

# STUDY STATUTE

## Part III. Education organization

### 1. The announcement of subjects, organizing schedules

1. Checking the curricular data in the Neptun study system: the amendments in the curriculum have to be updated in the Neptun system, as well as all the previous data. Missing courses have to be entered (elective, criteria etc.) Courses shall be linked to the relevant trainings. The educational vice dean or the Neptun system administrator is responsible for these actions.
2. The faculty's educational vice deans are coordinating and refining all the claims for interfaculty teaching, one month prior the end of the training period.
3. The person in charge – usually the vice director-general of education – collects the proposals regarding the courses and courses only announcable with exams from the lecturers. This is based on the curriculum and on the decision indicated in point 2. When calculating the number of courses, it is necessary to know the expected number of students – from the registrars office – and the experienced numbers including drop-outs.
4. Special attention should be paid to criteria courses advertised in English and in German – at least five per faculty.
5. Language courses are advertised (and handled) by the faculties the language professors belong to. The institutions have to consult with foreign language study group leader before advertising the courses.
6. The faculties indicate the need of a lecture hall with the capacity of more than 100 people to the director-general of education or to the relevant person in charge of preparing the schedule. If the faculties can not agree upon the different claims, the general-director of education coordinates the usage of lecture halls. The coordinated claims must be treated as fixed data when preparing the schedule of the faculties.
7. After the head of the institute approves, under the control of the deputy director of the institute (or someone commissioned by the head of the institute), the system administrator of the faculty enters the data of the proposed courses (semester, course code, type, number of students, limits, lecturer, remarks or pre-requirements) and the courses advertised with exam into the Neptun system. Person in charge: head of the institution.

8. The dean of the faculty responsible for advertising the courses approves the proposed courses. If the dean decides against the institutional proposal, the amendments have to be noted to the head of institution. Based on this notification, the system administrator makes the necessary amendments in the study system within 2 days. The list of approved courses is sent in electronic form to the person in charge for preparing the schedule.
9. The lecturers can send their individual claims regarding the schedule – approved by the head of the institution – to the person in charge for preparing the schedule.
10. The person in charge for preparing the schedule – commissioned by the dean - prepares the schedule with the advertised courses and links them to the times and lecture halls in the study system.
11. In the first two weeks of the exam period, the data of the advertised courses are not final. The finalized schedule is prepared by the dean of education and the person in charge for preparing the schedule, based on the data entered in the study system.
12. To prepare the schedule, the schedule editor module of the Neptun system has to be used.
13. The semester requirements and program of the advertised courses have to be displayed on the faculty's website prior the registration period.

## **2. Registration to courses in semesters after the enrollment**

1. For setting the registration period in the Neptun system, the system administrator of the faculty is responsible. Any aleatory amendments – after approved by the vice dean of education – shall be implemented by the system administrator.
2. In order to avoid the overload of the Neptun system, different time intervals are set to the different faculties when they can register to the courses.
3. Students shall register to courses which can be modified during the registration week. Pre-conditions must be fulfilled before signing up for a course.
4. Both the preliminary and final registration period is set as "final registration period" in the Neptun system, this way, even in the preliminary period only students who fulfilled the pre -conditions of the course can register.
5. The Neptun administrator of the faculty (if necessary cooperating with institutional system administrator) filters the students registered for a course based on the pre-conditions.
6. The deputy director of the institution (or someone commissioned by the head of the institution) – being aware of the exact number of students who fulfilled the pre-conditions of the course - can make the necessary changes regarding the data of the courses (such as the number of students) and can also decide which courses shall be cancelled before finalizing the schedule. These decisions have to be coordinated with the head of the institution and with the relevant lecturers.
7. After the final decision, the institutional system administrator sets the cancelled courses in the Neptun system, then – based on the filters – sends the list of cancelled and advertised courses to the person in charge for preparing the schedule. The

institution displays (billboard, electronical form etc.) the list of cancelled courses. Students signed up for these courses receive an informing message through the Neptun system.

8. How to cancel courses:
  - The person in charge for preparing the schedule cancels the courses from the schedule.
  - The institutional Neptun administrator blocks the registration for the course, informs the students already signed up for the course about the re-signing process and at the end of the registration week cancels the courses.
9. Students can finalize the courses they signed up for from the first day (8.00 am) until the penult day of the registration week.
10. The first week of the training period counts as "odd" week.

### **3. Tasks during the registration week**

1. The registration week is for the preparation of the semester, it is not a break for students, nor holiday for the lecturers.
2. Course requirements must be refined, conditions of the signature, mid-term marks and exam marks must be set. Students have to be motivated to continuous studying by evenly distributing the mid-semester checks and by determining the exam mark up to 50% by the mid-semester performance.
3. The task of receiving first year students has a significant importance, for which the faculty prepares an extra program. (Introducing the head of faculties, specializations, description of rules, Neptun system, scholarship scheme, language trainings, fire and safety regulations, introducing HÖK etc.)
4. Applications addressed to the Credit Transfer Committee (henceforth: KKB), to the Study Committee and to the Committee Dealing with the Applications of Disabled Students (such as course acceptance, passiv semester, simultaneous studies, acceptance claims etc.) must be filed until the first day of the registration week.
5. The sessions of the above mentioned committees must be scheduled during the registration week.
6. It is recommended to hold informative lectures regarding the courses (for example in case of a labour lesson).
7. The semester opening session has to be scheduled during the registration week. The agenda should include the amendments and highlights of the regulations (such as TVSZ, TTSZ) which should be known and applied by all lecturers.
8. Until the end of the second day of the registration week all results and marks of the previous semester entered into the Neptun system have to be checked by the students.
9. For the coordination, execution and supervision of the tasks drawn up in this document, the vice dean of education of the faculty is responsible. His work is supported by the head of the registrars office, the system administrator of the faculty and by the deputy director of education of the institution.

10. All the above mentioned tasks shall be discussed with the involvement of the head of HÖK and the previously mentioned executives on a scheduled session.

#### **4. Registration for the semester**

##### **Student registration**

1. Prior the registration period, the Neptun group informs the students via message about their duties regarding the course registration.
2. If the student signs up for any course during the preliminary or final registration period, the semester counts as active student relationship.
3. Only those students can sign up for a course and can register for the next semester who have no financial debt towards the university. Students with overdue financial debts are blocked from signing up for courses by the financial coordinator (approved by the director –general of education) of the Neptun group – based on the TVSZ.
4. After the registration, students have to verify the following data in the Neptun system: bank account number, tax identification number and social security number. Any missing data must be replaced.

