

Final Examination (FE) Guide/FAQ – Bachelor's Programs

1. Where can I find information about deadlines and tasks?

The Student Affairs and Registrar's Office provides information about deadlines valid for the current semester via Neptun messages, and tasks and deadlines will also be published on the GTK website (under the menus Tanulmányi Hivatal/Alapképzés Projektfeladat, Szakdolgozat-készítés, Záróvizsga és Oklevél) – at the latest by the registration week.

2. What happens if I miss the registration?

In this case, you may request a late registration on the ELTE GTK INFORM platform under the “final examination” menu. Its deadline will be notified by the Student Affairs and Registrar's Office. Typically it involves a short-time deadline.

3. Can I withdraw my registration of the final examination?

Yes, you can. The conditions for cancellation can be found on the GTK website (see question 1).

4. What happens if I do not appear for the final exam (and do not cancel)?

According to Section 81 (12) of the ELTE's Academic Regulations for Students (Hallgatói Követelményrendszer in Hungarian or HKR, for short), if a registration for the final exam is withdrawn after the deadline, or if the student does not appear at the final exam without proper withdrawal, the student must pay the organizing cost of another final exam. The Student Affairs and Registrar's Office provides information about the cost.

5. What is the difference between the thesis submission package submitted during the Thesis Writing course and the package submitted for the final exam?

After the *Project Work 2.* course, the cooperation between the student and their supervisor officially ends. The student must fine-tune, improve, and supplement their thesis independently based on previously received feedback and suggestions during the *Thesis Writing* course. Remember that revisions must be made by using the Track Changes function in Microsoft Word. *This revised thesis must be uploaded to Moodle as part of the so-called thesis submission package.* Then the supervisor/consultant will decide on the completion of the Thesis Writing course. An entry of Completed (5, passed) or Not Completed (1, failed) will be recorded in Neptun. In the case of a *Completed* entry, the package approved by the supervisor can be uploaded one on one into the Neptun system. This will be the thesis for the final exam, which will be evaluated by an assessor and the

members of the FE committee. Therefore, there is typically no difference between the two packages.

6. What should I do after completing the Thesis Writing course?

If you have successfully completed the Thesis Writing course and registered for the final exam, *you must upload the thesis submission package into the Neptun system* by the given deadline. Then an independent assessor will evaluate your thesis. You will receive the assessment approximately one week before the final exam via Neptun. If you have not registered for the final exam, you will not be able to upload the thesis submission package to Neptun. You will only be able to do this if you register for the final exam in a later semester.

7. What does the thesis submission package contain?

The contents of the thesis submission package are outlined in the document "Guidelines and Requirements for Bachelor Project Work and Thesis". The content of the package can also be found on the GTK website (Final Exam menu).

8. What happens if my thesis submission package is incomplete when I submit it in the Thesis Writing course?

Students must upload their thesis submission package to the Moodle system. Since a formal check is carried out during the Thesis Writing course, if there are serious deficiencies, the supervisor may reject the thesis and record a Not Completed (1) entry in Neptun. In this case, the student will not fulfil their academic obligations / obtain the pre-degree certificate and cannot participate in the final exam in that semester. There is no opportunity for later modifications or supplementary uploads.

9. What happens if my thesis submission package for the final exam is incomplete?

Students must upload their thesis submission package to Neptun. Incomplete thesis submission packages cause significant inconvenience for the lecturers. In case of serious deficiencies (if all previous documents are missing or if the package does not contain the thesis), the thesis will not be assessed and/or the student will start the final exam with significant disadvantages.

10. Is it possible to keep the thesis (the project work) confidential?

There is no possibility to keep either the project work or the thesis confidential. Anonymization must be applied, for which a practical guide is provided in the "Guidelines and Requirements for Bachelor Project Work and Thesis."

11. Can I receive a worse grade/lower score for the thesis evaluation than for the Thesis Writing course?

The assessment received in the Project work 2. and the Thesis Writing courses does not guarantee that the thesis assessor will have the same opinion, so – although it is quite rare – you may receive a different score or grade. In cases of plagiarism, you will certainly receive a failing grade. During the Project Work 2. presentation, the committee considers the student's oral preparedness and responses to their questions, but if they are not included in the final thesis, the assessor cannot take them into consideration.

12. Until when can I take the exams if I want to take the final exam in the given exam period?

According to Section 359 (4) of the HKR, a student can participate in the final exam if they have obtained their pre-degree certificate by the end of the second week of the exam period. Since Section 67 (9) states that the results of the written exams completed during the exam period must be published within 8 days, it practically means that in case of those exams organized by the end of the first week in the exam period, it is realistic that the lecturers will finish grading and the grades will be recorded in Neptun, and the fulfilment of the academic obligations can be checked. We recommend considering this during the planning of the given semester (midterms and comps during the semester, offered grades etc.).

13. What should I do if I have uploaded my final thesis submission package to Neptun but I will not participate in the final exam?

