

## BOOK FIVE

### PROVISIONS ON DEGREE PROJECT / THESIS ISSUES

#### CHAPTER I

#### GENERAL PROVISIONS

##### 1. Purpose of drawing up a degree project / thesis

**Section 5:1.** (1) The general regulations on the degree project / thesis are included in Section 55 of the TVSZ.

(2) The purpose of completing a degree project / thesis is to make students individually solve a complex task in line with their specialty at the end of their study period, by which they shall prove to have the professional knowledge and skills meeting the requirements specified in the training objectives, and that they are well-versed in the special literature. The degree project / thesis enables students to carry out independent creative work and to present their knowledge on substantial correlations between the parts of their specialty as well as on the practical, technical and economic requirements related thereto.

(3) In order to get their degree, students are required to produce a degree project at BSc courses, and a thesis at MSc and undivided training courses.

##### 2. Subject recommendation for degree projects

**Section 5:2.** (1) Subject recommendations for degree projects are required to comply with the training and output requirements of the specialty concerned, and to be connected to the given specialty or specialization.

(2) Degree project subjects may be:

a) of external origin. In this case, an external institution or specialist proposes a task to be solved in the degree project / thesis (including the student to work out the task and the second supervisor). A student may also propose a subject. A subject of external origin is required to be authorized and an internal supervisor is required to be designated by the director of the institute.

b) of University (internal) origin. In this case, a professor of the institute makes a proposal regarding the problem to be solved on the basis of their knowledge of the industry and their individual professional interest, undertaking the tasks of an internal supervisor at the same time.

(3) Subject recommendations for degree projects are required to be announced at the webpage of the institute by 15 March in case of a final examination in the winter, and by 15 October in case of a final examination in the summer.

(4) Students shall contact the supervisor within the institute in charge of the subject intended to be selected – until 30 April in case of a final examination in the winter, and until 30 November in case of a final examination in the summer – in order to discuss the task in more detail, and if the selection has been made, they shall notify the competent administrator of the institute by previously filling in the “Degree project / thesis worksheet”, who will record this.

(5) In the event that the degree project / thesis takes up two semesters, the deadlines specified in Clauses (3) and (4) should be understood as being one semester earlier.

(6) After the selection and approval as described in Clause 4, the institute shall provide the student with the final "Degree Project / Thesis Worksheet" (Annex V/1), at the latest, by 31 October in case of a final examination in the winter, and by 31 March in case of a final examination in the summer.

### **3. The course titled Degree Project**

**Section 5:3.** (1) The course titled Degree Project / Thesis is completed by a defense within the scope of a final examination. The number of classes per week, the number of credits, and the pre-requisites for signing up for the course are included in the curriculum of the specialty. The examination can be taken if the signature is obtained. A pre-requisite of the issuance of the absolutorium is the completion of the signature.

(2) The signature can be obtained by participating on consultations at least four times, which is certified by the supervisor in the "Consultation Log" (Annexes V/2 and V/3). Participation is allowed to be certified by the supervisor if the student is duly prepared, that is, substantial consultation took place.

## **CHAPTER II**

### **SUBMISSION, ACCEPTANCE AND ASSESSMENT OF THE DEGREE PROJECT / THESIS**

#### **1. Criteria for the submission and acceptance of the degree project / thesis**

**Section 5:4.** (1)

(2) The completed and bound degree project / thesis, its electronic version, and the certificate of uploading to the DigiTool program are required to be submitted to the administrator of the institute, at the latest by 15 December in case of a final examination in the winter, and by 15 May in case of a final examination in the summer.

(3) Criteria for submission / acceptance:

- a) The student has obtained the signature for the subject titled Degree Project / Thesis.
- b) Supervisors certify, by signing the relevant part of the "Degree Project / Thesis Worksheet" (see Annex V/1), that the degree project / thesis is allowed to be submitted. The internal supervisor shall decide on the acceptance of the degree project / thesis by taking into consideration the external supervisor's opinion and having regard to the assessment of the records on checking for plagiarism.
- c) The internal supervisor shall notify the student of their decision in each case.

#### **2. Assessment of the degree project / thesis**

**Section 5:5.** (1)

(2) A referee is requested by the director of the institute, on recommendation by the internal supervisor. Specialists may only act as referees if they have a tertiary qualification and they are well-versed in the subject. A referee must receive the "Guidelines for Referees" (see Annex V/4) together with such request.