##### **Accepting the registration**

1. The student's semester is automatically accepted as active, if he/she signs up for at least one course in the Neptun system.
2. In case the student requests a passiv semester, the registrars office checks whether the student was registered for any course – if so, the course has to be deleted from the system.
3. Students who have active financial debts during the exam or registration period and do not pay it until the end of the registration week,

#### **The order of exams and comprehensive exams (5.)**

1. The institutions are setting the exam dates with the involvement of the relevant students, the faculties are finalizing these dates and add a classroom which will be displayed in the Neptun system (date, classroom, number of students, lecturer). For implementing these actions, the deputy director of the institution and the Neptun administrator are responsible.
2. After announcing the exam dates, they shall not be changed. If it is necessary, students signed up for the exam must be informed in time.
3. Students can sign up to the exams through the Neptun system and they are allowed to choose one exam date for each course. The first exam and retake exam per course is for free, but in order to sign up for the next retake exam, a retake exam fee is need to be paid.
4. In order not to overload the Neptun system, the registration is in different times for each faculty.
5. The deadline for signing up for an exam is until 12.00 am prior the exam date.

6. Students can not be signed up for exams subsequently.
7. The system administrator of the faculty is responsible for setting the exam period in the Neptun system.

### **Recording academic achievements (6.)**

1. Academic achievements shall not be entered in the credit book. They are being recorded on the exam sheets and in the Neptun system. After completing a semester, the registrars office pastes the list of academic achievements into the credit book.
2. Students can not have the credit books, so in the exams they must prove their identity in a credible way, with any of the following official documents: identity card, passport, driving licence or student identity card.
3. The institutional Neptun administrator or the examiner prints out the list of students signed up for the exam – after the application deadline. Students on the exam sheet are those who registered for the first or second time, who failed the exam or who have a certified absence and paid the retake exam fee.
4. Students can accept or refuse the recommended mark until the 10th day of the exam period. Students receive an automatic system message in the Neptun after entering the mark. Students have to arrange for themselves the acceptance or refusal of the mark in the Neptun system. If the recommended mark is refused, students can sign up for the exam. If the mark is accepted, the mark is valid and the student is blocked from signing up for the exam. In case, the student does not make a decision until the 10th day of the exam period, the recommended mark is automatically accepted.
5. The institutional Neptun administrator must preserve all the lists containing the signatures, mid-term marks and exam sheets per course and handle them according to the Record Management Regulations. Written exams and other tests with mid-term marks and signatures must be preserved for one month past the end of the semester and in case of interest must be shown to the students.
6. For the adequate handling and preservation of documents the director-general of the institution is responsible.
7. The signatures, the mid-term and exam marks are being entered to the Neptun system by the lecturer of the course or by the Neptun administrator. The director-general of the given institution decides who is responsible for this.
8. During the exam period, the registrars office can not enter any signature, mid-term or exam mark for any reasons into the student information system. For any modifications (such as amending a mark) during the registration week, the system administrator is responsible.
9. During the training period of the next semester, the institutional Neptun administrator can not enter any academic achievement in the system.
10. Latest, until the second day of the second week past the exam period, students double check their results in the Neptun system and in case of any differences, they have the possibility to discuss it with the relevant lecturer. If there are any disputes concerning the marks, students can make a written complaint to the director-general of the institution who handling the course. All the questionable cases are investigated until the end of the registration week and both the student and the lecturer as well as the Neptun

administrator are informed about the outcome of the case. In any case of suspicion of forgery, the dean must be informed in written form.

11. The registrars office calculates the averages and closes the semester of each student latest until the 3rd week after the exam period. After closing the semester, the credit sheet is printed and pasted into the student's credit book containing all the courses and results until the end of the 10th week of the training period. All the credit sheets must be stamped so that the stamp is visible on both on the page of the credit book and on the credit sheet as well.

### **Recording the mid-term marks in the student information system**

1. The lecturers hand over the data of students who got mid-term marks or who are being blocked from signing up for an exam to the system administrator latest until the first day of the exam period.
2. The course leader lecturer or the institutional Neptun administrator enters the above mentioned data into the Neptun system latest until the beginning of the exam period. Having the note „pass” is the condition of retrying to receive the mid-term mark. It is necessary to have some kind of an evaluation entered in the Neptun system.
3. To substitute the mid-term mark, there is only one chance during the first ten days of the exam period.
4. To substitute the mid-term mark „exam for signiture-retry” exam date has to be advertised and special procedure charge must be paid.
5. Students can apply to substitute mid-term marks until 12.00 am prior the exam date, until this date the special procedure charge has to be paid as well.
6. If the student does not show up in the retake exam, in the Neptun system it will appear a note „Did not attend” and in the same semester the student can not substitute the mid-term mark.
7. The lecturer can check the on the exam sheet, whether the payment is done.

### **Recording the signitures in the student information system**

1. The lecturers hand over the list of students signed up for their courses including the signiture requirements reviews to the Neptun administrator latest until the end of the first day of the exam period.
2. The course leader lecturer or the institutional Neptun administrator enters the above mentioned data into the Neptun system latest until the beginning of the exam period. The note „Denied” is the condition of signing up for the exam for signiture-retry. (It is necessary to have some kind of evaluation in the Neptun system)
3. It is possible to substitute the signiture during the first 10 days of the exam period, but only ones.
4. To substitute the signiture „exam for signiture-retry” exam date has to be advertised special procedure charge must be paid.
5. Students can apply to substitute the signitures until 12. 00 prior the exam date, until this date the special procedure charge has to be paid as well.

6. If the student does not show up in the retake exam, in the Neptun system it will appear a note „Did not attend” and in the same semester the student can not substitute the signiture.
7. If the student fails the exam for signiture-retry, in the Neptun system the note „Blocked” will appear.
8. The lecturer can check in the Neptun system whether the payment is done.

