

What to Do if You Are Taking Your Final Exam

Technical Support for the MA Final Exams

Dear students taking their final exams!

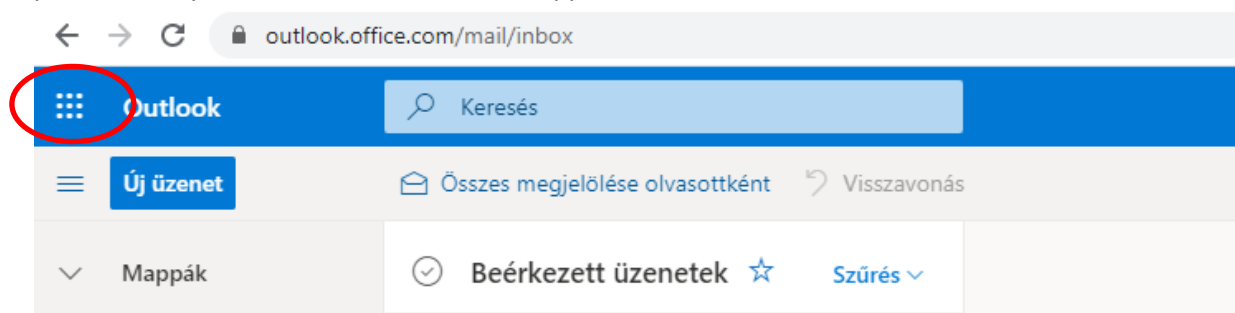
We have compiled all information you need to prepare for your MA final exams. We ask you to study this document carefully and if you have any questions, notify us with due haste!

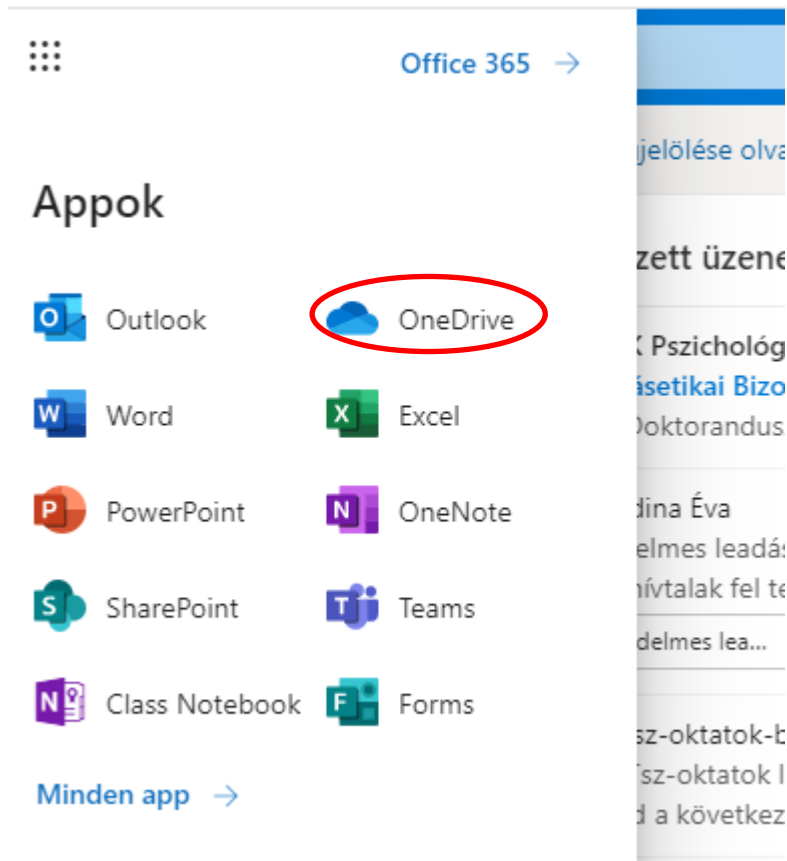
I. TASKS TWO WEEKS BEFORE THE THESIS DEFENCE

1. You should receive the reviews to your theses two weeks before the date of the scheduled date of your final exam. (You need to receive two reviews for your research thesis and one for your applied thesis.) These will be made available under the Degree Thesis/Thesis Application menu where you had to submit your theses. If you do not see the reviews, please notify the faculty/specialisation administrators! (Due to Neptun errors, we must ask for your patience as uploads can be slow, but we nevertheless await you getting in touch.)
2. Two weeks before the date of the thesis defence, you should also receive the question chosen for prior presentation (out of the four questions found at the end the reviews of your research thesis). This will be sent either as a Neptun direct message or by email. Again, if you do not receive this information in time, please notify the specialisation administrators.

