

RULES FOR THE FINAL EXAMINATION AND CERTIFICATE QUALIFICATION FOR COURSES STARTED IN SEPTEMBER 2017 AND ONWARDS

The Faculty Council of the Faculty of Business and Economics of the University of Pécs hereby establishes the following regulations for the final examination and the qualification of the certificate. *These regulations are applicable to the courses of the UPFBE started in September 2017 and afterwards and to students who have started their studies in these courses.*

I. RULES FOR THE FINAL EXAMINATION

§ 1 The rules for the two-cycle (Bologna) Bachelor of Science (BSc), Master of Science (MSc) and undivided Master courses in Economics

(1) Submitted theses shall be subject to a two-stage formal screening (length check and originality check) before the peer review in accordance with paragraphs (2) and (3).

(2) For the length check, the total number of characters in the substantive part of the thesis (from the beginning of the first chapter to the end of the last chapter) without spaces is taken. If the substantive part of the thesis as described above does not reach the minimum value specified in the thesis requirements, the thesis will be returned without a substantive assessment and the thesis holder may submit a thesis, which may be an extended version of the originally submitted thesis to the appropriate length, at the earliest during the next thesis submission period, but may also choose a new thesis topic and/or a new thesis consultant. However, the return of the thesis does not affect the grade received for the first thesis consultation, i.e. the thesis writer will not receive a grade for the consultation of the new/extended thesis.

(3) During the originality check, the thesis may be checked also by plagiarism detection software(s). If the authenticity check reveals plagiarism, the thesis shall be returned without substantive evaluation and the thesis holder may submit a new thesis after one year at the earliest. Plagiarism is considered to be established if the software check shows that any of the following conditions are met: (1) the overall similarity index is at least 40%; (2) the overall similarity index is at least 20% and there is at least 5% similarity in at least a single source; (3) there is at least 15% similarity in at least one piece of literature. In the case of plagiarism, in accordance with the Study and Examination Regulations of the UP, the entire thesis process must be repeated, i.e. any previously recorded consultation grade and credit will be cancelled. When registering for a new thesis topic, the thesis holder will choose a new thesis topic and, if he/she wishes and has the possibility to do so, a new consultant. If a second case of plagiarism is found against the same student, the thesis holder shall be subject to disciplinary proceedings. The use of artificial intelligence is not allowed in the preparation of the thesis. The use of artificial intelligence can be checked by software as well. If the use of artificial intelligence is proven, the same procedure as for plagiarism will be followed, i.e. any previously recorded consultancy grade and credit will be cancelled. When registering for a new thesis topic, the thesis holder will choose a new thesis topic and, if he/she wishes and has the possibility to do so, a new consultant. If the same student is found a second time to be in breach of the prohibition on the use of artificial intelligence, the thesis holder shall be subject to disciplinary proceedings.

(4) In the case of bachelor's (BSc), master's (MSc) and undivided master degree programmes announced by the UPFBE in the field of economics, the final examination grade is the simple arithmetic average of the marks of the thesis and the mark given for the thesis defence:

$$FE \text{ rating} = [(Review\ 1 + Review\ 2 + Defence) / 3; \text{rounded to two decimal places}]$$

(5) If the mark recommended by at least two of the reviewers is fail, the thesis may not be submitted for defence. In this case, the student shall be required to prepare a new thesis, without prejudice to the mark awarded by the thesis supervisor for the consultation.

(6) If one of the reviewers gives a mark 'fail', the programme manager shall appoint a third reviewer. If the difference between the marks recommended by the two reviewers is more than two, the programme manager shall, at his/her discretion, either approve the marks or appoint a third reviewer. The Vice Dean for Education may act for the programme manager in matters relating to the third reviewer.

(7) If a third reviewer is requested because one of the reviews gives a mark 'fail' (and the other does not), the third review is considered a revision of the mark 'fail', and the third review replaces the first (fail) review. If the third reviewer also gives a mark 'fail', the thesis may not be submitted for defence, without prejudice to the mark the thesis holder has received for consultation. If the third mark is at least 'pass', the final examination is graded as follows:

$$FE \text{ rating} = [(Review\ 3 + Review\ 2 + Defence) / 3; \text{rounded to two decimal places}]$$

(8) If a third reviewer is requested because there is a difference of more than two marks between the two reviews, the third assessment shall be considered as a revision of both previous assessments, and the third review shall take the place of the one furthest from which the third reviewer gave a mark. The two marks which are closer together will therefore be retained: if the previous marks were 2 and 5, then if the third reviewer gives a 3, the marks 2 and 3 will be valid, if the third reviewer gives a 4, the marks 4 and 5 will count. The final exam grade in this case is calculated as follows:

$$FE \text{ rating} = [(Review\ 3 + Review\ 1 \text{ or } Review\ 2 + Defence) / 3; \text{rounded to two decimal places}]$$

(6) If the defence of the thesis is unsuccessful, the student must prepare a new thesis, which shall not affect the mark awarded to the thesis consultations. The new thesis shall be submitted at the earliest during the thesis submission period following the failed examination.

§ 2 Rules on higher education vocational training (HEVT)

(1) Higher education vocational training concludes with a final oral vocational examination, during which the student draws one examination question from each of the following two sets of examination questions in front of a designated examination board:

- examination questions “A”: common, fundamental skill areas,
- examination questions “B”: subject-specific skills.