### **Recording the exam result in the Neptun system**

1. In an oral exam students are told about the result which is also written on the exam sheet. The results of the written exams have to announced latest until the end of the second day after the exam and have to entered into the Neptun system.
2. The lecturer is obliged to hand over the signed exam sheet to the Neptun administrator on the day of the exam or when announcing the results. Each amendment on the exam sheet has to be signed by the lecturer.
3. The lecturer or the institutional Neptun administrator has to enter the results into the Neptun system latest until the end of the third day after receiving or announcing the marks – in case of oral exam, until the end of the second day after the exam. If the student did not show up on the exam instead of a mark, the note „Did not attend” appears in the Neptun system. If the absence is justified, and the lecturer approves it, the Neptun administrator can remove the student from the exam, otherwise the note „Did not attend” stays in the system.
4. If the student signed up for the exam during the priliminary registration period, but he/she did not obtain the pre-condition signiture, he/she has to be removed from the exam, otherwise the note „Did not attend” appears instead of the mark – regardless the presence of the student in the exam. (In this case one exam opportunity is used)

### **Recording the results of internships in the Neptun system**

1. The lecturers or the person responsible for the course hands over in written form the results of the internships to the administrator of the department. The results will appear in the Neptun system as an official note – before the end of the last day prior the registration week – with the following content: „The student performed a 6-week-long professional practise.”

### **Recording the results of the National Conference of Student’s Scholary Circles (henceforth TDK)**

1. The TDK results of students (academic, national and international conference ranks) are sent to the relevant registrars office within one month after the conference.
2. The study administrator enters an official note to the Neptun system with the following content:  
 „On the Óbuda University TDK conference the student ranked...”  
 „On the national TDK conference the student ranked...”  
 „On the international TDK conference the student ranked...”

## Handling of the credit book (7.)

### Recording the results in the credit book (7.1.)

#### Courses with exam requirements, substitution of signature

<b>End-semester results</b>	<b>Notes in the Neptun system</b>	<b>Remarks</b>
Signature fulfilled	"Signed"	
Signature not fulfilled, but substitutable	"Denied"	Substitutable once within the first 10 days of the exam period
Signature not fulfilled, not substitutable	"Blocked"	The Neptun system automatically blocks the student from signing up for the exam
<b>Result after the signature substitutional exam</b>	<b>Notes in the Neptun system</b>	<b>Remarks</b>
Signature fulfilled	"Signed"	
Signature not fulfilled	"Denied"	The Neptun system automatically blocks the student from signing up for the exam
Non-attendance	"Did not attend"	Counts as one used exam opportunity
Justified non-attendance	"Cancellation of the exam date"	
Default cancellation of the exam date	"Did not attend"	

The substitution of the signature is possible only once, during the first ten days of the exam period. If the student can not verify the absence from the exam date, this date counts as an used exam opportunity. If the student signs up for another exam date, he/she must be removed from the previous exam date.

#### Courses with mid-term marks, substitution of mind-term marks



<b>End-semester results</b>	<b>Notes in the Neptun system</b>	<b>Remarks</b>
Mid-term mark fulfilled	"Mark"	
Mid-term mark- failed	"Fail"	Substitutable once within the first 10 days of the exam period
Mid-term mark is not substitutable (due to absence)	"Blocked"	The Neptun system automatically blocks the student from signing up for the exam
<b>Result after the signature substitutorial exam</b>	<b>Notes in the Neptun system</b>	<b>Remarks</b>
Mid-term mark fulfilled	"Mark"	
Mid-term mark- failed	"Fail"	
Non-attendance	"Did not attend"	Counts as one used exam opportunity
Justified non-attendance	"Cancellation of the exam date"	

The substitution of the mid-term mark is possible only once, during the first ten days of the exam period. If the student can not verify the absence from the exam date, this date counts as an used exam opportunity. If the student signs up for another exam date, he/she must be removed from the previous exam date.

#### **Recording other results during the exam period**

<b>Results</b>	<b>Notes in the Neptun system</b>	<b>Remarks</b>
Recommended mark	"Mark"	See below the table
Successful exam	"Mark"	
Failed exam	"Fail"	
Non-attendance	"Did not attend"	Counts as one used exam opportunity
Justified non-attendance	"Cancellation of the exam date"	

Students can accept or refuse the recommended mark until the end of the 10th day of the exam period. Students receive an automatic system message in the Neptun after entering the mark. Students have to arrange for themselves the acceptance or refusal of the mark in the Neptun system in the Courses/Recommended marks section. If the recommended mark is refused, students can sign up for the exam. If the mark is accepted, the mark is valid and the student is blocked from signing up for the exam. In case, the student does not make a decision until the 10th day of the exam period, the recommended mark is automatically accepted.

### **Official notes in the Neptun system**

1. In point 6.4 "Recording the results of internships in the Neptun system", the official note entered to the Neptun system has to be written in the credit book, in the section of official notes.
2. In point 6.5 "Recording the results of the National Conference of Student's Scholarly Circles" the official note entered in Neptun system has to be written in the credit book as well, in the section of official notes.

### **Foreign students with scholarship (8.)**

#### **Outgoing students (8.1.)**

1. Semesters spent abroad with Erasmus or with any other international scholarship are integral part of the higher educational training therefore the organization and administrative tasks are extremely important (Erasmus manual).
2. Students studying abroad with Erasmus or with any other international scholarship have to be registered in the Neptun system.
3. The Erasmus scholarship students sign a scholarship contract with the university which – together with its annex – determines the rights and obligations of the contracting parties.
4. The conditions of the part-time abroad studies is that the student signs the annex of the scholarship contract, the study agreement.
5. The study agreement is upon the recommendation of the institute and the faculty's coordinator and is contracted by the educational vice-dean of the faculty, by the institutional coordinator and by the faculty's coordinator.
6. The contract can be amended only once, within 4 weeks after the semester starts in the host institution but latest until the 30st of October in the autumn semester and until the 15th of April in the spring semester, if the student can not sign up for the planned courses. The amendment must be signed as well.
7. Students studying with Erasmus or with any other international scholarship can have individual schedule during their studies abroad. Based on the above mentioned agreement, the individual schedule can be requested for a year in case of foreign part-time training and scholarship, if the studies abroad take longer than the semester at the national institution.
8. For students participating in foreign part-time trainings who are not staying in Hungary during the registration week, the registrars office signs up for the semester

based on the statement that the student leaves at the registrars office before traveling abroad (1. Annex).

9. Students can register for the next semester, even if their previous semester is not officially closed yet due to the late arrival of the foreign academic results.
10. All the translations have to be prepared by the student and have to approved by the faculty's coordinator.
11. The following notes are entered in the Neptun system:

End-semester results:

All the courses in the given semester next to the national results. The decision of waiver is based on the statement of the official notes. The academic average with reference to the resolution (the average of the previous academic semester).

