

**Extract of the CIRCULAR**  
of the Faculty of Mechanical Engineering  
on the tasks related to the **submission of bachelor and master theses,**  
**the evaluation of theses,**  
and **the final examinations**  
in the spring semester of the academic year 2020/2021

01.06.2021. Csaba Hős

**I. Submission of the final thesis**

1. Till the end of the pandemic emergency situation, in the spring term of the academic year 2020/2021 – ending on July 15, 2021 – the final thesis can only be submitted in digital format (portable document format [PDF]).
2. The supervisor can agree with the student on the final thesis submission deadline, which may be later than the general deadline. The staff member in charge of the organisation of the final examination and the head of the educational organisational unit must be informed of this agreement.
3. The submitted final thesis must be certified by the student as follows.
  - a. The student's digital (scanned) signature must be included in the thesis, and
  - b. the supervisor certifies the thesis through AVDH.
4. If the final thesis includes annexes that do not allow submitting the entire work as a single document, the student must proceed as described in points 5-6. and prepare the main document in PDF format.
5.
  - a. If the final thesis with all its annexes must be merged into a single, electronically certified document (PDF) and its size does not exceed 20 MB; it must be uploaded to the Neptun system.
  - b. If the final thesis cannot be merged into a single document (PDF) or its size exceeds 20 MB, the final thesis without annexes must be uploaded to the Neptun system, and the whole document with all its annexes must be submitted to the educational organisational unit (Department) announcing the thesis assignment.
  - c. If the size of the document cannot be reduced to less than 20 MB, the document must be only uploaded to the information system of the educational organisational unit (Dept.), and a summary of up to 5 pages must be uploaded to the Neptun system. In this summary, reference must be provided to the location of the entire thesis.
  - d. Any annexes of the final thesis that cannot be part of the single document should be compressed, and the compressed file must be uploaded to the Neptun system.
  - e. The final thesis and its annexes cannot be uploaded to the Neptun system if the public accessibility of the thesis is restricted. In this case, the educational organisational unit (Department) stores the final thesis.

**II. Declarations to the final thesis**

6.
  - a. The declaration about independent work is an integral part of the final thesis, and it must be submitted as part of the main document (PDF). The final thesis is certified by the student who wrote by including an e-signature (e.g. scanned signature).
  - b. The thesis must also be certified by the supervisor through AVDH.

- c. The declaration of acceptance is issued and certified by the supervisor as a stand-alone document.
7. The statements attached to the thesis, created as a separate document, must be treated as annexes (see point 6).
8. In the exceptional case when it is not possible to use an e-signature or certify the annexes or the final thesis, the declaration must be issued as a paper document, signed handwriting and then converted back into an electronic document and attached to the final thesis, merged into a single document.

### **III. Thesis review**

9. The Department that issued the thesis assignment sends the submitted thesis to the reviewer. The review assessment will be sent to the Department responsible for organising the final examination and to the student by the Department issued the assignment specification at least five days before the thesis is defended [Code of Studies and Exams of BME, Section 144. (5)].
10. According to the regulations of BME (Code of Studies)
  - a. the supervisor prepares a marked assessment and may prepare a text assessment;
  - b. the external supervisor may prepare a mark and a text assessment;
  - c. the reviewer may prepare both a mark and a written assessment, the assessment being a combination of the two.
11. The review shall be written in the language of the degree programme.
12. The review must be prepared exclusively in electronic form, signed by the reviewer with an e-signature (AVDH).

### **IV. Evaluation of subjects related to the writing of a thesis and evaluation of the thesis**

13. The student's semester work and the thesis itself are evaluated separately.
14. The subject related to the writing of a thesis is evaluated by the supervisor based on the student's achievement in the term (the writing process is evaluated). However, the result (the thesis) is evaluated by the reviewer and the Final Examination Board.
15. The requirements for subject leader and consultant assessments are the same as for marking.
16. When evaluating the semester work, the supervisor takes into account the opinion of the thesis advisor in the evaluation process.
17. When evaluating the final paper, the supervisor takes into account the opinion of the external supervisor.
18. The subject related to the writing of the thesis is evaluated with a mid-term grade on a scale of five. If the student has undertaken no substantial activities during the writing process, the value of a mid-term grade can also be 'Not completed'. The classification fail (1) can be entered into the NEPTUN System if the student has done substantial work, but its level and quality are very low.
19. Concerning the contents, the thesis is evaluated by the reviewer. The Final Examination Board determines the classification of the content (the grade) based on the review and the student's performance at the defence of the thesis. They can take into account the supervisor's evaluation.

### **V. Organisation of the final examination**

20. The final examinations will be organised by the educational organisational unit in charge of the student's specialisation. Final examinations may be organised differently based on the

agreement of the educational organisational units. In this case, they shall notify the individuals concerned in writing.

21. As a general rule, the final examination must be organised by electronic communication or information system without the presence of the participants.
22. Exceptionally, in justified cases, the final examination may be organised with the presence of the individuals concerned on the university campus as follows:
  - a. All participants of the final examination have an immunity certificate. In this case, the head of the educational organisational unit shall notify the final examination to the Dean's Office at least five days before the final examination in writing and check the existence of the immunity certificates personally.
  - b. At the request of the student, the final examination may be organised in an in-person form. For an in-person final examination, the student must submit an E999 request (E999 Request for a purpose not specified in any other requests) in the Neptun system at least 15 days before the final examination. The request must be accompanied by a statement of support from the educational organisational unit.
23. The student shall register for the final examination period of the educational organisational unit in charge of the organisation of the final examination in the Neptun system.

Budapest, June 1., 2021