II. TASKS at least ONE WEEK BEFORE THE THESIS DEFENCE

1. Open the University's Microsoft Office 365 platform (you should have access to this, as this is how you accessed Teams).
Options: if you use the Outlook webmail client, click the nine dots in a rectangular pattern, and you should see the OneDrive app.





Alternatively, you can access OneDrive via your browser.



microsoft office



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Office 365 Login | Microsoft Office

Collaborate for free with online versions of **Microsoft** Word, PowerPoint, Excel, and OneNote. Save documents, spreadsheets, and presentations online, ...

Többször ellátogatott már erre az oldalra. Az utolsó látogatás ideje: 2020.05.18.

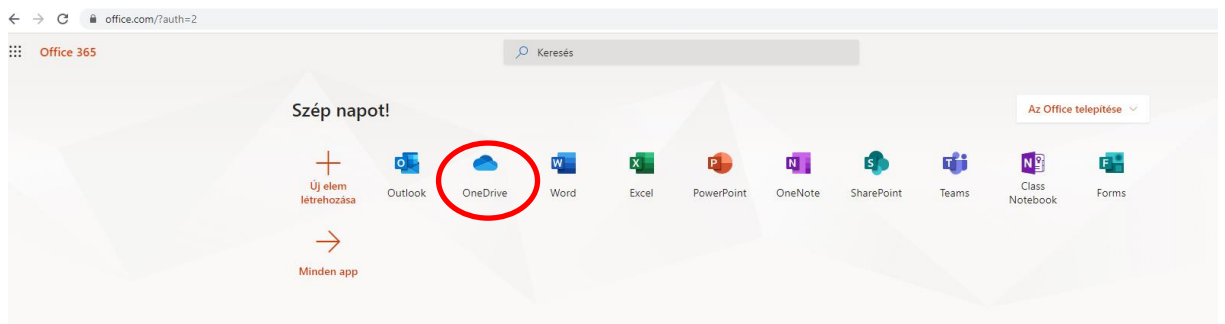
Office 365-bejelentkezés

Ingyen együttműködhet másokkal
a Microsoft Word, PowerPoint ...

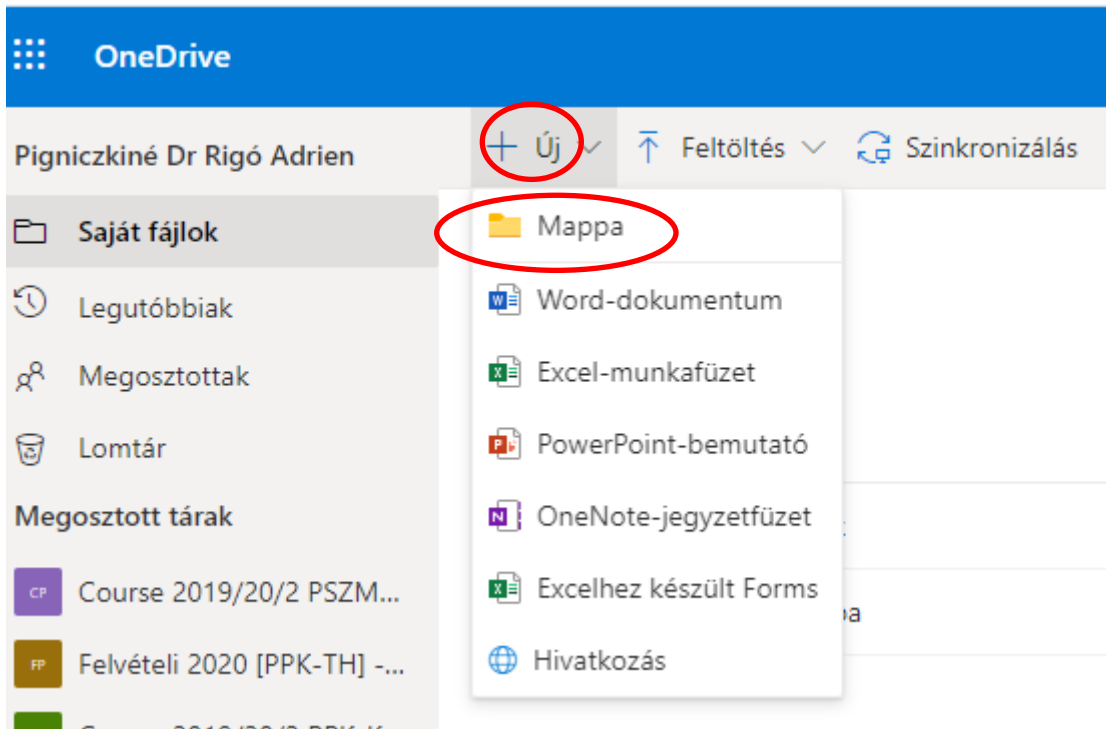
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Microsoft 365