(3) In addition to the assessment, the referee is requested to formulate at least three questions regarding the degree project / thesis, which the candidate will answer when defending their degree project / thesis. Questions are required to be put in a way so that the answers to them will assist the Final Examination Committee in the professional assessment of the candidate.

(4) The deadline for the reception of the assessment shall be the 10th workday preceding the final examination.

(5) Afterwards, students can receive their assessment at the secretariat of the institute on the 3rd workday preceding the final examination.

### **3. Order of procedures for the submission and acceptance of the degree project / thesis**

#### **Section 5:6. (1)**

(2) Students shall upload their degree project / thesis to the DigiTool system for storage and checking for plagiarism, which is available at <http://szakdolgozat.uni-obuda.hu>. The user name is the Neptun code of each student, and the password is the eight digits of their date of birth, written continuously without dots (e.g.: 19900101 means 01 January 1990). The certificate on the fact and date and time of uploading can be printed out after uploading from both the uploading interface and from the confirmation sent to the e-mail address specified by the student. Students are required to supply a declaration that they have uploaded the file with the content authorized by their supervisor.

(3) The entire degree project / thesis is required to be uploaded (including the title page, the worksheet signed by the supervisor, the declaration, the request for confidentiality, the abstract of the degree project in Hungarian and in a foreign language, the contents, the full text complete with figures, the list of references, and any and all annexes) both in Pdf and Word format.

(4) Uploading is subject to the acceptance of the legal declaration.

(5) A degree project / thesis already uploaded may be deleted and a new one may be uploaded only in a particularly justified case, subject to a written authorization by the director of the institute.

(6) The software-based plagiarism check and analysis of the degree project / thesis shall be sent to the e-mail address of the administrator of the institute within 48 hours of uploading.

(7) The internal supervisor shall assess the analysis received, shall print the first page of the analysis, write the qualification of the work on it as follows, and sign it:

- a) "The degree project / thesis may be issued for assessment."
- b) "The degree project / thesis may not be submitted."

(8) The internal supervisor shall notify their decision to the student and the administrator of the institute in each case.

(9) After the successful defense of degree projects / theses, the administrator of the institute shall send their list to the Library together with any requests for confidentiality. The studies shall be archived by the Library by the end of the first month of the study period following the final examination, at the latest. The completed and bound degree project / thesis shall be returned to the student after the final examination.

### **4. General expectations on a degree project / thesis**

**Section 5:7. (1)** A degree project / thesis is recommended to be built up according to the following units of content.

- a) Contents (with page numbering included)
- b) Introduction
- c) Formulation of the problem to be solved
- d) Analysis of the problem, development of specifications
- e) Review and analysis of potential approaches and solutions based on the references
- f) Selection of the method for solution, including the reasons for such selection
- g) Description of the detailed specification
- h) Description of the work phases and experiences in the course of design
- i) Description of implementation
- j) Analysis of implementation, taking account of its application and improvement potentials
- k) Short abstract (1500-2500 characters)

- l) Abstract in a foreign language (in English, German, Russian or French)
- m) List of references

(2) The length of a degree project shall be at least 40 pages, with at least 60,000 characters of text (including spaces).

(3) The length of a thesis shall be at least 60 pages, with at least 80,000 characters of text (including spaces).

(4) As regards the wording of the degree project / thesis, due care is required to be taken for the proper use of professional technical terminology in Hungarian. Superfluous abbreviations and terms pertaining to the professional jargon are required to be avoided. Efforts should be made to produce a professional composition, which is readable and easy flowing at the same time. Spelling errors considerably deteriorate the quality standard of the study.

(5) Only those formulas are required to be numbered in the degree project / thesis which are referenced in other parts of the text. The numbering is required to be restarted in each chapter (e.g.: 3.2.).

**Section 5:8.** (1) A degree project is an individual work requiring the knowledge and use of the special literature. Each reference to the literature must be specifically indicated, clarifying that it is not an own result. The supervisor, the referee and members of the final examination committee shall pay particular attention to detect and prevent abuses of others' intellectual products.

(2) Word for word quotations are required to be used between quotation marks, indicating the source within the text or in a footnote; otherwise, the references used are required to be indicated in a standard format in the list of references.

