



Bachelor of Science Degree Program

BSc Thesis, Final Examination, and Degree Certificate

Faculty of Electrical Engineering and Informatics, BME

Embedded in the BME Code of Studies
(Annex of the recommended curriculum)

7th July 2017

The following regulations include the regulations regarding BSc thesis, final examination and degree certificate of the Faculty of Electrical Engineering and Informatics of BME embedded in the BME Code of Studies (CoS) in an integrated structure. The referred sections and points of CoS correspond to the valid version of the date it came into force. In case the CoS is altered in any way, the referred parts are automatically changed with the legislation in force.

BSC THESIS

CoS Section 96

- (1) *To obtain a degree certificate, students are required to write a bachelor or master thesis for subjects holding specific credits defined in the training and outcome requirements and the curriculum.*
- (2) *Students will write an independent bachelor or master thesis for each programme (training).*
- (3) *The topic of the bachelor, master thesis is required to be within the framework of the training and outcome requirements.*
- (4) *In case of programmes defined in point a) of Section 7 (1), students will write a bachelor thesis while in case of programmes defined in point b) and c) of Section 7 (1), students will write a master thesis.*

- 1) BSc thesis project (henceforth: Thesis) is a subject related to the specialization of the student. Students can only enroll if:
 - a) at least 174 credits are completed (up to 10 credits free electives based on the study plan)
 - b) all courses of the first four semesters of the study plan are completed
 - c) all specialization courses up to the 6th semester are completedThese conditions are checked by the Dean's Office and the Central Academic Office.
- 2) The thesis can be taken both in the spring and fall semesters.
- 3) The supervisor opens the Thesis topic on the Thesis Portal (<https://diplomater.vik.bme.hu/en/>). The student needs to enter the portal, accept the announced topic and fill in an online form on the Thesis Portal. Permission may be required for thesis registration and completion, the permission is an attachment of the online form. This often means permission of the BSc English Program Director to be allowed to register for a thesis course at a department which does not take any course at the specialization of the student.
- 4) The steps of finalizing the topic of the thesis and selecting the subjects of the final examination on the portal are as follows:
 - a) The supervisor opens the Thesis topic for the student on the Thesis Portal until the end of the 3rd week of the study period
 - b) The supervisor uploads the thesis topic description until the end of the 5th week of the study period.
 - c) The thesis topic description is approved by the head of the department until the end of the 6th week of the study period.



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- d) Students fill the online form and the required certifications by the end of the 6th week of the study period
- e) The supervisor approves the students' forms
- f) The student submits the electrical version of the Thesis via the Thesis portal until the last day of the study period.
- g) The supervisor accept the Thesis on the Thesis portal
- 5) The department of the student is responsible for announcing the topic of the thesis (which is the department that belongs to the specialization of the student). In case the student would like to work on a topic that belongs to another department and which department takes part in the teaching of the selected specialization, then he/she has to inform his/her department. In some cases, students have the opportunity to work on a topic of a department that does not take part in the teaching of the selected specialization.
- 6) A topic announced by a different faculty, university or corporation can only be accepted if one of the heads of department of the faculty supports it and provides a department supervisor. An external thesis advisor of academic qualifications must have an MSc degree and be approved by the head of the department. The topic of the thesis has to be selected and written so that it can be evaluated without violating the interests of the corporation.

CoS Section 96

(6) The writing process of a bachelor or master thesis is controlled by a supervisor whose work may be supported by engaging a thesis advisor

CoS Section 99

(1) The thesis advisor is primarily an employee of a company or institution outside of the university who provides professional help and advice for the student and checks the student's thesis

- 7) The writing process of the thesis is guided by the departmental supervisor or an external thesis advisor both of whom have to be provided. A departmental supervisor is someone who is a full or part-time teacher, researcher, departmental engineer, doctoral candidate or doctoral student. An external thesis advisor can be an external expert with academic qualifications or with MSc degree having an approved consent of the head of the department.

