineeship, students submitted to the Academic Office of GTK's Dean's Office the completed individual cooperation agreement signed by (the duly authorised representative of) the host organisation/traineeship location/external partner (*Annex*

- 8) (providing at least 3 copies, two of which shall be retained by the GTK) and the Letter of Acceptance signed by the duly authorised representative (*Annex 9*) (or based on a framework agreement varying from the sample used by the GTK, if it complies with all applicable laws and regulations and such compliance has been confirmed by the Faculty).
- b) In communication and media science bachelor and master programmes, students submitted the Registration sheet (*Annexes 10a and 10b*) as set out in the Traineeship specification of the Department of Sociology and Communication.
 - c) Students have notified the respective department consultant of the traineeship and registered it in the electronic system where they shall upload their report to upon the completion of the traineeship.
 - d) The suitability of the selected location and topic based on the relevant professional criteria has been approved by the department consultant.
- (4) If approved in advance, traineeships may be completed in a foreign country. To complete traineeships in a foreign country, students shall submit a request to the programme owner at least 3 months prior to the start of their traineeship. The programme owner shall consult the Faculty Study Committee on this matter. In their request, students shall include information on the traineeship location, name and contact information of the contact person and the reasons for intending to complete their traineeship in a foreign country. The minimum duration of the traineeship completed in a foreign country and the criteria established by the university to be met by students shall comply with the duration and the criteria of traineeships completed in Hungary.
- (5) A decision on the request under subsection (4) above shall be made by the head of the department managing the specialisation upon consultation with the specialisation coordinator.

20) Evaluation of traineeships

§ 36

- (1) Upon the completion of their traineeships, students shall write a detailed technical report on the work performed. This report shall be uploaded to the electronic system defined in the relevant dean's order issued for the respective term based on the traineeship specification or shall be submitted to the relevant department until the last day of the study period at the latest. (If approved by the department consultant in advance, this report may be written in any other language in which courses are offered at the BME.)
- (2) The maximum length of this report is 20 000 characters and its structure and content are not predefined: they shall be in line with the relevant field of business, the delegated tasks and the nature of the work completed. This report shall mainly focus on the fulfilment of tasks included in the assignment specification and/or registration sheet, if these are defined for the respective programme, the results and the activities carried out at the workplace. Students are not required to report on the theoretical background of the work performed.
- (3) In business administration bachelor programmes, the performance certificate on the traineeship (*Annex 11a*) and the evaluation of the external (workplace-based) consultant (*Annex 11b*) on the work performed shall be submitted to the Academic Office of GTK's Dean's Office until the last day of the study period at the latest. (The annex named "Evaluation of the Workplace-based Consultant" shall include the assignment specification approved by the internal consultant.)
- (4) In communication and media science study programmes, the "Institutional Evaluation Sheet" (*Annex 12*), the traineeship report, reference letter and other documents, included in the specification under the traineeship, shall be submitted until 12 a.m. on the last working day of the study period at the latest. These documents shall be delivered to the department employee responsible for traineeships.
- (5) Repeat or late fulfilment of the criteria of traineeships, due to the nature thereof, is not possible. If a student fails to deliver the required certificates, documents in a timely manner or delivers incomplete certificates and documents, the subject shall be marked

“Signature denied” / “Not completed” irrespective of the quality of any partial deliveries, the work performed and the uploaded report.

- (6) Students who have registered for the subject but failed to sign in in the electronic system defined in the relevant dean’s order issued for the respective term, failed to initiate the assignment specification by providing details about the company involved, the planned tasks and the work to be performed, and, in case of communication and media science study programmes, failed to submit the registration sheet included in *Annex 10a* or *10b*, shall also receive “Signature denied” / “Not completed” at the end of the term.
- (7) If the department consultant requires an oral presentation on the work performed in the assignment specification, the quality of the report, the assessment of the external consultant and the presentation shall jointly determine the evaluation of the traineeship. The report (and the oral presentation) shall be accepted by the department consultant until the end of the late completion period at the latest (if an oral presentation is held, after the oral presentation). The signature/grade awarded on the traineeship shall be recorded in the TR by the instructor who shall enter any missing data into the TR until the end of the second week of the exam period at the latest.
- (8) If the completion of the traineeship is not approved by the internal consultant, the traineeship shall be repeated.

CHAPTER FIVE

SELECTION OF SPECIALISATIONS AND MODULES

19) Study programme overview

§ 37

Information on degree/study programmes provided by the BME from time to time shall be published until September 1 in each academic year. The study programme overview is included in *Annex 13* hereof.

§ 38

Based on specialisation, degree/study programmes are divided into the following categories:

- (1) Programmes where free specialisation is allowed
- (2) Programmes where only fixed, exclusive specialisations are allowed
- (3) Programmes with no specialisations

§ 39

The FIR (Higher Education Information System) graph includes the entry and outcome requirements of study programmes as well as the available majors/specialisations.

Specialisation for the study programmes may only be entered into the TR taking into account the above aspects.

