

## **The process of the complex examination Theory of Architecture and Design**

1. The basic information about the complex examination can be found on the webpage of the Department of Industrial and Agricultural Building Design <http://www.ipar.bme.hu/tantargy.php?id=76> in Hungarian and <http://www.ipar.bme.hu/course.php?id=79> in English.
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 day of the examination.
4. On the day of the complex examination the Department of Industrial and Agricultural Building Design starts a Teams conference with the examinees at 8:00 am, 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 day of the complex examination the students may ask questions until 8:30 in writing using the questions-answers document.
6. Following this the Department of Industrial and Agricultural Building Design answers the questions by 9:00 am in Hungarian and, if necessary in English.
7. The students taking the complex examination are obliged to upload the work completed up by 1:00 pm to the shared personal Teams interface. In the case uploading fails, the plan documentation may be sent by e-mail to the subject host latest by 1:30 pm.
8. The documentation should be a landscape format A3 pdf, the content of which is detailed in the task description.
9. Thereafter 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.
10. The oral presentation starts at 2:00 pm the same day in the announced conference on the Teams interface, after the completion of which the committee withdraws to determine the grades.
11. The Department of Industrial and Agricultural Building Design announces the grades on the NEPTUN system.

Budapest, 10. 12. 2020

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