(3) The source of the figures, images, and data used shall also be indicated.

(4) When making a reference to the literature used, it is expedient to show the serial number in the list of references between square brackets, e.g.: [4].

## **5. Technical requirements for producing a degree project / thesis**

**Section 5:9.** (1) The degree project / thesis is required to be bound in hard (black) cover, indicating the information specified in Annex V/5.

(2) The following documents are required to be bound at the beginning of the degree project / thesis:

- a) Cover page (Annex 5)
- b) Worksheet (Annex 1)
- c) "Student's declaration" (Annex 6)
- d) Request for confidentiality (optional, Annex V/8)

Formal requirements are included in the Word document that can be downloaded from the Faculty homepage.

(3) The degree project / thesis is required to be produced in an A4 format. Page layout data are as follows: margin settings: 40 mm from the top; 25 mm at the bottom and on outer edges, 35 mm on the side of the binding (because of being bound); spacing: 1.5 rows. Page numbering: at the top, centered, 20 mm from the edge of the page.

(4) Text font type: Times New Roman; size: 12 points.

(5) Titles of chapters are required to be numbered using Arabic numbers, and to consist of capitals of 14 point size, centered, and placed on the top of the page. The titles of subsections should be numbered by down to three digits, using 12 point bold characters, placed left-aligned.

(6) Figures and tables can be:

- a) edited by computer, inserted into the text by word processing software, and printed,
- b) computer protocol (individually or pasted to paper),
- c) paper copies of photos.

(7) Usual placement methods of figures and tables:

- a) within the text, by placing typed text beside a figure of less than the full page width,
- b) within the text, by leaving a blank space on both sides of a figure of less than the full page width,
- c) inserted among sheets of text, as a full-sized sheet,
- d) collected at the end of the degree project and bound,
- e) A3 or larger-sized figures, program protocols and other documentations: folded or on an electronic data carrier, in a pocket within the back cover (in this case the figure should be framed, provided with a text box indicating the title of the study, the description and serial number of the figure, the name of the student, and the serial number of their degree project).

(8) Any other different, clear and aesthetic designs not contravening standards and deemed to be appropriate by the supervisors can be accepted.

## **6. Classification and confidential treatment of degree projects / theses**

**Section 5:10.** (1) The University respects the rightful claims of market economy players to keep confidential any data related to their operations and other information. In order to ensure the legal protection of the personal and intellectual property rights of legal entities and private persons supplying data for degree projects / theses, students may request the classification of their degree project / thesis as confidential.

(2) Classification of the degree project / thesis shall extend to the author of the classified study, the person disclosing data and information classified as confidential, the internal and external supervisors of the classified study (Annex V/11), the referees of the degree project / thesis, the members of final examination committees and committee members taking part in the defense procedure at the institute, as well as any and all employees of the University who receive, store, forward, and preserve the classified study within the scope of their job obligations.

(3) The procedure for the classification of the degree project / thesis as confidential shall be initiated at the student's request, who is required to provide credible evidence with a certificate issued by the party requesting confidentiality that the student has been subjected to a confidentiality obligation in respect of the data and information obtained while drawing up the study.

(4) Students may request that their study be classified as confidential at least 15 days before the final deadline for submission, by submitting a request addressed to the head of the organizational unit responsible for accepting the degree project (Annex V/8) and a certificate from the discloser. In the event that the head of the organizational unit responsible for accepting the degree project grants the request, a non-disclosure agreement is required to be concluded between the University and the discloser (Annex V/9), and between the student writing the classified degree project / thesis and the discloser (Annex V/10), respectively.

(5) Such request for confidentiality is required to include the duration of classification, which may also be an indeterminate period of time in a justified case. Acceptance of the duration of classification shall be within the scope of authority of the director of the institute or the person designated by the former.

(6) At the defense of a degree project / thesis classified as confidential, participants allowed shall include – in addition to the student – only the members of the committee, the taker of the minutes and the supervisor, who undertake confidentiality by signing the non-disclosure annex to the minutes (Annex V/12).

(7) Classification of a degree project / thesis shall not prejudice the right of the University to provide information to third parties on the existence / fact of such degree project / thesis, the name of the author, the title of the degree project, and on the date of the expiry of classification. A degree project / thesis classified as confidential may be searched in the catalogue during the period of classification, but shall not be available with the full text.