CoS Section 96

(1) Subjects related to the writing of a bachelor or master thesis are mandatory subjects evaluated with mid-term grades. The grade for a subject is determined by the supervisor based on a student's achievement in the term and the subject requirement or the faculty regulations. Unless otherwise specified by the faculty regulations, the completion and submission of a bachelor or master thesis until the end of the term is not required to award a grade other than fail.

- 8) The requisite for Thesis subject is a mid-term grade during the study period which must be completed in the given semester. In order to complete the subject, it is essential to write and submit the thesis. The deadline for submission is the last day of the study period, and the grade of the subject is given by the supervisor.
- 9) The deadline for thesis submission is the last day of the study period followed by the exam period during which the student wants to defend his/her thesis.

CoS Section 101

(1)The bachelor or master thesis prepared by the student and accepted by the supervisor must be checked by a reviewer. The review criteria, as well as its content and formal requirements will be specified by the faculty's code. The reviewer makes a suggestion for the grade of the thesis. This can also be a 'fail (1)'.

- 10) The reviewer must have an MSc degree or a degree equivalent to it.

CoS Section 102

(1) The university regards it as a primary goal to ensure the public availability of bachelor or master theses in order to realise the programme's objectives, therefore accessibility may be restricted in exceptional cases only.



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(2) The students' theses, together with all supplements, are publicly available in the library of the educational organisational unit which announced the assignment for the thesis or in the faculty's designated IT system. No copies of the thesis or parts thereof can be made without the prior written consent of the student it was written by.

- 11) The thesis must be made public.
- 12) The grade of the thesis is determined by the Final Examination Board.
- 13) All information regarding the preparation and submission of the thesis is included in the subject data sheet of BSc Thesis project.

FINAL EXAMINATION

CoS Section 104

(1) Students complete their bachelor, master or single-cycle training programme and postgraduate specialist training programme by taking their final examinations.

(2) Students may take the finals after they have obtained their leaving certificate. Students may take the final examination after obtaining their leaving certificate. The final examination may be taken in the exam period after the leaving certificate (absolutorium) was obtained both within the framework of the student's legal status and after its expiry within a period of two years in any given exam period in accordance with valid academic requirements.

(3) After the expiration of the second year following the issue of the leaving certificate (absolutorium) students may take their final examinations if the programme owner approves the bachelor thesis subject as currently relevant after consulting with the head of the educational organisational unit organising the final examinations and the person in charge of the specialisation (if any). If the topic is deemed to be obsolete, the applicant must write a new bachelor thesis.

(4) Final examinations may not be taken after the end of the fifth year following the termination of the student's legal status.

(5) Students may not take their finals, if they

- a) failed to settle their payment obligations towards the University,*
- b) failed to return any equipment owned by the University and previously given to the students for use or*
- c) failed to submit their bachelor or master thesis by the specified deadline.*

14) The conditions of taking a final examination are as follows:

- a) The student needs to upload his/her thesis on the portal and submit a bound copy of it to the supervisor.
- b) The supervisor needs to find the thesis adequate for submission and accepts the thesis (closed the topic) on the portal.
- c) The departmental coordinator of the final defense assigns the student to the final examination.

CoS Section 106

The faculty in charge of the programme designates a final examinations period in the SAS, for which the students can register. Only students who registered for the final examinations period may take the final examinations. The educational organisational units designate final examination dates within the final examinations period.

15) Final examination can be taken in both semesters, usually in the last 3 weeks of the exam period.

CoS Section 106

(2) Students or former students can register for these final examination dates, announced in the SAS for the final examinations period by using the Study Administration System or students can be registered also by the educational organisational unit (EOU) organising the final examinations.

(3) Students or former students may cancel their registration by no later than 24 hours prior to the start of the final examinations in person or by sending an e-mail to the EOU organising the final examinations. If the students or former students fail to turn up at the finals, their learning outcomes cannot be evaluated. This fact must be entered in the minutes of the final examinations.