To official notes:

„...student, in the academic year ... in ... semester between ... and ...conducted Erasmus studies in the institution ... , in ... (country). The Transcript of Records contains all the covered courses with the credits from which ... credit points are accepted during the student's present studies.”

## **Status**

Only students with active student status can study abroad which have to appear in the following settings as well:

- a. Status: Active (Erasmus)
- b. Financial status: Does not change, the Erasmus studies do not influence it
- c. Comment box: „Erasmus”

The status has to be set until the end of the second week of the training period in the Neptun system. The administrator of the registrars office is responsible for the settings which are based on the statement that the student makes before traveling abroad.

## **Signing up for courses**

Before starting the semester of the foreign part-time studies, students must sign up for the courses during the preliminary registration period – if the student wishes to register for courses in the home institution as well, not only in the host institution.

- a. Before starting the autumn semester in June.
- b. Before starting the spring semester in January.

Students can modify the list of courses they signed up for during the registration week and can request individual schedule in respect of other courses. Students are responsible for signing up for courses.

Students studying with individual schedule participating in foreign part-time trainings are granted with waiver as for the mandatory tasks. Submission deadline are amended, exams can be taken out of the exam period - but not latest than the beginning of the new training period, training period can be finished earlier and other preferments can be granted (allowed by KTB).

### **Accreditation, acceptance**

Courses covered during foreign studies have to be accepted (accredited) for which the student is responsible.

The recognition – based on the program of the courses - is done by knowledge comparison that determines the credits. The credit has to be accepted if the compared knowledge overlap at least 75%, furthermore if the credit value of the accepted course does not significantly differ from the one that was covered. Those courses that do not meet these criterion, have to be accepted as optional courses.

During the recognition, the student is obliged to prepare an official description (a Hungarian translation) of the courses he/she signed up in the host institution. After the decision of the Credit Transfer Committee, the courses have to be entered into the neptun system as well as into the credit book in the same semester they were covered abroad.

### **Official notes**

After concluding the Erasmus studies abroad, the International Mobility Center or the faculty's coordinator informs the registrars office of the student about the successful completion. The administrator of the registrars office enters the student's Erasmus study trip as an official note.

### **Internship**

1. Students who have a 6 month internship included in their curriculum requirements, can fulfill it abroad as well (Erasmus program). Before traveling abroad, students have to arrange the details with the insitute responsible for internships. This is accepted by the relevant institution upon certificate.
2. Students who have a 6 weeks internship included in their curriculum requirements, can fulfill it abroad as well (Erasmus program). Before traveling abroad, students have to arrange the details with the insitute responsible for internships. This is accepted by the relevant institution upon certificate.

### **3. Scholarship, reclassification, finances**

1. The calculation of the scholarship is based on the Study and Examination Regulations (27 §), but since the end of the semester can be later than in the home intitution, the scholarship can shift as well. In this case the student is compared to the class but is not treated as part of a homogeneous group.
2. The decision of the reclassification – in case of students participating in foreign part-time trainings – is based on the last two active semester spent in the home institution.
3. Self-financing students participating in Erasmus programs are granted with discounted tuition fee which is 50% of the basic fee.

### **Incoming students (8.2)**

1. Foreign nationality students studying with Erasmus scholarship must be registered in the Neptun system.
2. The incoming students have the same rights and obligations as any other student of the OE.
3. Foreign students during their studies in Hungary are either participating in gradual trainings, working on a project or have internship.
4. The results of the courses and projects are shown by the marks entered in the credit book.
5. The Transcript of Records must be issued in case of Erasmus students. This documents is prepared by the faculty's coordinator, and based on the credit book, is approved by the registrars office.
6. Erasmus students are not obliged to pay tuition fee.

### **Enrollment**

1. The International Mobility Center informs the faculty's registrars offices about all data of the Erasmus students prior starting the semester.
2. The International Mobility Center sends all the personal and academic data of students in electronic form to the faculty's registrars office:
  - a. Prefix
  - b. Name
  - c. First name
  - d. Sex
  - e. Date of birth
  - f. Nationality
  - g. Country of birth
  - h. Mother's name
  - i. Legal relationship from
  - j. Legal relationship to
  - k. Major
  - l. Work schedule
  - m. Subject code
  - n. Subject name
  - o. Course code
3. Based on the above mentioned data the registrars office registers the students in the Neptun system.
4. Subjects taught in foreign language can be chosen from the Erasmus model curriculum.

### **Status**

1. Foreign students have an active student status which has to be appear in the setting as well.
  - a. Status: Active guest student

b. Financial status: Erasmus

The statuses have to be set until the end of the second week of the training period by the administrator of the registrars office.

**Advertising the Erasmus subjects**

The courses of subjects taught in foreign language are announced prior starting the semester by the administrator of the department and is based on the regulations of the semester opening and closings.

- a. Before starting the autumn semester in May
- b. Before starting the spring semester in November

After the above mentioned dates, the list of courses taught in foreign languages are already downloadable from the Erasmus model curriculum.

## STATEMENT

Name:	Neptun code:
Faculty:	Major:
Host institution:	Other information:
Academic year starts:	Academic year ends:
Expected date of travel:	Expected date of return:
Courses have to be covered in the host institution:	Courses the student signed up in the home institution:

Budapest, 20...

.....

Signature of the student

## Teacher training (9.)

The Óbuda University Trefort Ágoston Engineering Education Center (henceforth: TMPK) advertises the following engineering educational trainings for graduate students: Mechanical Engineering, Electrical Engineering, Military and Safety Engineer, Technical Manager, Engineering Manager, Light Industry Engineer and Engineering Information Technologist. Master diplom can be obtained by concluding any of the above mentioned programs either studying full-time or part-time.

### The specificities of the training

In the curriculum of the MA teacher education on one hand, there are professional subjects related to the BA trainings, and on the other hand, the teacher training related pedagogic subjects.

The TMPK does not have its own registrars office.

Due to the above mentioned reasons, the education organization differs in some points from the traditional, which is summed up in this statute.

### Principles

1. The TMPK is responsible for the MA teaching trainings.
2. The subject related tasks due to their nature are performed by the TMPK or the related BA faculty.
3. The basic student-related administrative tasks are performed by the registrars office of the related BA faculty cooperating with the study administrator of the TMPK.
4. Regarding the acceptance of the subjects described in the TVSZ 28. § - as for the professional subjects the BA related faculty and for the pedagogic subjects the TMPK's Credit Acceptance Comittee decides.
5. In the study and exam matters (TVSZ 7. § section 3) in first instance the Study Committee of the TMPK acts.

