

FINAL EXAM

Final exam on Environmental Engineering MSc is conducted according to the traditions of engineering education.

A pre-degree certificate is issued by the Faculty after completion of the master's (MSc) program. The pre-degree certificate can be issued if the student has successfully completed the study and exam requirements as set out in the curriculum, the requirements relating to Physical Education as set out in Section 10 in Rules and Regulations, internship (mandatory) – with the exception of having submitted thesis – and gained the necessary credit points (120). The pre-degree certificate verifies (without any mention of assessment or grades) that the student has fulfilled all the necessary study and exam requirements defined in the curriculum and the requirements for Physical Education. Students who obtained the pre-degree certificate can submit thesis and take the final exam.

Thesis is the creative elaboration of a professional task (scientific, engineering, design, development, research or research development) in written form as defined in the requirements of the training program. By solving the task, the student relies on his/her studies using international literature under the guidance of an internal and external supervisor. By submitting and defending thesis students who complete the Environmental Engineering Master's program prove that they are capable of the practical applications of the acquired skills, summarizing the work done and its results in a professional way, creatively solving the tasks related to the topic and doing individual professional work.

Precondition for taking the final exam for MSc students is to submit thesis. Requirements of the training program contain the content requirements for thesis, general aspects of the evaluation and the number of credits assigned to thesis (30).

The latest that thesis topics are announced by the departments is the end of Week 4 of the study period of the last but one semester.

The aim of "Guide to Writing Thesis" is to assist students with writing thesis. The guide is downloadable from the faculty homepage. Thesis topic can be suggested by the student. The head of department decides on the acceptance of the topic. The conditions on the acceptance of thesis developed into National Conference of Scientific Students' Association (hereinafter NCSSA) topic are specified by the Faculty. The NCSSA work is supposed to meet the requirements in form and content for thesis. Furthermore, it is necessary that the committee of the Pre-NCSSA makes suggestions on the NCSSA work to be developed into thesis.

Formal requirements of thesis are announced in writing by the Faculty Education Committee. Thesis is prepared under the guidance of an internal supervisor (previously approved by the department) and with the assistance of an external supervisor (previously approved by the department). The faculty academic calendar (issued by the Vice-Rector for Education) sets the thesis submission deadline. The deadline is the 21. day 12.00 noon before the first day of the final exam.

Thesis is evaluated by a reviewer (internal). On the basis of the thesis review report the head of department makes suggestions for the evaluation of thesis. Finally, the committee assesses thesis in a five-point system. If thesis has been unequivocally assessed with a fail by the reviewer, then the

candidate is not allowed to take the final exam and is supposed to write a new thesis. The candidate has to be notified of the decision. Conditions on resubmitting thesis are defined by the program coordinator (or coordinator of the specialization).

The final exam

Students having obtained the pre-degree certificate will finish their studies on the Environmental Engineering Master's (MSc) program by taking the final exam. Final exam means the testing and evaluating of the knowledge (skills) necessary to obtain higher education qualification. In the final exam candidates prove that they can apply the acquired knowledge. Requirements of the training program contain the preconditions on taking the final exam and the procedure of the final exam itself. Final exam can be taken in the first final exam period after the award of the pre-degree certificate. Final exam is conducted in front of a final examination committee. If the candidate fails to take the final exam until the termination of his/her student status, he/she is allowed to take the final exam after the termination of his/her student status according to the regulations (in relation to final exams) which applied when the candidate was permitted to take the final exam for the first time.

Final exam consists of three parts (as defined in the curriculum):

1. Core material of the final exam which includes assessment of environmental conditions and the solutions of technological knowledge.
2. Field-specific knowledge on the basis of the topics of the specialization selected by the candidate. These topics have been strongly integrated into the workshops assigned to the MSc training programme ensuring the elaboration of realistic engineering tasks.
3. Thesis defence on the basis of an oral exam.

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Final exam process

- a) Requirements of thesis and the number of credit points assigned to thesis: 30 credit points
- b) Preconditions on taking the final exam:
 - completing all the subjects in the model curriculum (from semester 1 to semester 4), obtaining at least 120 credits including other subjects necessary for graduation (Physical Education: 1 semester, Work and Fire Safety course)
 - completing internship (minimum of 4 weeks),
 - preparing and submitting thesis.

c) final exam (oral exam):

- subjects:

The core material of the final exam (A):

- Environmental State Assessment, Auditing
- Environmental Operations III

Field-specific knowledge (B, depending on the selected specialization):

- B1: Built Environment
- B2: Environmental Technology, Planning and Construction

Thesis defence (D)

Calculation of final exam grade (SE):

$$SE = (A+B+D)/3$$

where A: academic cumulative average, B: average of the oral final exam subjects, C: thesis defence determined by the final exam committee

The latest that the requirements of the final exam, final exam topics along with references are announced by the department is the last week of the study period.