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2. Clicking New (Új), then create a new folder.



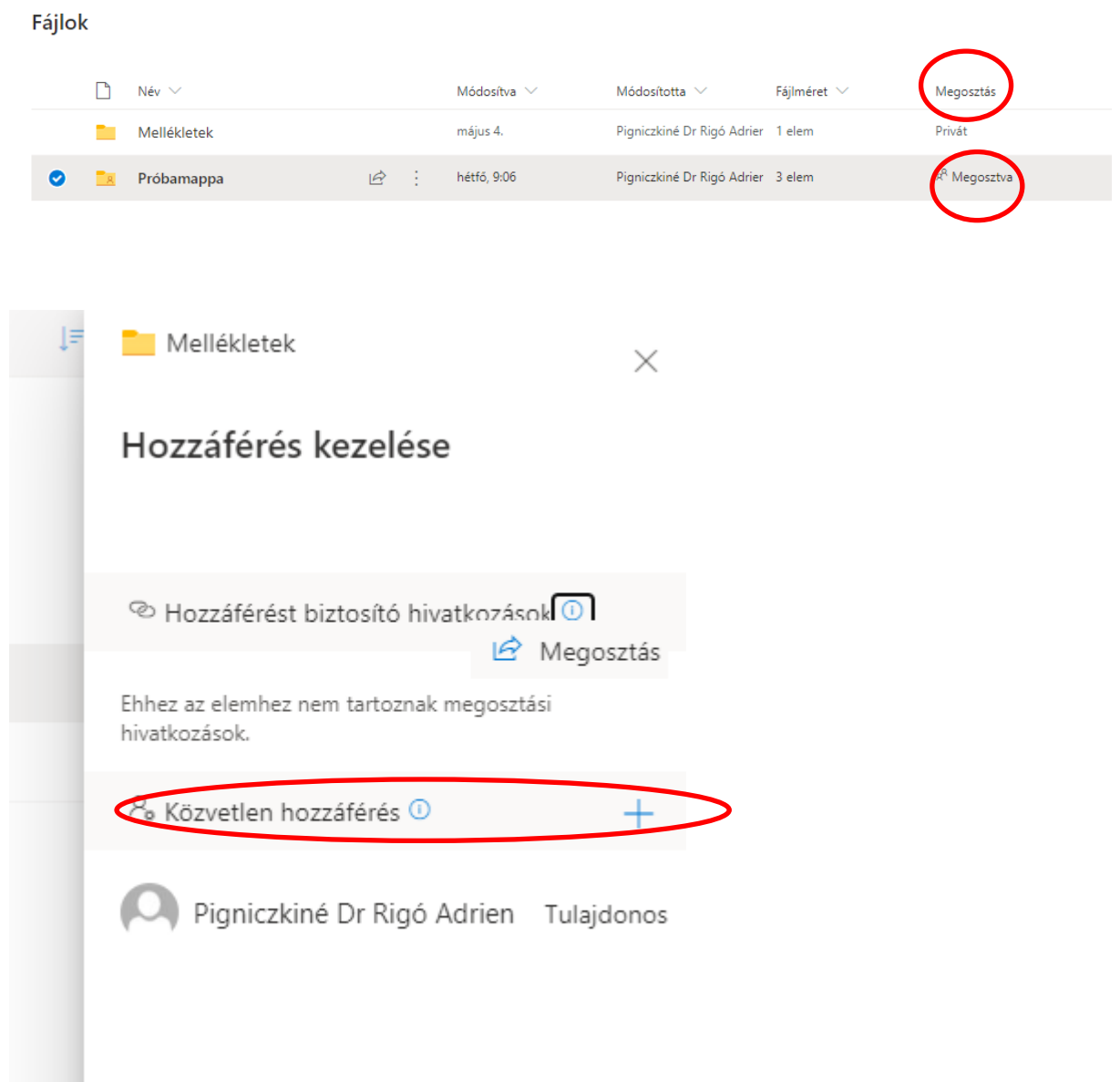
3. The folder name should be: Your name_MA final exam
4. Upload the following documents to this folder:
 1. Presentation on the research thesis (maximum 7 minutes /if possible, seamlessly playable/ PowerPoint with voiceover or recorded video presentation of the PowerPoint.)
 2. Presentation on the applied thesis (maximum 5 minutes /if possible, seamlessly playable/ PowerPoint with voiceover or recorded video presentation of the PowerPoint.)
 3. Presentation on the question selected by the committee (maximum 5 minutes /if possible, seamlessly playable/ PowerPoint with voiceover or recorded video presentation of the PowerPoint.)
 4. Your research thesis (in PDF format)
 5. Your applied thesis (in PDF format)
 6. The first review of your research thesis (in PDF format)
 7. The second review of your research thesis (in PDF format)
 8. The review of your applied thesis (in PDF format)

