The process of the complex examination

1. The Department of Public Building Design announces the venue of the next complex examination 5 working days before the start of the examination.
2. Before the examination the Teams interface is prepared for the registered examinees, which provides a location for the uploads, thereby inviting the students to cooperate. The examinees may ask their questions later on by using the questions-answers document placed here.
3. The entire notice is announced on the Teams interface created for the complex examination on the starting day of the examination.
4. On the first day of the complex examination the Department of Public Building Design starts a Teams conference with the examinees at 8:00, the invitation for which is sent on the previous day. The Department checks identity by the students showing their photo ID card, then they explain the process of the complex examination. If a student does not have access to a webcam, he/she should inform the Department of this 5 working days before the start of the examination.
5. On the first day of the complex examination the students may ask questions until 10:00 in writing using the questions-answers document.
6. Following this the Department of Public Building Design answers the questions by 12:00 in Hungarian and, if necessary in English.
7. The students taking the complex examination are obliged to upload the work completed up to then by midnight of the first day (but a minimum of 5 drawings, including the current status of the general plan and the ground plan) to the shared personal Teams interface. The organiser of the complex examination downloads the interim work uploaded by the examinees by midnight of the first day, thereby checking that the work process is proceeding in accordance with the regulations.
8. Between 9:00 and 10:00 in the morning of the second day the Department of Public Building Design logs onto the conference announced on the Teams interface for the students so the Department can address any problems or questions arising.
9. By midnight of the second day the examinees upload the entire plan documentation to the shared personal Teams interface. In the case uploading fails, the plan documentation may be sent by e-mail to the subject host.
10. The documentation should be a landscape format A3 pdf, the content of which is detailed in the task description.
11. On the third day the Doctoral School secretary downloads the designs, prepares them for projection, and projects them. In addition, the secretary keeps the minutes according to the form prepared in advance.
12. The oral presentation starts at 9:00 on the third day in the announced conference on the Teams interface, and in the conventional way in the university, in the designated room, after the completion of which the committee withdraws to determine the grades.
13. ~~In the case of conventional oral defence, with respect to the pandemic, we ask the examinee to arrive at the designated time. In the course of the oral defence only one student may be in the designated room at any one time in addition to the committee. The use of a mask covering the mouth and nose is obligatory!~~
14. The Department of Public Building Design announces the grades on the NEPTUN system.

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