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(4) The reason for the absence from the finals must be verified within eight days of the finals at the in charge. In case of an unexcused and unverified absence the student will have one less available repeat options for the final examinations.

CoS Section 105

(5) The final examinations will be organised by the educational organisational unit in charge of the student's specialisation. If the programme does not have a specialisation, the finals will be organised by the educational organisational unit (EOU) announcing the bachelor or master thesis topic.

(6) Finals may be organised jointly by EOUs, including the EOUs of other higher education institutions, based on their agreement.

16) The department announcing the thesis topic is responsible for the organization of final exams.

CoS Section 105

(3) The final examination will test the students' synthesised knowledge and will consist of several parts – such as defending the bachelor or master thesis and exams per subject or subject group, as well as final comprehensive examinations – in accordance with the criteria set out in the curriculum.

17) The student defends his/her thesis in front of the Final Examination Board. The reviewer, invited by the department, assesses the thesis and offers a grade. Similarly, the departmental supervisor evaluates the thesis as well as the performance of the student throughout the semester and offers a grade. The assessment can either be oral or written. In case the supervisor cannot be present during the defense, the assessment must be written.

18) The reviewer or the departmental supervisor must be present on the session of the defense. The review itself must be available to the candidate before the defense. The supervisor may be dispensed from being present with consent from the head of the department.

19) The student takes the final exam from two subjects.

20) The exam of the first subject is a comprehensive exam which corresponds to the exam entering the MSc programme. Arranging the details of the comprehensive exam and the method of evaluation is included in the BSc final examination-MSc entrance exam regulation.

21) The exam of the first subject is before the final exam period.

22) The Final Exam Board takes the grade of the comprehensive exam into account when grading the first exam.

23) The second subject can only be one of the subjects of the specialization. When selecting the subject students have to make sure that it relates to the topic of the thesis. The subject is assigned by the supervisor of the thesis.

24) The exam of the second subject has to be taken directly after the defense of the thesis in front of the Final Exam Board. The student can only take the exam on this subject if the defense was successful.

25) The examiner should be one of the teachers on the approved list of final exam subjects who collects the questions of the exam

26) The Final Exam Board returns the printed copy of the BSc Thesis work to the student.

CoS Section 107

(5) The results of the final examinations are announced by the chairperson of the Final Examination Board at an open session.

(6) The final examinations are deemed as successful if the examinee has completed each part with a minimum pass grade.

(7) A successful final examination cannot be retaken.

CoS Section 109

(1) A thesis graded as failed by the finals committee may be repeated once by submitting a new bachelor or master thesis. If a new bachelor or master thesis is submitted, the earliest time for taking another final examination is the next final examinations period.



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(2) *The criteria and deadline for preparing and submitting a new bachelor or master thesis will be specified by the dean of the faculty in charge of the programme, based on the opinion of the head of the educational organisational unit organising the finals.*

27) *In the case of the unaccepted thesis, the Final Exam Board can specify its correction and repeated preparation.*

CoS Section 109

(3) *If only one of the exams in the final examination subjects was unsuccessful, the examinee only has to sit a retake exam in that subject. There is an option for a repeated retake exam after an unsuccessful retake exam. After that there are no other options available for retakes. Failed first or repeated retake exams in a subject cannot be repeated within two months of the failed exam.*

CoS Section 108

(1) *The results of the final examinations (RFE) are calculated as follows: $0.5 \times \text{AGS} + 0.5 \times T$, where AGS is the average of the grades of the subjects of the final examinations and T is the grade given for the bachelor thesis.*

(2) *The final examination is unsuccessful and the RFE is zero if any of the grades given at the final examination is a fail.*