The uploaded documents have to be named as: Your name_research thesis presentation; Your name_research thesis second review etc.

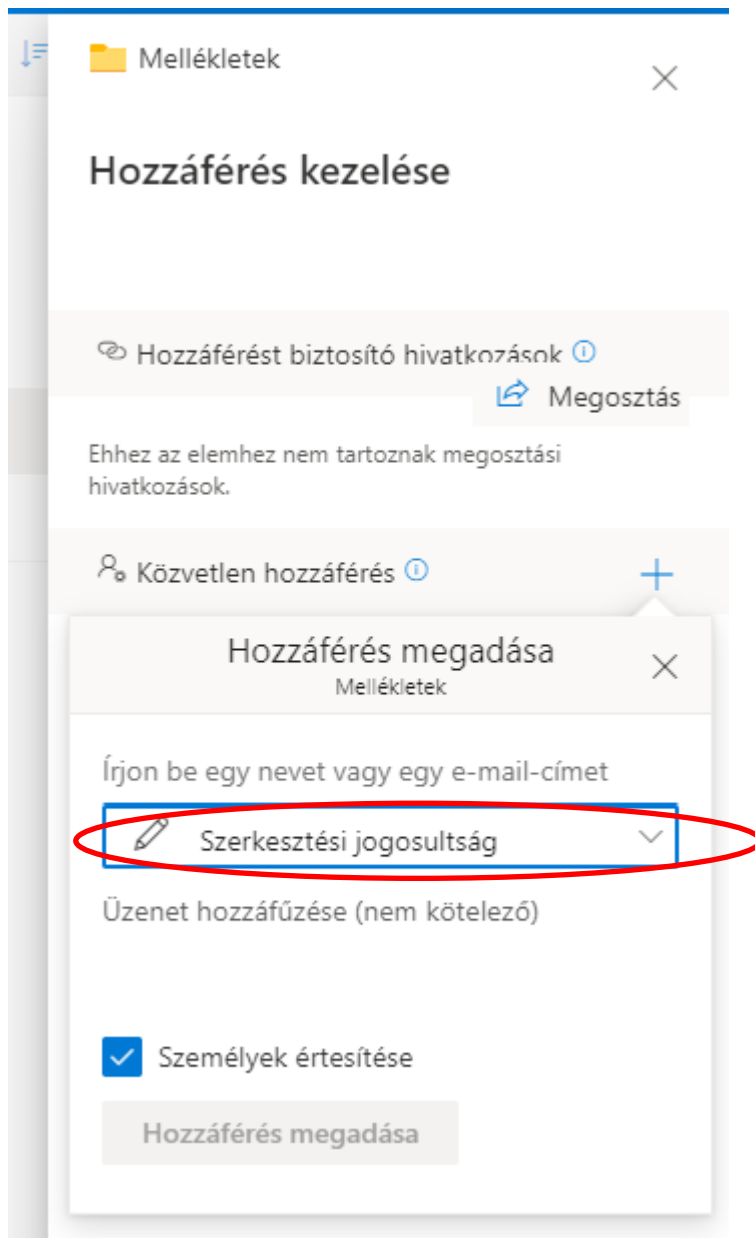
5. Share the folder with the members of the committee (and only with them) at least one week before the date of the defence. The names and email addresses of the members of

the committee can be found in the same team (in the Schedule of the committee document).

