

MODULO 2

**FACULTY OF LAW AND
POLITICAL SCIENCES**

**APPLICATION FOR THE
FINAL EXAMINATIONS**

INSTRUCTIONS

V.1.0.20230727

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Begin to fill in

Logging in the MODULO 2 system is the first necessary step (<https://modulo.etr.u-szeged.hu/modulo2/>) to start filling in the form. Having clicked on “**Submit**” on the start-up page, you need to navigate to the virtual office entitled “**ÁJTK TO**” where the “**Application for Final Exam - Faculty of Law and Political Sciences**” form can be found. By clicking on the “**Fill in**” icon, the form appears, several fields of which have been automatically filled in.

This form is only available for students enrolled in the Faculty of Law and Political Sciences; however, the period for submission varies according to the respective training programmes. Kindly visit the webpage of the faculty to check the final exam schedule by first navigating to <https://www.juris.u-szeged.hu/english/education/study-administration-for> Study Notification for final Examination and then clicking on Important dates of the academic year/Final exam schedule.

There is a general time limit for submission in Modulo and the system checks whether the student is eligible to submit the form.

Personal data

Within this part of the document all fields must be filled in by the student. Contact details can easily be added by choosing from the proposed options deriving from the Neptun system. Having selected the right option, modifications can be made, however, this will not change the data stored in Neptun.

Personal Information

Neptun Code	Educational Ministry ID	
<input type="text"/>	<input type="text"/>	
Name		
<input type="text"/>		
Place of Birth	Date of Birth	Mother's name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Contacts taken from Neptun		
-- Choose a value --		
Zip Code*	City*	Street, House number*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone Number*	E-mail address*	
<input type="text"/>	<input type="text"/>	

Application

This block serves to indicate **the training programme** in which the student intends to apply for the final examination. If the application concerns several training programmes, a separate form should be submitted for each training programme as the data concerning the thesis may differ. The selected training programme is usually the same as the module.

For law students, the module field contains both the option "**Law**" and the option "Specialist module completed" (e.g. General Law module, Criminal Law module etc.). Of the two, the "Law" option must be selected, this will allow the applicant to take each final examination subject.

After selecting the module, Modulo 2 automatically marks **the type of paper**. In addition, the system also checks **if it is the first occasion** for the student **to take the final examination** (see the block entitled "Statements").

In the field "**Exam subjects**", "**Jurist**" is marked automatically if the training programme is Law and a new field appears in order to choose the specific exam subjects. It can be filled in 5 times, which allows the student to choose the subjects that have not yet been completed.

Concerning the **legal higher education training**, after selecting the equivalent training programme, the "Legal higher education training" option is marked and a new field appears here that can be multiplied to allow the student to choose the specific exam subjects.

The screenshot shows a form titled "Application" with the following fields and options:

- Training Programme***: A dropdown menu with "-- Choose a value --".
- Module***: A dropdown menu with "-- Choose a value --".
- Type of Paper**: Radio buttons for "-" and "Thesis".
- Exam Subjects**: Radio buttons for "Jurist", "Legal higher education training", and "No exam subject".

Statements

In the first part of this block, the student is to declare if she/he has the necessary language certificate for obtaining the degree or is eligible for exemption from the foreign language proficiency requirements or if his/her training programme prescribes foreign language requirements. The language proficiency requirement is still in place in the International Relations Bachelor's and Master's training programmes, while for the other programmes the language examination requirement was abolished by the amendment to Act CCIV of 2011, which came into force on 20 December 2022. Based on this, all students, with the exception of Bachelor's and Master's students in International Relations programmes, must tick the option *My major does not have a language exam requirement.*

Students who have their language certificate(s) registered in Neptun can only choose the option "Yes", while **those who do not hold a certificate or have not yet presented it** in the Academic Office to which their training programme belongs, the **following options** are available:

- *Yes, but it is not recorded in Neptun:* for students who have not presented their proof of language proficiency yet. The document cannot be submitted until their certificate has been registered in Neptun by the Academic Office.
- *No:* for students who will not have received the required certificate by the end of the final examination.

