

Regulations of the final examination at the Faculty of Chemical Technology and Biotechnology

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The purpose of the final examination is to ensure that the candidate had already achieved the learning outcomes (knowledge and competences) required to obtain the degree and s/he is able to apply his/her knowledge. The general regulations related to the organisation and administering of the final examinations are included in the Code of Studies of BME. This actual regulation supplements the general regulations with the specialities of the Faculty.

1. § Organisation of the final examinations

- (1) The final examinations are organised by responsible members of the departments for each academic programmes and specializations separately (further on organisers).
- (2) The date and of the final examination must be within the period of final examinations determined by the Dean. The time of the final examination could be between 8 a.m. and 6 p.m. The chair, the members, and the secretary of the final examination committee as well as the examiners have to be notified in writing about the expected dates of the final examination at least 6 weeks in advance by the organisers. The final dates and the place should be announced as soon as possible, but minimum a week in advance.
- (3) The final examination committee consists of a chair and minimum two additional members. The chair and the further members of the committee are appointed from professors, associate professors and respected industrialists of the academic field. At least one member must be an external professional. Possible chairs of the final examination committees are asked for their participation by the Dean for a maximum of three years, based on the authorisation of the Council of the Faculty. Possible members of the final examination committees are asked for participation by the Dean for a maximum of three years based on the suggestions of the departments responsible for the relevant specializations. The secretary of the final examination committee can be any employee of BME holding a university degree. The examiners, and if needed the deputy examiners, are asked for their participation by the organisers in agreement with the principal of the appointed examiner.
- (4) The subjects of the final examinations of the academic courses and specialisations are listed in the Appendix.
- (5) Students have to register for the final examination in the Study Administration System (SAS, Neptun) during the relevant registration period.
- (5a) A student can only be accepted for the final examination, if s/he registered for the final examination in the SAS and who fulfilled all the requirements of the leaving certificate at least eight days before the first final examination date of the final examination period.
- (5b) The organiser of the final examination sets an individual date and time for each student. The appointments should be set to avoid longer than two hours of waiting.
- (6) The organiser of the final examination announces the submission deadline and the thesis submission requirements (number of copies, format, and required supplementary material like summary) at least one month before the submission deadline. The deadline for thesis submission is 2-4 weeks before the date of the final examination.
- (7) The department is responsible for the review process of the submitted theses. One independent review and an internal review written by the supervisor are required for each thesis. In case of a

bachelor thesis the reviewer must have a master degree or higher qualification. Alternatively a reviewer with a bachelor degree and more than 5 years of professional experience may also be appointed. In case of a master thesis the appointed reviewer must have a PhD degree or higher qualification. Alternatively a reviewer with a master degree and more than 5 years of professional experience may also be appointed. The thesis defence is possible without a written internal review as well. The department should attempt to appoint the independent reviewer from a company, a research institute or another university.

- (8) The organiser of the final examination announces the below listed at least two weeks before the date of the examination:
 - a. the length of the presentation of the thesis,
 - b. the format requirement of the slides,
 - c. the questions/topics of the final examination subjects,
 - d. place, expected timing of the final examination and announcement of the results.

2. § Implementation

- (1) The secretary of the committee writes the reports of the final examinations. Each report is signed by all the members of the committee and also by the secretary.
- (2) The place of the final examination must be selected to ensure that during the defence a slide show can be presented and a blackboard is also available. The organiser must ensure that all needed accessories are available and ready to use.
- (3) The chair opens the final examination, introduces the members of the committee, the examiners and the secretary. Before the final examination the identity of the candidate must be verified.
- (4) The final examination has two parts: the defence of the thesis and the exam a subject related oral examination. The presentation of the thesis is preferably supported by slides. The aim of the presentation is to professionally explain and summarize the work performed, the results, and the conclusions. The members of the committee ask questions connected to the thesis to ascertain the professional competences of the candidate.
- (5) The final examinations are open to the public. The chair may announce a closed exam. A closed defence is especially justifiable when the thesis is confidential. The candidate might request a closed subject related examination before starting the exam.
- (6) The subject related exam is an oral exam. It is required to allow at least 15-minute preparation time for the candidate. No literature, reference work or any kind of external support is allowed to be used. During the oral exam the answers should be given in a loud, understandable manner to allow all committee members to follow (if written explanation is used it must be visible e.g. written on the blackboard). Grades of the subject are decided by the committee taking into account the suggestions of the examiners. All the final grades are to be decided in a closed committee meeting.
- (7) At the end of the final examination the chair announces the final results and the sub-results and the qualification of the degree.
- (8) The candidate must check the content of his/her final examination report onsite for any wrong data, and if a mistake is found the candidate is obliged to ask a correction immediately.
- (9) The secretary assures that the reports and electronic documentation are prepared according to the actual regulations.

Appendix: see the attached excel file for the list of academic programmes – specialisations and subjects.