# MODULO 2

FACULTY OF LAW AND
POLITICAL SCIENCES

APPLICATION FOR THE
FINAL EXAMINATIONS

INSTRUCTIONS
*v.1.0.20200119*

## Table of contents

## 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 "OKTATÁS" (EDUCATION) and then clicking on "Tanrend/Kari Naptár" (Curricula/Faculty Calendar). 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.



## 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. 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 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.



## Statements

This form requires statements/declarations from the student concerning the final examination and the graduation ceremony. Among other things, the student is to declare if s/he has the necessary language certificate for obtaining the degree or is eligible for exemption from the foreign language proficiency requirements. Students who have their language certificate 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 have had the certificate:* for students expected to receive their certificate by the start of the final exam period.

➢ *I am exempt by law 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".

➢ *My major does not have a language exam requirement:* it only applies to students having studies in a postgraduate specialisation programme.

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. After the second final exam as well as for the submission of the application for final examination during the additional time period, a fee for the repetition of final exam (HUF 5,000) and registration of final exam after the deadline is issued in compliance with the *Policy of the University of Szeged on Student Fees, Charges and Benefits*. In the latter case, the system automatically marks the field "Apply in the alternate/extended exam period" and displays the fee that should be paid.

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.

After selecting the training programme, Modulo 2 system checks the date of the pre-degree certificate in relation with the date of application for the final exam. In case permission is needed to take the final exam, the system displays the following message to the student: "7 years after acquiring the pre-degree certificate (abszolutórium), taking the final exam should be requested as the Dean's approval is a pre-requisite." The application cannot be submitted without receiving and registering the Dean's approval.

## Thesis/thesis work

This block serves to save 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) and 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. Please also choose the department/institute of your supervisor carefully; you can ask the supervisor's help to find the correct one. If the title of the thesis changes after submitting the application, please ask your supervisor to modify it after the form is forwarded to the department.

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 a PDF format and send it by using the "Upload" button. Only one file can be attached to the form and its size cannot exceed 5MB.

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*):

> *JOG - Undivided legal master, uniform training, full-time and correspondence training*
> *JOGI – Legal higher education specialist degree*
> *MKTB - Labour and Social Security Administration (BA MA) full-time and correspondence training*
> *MK – Labour Relations college level, full-time and correspondence training*
> *TB – Social Security Administration college level, full-time and correspondence training*
> *NET – International Relations (BA, MA) full-time and correspondence training*
> *POL – Political Science (BA, MA) full-time and correspondence training*
> *MEDIÁTOR: General Mediation postgraduate specialist training*
> *IFSZJ – Real Estate Marketing Expert postgraduate specialisation*
> *CSSZJ – Family Law Expert postgraduate specialisation*
> *JSZG - Specialist legal degree as an Economic Professional postgraduate specialisation*
> *JSZHR - Specialist legal degree as Expert Advisor in HR postgraduate specialisation*
> *KVPK - Specialist legal degree as Environmental Protection Professional and Environmental Protection Expert postgraduate specialisation*
> *HRSZJ – HR Law Expert postgraduate specialisation*
> *NJPK - Legal Expert and Expert Advisor in German Law and German Language Legal Translation*
> *INVEST – LL.M. and Legal Consultant in International and European Trade and Investment Law*
> *MKPK – Expert and Expert Advisor in Labour Administration Relations*
> *TBPK - – Expert and Expert Advisor in Social Security*
> *AJPK – Legal Expert and Expert Advisor in Common Law and English Language Legal Translation*
> *FJPK - Legal Expert and Expert Advisor in French Law and French Language Legal Translation*
> *JSZE - Specialist legal degree as a Medical Doctor and Health Professional*
> *EUSZJ – European Law Expert postgraduate specialisation*

A Plagiarism Statement must be uploaded in a PDF format by using the "Upload" button.

Besides submitting the thesis electronically, a hard-copy version of it must be handed in to the Academic Office as well.

Students who are completing their thesis within a closed thesis defence procedure are exempt from the obligation of uploading the diploma work. They should submit only the hard-copy version of their work to the Academic Office, however, they must state the type of their defence in the application form.

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.



## 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.