- By the start of the Final Exam period I will own: for students expected to receive their certificate by the start of the final exam period.
- By law I am exempt from any language exam requirement: for students with special medical conditions; holding an expert judgement or the approval of exemption by the Vice Dean. Please specify the relevant reason for the exemption in the field "Note regarding the language exam".

Statements

I own the necessary language certificate to receive my degree*

Yes
 Yes, but it is not recorded in Neptun
 No
 By the start of the Final Exam period I will have had the certificate
 I am exempt by law from any language exam requirement
 My major does not have a language exam requirement

Note regarding the language exam

I want to participate in the Graduation Ceremony*

Yes No

You have applied for the enrolment procedure based on the programme*

Yes No

I hereby declare that I have completed all necessary study and exam requirements for the pre-degree certificate*

First Final Exam on this Programme

Apply in the alternate application period

Has a defended thesis

Update

Apart from this, students should confirm if they wish to take part in the graduation ceremony, and if they applied for a further training programme which requires the result of the final exam in order for the application process to be completed.

In case there is a statement made at the time of a previous final exam, it becomes automatically available when selecting the right training programme.

As per the *Academic and Examination Regulations of the University of Szeged*, students having begun their studies before the academic year 2012-2013 shall submit a request to the Dean if 7 years passed after acquiring the pre-degree certificate ('abszolutórium' in Hungarian), in order to be eligible for taking the final exam, for which the Dean's approval is a pre-requisite.

The faculty has the right to set certain conditions to take the final examination for students beginning their studies in or after the academic year 2012-2013 in case two years had passed since acquiring the pre-degree certificate. Five years after the student status terminated, final exams cannot be taken. The date of issue of the pre-degree certificate is verified by the Modulo 2 system in relation to the date of application for the final examination.

Thesis/Study

This block serves to upload the thesis or thesis work. All fields must be filled in: the title of the thesis in Hungarian (if the language of the thesis is not Hungarian, the original title should be written here), the language of thesis and the English translation of the title (as it is needed for the diploma supplement). In addition, the relevant department/institute to which the thesis belongs and the supervising person's name

also needs to be added here. In case the student also has an external supervisor for their thesis, his/her name and position must be filled in after marking the option “Has External Examiner”.

Please pay special attention to provide the requested data properly as it will be imported into Neptun and will be presented in the diploma supplement awarded on completion of the studies.

The thesis or diploma work must be uploaded in the form entitled “Application for Final Exam - Faculty of Law and Political Sciences”. Application for the final exam is considered to be invalid without uploading the thesis/theses. Therefore, the Academic Office cannot schedule the student for final exam.

In order to **upload the diploma work**, the student must click on “**Choose file**”, then select the right document in PDF format and send it by using the “**Upload**” button. Only one file can be attached to the form and its size cannot exceed 5 MB.

How to name the PDF file:

SZD-training programme-Neptuncode.pdf, (e.g. SZD-internationalrelations-XX2YY3.pdf)

Abbreviations of training programmes (*Thesis Regulations of the Faculty of Law and Political Sciences*):

Bachelor’s and Master’s programmes

JOG - Law, single-cycle degree programme

MKTB - Employment Relations and Social Insurance Administration Bachelor’s and Master’s programme

SZMSZI - Employment Relations and Social Insurance Administration Bachelor’s programme; Labour Relations and Social Security Administration Master’s programme

NET - International Relations Bachelor’s and Master’s programme

NET-EN - International Relations in English Master’s programme

NET-FRE - International Relations in French Master’s programme

POL - Political Science Bachelor’s and Master’s programme

IGIG - Judicial Administration Bachelor's programme

Postgraduate programmes

IFSZJ - Legal Specialisation in Real Estate Matters

CSSZJ - Legal Specialisation in Family Law

DIASZJ – Master of Laws (LL.M) in Digital Data Protection

DIASZT – Legal Specialisation In Digital Data Protection

EBSZJ – Master of Laws in European Criminal Law

ÉJSZJ – Food Law for Lawyers

ÉJSZM - Food Law for Engineers

JSZG - Legal Specialisation for Financial Experts

JSZGT - Legal Specialisation for Financial Experts

KVPK, Legal Specialisation in Environmental Law

AJPK - Legal Specialisation in Anglo-Saxon Law and English Legal Translation

FJPK - Legal Specialisation in French Law and Legal Translation

NJPK - Legal Specialisation in German Law and Legal Translation

HRSZJ - Legal Specialisation in Human Resources Law

MEDSZJ - General Mediation Training Program

IETILSZJ - Master of Laws [LL.M.] in International and European Trade and Investment Law; Specialisation in International and European Trade and Investment Law