	Tasks of TMPK	Tasks of the faculty's registrars office	Tasks of faculty's institutions and departments
<b>1. Teacher pre-training</b>			
Informing the students participating in BSc trainings in the second semester (until the 10th of May) about the registration for the teacher pre-training courses in the Neptun system (10 credits can be accepted as optional course)	+ With the Neptun group		



Informing the students in the second semester about the registration of the teacher pre-training courses	+		
Displaying the list of teacher pre-training courses in the Neptun system	+		
<b>2. Enrollment matters</b>			
Information about the offered courses to the OE Directorate of education	+		
The compliance of the degree of the Teacher of Engineering applicants with the chosen field, credit substitution (preliminary credit analyzing process)	+ With the faculty's registrars office		
Sending the finalized wording of the offered courses to the registrars offices	+	+	
Organizing the oral admission exam (date, compilation of committees, sending notification to the vice-deans of education and to the faculty's registrars offices, sending data sheets and forms to the registrars offices)	+		
Collecting the applicants from the „freshmen program”, sending the filled out forms to the TMPK prior the oral admission exam (only in case of Teacher of Engineering program)		+	

Informing the applicants about the date and place of the admission exam, about the necessary documents (ID card/passport, original diploma/diplomas, credit book/credit books, language certificates and other certificates), compilation of the information letter (only in case of Teacher of Engineering program)		+	
Organizing the oral admission exam, indicating the type of the training in the reports and sending the reports including with the copy of the documents to the faculties (only in case of Teacher of Engineering program)	+		
Entering the scores into the „Freshmen program” (only in case of Teacher of Engineering program)		+	
Evaluation of acceptance of the preliminary qualifications of the major Vocational Technical Instructor	+	+	
<b>3. Courses of the training</b>			
Entering the pedagogic courses of the Vocational Technical Instructor and the Teacher of Engineering into the Neptun system	+		
Entering the curriculum of the Vocational Technical Instructor and the Teacher of Engineering into the Neptun system			Faculty's Neptun administrator
Informing the TMPK about any changes of the technical courses in order to update the website			Institution's Neptun administrator

Informing the faculty's Neptun administrator about any changes in the curriculum	+		
Announcing the pedagogic courses (for part-time trainings on Fridays)	+		
Announcing the professional courses – based on the guide of TMPK (for correspondence trainings on Saturdays)			+
Preparing and entering the timetable and room schedule of the pedagogic courses into the Neptun system	+		
Preparing and entering the timetable and room schedule of the professional courses into the Neptun system	+		
Uploading the timetable of the professional courses on the <a href="http://www.tmpk.uni-obuda.hu">www.tmpk.uni-obuda.hu</a>	+		
<b>4. Enrollment and information</b>			
Informing the applicants about the date and place of the enrollment and that the list of the optional pedagogic courses can be found at <a href="http://www.tmpk.bmf.hu">www.tmpk.bmf.hu</a> while the list of professional courses on the website of the relevant faculty		+	
Informing the students at the enrollment – upon agreed date with the TMPK: study matters, handling the Neptun system, how to pay the tuition fees, TVSZ	+	+	
Informing the students at the enrollment – study matters, curriculum, pedagogic courses, optional pedagogic courses	+		

<b>5. Study matters</b>			
Collecting the credit transfer requests. Sending the requests concerning the professional courses to the faculty's registrars offices	+		
Collecting student requests. Forwarding the requests requiring faculty-made decisions to the faculty's registrars offices, evaluating the TMPK requests, informing the registrars offices about the decisions made	+		
Entering default payments in the Neptun system		+	
Evaluating other requests (such as partial payments), informing registrars offices about the decision made	+		
Entering the decisions made into the Neptun system		+	
Setting the tuition fees based on the number of credits		+	
Taking care of the pedagogic courses according to the OE regulations	+		
Taking care of the professional courses according to the OE regulations			+
Publishing the requirements of the pedagogic courses according to the OE and TMPK regulations	+		
Publishing the requirements of the professional courses according to the OE and TMPK regulations			+
<b>6. Semester closure</b>			

Publishing the exam dates in the Neptun system – pedagogic courses	+		
Publishing the exam dates in the Neptun system – professional courses			+
Calculating the averages, semester closure		+	
Checking the payments, informing students who did not pay, or blocking them		+	
Filing signitures, mid-term marks and exam sheets – pedagogic courses	+		
Filing signitures, mid-term marks and exam sheets – professional courses			+
<b>7. Final exam</b>			
All administration concerning the practical part of education and trainings	+		
All administration of the degree thesis	+		
Publishing the degree thesis topics in the Neptun system	+		
Signing up the students for the final exam, informing faculty's registrars offices about the date and place of the final exam	+		
Recording the students (Excel sheets) and handing over the list to the registrars offices	+		
Preparing the credit books, oklevél törzslapok, reports and sending them to the TMPK		+	
Preparing the summary sheet including the students's Neptun code	+		
Scheduling the final exams, compiling the committees	+		

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## **Language trainings (10.)**

### **General rules of the language trainings**

1. The general regulations of language learning and language exam are included in the TVSZ (6. §).
2. The language conditions of issuing the final certificate and the degree are included in the TVSZ (6. § section 3 and 4).
3. The foreign language courses are advertised by the faculty's assigned institution in cooperation with the professional group leader, for which students from other faculties can sign up as well. The Neptun assistants of the institutions are performing the preliminary and final settings of the requirements which are based on the guide issued by the Neptun group.
4. At the Óbuda University has a Foreign Language Exam Center providing preparation courses for different levels of exams and also exam possibilities.

### **English and German general language trainings**

1. The decision regarding the announcement of the trainings are made by the faculties (TVSZ 6. § section 7).
2. The trainings serve language learning purposes, therefore after signing up for the course – referring to the language exam – the student can not request waiver and the course can not be accepted as optional course.

### **Certifying of basic English knowledge**

1. Basic English knowledge is a language requirement for students whose criteria course was other than English (TVSZ 6. § 3/b).
2. The above mentioned requirement can be fulfilled the following ways:
  - a. Presenting a B1 complex language exam certificate.
  - b. Passing the language exam at the university.
  - c. Successful completion of the English course which takes 1 semester, 4 hours per week for 2 credit points (TVSZ 6.§ 7/c).