(2) If the student’s performance in both questions is ‘fail’, the final examination shall be considered unsuccessful.

(3) If the student’s performance is at least ‘pass’ in one of the questions drawn, but ‘fail’ in the other question, the committee will give the student the opportunity to draw a substitute question. In this case, the substitute question shall replace the examination question marked as ‘fail’. The candidate must draw the substitute question from the same set of questions from which s/he drew the question marked ‘fail’. If the candidate’s performance in the substitute item is also ‘fail’, the final examination is considered unsuccessful, otherwise the final examination is marked ‘pass’ (2.00).

(4) If the student obtains at least a ‘pass’ mark in both questions originally drawn, the final examination grade shall be determined as follows:

$$\text{FE rating} = [(\text{oral A} + \text{oral B}) / 2; \text{rounded to two decimal places}]$$

§ 3 Textual evaluation of the final examination

(1) In addition to the average score as defined in § 1-2, the final examination grade shall also be expressed in textual form on the basis of the following scale:

extraordinary	5.00
excellent	4.51 - 4.99
good	3.51 - 4.50
fair	2.51 - 3.50
pass	2.00 - 2.50

II. THE RULES APPLICABLE TO THE CERTIFICATE

§ 4 The qualification of the certificate in the case of higher education vocational training (HEVT), bachelor’s degree (BSc), master’s degree (MSc) and undivided master programme shall be determined as follows:

(1) The qualification of the HEVT certificate, BSc certificate (diploma), MSc certificate (diploma) and the certificate (diploma) of the undivided Master's programme in economics is uniformly as follows:

$$\begin{aligned} & \text{certificate qualification} = \\ & = [(2 * \text{average academic result according to paragraph (4)} + \text{final examination grade}) / 3, \\ & \text{rounded to two decimal places}] \end{aligned}$$

(2) The certificate qualification shall also be given in text form on the basis of the average score according to the following scale:

extraordinary	5.00
excellent	4.51 - 4.99
good	3.51 - 4.50
fair	2.51 - 3.50
pass	2.00 - 2.50

(3) The certificate shall bear both the text and the number (rounded to two decimal places) of the grade as above [e.g., "excellent" (4.74)].

(4) The average academic result referred to in paragraph (1) shall be the arithmetic average of the marks obtained in the course of training and the marks obtained in the approved subjects, weighted by their credit values, rounded to two decimal places.

III. PROCEDURE OF THE FINAL EXAMINATION

§ 5 The final examination procedure for bachelor's (BSc), master's (MSc) and undivided master's degree programmes

(1) Students can find out about the exact schedule and the date of the final examination no later than 2 weeks before the final examination period on the online interface provided by the Faculty.

(2) The final examination starts at 8:30 a.m. every day. A member of the Final Examination Committee shall open the room no later than 8:00 a.m. on the day of the final examination and shall give the students taking the final examination the opportunity to upload their presentation to the computer in the room.

(3) Prior to the start of the final examination, the Study Department shall provide the Final Examination Committees with access to the final examination minutes and theses available online. The thesis will assist the Committee in its work and will not be made available to the student during the preparation.

(4) The final examination is not open to the public, only the Final Examination Committee and the candidates may be present. Deviations from par. 60 (2) of the Studies and Examinations Regulation may be made only with the permission of the Chairperson of the Board of Studies and with the consent of those present.

(5) At the beginning of the final examination, the Final Examination Committee will ask the student two questions (mainly from the questions asked by the reviewers), which he/she will be given at least 15 minutes to prepare for. No preparation aids may be used.

(6) The student presents his/her thesis (its aim, structure and results) in a presentation. The total duration of the final examination is approximately 20 minutes, of which 10 minutes are allocated for the presentation and 10 minutes for answering the questions. The candidate may answer the questions during the presentation if it is logically appropriate.

(7) Only the members of the Final Examination Committee may be present during the examination of a confidential thesis.

(8) Upon completion of the examinations, the Final Examination Committee shall determine the final examination and certificate grades in a closed session, complete the final examination minutes, announce the results and sign the minutes at the Study Department.

(9) The Study Department shall, upon request, issue a final examination certificate or a diploma certificate within three working days after the final examinations have been completed.

§ 6 Final examination procedure in the case of higher education vocational training

(1) Students can find out about the exact schedule and the date of the final examination no later than 2 weeks before the final examination period on the online interface provided by the Faculty.

(2) The final examination is not open to the public, only the Final Examination Committee and the candidates may be present. Exceptions to this rule may be made only with the permission of the Chairperson of the Board of Studies and with the consent of those present.

(3) Prior to the start of the final examination, the Study Department shall provide the Final Examination Committees with access to the final examination minutes and the online examination platform, as well as the question lists.

(4) The student must prepare for the final examination in two sets of questions (common and subject-specific), which can be found on the website under the menu Students/FOKSZ/Final Examination.

(5) At the beginning of the final examination, the student draws question from both sets of questions and is given at least 15 minutes to prepare for the answer.

(6) Upon completion of the examinations, the Final Examination Committee shall determine the final examination and certificate grades in a closed session, fill in the final examination minutes, announce the results and certify the minutes in the Study Department.

(7) The Study Department shall, upon request, issue a final examination certificate or a diploma certificate within three working days after the final examinations have been completed.