

FINAL EXAM INFORMATION (organized by the Department of Fluid Mechanics)

(MSc in Mech Eng Modelling Fluid Mech spec: 26th June 2024)

(BSc in Mech Eng Proc Eng spec: 2nd July 2024)

A few practical information on the final examination is provided here. For the official rules and regulations, see the Code of Studies on the CAO website. The tentative schedule (order of appearance of students) for the final exam is announced separately and is available online: [<http://www.ara.bme.hu/oktatas/tantargy/NEPTUN/ZAROVIZSGA-FINALEXAM/>]

Please check it at least on the day before the exam. It may be changed due to unforeseen reasons. The Final Exam Committee (FEC) consists of the FE Chairperson, the FE Secretary and the FE Committee Members and Examiners. The final exam is 45-50 min long event for each student, depending on the type (BSc/MSc) of studies. The final exam consists of two subsequent parts: a) the thesis defence (max.10+5 min) and b) the oral exams of subjects (max.5-10min/subject).

Thesis defence (max.10min + 5 min): The final exam starts with the thesis defence. (*After your arrival, give the pendrive with your presentation file (pptx, pdf) to the deputy colleague/secretary, and the file will be uploaded to the dept laptop prior to your exam start by the secretary.*) 10 minutes are available for the thesis presentation. It must be a free oral presentation of your thesis work. Be prepared and keep the 10-minute interval strictly, because, as you saw in the schedule, it is very tight. The title page (first slide) must contain the full official thesis title, your full official name and the name and affiliation of your supervisor and advisor (if any). During your presentation, focus on proving that the thesis is your own work. After the presentation, you will be asked by the Chair to answer the reviewer's questions. (*You must receive the written review from your supervisor at least five days before the final exam. Please be prepared: it is obligatory to answer each question of the reviewer.*) You can do this orally, but it is highly suggested that you support your answers with extra slides at the end of your thesis presentation. Prepare separate slides for each answer (cite the reviewer's question on the top of the slide). After this, the FEC members will definitely ask also questions about your thesis work that must be answered.

Oral exam (max.5-10 min / subject): The second part of the final exam is the oral exam of the chosen final exam subjects that are listed on your official thesis assignment sheet. (*Lists of questions for each final exam subject are available in the Moodle system. Please contact the lecturer if you have any questions during the preparation!*) Everyone must arrive at the scheduled time that allows you to have enough time to prepare the answers to your exam questions in writing prior to the exam start.

Schedule of the final exam:

- 1) Arrival at the scheduled time ("candidate arrives"). Location of the preparation room: "Ae" building 1st-floor, room Nr."Ae"109. (PhD students' room). In the morning, there is no joint Opening Ceremony at which all students must be present.
- 2) After arrival, give the pendrive with your thesis presentation file (pptx, pdf) to the instructor. Don't forget your pendrive with the presentation at home (keep uploaded it to a backup drive, etc), and have a blue/black pen with you to write.
- 3) In the preparation room you will receive the final exam subject questions, each printed on separate A4 sheets. 60 min is available for preparing all your answers (except for repeated exams). If you arrive later than announced, you will have less time to elaborate the questions. (*Using phones, smart watches, etc., and exit to the lavatory is not allowed during the preparation time. Note that strict rules apply for using non-authorized means during the final exam! Don't even try it.*) It's an official event & documents. Therefore, pencils are not allowed to use. Use only a pen! Your answers are to be prepared in written form and exceptionally on separate A4 sheets that are provided for each subject. Cannot use anything else. Write down everything you know about the question topic.
- 4) Entering the exam room "Ae"107 (*Balance Room*) at the "exam start" time. Enter the room when the secretary calls you.
- 5) Thesis defence: max.10 minutes of thesis presentation, and +5 minutes answering reviewer's and committee's questions. Your thesis presentation will be projected using a department laptop, so it is not allowed to use your own laptop.
- 6) Oral exam per subject (approx. 5-10 minutes per subject) Here, the examiner looks at what was elaborated in writing and then asks you to explain it orally. Further questions will be asked based on your answers. When asked by the examiner, you must explain your written answer orally, even if everything is well written. Also, you may be asked to use the whiteboard and elaborate your answer in writing on the board.
- 7) When all subjects' exams are finished, your final examination is finished. Your results will not be announced immediately. The FEC will ask you to leave the examination room to let them decide on your grades in a closed session. Please return to the exam room later for the Closing Ceremony in the afternoon, where all students' results will be announced.

Closing Ceremony (max.10 min): The announcement of the results of the final exam - i.e. Closing Ceremony - is expected 5-10 min after the last student finished the exam. All students must return to the exam room by this time. The FEC announces the final exam results in detail, i.e. the thesis grade and the exam grades of all subjects for each student. Finally, the diploma grade is announced. The final diploma grade is calculated automatically using all your registered grades in NEPTUN system. Note, that the FEC cannot provide you with a copy of documents. The final exam documents will be submitted to the Central Academic Office (CAO) on the next day at the latest. If needed, you can ask for an official copy from the CAO.

Dress code: It would be best if I didn't have to write anything about it here. Of course, the examinee's clothing is not the subject of criticism; it is not a factor in determining the grades. It is known also, that international students, in particular, may have difficulties in procuring formal clothing during their studies here. However, an *appropriate* appearance is expected at your Final Examination. The recommended dress codes for the final examination are semi-formal, business and business-casual. In the summertime, the jacket can be omitted. In conclusion, please refrain from clothing that shocks the committee.