### **The conditions of signing up for a professional language course**

1. The conditions of signing up for the professional language course (TVSZ 6. § 6) - which is aiming the successful completion of the criteria course – are the following:
  - a. B1 complex language exam
  - b. Completing the knowledge test

### **Criteria courses i.e professional courses taught in foreign language**

1. Each student participating in BA trainings has to sign up for the English or German professional courses – as a criteria course - advertised by the university (TVSZ 6. § 3).
2. Selecting the criteria courses can happen in three different forms (TVSZ 6.§ 5).
3. In order to sign up for the criteria courses, out of the following conditions at least one has to be fulfilled:
  - a. Having at least an intermediate written or oral language exam.
  - b. Fulfilling the terminological preparation course of the criteria course (TVSZ 6.§ 6).
  - c. Fulfilling the terminological course of the Trade and Marketing and Business and Management BA trainings as defined in the curriculum.
4. When announcing the criteria courses, point 1.4 and 1.5 have to be considered.

### **Language knowledge tests**

1. There are two kinds of knowledge tests at the university
  - a. Knowledge test in order to sign up for the terminological preparation language course of the criteria course.
  - b. Knowledge test at the university in order to fulfill the basic English requirements (10.3.2/b).
2. Dates of the knowledge tests:
  - a. In the autumn semester:
    - i. The first day of the registration week
    - ii. Second week of October
    - iii. Last week of November
  - b. In the spring semester:
    - i. Second week of March
    - ii. Last week of April
3. The exact time and place of the knowledge tests are published in the Neptun system where students can sign up for it.
4. The knowledge tests are coordinated by the language study group leader and his administrative staff who are also responsible for publishing the results in the Neptun system.

### **Other provisions (11.)**

#### **Time schedule**

As for the points 1-7, the director-general of education and the Neptun group leader are editing a time schedule with all the exact dates for the semester which is approved by the Committee of Education.

Deadline: 15th November and 15th April

#### **Announcing the time schedule**

The above mentioned time schedule has to be published on the Neptun website, has to be sent to the director of the institutions, to the Neptun administrator, to the head of the registrars office and to the students.

### **Internship and Cooperation Agreement concerning students enrolled from the 1st of September 2012**

1. The higher education institution and the place of the internship sign an agreement in order to provide the necessary internship for students.
2. The agreement must be in written form.
3. The place of internship is a legal person or business organization who – based on the cooperation agreement signed with the university and on the contract signed with the student – provides the contiguous internship and which is registered at the Educational Office (Oktatási Hivatal) as place of internship. The condition of this – among others – that the place of internship has to be registered at the National Chamber of Commerce. The meaning of business organization is specified in the Civil Code 685. § point c.
4. The cooperation agreement between the higher education institution and the place of internship and other places of internships involved – based on the data services and the authorization of the institution – is being recorded at the Educational Office. The termination of the cooperation between the higher education institution and the place of internship or any changes concerning the data of the participants or the contract details have to be reported within 60 days and the amendments have to be done. The place of internship whose registry is deleted from the National Chamber of Commerce, has to be deleted from the records of the Educational Office.
5. The cooperation agreement includes:
  - a. The name, address, contact details, tax number, statistical number, registration number or individual business registration number, name of the authorized person and institutional identification number of the contracting parties.
  - b. The aim and subject of the cooperation.
  - c. The way of the cooperation and the framework of the internship, especially:
    - i. The place and period of the internship (starting and ending date) and its possible stages.
    - ii. The number of the participating students per faculty, per training, per work schedule.
    - iii. Payment of the students.
    - iv. The academic person in charge for the internship and place of internship professional in charge of the internship.
  - d. The rights and obligations of the higher education institution, especially:
    - i. Its responsibility for the complete training and for the internship.
    - ii. Organizing the internship in cooperation with the place of internship.
    - iii. Sending all necessary data and information concerning the internship to the place of internship.



- iv. Evaluating the practical skills based on the professional evaluation concerning the professional skills and abilities.
- e. The rights and obligations of the szakmai gyakorlóhely, especially:
  - i. The student contract obligations toward the students.
  - ii. The appropriate, study-related employment of the student.
  - iii. Providing the necessary working environment, devices and protective equipment for the internship
  - iv. Supervising the internship.
  - v. Payment of the students.
  - vi. Evaluating in written form the acquired professional skills of the students.
- f. The duration of the cooperation agreement (fixed term or indefinite).
- g. All the cases of the termination of the agreement, including, when the place of internship's registry is deleted from the National Chamber of Commerce.

## **Part V.**

### **Thesis/ Diploma work**

#### **1. The purpose of preparing the thesis/ diploma work**

1. The purpose of preparing the thesis is that students should solve a task individually at the end of their studies– according to the nature of their specialization – demonstrating that they gained enough professional knowledge and skills as set in the training objectives and that they know the appropriate literature.
2. The thesis gives the opportunity for independent, creative activity, furthermore the chance to present the significant correlations between various parts of their field of expertise and the related practical technical and economic requirements.
3. In the present statute, the term "thesis" is used, but this term also refers to the diploma work closing the MSc trainings as well. Any differences shall be indicated separately.
4. The general regulations concerning the thesis is included in the TVSZ (32.§).

#### **2. Thesis topic proposals**

1. The thesis topic proposals must comply with the requirements of the training program, the output requirements and possibly linked to the specialization.
2. The thesis topic can be:
  - a. External origin: in this case, an external institution or individual proposes to solve a task (the student by whom the task is solved, appointing the other supervisor as well). The student can propose a topic as well. External topics must be authorized by the director of institution who must appoint an internal supervisor.
  - b. Internal (in the university) origin: in this case, a lecturer of the institution proposes a task to be solved based on his industry awareness and on his personal professional interests and also undertakes the internal supervisor's tasks.
3. The thesis topics must be published on the university's website and on the bulletin board until the 15th of March (if the final exam is during the winter) or until the 15th of October (if the final exam is during the summer).

4. Students have to visit the supervisor of the chosen topic in order to discuss the details (until the 15th of April if the final exam is during the winter and until the 15th of November if the final exam is during the summer) and if the decision is made and the thesis work sheet is filled in, it has to be announced by the administrator of relevant institution who is going to record it.
5. If the thesis course is two semester long, the deadlines mentioned in point 3 and 4 due a semester earlier.
6. The institution – after the selection and acceptance described in point 4 – hands over (until the 30st of September if the final exam is during the winter and until the 28th of February if the final exam is during the summer) the finalized thesis work sheet (Annex 1).