The oral exam is evaluated on a five-point scale by the members of the committee. Final grade for the final exam will be decided on in a closed sitting. In case of equal votes the committee

chair will decide. Final exam results will be announced by the committee chair. A note of the final exam will be taken.

Improving failed final exam

If any parts of the final exam is evaluated with a fail mark - according to Rules and Regulations of the University -, it can be retaken. The ensuing final exam period is the soonest that the re-sit is allowed. If thesis has been unequivocally assessed with a fail by the reviewers, then the candidate is not allowed to take the final exam and is supposed to prepare a new thesis. A retake final exam is allowed twice in each part.

Final examination committee

Committee chair is called upon and mandated by the dean with the consent of the Faculty Council. He/she is selected from the acknowledged and well-known external experts of the professional field. By tradition, in case of the chair's disposition the co-chair is called upon. The final exam committee consists of – besides the chairman – at least two members and a definite number of examiners (university professor or associate professor). The mandate of the final exam committee is limited to a year. Students are allocated to different examination committees by the department.

The degree certificate

Within 30 days of the successful final exam the diploma is issued and given out by the Faculty at the graduand's special request. Otherwise, the diploma will be awarded to him/her at the graduation ceremony of the Faculty. The diploma is an official document decorated with the coat of arms of Hungary which verifies the successful completion of studies on the Environmental Engineering Master's program. The diploma contains the following data: name of HEI (higher education institution); institutional identification number; serial number of diploma; name of diploma holder; date and place of his/her birth; level of qualification; training program; specialization; mode of attendance; place, day, month and year issued. Furthermore, it has to contain the rector's (or vice-rector's) and the committee chair's original signature and the seal of HEI. The University keeps a record of the diplomas issued.

At the graduand's special request a certificate on the completion of studies is issued. The document (might be necessary for e.g. for PhD application) does not contain any reference to

qualification, it merely proves that the candidate has passed the final exam. The Faculty keeps a record of the certificates issued. The grade average of the three parts of the final exam (final exam grade) equals the diploma grade.

Classification of the award:

Outstanding	4.81 – 5.00
Excellent	4.51 – 4.80

Good 3.51 – 4.50

Satisfactory 2.51 – 3.50

Pass 2.00 – 2.50

Award with Distinction

An award with Distinction is permitted where a student obtained grade 5 in all subjects of the final exam. The average of thesis grade, his/her exam grades and mid-semester grades during his/her studies is at least 4.00. Moreover, he/she is not permitted to have a grade worse than grade 3 during his/her studies.

5. Submitting and evaluating thesis

Thesis (readiness for submission previously approved by the supervisors) with a photo is supposed to be submitted in person in one bound copy and one electronic copy in room 312, Department of Environmental Engineering.

Deadline: in the second semester of the academic year 2024/25

09 May 2025, 12.00 noon

The electronic copy should contain the following: thesis in MS Word and PDF, Thesis Topic Announcement Form, color scan of Supervisor's Declaration and Plagiarism Statement with original signature, photo, color scan of Confidentiality Agreement (if any). The files should be named appropriately.

On the deadline date (after 12.00 noon) the internal supervisors come together and decide whether the submitted thesis is acceptable and appropriate for review. Late submissions cannot

be considered. Binding, printing or any other related issues cannot be taken into account. Only thesis which meet all the format and content requirements can be accepted.

Afterwards the Department will arrange for the thesis to get to the reviewer. Thesis should be returned to the department (along with internal and external reviews) until 19 May 2025, 12.00 noon, as final exam is permitted with a review attached to thesis.

A so-called departmental discussion will take place on that day where a committee will decide which thesis is suitable to be evaluated by the Final examination Committee. Participation in the discussion is mandatory for all candidates (those who have submitted thesis and intend to take the final exam). At the same time the program coordinator and the Head of Department will inform candidates about the exact order of their taking the exam.

The Final examination Committee will decide on the final grade awarded for thesis.

Date of final exam: 04 June 2025

in line with requirements set previously.

Debrecen, 3 March 2025

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