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## Business Development and Technical Management student information on the organisation of the final exams in the summer of 2021 at the Keleti Károly Faculty of Business and Management

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*Budapest, 19<sup>th</sup> May 2021*

1. Based on the rector's instruction 5/2021. (V. 18.), the Faculty will organise and conduct the final examinations in the summer of 2021 in the manner regulated below. The final examinations shall be held on the basis of Study and Examination Regulations Sections 56 and 57, but taking into account the deviations indicated in this instruction.
2. The defence of the thesis and the examinations from the topics prescribed in the curriculum shall be organised continuously on the same day.
3. In this new corona virus pandemic situation, in order to protect the students, teachers and other colleagues, staffs working at the Faculty, final exams shall be conducted online using the Microsoft Teams application, avoiding in-person attendance.
4. Final exams are organized by Department of Organisation and Leadership between 23 and 25 June 2021.

The exact dates assigned to students shall be published by the department and continuously updated on its website at  
[http://kgk.uni-obuda.hu/szvi/szakdolgozat\\_zarovizsga](http://kgk.uni-obuda.hu/szvi/szakdolgozat_zarovizsga)

5. Before the final exam on 17<sup>th</sup> June 2021 from 18.00 the department holds a consultation in Teams where any questions that may arise can be asked. You may join using the code "e3ozwd9"
6. On the day which is assigned to a student for the final examination, he / she must be available 15 minutes before the exam starts, and remain available until it is expressly declared to him / her by the committee that the final examination is over i.e. information is given about the final result. This will take place on the same day after the defence of the thesis and the examination of all the required topics.

The final exam is conducted using Microsoft Teams. All students must have an account. The student sends the ID (e-mail address) used during the registration of Teams to Péter Gábor Szikora Ph.D. ([szikora.peter@kgk.uni-obuda.hu](mailto:szikora.peter@kgk.uni-obuda.hu)) so that the student is added to the appropriate team / channel. Students are obliged to upload their thesis presentation file there no later than the third day before the start of their final exam. In the case of a thesis contains classified information, the presentation file must be sent directly via e-mail to Péter Gábor Szikora.

All participants of the final exam (students, committee members, administrative assistants, etc.) shall log in to Teams with their own ÓE Teams account and participate in the process through it.

7. From the provisions concerning the composition of the final examination committees in Study and Examination Regulations section 57 (1) and (2) regarding the number of members of the final examination committee and its external member may be deviated from. The committee may have a chairman and at least one member, and the final examination committee must be composed in such a way that at least one of its members is a university or college professor or an associate professor. An external chairman is invited if possible.
8. In order to ensure that any problems that may occur in the Teams system, students who have applied for the final exam are obliged to check their contact details (e-mail address, telephone contact) registered in Neptun. The student undertakes not to change them after 24.00 on Sunday, June 13, 2021. Any changes due to unforeseen events shall be reported by the student to Péter Gábor Szikora.
9. Firstly, the student presents the thesis work. A maximum of 15 minutes is given for this, including answering the questions asked in the discussion part. The presentation itself shall therefore take 10-11 minutes, during which the student will use screen sharing. The committee may request student to shorten the presentation. After the presentation, the screen sharing shall be turned off by the student. This is followed by the oral exams from all the required topics.
10. During the oral exam, one of the members of the committee shares the screen and using random.org a random number is generated. The number identifies an item on the list of the corresponding topic. The member reads out the item than the student is not given time to prepare for the randomly selected item, but immediately begins the oral exam from it.
11. In case of a technical problem (e.g. internet connection failures, problem with picture and / or sound transmission, etc.) during the oral exam but after selecting the item in a random way, if the connection cannot be restored immediately, the committee tries to call the student again two times. A minimum of 5 minutes shall be waited between the two calls. Recalls must be recorded in the minutes documenting the student's final exam. After the re-established connection, the committee may not ask the exam item or the knowledge directly related to it, but may ask the student other questions relevant to the topic or the programme itself in which the student takes part.
12. Should a student be not available within half an hour from the start of the final exam and the committee has repeatedly called in him / her without success (with a 15-minute break between the two calls), the student is considered missing and a new student may be invited in the exam. A missing student's exam is considered neither an attempt to take the final exam nor an unsuccessful exam.
13. It is the student's responsibility to log in from a device that is suitable for the application used in the final exam to provide both audio and video transmission in adequate quality. The student does not join the online exam himself / herself, but the defence of the thesis and the oral exams from the topics are started by invitation. At least two students are

present at the same time during the examination, with the exception of students defending a classified thesis work. During this time, students are constantly on call, logged in, and in touch, regardless of which one is taking the exam. The student is obliged to provide a calm environment for the exam and to prove himself / herself by presenting a personal identification document at the request of the final examination committee. Only the student himself /herself may be present in the room used by the student during the exam. The committee has right to ask the student to present his / her environment through a camera. The student undertakes not to turn off his / her camera during the exam (this also applies to the screen sharing period during the presentation), not to mute his / her microphone, not to use a device that transmits an audio signal directly to the ear (e.g. headsets, various earphones). The student undertakes not to mask the environment or cover it in any way, for example by setting an alternative background. The student takes the exam while the Teams application is running in full screen mode. The student declares that he or she will not use an unauthorized device or the assistance of another person during the exam. Students with special needs are an exception if they are hindered in their oral communication or if it is not possible for them to handle the technical tools: in this case the chairman of the committee decides on the presence of the assistant and supervises his / her participation. The committee may request the student to do the re-presentation of the environment immediately at any time. If the student fails to do so, or only reluctantly or too late does it, the examination shall be suspended by the committee with an unsuccessful qualification. In this case a new opportunity to take the final exam is given only in the next final examination period in January or February 2022.

14. No one may take a video and / or sound recording of the exam.
15. In case of unforeseen events, the Dean of the Faculty is entitled and obliged to take action.

Viktor Nagy, Ph.D.  
*Vice-Dean for Education*