20) Specialisation selection options and criteria

§ 40

- (1) Specialisations may only be selected for study programmes defined as set out in section 37 above.
- (2) In case of teacher training programmes, the available (input) degree on which the application is based shall determine the respective major. The type of module for these programmes in the FIR graph is programme.
- (3) For programmes where the specialisation and major classification of the module type in the FIR graph allows for a specialisation selection or the applicable recommended curriculum allows for module selection, the rules and execution thereof shall be

determined by the programme-specific criteria and content-specific requirements under the present regulations as follows:

a) Communication and media science bachelor programme BA:

Specialisation selection is allowed after the third term. Specialisation selection is subject to the completion of the Project assignment of the third term. The selection is not subject to the grade point average or any other criteria. The selection process takes place in the Neptun system.

b) Engineering manager bachelor programme BSc:

Students may choose a module if they meet the following criteria:

- completion of 16 specific subjects in the first three terms (71 credits)
- completion of minimum two subjects out of 6 specific subjects of the core syllabus (10 credits)
- completion of minimum 50% of specific management subjects of the core syllabus (9 credits)
- completion of the “prerequisite” subject of the respective module from the group above
- 100 credits completed in total in closed terms.

Detailed information on module selection, including the identification of the subjects above, shall be published by the programme owner on the faculty’s website.

c) Vocational technical instructor bachelor programme BSc:

Students shall request to be classified based on their qualifications (trade certificate obtained in vocational schools, technician certificate, OKJ certificate from a government-funded training programme) after the third term. The assignment shall be performed and subsequently entered into the TR by the department managing the specialisation.

d) Finance and accounting bachelor programme BA:

Specialisation selection is allowed after the third term. The selection is subject to the completion of subjects Accounting 1, Corporate finance basics, Business economics and at least 70 credits obtained from the subjects defined by the

recommended curriculum for the first 3 terms. The selection process takes place in the TR.

e) Communication and media science master programme MA:

Specialisation selection takes place in the TR in the registration week of the first term.

f) Engineering manager master programme MSc:

Modules may only be selected by students who obtain at least 45 credits from compulsory and compulsory elective subjects defined in the programme's recommended curriculum for the first two terms. The selection process takes place in the TR, in the period defined for each term. The classification for specialisation is based on the student's cumulative grade point average including the grades of the last term as well.

Detailed information on specialisation selection, including the identification of the subjects above, shall be published by the programme owner on the faculty's website.

g) Psychology master programme MA:

Specialisation selection takes place in the TR in the registration week of the first term.

21) Specialisation selection process

§ 41

- (1) The specialisation selection process takes place in the TR.
- (2) One week prior to the start of the registration week of the term preceding the specialisation selection, the department responsible for the specialisation shall determine the selection period in Programmes (1156000)/Specialisation selection periods (1624000) in the TR and shall notify students of such period. On Available specialisations (1633000), the department shall enter the specialisations to be selected in the specific period and may also include any application criteria.

- (3) Students may apply for these specialisations in the selection period ranking their preferences in a priority list.
- (4) After the end of the selection period, the department responsible for the specialisation shall assign the students based on any predefined criteria and enter this assignment into the TR.

§ 42

In absence of the required number of students, the Faculty shall restrict the number of available specialisations and may even order that the respective programme should cancel the specific specialisation if it was selected by less than 10% of the applicants or fewer than 6 applicants. In such a case, students applying for the cancelled specialisation may be assigned to the next available specialisation on their priority list.

CHAPTER SIX CLOSING PROVISIONS

22) Provisions granting authorisation

§ 43

- (1) The regulations on English language degree programmes containing any rules that may vary from the rules herein or on any detailed rules shall be submitted to the Faculty Council until December 31 2020. Such submission shall be the responsibility of the dean.
- (2) The regulations on postgraduate specialist training programmes containing any rules that may vary from the rules herein or on any detailed rules shall be submitted to the Faculty Council until December 31 2020. Such submission shall be the responsibility of the dean.

- (3) The vice-dean for education is hereby granted authorisation to prepare and propose the adoption of, in agreement with the Educational Committee of the Faculty Council, the detailed rules required for the implementation of the present regulations.
- (4) The provisions of the Regulations allowing for paper based process phases shall be revised and the electronic administration shall be adopted exclusively until the start of the spring term of academic year 2020/2021 at the latest except if it is prohibited by any applicable laws and regulations or any regulatory instruments of superior authority and power.
- (5) The vice-dean for education shall monitor the entry into force of the Regulations and shall propose any changes or amendments to become effective as at September 1 2021.

23) Effective date of the Regulations

§ 44

- (1) The present Regulations become effective on September 1 2020.
- (2) The present Regulations shall be applicable to procedures started upon the entry into force hereof.
- (3) With regard to study programmes provided in a foreign language and postgraduate specialist training programmes, the present Regulations shall be applicable upon the entry into force of regulations under subsections (1) and (2) of section 43.

Annexes:

- 1. Annex 1: Assignment Specification*
- 2. Annex 2: Consultation Log*
- 3. Annex 3: Formatting Criteria*
- 4. Annex 4: Criteria pertaining to Written Reviews*
- 5. Annex 5: Evaluation Score Sheet*
- Annex 6a, 6b: Request for Confidentiality, Information Protection Agreement*
- 7. Annex 7: Restricted Accessibility Clause*
- 8. Annex 8: Individual Cooperation Agreement on Traineeship*

Annex 9: Letter of Acceptance

Annex 10a, 10b: Registration Sheet

Annex 11a, 11b: Performance Certificate, Evaluation of the Workplace-based Consultant

Annex 12: Institutional Evaluation Sheet

Annex 13: Overview of GTK's Degree Programmes

Budapest, 24 June 2020

(Sgd.) *Dr. Tamás Koltai*
Dean