



Information on degree project / thesis

KGK, 2023

This document includes the most important information, in a nutshell, related to producing a degree project / thesis, the processes associated therewith, including faculty-level supplementary requirements, but obviously not substituting for the applicable university regulations.

The contents hereof shall be applicable in the fall semester of 2018 for the first time.

If the deadlines set out below do not fall on a working day, they shall be understood automatically as of the first subsequent working day.

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Sequence of supervisor request; preparation of task sheet and making topic confidential

1. Students shall contact the internal supervisor selected by them in the semester preceding registration for the subject titled Degree Project / Thesis. It is compulsory to select an internal supervisor, but it is not compulsory to select an external supervisor. Students may select a current associate lecturer or a former professor / associate lecturer of the faculty as internal supervisor. A person outside the scope above may only be requested subject to the Dean's authorization; such authorization shall be secured by students if they select such a supervisor.
2. When requesting a supervisor, students shall fill in the preliminary task sheet of their course of study downloaded from the homepage subject to consultation with their supervisor, and the selected supervisor makes a note thereon to undertake supervisory tasks. This shall be submitted – fully completed – by students to the institute according to their course of study, and electronically to their internal supervisor. The task specification should include a literature survey, individual problem exploration, and a proposal for solution. (Deadline: until the start of the subject registration.)
3. The study may be requested to be classified as confidential in a strongly justified case, but an individual form may also be accepted. The study shall be requested to be classified by the company interested in avoiding the publication of information potentially included in the study, rather than by the student. This shall be submitted to the institute by 01 October or 31 March, respectively, at the latest, having regard to the fact that the final task sheet shall also include the fact of classification as confidential. As the task specification is finally and officially determined by the institute (taking the topic agreed into utmost consideration in practice), also providing over confidentiality, the institute shall reserve the right of not allowing for classification in connection with the elaboration of certain topics.

Signing up for subject

4. Students shall be moved from the collective course to the course of their supervisor after the closure of the registration week, and students without a supervisor shall be deleted after a Neptun warning.

Course and certification of consultations, obtaining a signature

5. The first consultation is required to be certified by the last day of the registration week (with particular regard to the fact that the task / topic should already have been discussed), otherwise the student shall be deleted from the subject titled Degree Project / Thesis. A non-performed first consultation shall be notified to the institute by the supervisor / checked at supervisors by the institute.
6. The dates and times of further consultations and task timelines shall be determined by the supervisor. Students should arrive prepared to consultations, since showing up in itself shall not trigger the supervisor's obligation of signature.
7. Compliance with the requirements for completing the subject shall be adjudged by the internal supervisor, and shall be evidenced by signature in the consultation log under the statement "The student has complied with the signature requirements of the subject titled „Degree Project / Thesis". Signature shall be subject to at least four occasions of consultation attendance as evidenced by the supervisor in the consultation log, but this – in itself – shall not be a satisfactory condition. If, in the opinion of the internal supervisor, the criteria for completing the subject have not been complied with in spite of this, the internal supervisor shall not sign this part in the consultation log. In such a case, the student shall be required to register for the subject again in the following semester. In the event of a signature being granted, the internal supervisor shall record such signature in the Neptun system by the last day of the study period, at the latest, and shall simultaneously submit the consultation log to the secretariat of the institute.

Formal requirements

8. The scope of the degree project shall be at least 40 pages, with a text of at least 60,000 characters; the scope of the thesis shall be at least 60 pages, with a text of at least 80,000 characters, with spaces included in both cases; however, without any annexes from the introduction to the references, meaning that the task sheet, the student's statement, the contents, the list of figures and tables and the abstract – in Hungarian and in a foreign language – shall not be included in the scope of the study. The critical literature review shall mean the use of minimum 20 relevant specialist books and scientific and technical journals, including at least 5 references in a foreign language. These shall be referenced in the evaluation of the independent research as well. In addition to the chapters prescribed as compulsory, the internal structure shall be as follows (not as chapter titles prescribed as compulsory): introduction, literature grounding, materials and methods, results, conclusions, proposals.
9. 1 text format pdf file in full conformity with the bound copy shall be produced, including each page thereof.
10. The formal structure of the study is required to follow the form template available at the link <http://kgk.uni-obuda.hu/szakdolgozat>.

Submission and assessment of the study

11. Signature in the subject is required to be obtained as a pre-requisite for being able to submit the study. The administrator of the institute shall only accept the study if the internal supervisor has indicated, by his / her signature on the task sheet, that the study is allowed to be submitted.

12. Regardless of this, the institute may refuse to accept the study – e.g. for formal reasons, the lack of obligatory declarations / signatures, etc. The study is required to be submitted to the institute managing the specialty / economic module, and in masters training, to the secretariat of the institute of the internal supervisor. Deadline for submitting studies: 15 December in case of a winter examination period, and 15 May in case of a final examination in the summer. No delayed submission shall be allowed in either case.

13. The following are required to be brought when submitting the study: 1 copy bound in black imitation leather. The supervisor shall notify both the student and the institute about the result of the plagiarism check following uploading as specified in the regulations.

14. Please note! The final deadline for the submission of a study returned for supplementation and corrected shall be identical with the original deadlines, that is, 15 December in case of a winter examination period, and 15 May in case of a final examination in the summer.

15. Arrangements for the review of the study shall be made by the institute if it is deemed to be suitable to be issued for review; formal student recommendations shall not be accepted.

Application for the final examination

16. Studies submitted earlier may be defended if students indicate their intention thereto, notifying the institute and the Registrar's Office by the end of the first week of the current examination period, at the latest. If this is not carried out by the lapse of the study, a new study shall be required to be produced and the subject titled Degree Project / Thesis to be completed again, or the existing one shall be required to be updated on the basis of a new task sheet.

Dated: Budapest, 1. 03. 2023.