No action is required; however, after the final thesis has been submitted and evaluated, there is no opportunity for its resubmission or withdrawal. The student can participate in the thesis defence/final exam with that version of their thesis and the assessment received for the thesis in the semester they register for the final exam.

14. Is it mandatory to upload the thesis to Neptun in the semester of the Thesis Writing course?

No, it is not mandatory. You can upload the thesis submission package to Neptun only if you have registered for the final exam. If you have registered for the final exam, you can upload the thesis to Neptun. It will be assessed, but you can still decide not to participate in the final exam and withdraw your registration (at the latest 3 days (72 hours) before the final exam day). However, there is no opportunity to withdraw, replace, or modify the uploaded and assessed thesis.

15. Until when and where do I have to upload the thesis defence presentation?

The presentation slides must be uploaded to Moodle in ppt format two days before the final examination. The last slide of the presentation contains answers to the assessor's questions,

so you must wait to upload the presentation until you have received the assessment of your thesis.

16. What are the steps of the final exam?

Students always begin with the defence. If the defence is successful, the final exam can continue with the oral exam.

17. How do I receive the oral exam topics?

The oral exam topics are provided by the FE committee members. The student receives two topics from two different subjects, and after a short preparation time (during the final examination of another student), the student should present them to the committee.

18. What happens if I receive a failing grade on my thesis assessment by the reviewer/assessor (a score below 50)?

The final grade for the thesis is given by the final exam committee, considering the performance during the defence, so a failing reviewer's grade does not necessarily indicate that the thesis was unsuccessful. However, if the score given by the assessor is below 50, it means that the quality of your thesis is unacceptable, and – although the final exam committee will assign the grade for the defence – you will likely receive a failing grade for your thesis during the defence. In this situation, we recommend that you request the withdrawal of your thesis on the ELTE GTK INFORM platform under the “project task, thesis [diploma work]” menu. This option is only available for thesis assessed with scores below 50.

19. Can I receive a worse score/grade from the final exam committee than previously from the assessor or in the Project Work 2. course?

The grade for the thesis during the defence is given by the final exam committee, which can be lower or higher than the grade suggested by the assessor (based on the score) or the grade given by the supervisor at the end of Project Work 2. The assessor only writes a score on the evaluation sheet, not a grade.

20. What happens if my thesis defence is graded as failing?

In the case of an unsuccessful thesis defence, the student cannot continue the final exam, according to Section 81 (8) of the HKR. In this case the final examination can only be taken in the next semester by repeating each part of the exam.

21. If my thesis defence is graded as failing, do I need to submit a new thesis?

If the defence is graded as failing, you need to prepare a new thesis. Since a thesis can only be written on a topic approved by the supervisors during the topic choice consultation, the student can improve their thesis based on feedback, suggestions, and critiques received during the project work consultations, and from the reviewer's assessment, and the final exam committee members. Thus, preparing a new thesis does not mean developing a new topic. You must write your thesis on the previously approved topic. As you will have already obtained the pre-degree certified status, meaning you no longer have student status, you may consult once with your supervisor. You must initiate this consultation at the latest by the end of the second week before the thesis submission.

22. Is there any help available for preparation?

The lists of FE topics are available on the GTK website (under the Záróvizsga menu). For preparation, we recommend reviewing the materials provided during the completion of the FE subjects. Additionally, it is expected that after the 8th week of the semester, students be assigned to a Moodle course where we will provide slides supporting the oral exam. These slides will include important definitions and concepts related to the topics that may arise during the FE oral exam.

23. Is there a preparation time for rethinking the FE topics?

Preparation time is only available for offline final exams, and it lasts at least 10 minutes. There is no preparation time for online final exams. Online final exams are organized only in exceptional cases (e.g., during a pandemic).

24. What happens if I receive a failing grade on one of my topics within the oral exam?

According to Section 82 (3) of the HKR, if a student receives a failing grade, they only need to retake that part of the oral exam, which can take place at the earliest in the next final exam period.

25. What happens if I receive failing grades on both topics within the oral exam?

Both topics need to be retaken not earlier than the next final exam period.

26. Can I receive a substitute topic if I do not know the originally assigned topic?

There is no possibility for a substitute topic.

27. Is there anything I need to do if I do not pass my final exam and plan to take it again in the next semester's final exam period?

Yes, you must register for the final exam period again.

28. When will I know the result of the final exam?

The results are announced collectively by the members of the FE committee (results ceremony), typically at the end of the morning and afternoon sessions. The expected time of the announcement will be communicated to the student by the FE committee before or after their oral exam. Please come back into the waiting room at least half an hour before the scheduled announcement.

29. When will I know my result if I cannot attend the announcement?

In this case, you can request a notification from the Student Affairs and Registrar's Office the day after the collective announcement.

30. What can I do if I do not wish to participate in the "results ceremony"?

It is possible to request an individual announcement. In this case, the result will be announced individually to the requesting student(s) after the collective announcement.