### **3. The degree thesis course**

1. The general condition of signing up for the degree thesis course, is that the degree thesis was published prior the course registration semester as described in point 2/4.
2. The degree thesis course is a course ending with an exam. The exam is the defense of the thesis which takes place on the final exam. The teaching hours, credits and the conditions of signing up to the course are included in the curriculum of the course. It is a course ending with a signature.
3. The signature can be obtained by participating at least four times on the consultations which are recorded in the „Consultation diary“. The participation can be justified by the supervisor only if the student is prepared and consultation is appropriate.
4. Fulfilling the signature requirement is the condition of issuing the pre-degree certificate.

#### **Thesis submission, acceptance and evaluation 4.**

##### **The conditions of the submission and acceptance of the thesis**

1. The finished, bound thesis and the proof of the upload to the DigiTool program must be submitted to the supervisor in the university or to the institutional administrator latest until the 5th of January (if the final exam is during the winter) or until the 15th of May (if the final exam is during the summer).
2. The conditions of the submission/ acceptance:

- a. Obtaining the signature of the degree thesis course.
- b. The supervisors approving with their signature on the thesis work sheet that the thesis is ready for submission. The internal supervisor decides about the acceptance of the thesis taking into account the opinion of the external supervisor and paying attention to the evaluation of the plagiarism control record.
- c. The internal supervisor shall inform the student in all cases about his/her decision.

### **The evaluation of the thesis**

1. The reviewer is called upon the proposal of the internal supervisor by the director of the institution. The reviewer must have a higher educational qualification or must be an internal specialist. In addition to the invitation, the reviewer has to receive the „Reviewer guide” (Annex 3.).
2. In addition to the evaluation, the reviewer has to ask at least three questions concerning the thesis which the student has to answer on the thesis defence. The questions asked shall conduce to the professional judgement of the candidate for the final exam committee.
3. The deadline for receiving the review is latest 10 business days before the final exam.
4. After this, latest at least 3 business days before the final exam, the student can pick up the review at the secretariat of the institution.

### **The procedure of the submission and acceptance of the thesis**

1. The student uploads the thesis to the DigiTool system for plagiarism check and storage, which is available at: <http://szakdolgozat.uni-obuda.hu>. The user name is the Neptun ID of the student, while the password the 8 digit number of the student's date of birth, written together without space (for example: 19900101 –01 of January 1990). The electronic proof of the upload can be printed out from the online interface or from the confirmation email the student receives.
2. It is mandatory to upload the whole thesis (front page, table of content, the full text including the images, diagrams, all the attachments and the bibliography) both in Pdf and Word format.
3. The upload is only possible if the statement is approved (Annex).
4. The uploaded thesis can be re-uploaded or deleted only in exceptional cases with the written permission of the director of the institution.

5. The software based plagiarism analysis of the thesis appears in the institutional mail box within 48 hours after the upload
6. The institutional administrator forwards the analysis to the internal supervisor.
7. The internal supervisor evaluates the analysis, prints out the first page and qualifies the thesis confirming it with his/her signature.
  - a. „The thesis may be released for review“.
  - b. The thesis shall not be released“.
8. The internal supervisor informs the student and the institutional administrator about the decision in all cases.
9. After the successful thesis defense, the library archives all the thesis documents latest until the end of the first month of the semester that follows the final exam. The finished, bound thesis is returned to the student after the final exam.
10. The bibliographic description of the thesis (cataloguing) is done by the library which also makes sure that the rules of encryption observed. The encrypted thesis can be searched in the catalogue but the full texts are not accessible during the time of encryption.

### **General expectations towards the thesis**

### **Recommendation of the thesis structure**

1. Depending on the topic, the thesis should contain the following major sections:
  - a. Table of content (numbered)
  - b. Brief summary
  - c. Proposing the problem to be solved
  - d. Analyzing the problem, developing the specification
  - e. Based on the literature, analyzing the possible approaches and solutions.
  - f. Selection of the solution method, the reasons of the choice
  - g. Detailed description of the specification
  - h. Describing the work phases and experiences during the planning
  - i. Describing the execution process
  - j. Analyzing the execution, its application, developing further opportunities
  - k. Bibliography

### **The summary of the thesis**

1. A summary of the content of the thesis has to be prepared for the final exam committee written in Hungarian and also in one of the languages mentioned below (English, German, Russian or French) which has to be submitted in the same time as the thesis.

### **General expectations**

1. The extent of the thesis should be 1-2 printed sheets (40000 characters/sheet).
2. Usually, the above mentioned scheme is used, but each thesis can differ in its nature, proportion and sequence.
3. Special attention need to be paid to the proper use of the Hungarian technical terminology. Unnecessary abbreviations and technical jargon shall be avoided. Professional, fluent, readable phrasing is preferred. Spelling errors can deteriorate the quality of the paper.
4. Symbols used in the thesis must comply with the relevant national standard.
5. From the occurrent formulas only those shall be numbered which are cited in other parts of the text. The numbering shall be started over in each chapter (eg 3.2).
6. When listing the bibliography, the numbers of the mentioned references should be in square brackets (eg 4.]).

### **Formal requirements and recommendations of the thesis preparation**

#### **Binding the thesis**

1. The thesis should be bound in hard (black) cover – everything included in annex 4. shall be listed.

#### **Formal requirements of the thesis**

1. The first pages must be as follows:
  - a. Front page (annex 5.)
  - b. Work sheet (annex 1.)
  - c. Student statement (annex 6.)
2. The thesis must be prepared in A4 format. The recommended size of the margins: 40 mm on the top, 25 mm on the sides and on the bottom, but on the side of the bond 35 mm. Page numbers in the top middle, 20 mm from the fore-edge.
3. Recommended font and size: Times New Roman, 12.

4. The text should be properly structured, aligned.
5. The section headings shall be numbered in Arabic numbers, 14-point characters, aligned in the middle, on the top of the page. The subsection headings should have maximum 3 levels deep, 12-point, bold characters, aligned to the left, with 1-1 blank row.
6. Examples:

- a. Introduction**

- i. Text search systems**

- ii. Associative systems**

- iii. Associative dictionaries**

Figures and tables should be numbered in each chapter starting from 1 (1.eq. Figure 6.1. Table 5.2.). Each figure and table should have a (briefly phrased) title.

