

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 generally applicable 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 **without spaces** in the substantive part of the thesis (i.e., from the beginning of the first chapter to the end of the last chapter) is counted. If the substantive part of the thesis, as defined above, does not reach the minimum value specified in the **generally applicable** thesis requirements, the thesis will be returned without substantive assessment, and the student may resubmit a thesis at the earliest during the next thesis submission period. The resubmitted thesis may be an extended version of the originally submitted one adjusted to the appropriate length, but the student may also choose a new thesis topic and/or a new thesis supervisor.

However, the return of the thesis does not affect the grade received for the first thesis consultation. If the submitted thesis has already been evaluated by two reviewers, the student will not receive a grade for the consultation of the new or extended thesis.

(3) During the originality check, the thesis may also be examined using plagiarism detection software. If plagiarism is established through the originality check, the thesis will be returned without substantive evaluation, and the student may submit a new thesis only after at least 1 year has passed. Plagiarism shall be considered 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 with at least one source; (3) there is at least 15% similarity with at least one source.

In the case of plagiarism, in accordance with the generally applicable provisions of the University of Pécs Study and Examination Regulations, the entire thesis process must be repeated; therefore, any previously recorded consultation grade, as well as any grade or credit awarded for the diploma project, will be deleted. When registering for a new thesis topic, the student shall choose a new topic and may also select a new supervisor, if desired and feasible. If plagiarism is established a second time by the same student, disciplinary proceedings shall be initiated.

4) Rules applicable to theses prepared in accordance with the former content and formal requirements **during the spring semester of the 2025/26 academic year:**

a) For Bachelor's (BSc), Master's (MSc) and undivided Master's programmes announced by PTE KTK in the field of economics and business, the classification of the final examination is

the weighted arithmetic mean of the thesis review grades and the grade for the defence, with the review grades carrying 20–20% weight and the defence carrying 60% weight:

Final Exam classification = $[0.2 \times \text{Review 1} + 0.2 \times \text{Review 2} + 0.6 \times \text{Defence}; \text{rounded to two decimals}]$

b) If at least two reviewers propose a failing grade for the thesis during the review, the thesis may not be admitted to defence. In this case, the student must prepare a new thesis; this does not affect the consultation grade the student received for thesis supervision.

c) If one reviewer evaluates the thesis as fail, the programme director shall appoint a third reviewer. If the difference between the grades proposed by the two reviewers exceeds two grades, the programme director shall, at their discretion, either approve the review grades or appoint a third reviewer. The Vice-Dean for Education may also act on behalf of the programme director in matters related to the third reviewer.

d) If the third reviewer is appointed because one review is a fail (while the other is not), the third review shall be considered a review of the failing evaluation, and the third review will replace the first (failing) one. If the third reviewer also gives a failing grade, the thesis may not be admitted to defence; this does not affect the consultation grade the student receives for thesis supervision. If the third review is at least a pass, then the final examination is classified as follows:

Final Exam classification = $[0.2 \times \text{Review 3} + 0.2 \times \text{Review 2} + 0.6 \times \text{Defence}; \text{rounded to two decimals}]$

e) If the third reviewer is appointed because the difference between the two reviews is greater than two grades, then the third review shall be considered a review of **both** previous reviews, and the third review will replace that review whose grade is further from the third reviewer's grade. Thus, the two grades that are closest to each other will remain: for example, if the earlier reviews were 2 and 5, and the third reviewer gives a 3, the valid grades will be 2 and 3; if the third reviewer gives a 4, then the valid grades will be 4 and 5. In this case, the final examination is classified as follows:

Final Exam classification = $[0.2 \times \text{Review 3} + 0.2 \times \text{Review 1 or 2} + 0.6 \times \text{Defence}; \text{rounded to two decimals}]$

f) If the defence of the thesis is unsuccessful, the student must prepare a new thesis; this does not affect the consultation grade obtained by the student for thesis supervision. The earliest submission date for the new thesis is the next thesis submission period following the failed examination.

(5) Rules applicable to theses prepared under the new thesis system introduced in the 2025/26 academic year

a) For Bachelor's (BSc), Master's (MSc) and undivided Master's programmes announced by PTE KTK in the field of economics and business, the classification of the final examination is the grade awarded for the defence of the thesis.

- b) Students may register for the final examination if their thesis supervisor has declared their thesis suitable based on the provisions set out in the thesis regulations, and if they have obtained the absolutorium (certificate of completion of studies).
- c) The expected duration of the final examination is 30 minutes. At the beginning of the examination, the student receives two questions from the examination committee, relating to the theoretical and practical aspects of the thesis, and has 15 minutes to prepare their answers. After the preparation time, the student has 10 minutes to present the thesis topic, methodology, and main results. During the remaining 20 minutes, the student first answers the two questions posed by the committee, then engages in a professional discussion with the committee members on further theoretical and practical issues related to the thesis.
- d) The final examination is assessed on a five-point scale: excellent (5), good (4), satisfactory (3), pass (2), fail (1), evaluating the student's performance.
- e) If the result of the final examination is fail, the student may register for the next available final examination period at the earliest and may defend the thesis then.