DEGREE CERTIFICATE

CoS Section 110

(1) *Based on a successful final examination the University issues a degree certificate for the student in Hungarian and English, with the contents stipulated by the government decree, within 30 days following the successful final examination or within 30 days following the presentation of a document attesting the language exam if the latter is presented after the final examinations.*

(2) *In the case of foreign-language programmes the degree certificate must be issued in Hungarian and in the language of the programme.*

(3) *Based on a successful final examination, providing the student met all the criteria for issuing the degree certificate, the data manager will issue a certificate for the issue of the degree certificate, the content of which is stipulated by the government decree.*

CoS Section 111

(1) *The result of the degree certificate must be rounded up to two decimals, but partial grades should not be rounded up.*

(2) *The following formulas must be used for the calculation of the degree certificate result:*

a) $0.2 \times \text{AGS} + 0.3 \times T + 0.3 \times \text{GPA} + 0.2 \times \text{CE}$ if the curriculum also prescribes the completion of comprehensive exam(s) during the studies,

b) $0.2 \times \text{AGS} + 0.3 \times T + 0.5 \times \text{GPA}$ if the curriculum does not prescribe the completion of comprehensive exam(s) during the studies, where CE is the mathematical average of the comprehensive exam grades required for the degree certificate, GPA is the cumulative grade point average for the whole of the study period, while the definitions of AGS and T are applied according to Section 108 (1).

CoS Section 112

(1) *The classification of the degree certificate must be calculated by using the degree certificate result, rounded up to two decimals, as follows:*

- a) excellent, if the grade is at least 4.50,
- b) good, if the grade is at least 3.50, but less than 4.50
- c) satisfactory, if the grade is at least 2.50, but less than 3.50,
- d) pass, if the grade is at least 2.00, but less than 2.50.

(2) *The degree certificate is classified as excellent with distinction, if the examinees*

- a) have an excellent grade in all subjects of the final examination,
- b) their thesis received an excellent grade in the finals,
- c) all their comprehensive exam results, required for the degree certificate (if any) were graded excellent and
- d) their cumulative grade point average for the whole study period is at least 4.25.



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(3) A fail (1) grade subsequently replaced by a first and repeated retake exam or a reregistration for the subject does not exclude the issuance of an honours degree.

CoS Section 113

(1) A diploma supplement, specified by the European Commission and the Council of Europe, must also be issued free of charge with the degree certificate in Hungarian, English and in the programme's language if different from Hungarian and English.

28) The graduation ceremony takes place at the given time according to the academic calendar.

COPYRIGHT

CoS Section 92

(1) The works of another person will be used as follows:

a) if a work of another person is used in whole or in part (e.g. by copying, citation, translation from another language or presentation), the source and the name of the author will be indicated if this name is included in the source or – in case of orally presented works – may be clearly identified;

b) the work of another person or any part of that will be used – up to a quantity reasonably corresponding to the nature and purpose of the student work – identified as quotations.

(2) Instructors are entitled to review compliance with requirements in this article with computer programmes and databases.

(3) The use of works of another person and the acknowledgement of use will be governed by applicable laws and the relevant rules of the specific discipline.

CoS Section 93

(1) If a student fails to meet rules regarding use of works of another person in whole or in part, the student work will be considered as not assessable and the student will not be allowed to obtain the credit of the concerned subject in the specific term.

(2) It will be deemed a disciplinary offence if a student – in breach of the rules regarding use of works of another person - submits or presents a work of another person fully or in a significant part verbatim (word for word) or in terms of its basic concepts or the combined version of several works of another person(s) as their own work

(3) Based on subsection (1) of Section 52/A. of the Higher Education Act, compliance with the rules regarding the use of works of another person in a master thesis may be reviewed up to five years following the issue of the degree certificate. In case of violation of the above rules, section 52/A of the Higher Education Act will apply.

29) Any content from external sources must be stated in the students own words AND accompanied by citations. Copying and pasting from an external source should be avoided and any text copied must be placed between quotation marks. Theses that violate these rules cannot receive a passing grade.