7. Figures and table can be:
  - a. Edited with computer, implanted into the text with word processor or printed.
  - b. Drawn with ink on transparent paper and (with clear glue) inserted between the text.
  - c. Drawn on chart paper, on DIPA (glued or threaded).
  - d. Good quality copies.
  - e. Computer protocol (individually or glued on a paper).
  - f. Copy of the photo.
8. Placing figures and tables:
  - a. Among the text, not full page figure, with typed text next to it.
  - b. Among the text, not full page figure, empty space on each side.
  - c. Inserted among the pages, full page size.
  - d. Collected and threaded at the end of the thesis.
  - e. A3 size or larger images, program-protocols and other documentations have to be folded and placed into the bag on the bag cover (figures must be framed and have a text box which should contain the following: title of the thesis, the

title and number of the figure, the name of the student and the number of the thesis).

9. Any other design that differs from the above mentioned model, that is not against the standards, is clear and aesthetic and approved by the supervisor can be accepted.

### **Literature references, bibliography**

1. Writing the thesis requires individual work, knowledge proper usage of the relevant literature. Each literature reference must be marked and has to be made clear that it is not the own work of the student. In order to identify and prevent the abuse of other intellectual products, the supervisor, the reviewer and the final exam committee pay special attention (Annex 7.).
2. The verbatim quotations must be used in quotation marks, the source should be indicated in the footnotes or in the text itself and has to be included in the bibliography as well.



**THESIS WORKSHEET**

**Name:** .....

**Registration number :**..... **Neptun code:** .....

**Program, specialization:** .....

**Title of the thesis:** .....

**Title of the thesis in English:** .....

**Objectives:** .....

.....  
.....  
.....  
.....

**Name of the internal supervisor:** .....

**Name of the external supervisor:** .....

**Work:** .....

**Limitation period of the published topic:** .....

**Date of submission:** .....

**Subject of the final exam:** .....

Issued: Budapest, .....

.....

Head of the institution

The thesis is ready for submission:

.....

Internal supervisor

## CONSULTATION DIARY

**Name:**

.....

**Neptun code:**

.....

**Work schedule:**

.....

**Phone number:**

.....

**Address:**

.....

**Title of thesis in Hungarian:**

.....

**Title of the thesis in English:**

.....

**Internal supervisor:**

.....

**External supervisor:**

Please, fill in with capital letters!

<b>Time</b>	<b>Date</b>	<b>Content</b>	<b>Signature</b>
<b>1.</b>			
<b>2.</b>			
<b>3.</b>			
<b>4.</b>			

The consultation diary must be signed four times by any of the supervisors.

The student fulfilled the signature requirements of the thesis subject.

.....

External supervisor

Budapest, 20.....

### **CRITERIA OF EVALUATING THE THESIS**

The purpose of preparing the thesis, is that students should solve a task individually at the end of their studies– according to the nature of their specialization – demonstrating that they gained enough professional knowledge and skills as set in the training objectives and that they know the appropriate literature.

In order to obtain the engineering qualification, each student has to prepare the thesis and defend it in front of the Final Exam Committee. The thesis – based on the recommendation of the reviewer – is evaluated by the Final Exam Committee.

The following criteria have to be considered when evaluating the thesis:

1. Accordance of the task and solution.
2. The solution should reflect the national and international professional standards.
3. The presented theoretical solution should be proper, complete and including alternative solutions.
4. The adaptability and completeness of the practical solution.
5. Evaluation the student's suitability of professional competence, independency of creative work and systematic capability.
6. The integration of the content and form (appropriate discussion and extent of each chapter and section), correct references.
7. Are there any quotations without references? (In case of plagiarism, the thesis can not be submitted and defended).
8. Formal appearance of the thesis.
9. Style of writing, proper usage of Hungarian technical and economic terminology, compliance of regulations and standards.

Finally, the reviewer shall prepare three thesis related questions which have to be answered by the student at the thesis defense in front of the Final Exam Committee.

### **COVER SAMPLE**

- Black, hard leatherette cover with gold letters.
- On the top third of the page, aligned to the center, "Thesis" (for bachelor students) and "Diplom work" (for master students).
- In the lower left corner the letter code of the university and the faculty (e.g. OE-KVK) and the year of submission.
- In the lower right corner the name of the student and the registration number.
- On the rootlet of the cover the name of the student and the year.

# **THESIS OR DIPLOM WORK**

**OE-KVK**

**2010.**

**GIPSZ JAKAB**

**T-000123/FI12904/KVI**

**THESIS  
OR  
DIPLOMA WORK**

**OE-KVK**

**2010.**

**Name: Gipsz Jakab**

**Registration number: T-000123/F112904/KVI**

**STUDENT STATEMENT**

Hereby, I declare, that this thesis is my own work, I indicated all the used literature and other sources. The results of the completed thesis can be used for the purpose of the university for free of charge, with or without restrictions on encryption.

Budapest, 20.....

.....

Signature of the student

## PLAGIARISM

### Forms of the concept:

Concept:

Plagiarism means the usage of the thoughts, concepts, words or sentences of other authors without referring to it.

Plagiarism is the unauthorized use of the intellectual property of others, but this does not mean that thoughts and ideas of other authors can not be used, but that they can not be represented as their own. Any idea that stands without reference is claimed as the author's own, original thought. In countries with advanced scientific life, plagiarism is considered as stealing.

### Forms:

- Taking the ideas and texts from other authors literally (even only statements from other sources) without identifying the source and without using quotation mark.
- Paraphrasing a part of text with the authors own words without identifying the sources.
- Adopting figures, statistical data or illustration without identifying the source.
- Translating and quoting foreign texts without using own ideas and without identifying the source.

The above mentioned must be applied to all data, information and idea stemming from the internet – their sources have to be identified, just as if they were published in printed form.

### Consequences:

To determine plagiarism – based on the writing – any lecturer, reviewer or member of the exam committee is entitled. In case of dispute settlements, the dean appoints a person for reviewing the case.

During the consultation sessions, the thesis supervisor shall pay special attention concerning plagiarism.

Students have to attach a statement declaring that the writing is their own work, being aware of the total legal responsibility.

The penalty of plagiarism – depending on the extent of the committed plagiarism and taking into account the principle of gradation – could be: the thesis can not be evaluated, failed or disciplinary actions can be taken.