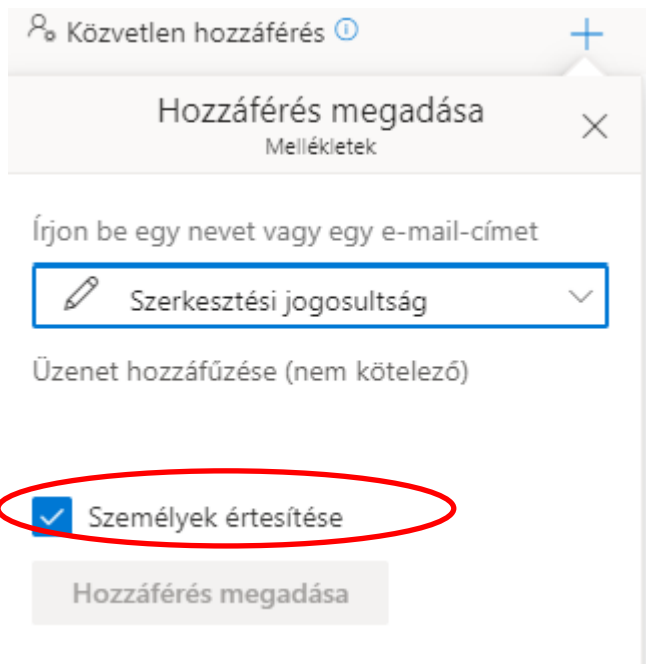
To share the folder: viewing your files in OneDrive, the folder should be visible and you can adjust sharing options in the right-hand corner, under the Sharing tab:



In the direct access section, add the email addresses of the members of the committee.



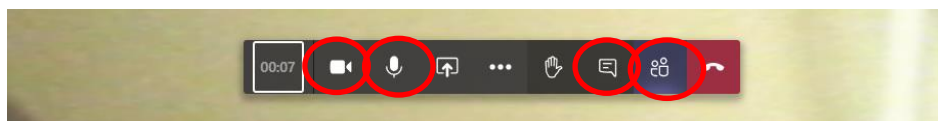
Check that the Notify the person option is enabled, so the system sends a notification on the shared files to the members of the committee.



III. TASKS ON THE DAY OF THE DEFENCE

1. Login to Teams at least an hour before the time of your defence! If you experience technical difficulties, immediately notify the committee via email, chat, phone, or by any means necessary.
2. Look up your final exam team once again.
3. It is very plausible that you will see that a meeting is already taking place, which you may join. You should not automatically join this, as the committee may be in session before examining or they may currently be examining another student, in which case, you would only disturb the process by joining the meeting.
4. As your scheduled time approaches, you will be invited to enter the call separately, either via the 'invite someone function or om the chat.

Should it be necessary, you have the option to open the list of participants, the chat etc. in the navigation panel at the bottom of your screen. This is where you can activate your camera and microphone.



5. The defence should take about ten minutes, as the committee is already familiar with the material and the presentations you prepared. In this ten minutes, you will have the

opportunity to answer any questions that may remain, with the help of the committee, and the other three questions that you received in the reviews of your research thesis may come up (you need not have prepared a presentation on these in advance, but you should be prepared to discuss those topics as well 😊). You will have been assigned points by this stage, but the call serves as an opportunity for personal contact and may add details to your evaluation.

6. Upon the chair's request, exit the call for 2-3 minutes, while the committee deliberates.
7. When you are called once again, re-enter the call and you will be assigned a grade. Afterwards, you may go offline, but please be more or less available and check your notifications on the day of the defence, should there be any further questions.
8. If you experience technical difficulties and cannot login, you are required to try reaching the committee at least three times on the same day. If you successfully connect, please send the committee a chat message that you are available and no longer experiencing technical issues. The committee will try to call you at least three times as well, at different times. If you cannot connect on the date of your defence, the Institute will notify you of the next date when you may take your thesis defence in the present exam period. If you provide your phone number via Qualtrics (whence we will fetch your contact details), the committee will have your phone number on hand.

Please carefully check the following:

- the date of your defence, on e.g. the website, Neptun, or Teams
- all emails regarding your defence, see the information letters and Qualtrics
- notifications from the committee, its phone calls, if applicable

Important contact details in case you experience problems: the administrator of your specialisation, who are owners of the teams.