ÖSZTSZJ - Master of Laws (LL.M) in Comparative Intellectual Property Law; Specialisation in Comparative Intellectual Property Law

NUKSZJ - Postgraduate Specialization Programme in Nuclear Law

Those students who have an accepted Application form for the Restricted Treatment of the Thesis do not have to upload the thesis on the form. In this case, the field "My thesis is a restricted access thesis" must be selected and the filled in and signed Statement on the Restricted Treatment of the thesis form must be uploaded on the form (Annex 2 to the Thesis Regulations).

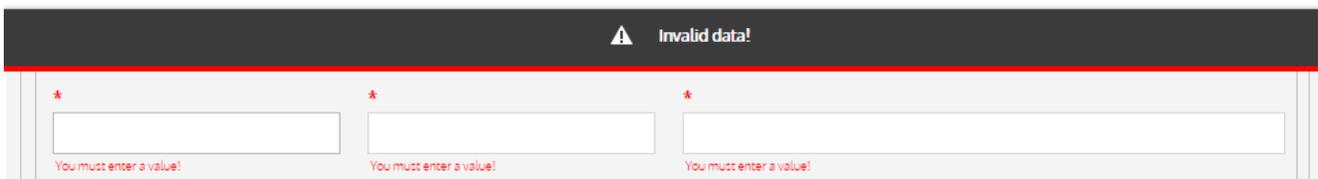
Those students who did not apply for the restricted treatment of the thesis, must upload the filled in and signed "Statement on the Thesis" form in PDF format (Annex 1 to the Thesis Regulations) in addition to their thesis.

Beginning with the spring semester of the academic year 2019/2020 at the Faculty of Law and Political Sciences, theses and diploma works are electronically archived and stored in the *SZTE Repository of Degree Theses*, which belongs to the SZTE Klebelsberg Library. In the year of taking a successful final

exam, the thesis is transferred from MODULO 2 to the mentioned repository. Theses within a closed thesis defence procedure are also transferred to the repository of the library but only their metadata is accessible to visitors and the PDF file itself can only be opened by database administrators.

Submission

The student can finish the document by clicking on “**Submission**” (using the „Save” button before submission is recommended). At the time of submission, Modulo 2 system automatically checks the document in two steps: first, it monitors the **mandatory fields** and if any of them is found empty, the error message “**Invalid data!**” appears at the top of the document while below the mandatory field “**You must enter a value!**” is displayed.



Second, the system monitors the form searching for logical discrepancies. In case of finding one, a window pops up to indicate the problem. For example: “The language exam required to receive your diploma has not yet been shown to the Student Records Office” if the option “Yes, but it is not recorded in Neptun” was previously marked in the “Statements” section.

In case nothing is found that would interfere with submission, the document is sent to the Academic Office and is labelled “Submitted”. From the Academic Office it is forwarded to the relevant department/institute.

The status of the document can be the following until it is evaluated:

- Waiting to submit thesis: the form is currently at the departmental office until the thesis is submitted (if the student needs to prepare a thesis)
 - Waiting to be administered by the Academic Office: in this step the Academic Office checks if the student fulfilled all the requirements to be able to participate in the final examination (accepted thesis, no unsettled payment obligation) and registers the data in Neptun
 - Can be scheduled (temporary status): conditions are met
 - Cannot be scheduled (final status): conditions are not met
- Waiting for final exam: in case the student can be scheduled for final examination, their application remains in this temporary status until the final exam period, or until the the result of the exam is received. Final statuses can be the following:
 - Successful Final Exam: thesis work is imported to the repository.
 - Failed Final Exam: thesis work is not imported to the repository.
 - Recalled application: the student withdrew their application in a written format.
 - Pre-degree certificate not obtained: the student failed to meet the requirements of the participation in the final exam.