(6) Special provisions regarding Scientific Student Conference (TDK) theses in connection with the new thesis system introduced in the 2025/26 academic year

Students who have received two written reviews of their TDK paper, each exceeding 50%, and have presented their paper before the jury—achieving an assessment exceeding 50% for their presentation—are exempt from the final examination.

- From the spring semester of the 2025/26 academic year, the result of the final examination shall be determined entirely by the percentage assessment received for the TDK presentation.
- Students may nevertheless decide to take the final examination despite their TDK result; in such cases, from spring 2025/26 the result of the final examination shall be determined solely by the percentage assessment of the performance at the final examination.

Students who participate in the Faculty TDK on multiple occasions during their studies are entitled to have their most favourable assessment taken into account when determining the result of the final examination, provided that their paper meets the above requirements and is submitted as a thesis.

Students who have not presented their TDK paper to the jury are required to take the final examination, always under the conditions set out in the final examination regulations in force at the time of the examination.

Students who achieve a placing at the National Scientific Student Conference (OTDK) receive an excellent final examination result regardless of their TDK result.

§ 2 Rules on higher education vocational training (FOKSz)

(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:

FE rating = [(oral A + oral B) / 2; 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
satisfactory	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 (FOKSZ), bachelor’s degree (BSc), master’s degree (MSc) and undivided master programme shall be determined as follows:

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

certificate qualification =
*= [(2 * average academic result according to paragraph (4) + final examination grade) / 3,*
rounded to two decimal places]

(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
satisfactory	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 shall be informed of the detailed schedule and timing of the final examination at least two weeks before the examination period via the online platform provided by the Faculty.

(2) The final examination starts at 8:30 a.m. each day. On the day of the examination, a member of the Final Examination Committee opens the room by 8:00 a.m. at the latest and allows candidates to upload their presentations to the computer in the room.

(3) Before the start of the final examination, the Study Department provides the Final Examination Committees with access to the online final examination records and the theses. The thesis serves as an aid for the Committee's work and may not be made available to the student during preparation.

(4) The final examination is not public; only the Final Examination Committee and the candidates may be present. Any derogation from §60 (2) of the Study and Examination Regulations is possible only with the permission of the Chair of the Study Committee and with the consent of those present.

(5) At the beginning of the final examination, the Committee poses two questions to the student (primarily selected from the questions raised by the reviewers), for which at least 15 minutes of preparation time is provided. No aids may be used during preparation.

(6) For theses prepared in accordance with the content and formal requirements in force **until the autumn semester of the 2025/26 academic year**, the student presents the thesis (its aims, structure and results) in the form of a presentation. The total duration of the examination is approximately 20 minutes, of which 10–15 minutes are allotted for the presentation and 5–10 minutes for answering questions. The candidate may also answer questions during the presentation if it logically fits there.

(7) For theses submitted in accordance with the content and formal requirements **in force from the spring semester of the 2025/26 academic year**, the expected duration of the final examination is 30 minutes. At the beginning of the examination, the student receives two questions from the examination committee related to the theoretical and practical aspects of the thesis and has 15 minutes to prepare. After the preparation time, the student has 10 minutes to present the topic, methodology and main results of the thesis. During the remaining 20 minutes, the student first answers the two questions posed by the committee and then engages in a professional discussion with the committee members on further theoretical and practical issues related to the thesis.

(8) Only members of the Final Examination Committee may be present at the defence of a confidential (restricted) thesis.

(9) After the defences are completed, the Final Examination Committee determines, in a closed session, the results of the final examination and the classification of the diploma, completes the examination records, announces the results, and the Study Department authenticates the records.

(10) Upon student request, the Study Department issues, within three working days after the conclusion of the final examinations, a certificate of the final examination or a certificate of the diploma.

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

(1) Students shall be informed of the detailed schedule and timing of the final examination at least two weeks before the examination period via the online platform provided by the Faculty.

(2) The final examination is not public; only the Final Examination Committee and the candidates may be present. Any derogation from this is possible only with the permission of the Chair of the Study Committee and with the consent of those present.

(3) Before the start of the final examination, the Study Department provides the Final Examination Committees with access to the online final examination records and to the topic-drawing interface, and also provides the topic lists.

(4) Students must prepare for the final examination from two topic lists (common and programme-specific), which can be found on the website under the Students/FOKSZ/Final Examination menu.

(5) At the beginning of the final examination, the student draws one topic from each of the two lists and has at least 15 minutes to prepare the answers.

(6) After the defences are completed, the Final Examination Committee determines, in a closed session, the results of the final examination and the diploma classification, completes the examination records, announces the results, and the Study Department authenticates the records.

(7) Upon student request, the Study Department issues, within three working days after the conclusion of the final examinations, a certificate of the final examination or a certificate of the diploma.