MATE Organizational and Operational Regulations
III. Requirements for Students
III.1. Study and Examination Regulations
Appendix 6.13: The MATE Uniform Thesis / thesis / final thesis / portfolio guidelines
Annex 3.6:

Specific requirements for landscape and garden architecture and urban planning (Institute of Landscape Architecture, Urban Planning and Ornamental Horticulture)

Training in this area is summarised in the table below:

Training level	Training area	Major		Language	Final student projects
Bachelor's programmes	Agriculture	Landscape Management and Garden Construction Engineering	BSc	Hungarian	thesis
Master's programmes	Agriculture	Landscape Architecture	MSc	Hungarian	diploma draft
	Technical	Urban Systems Engineering	MSc	Hungarian	diploma draft
	Arts	Landscape Architecture and Garden Design	MA	Hungarian and English	diploma draft

1. Supplements to the Bachelor's degree in Landscape Management and Garden Construction Engineering

1.1. Specific provisions on the choice of topics

Students choose the topic of their thesis in the 5th semester, based on the topics given by the lecturers. The specialisation supervisor will ask the consultant lecturer for the chosen topic. Students will present the current status of the thesis several times during the 5th and 6th semesters according to the related subject requirements. By the end of the 6th semester, the students must reach 80% completion of the thesis, and the instructor will sign the thesis and evaluate the work.

1.2. Specific formal requirements for the thesis

***The title of the thesis**:* A concise statement of the content and message of the essay (if the title does not clearly define the topic, an explanatory subtitle is required).
The introduction should include, in addition to the general chapter, a brief description of the process and logic of the thesis and a list of concepts, models, methods of analysis, evaluation procedures and theories relevant to the topic of the thesis.
Investigation/situational analysis/exploration: due to the special nature of the field of landscape architecture, one of the above may be used instead of the chapter on Material and Methods. Depending on the subject, this should include an exploration of the problem, a description of the conflicts that have arisen and an examination of the possibilities for resolving the conflicts.
***Plan sheets*:** In the thesis, you can also prepare a plan sheet for the analysis, synthesis and proposal sections, according to the topic of the thesis, based on the guidelines of the consultant.
Synthesis/Evaluation

- Specification of the research methodology (if the author has used a more sophisticated methodological apparatus in his/her studies).
- Formulating assumptions and hypotheses based on the author's own intuitions.

Proposals/results/improvements/conclusions:

- A description of the substantiated findings, supported by facts and arguments
- Display of the author's personal statement.
- Detailed explanation of results or presentation of plans.

Additions relating to annexes:

- annexes specific to the field of landscape architecture: methodological documents, maps, plans, questionnaire used, interview schedule, calculations carried out;
- display of figures, tables, documents, etc. which, although closely related to a particular chapter/subchapter of the thesis, should be included in an annex because of their format (e.g. A3) and/or length (two or more pages).

Scope
The length of the thesis is more restricted than the general framework: minimum 30 pages, maximum 50 pages excluding annexes.

2. Supplements to the Master of Landscape Architecture

2.1. Specific provisions on the choice of topic

The topics are announced within the MSc in Landscape Architecture and are accompanied by a presentation and an explanatory description of the topics.
In the Diploma in Landscape Architecture, students complete their studies with a diploma project. The topic of the diploma project is chosen by the students at the end of the 2nd semester, when the consultant instructors are appointed. By the end of the 3rd semester, students will have reached 80% completion of the examination part of the project, and the diploma project is a requirement of the 4th semester. Students will make several presentations of the current status of the thesis project during both semesters according to the requirements. The detailed procedure for the selection of the topic will be published in the course programme of the relevant subject for the academic year.

2.2. Types of diploma theses and their requirements

When preparing the diploma project, the expectation is to solve a complex landscape architecture design task - based on field investigations, source research and theoretical treatment of the topic - which, depending on the chosen treatment of the topic and the type of design, includes theoretical (textual) exploratory work, the solution of the task to be expressed in text and the design work parts.

In the preparation of the diploma project, knowledge of and compliance with the relevant legislation required for the preparation of the work is considered to be an essential requirement. The types of diploma project follow the structure of the Hungarian planning system, distinguishing between planning tasks at regional, municipal and object level. At each level of planning, it is possible to produce a thesis of a more theoretical nature, a research or development study, or a thesis with more detailed technical design work. Due to the hierarchy of the planning system and to meet the requirements of the planning requirements, it is usually necessary to review several levels of planning related to the subject/area within the diploma project, while keeping the substantive solution detailed in the plans within one level of planning.

General structure of the draft diploma

Textual part of the work:
(the proportion of each section within the thesis may vary depending on the type of thesis)

- introduction (justification of the choice of topic, significance, purpose of the work, min 1 page)
- literature review (concise description of the literature on the specific topic, analysis of the literature sources)
- detailed description and description of own research, studies, conclusions on which the solution of the chosen task is based (data collection, processing, evaluation method, results, conclusions, description of own findings)
- a textual justification of the design for the solution of the task (theoretical starting point, conceptual and compositional considerations, main design aspects, etc.)
- summary (max. two pages)
- bibliography
- Annex: supporting material may be arranged in annexes up to 50% of the text.

Parts of the plan:
Design sheets, appropriate to the type of processing chosen for the topic, which, together with the textual work, are suitable for assessing the student's engineering and research skills and design skills. The number, scale and depth of the plan sheets will depend on the type of thesis project chosen, which the student must agree with the consultant. A4 and A3 size plan sheets may be integrated into the text section and pasted in, larger plan sheets should be folded and placed at the end of the thesis.
There are three types of diploma and two types of emphasis, as follows.

	OBJECT/ Type 1	**SETTLEMENT/ Type 2**	**REGIONAL/ Type 3**
	A/ DESIGN FOCUS		
topic	Site plan (1 - 10 ha, public garden, public space, public park, institutional garden, etc., or facility to be rehabilitated) – emphasis on technical content at the **level of the design** * **Plant application requirements included**	Municipality or part of a municipality (green area greater than 10 ha); or green space system; **a zoning or development plan**	Country, region, group of municipalities; or green space system, blue -, green infrastructure network; landscape planning, landscape ecology theoretical subject of **a plan of a planning or development nature**
text	45-100 pages documented as annexes	45-100 pages	45-100 pages

	OBJECT/ Type 1	SETTLEMENT/ Type 2	REGIONAL/ Type 3
plan	the design documentation volume, annexed to the stand-alone technical specification in the form of a textual working part; *a mock-up may be an optional annex*	design documentation in the body of the text and as an annex to the body of the text	design documentation in the body of the text and as an annex to the body of the text
	B/ RESEARCH FOCUS		
topic	An object design task where the preparatory, theoretical work, task solution is at least as important as the design work part. The depth of the design work is appropriate to the **programme, concept or permit level.**	Theoretical topic; heritage conservation, landscape conservation, townscape conservation, environmental impact assessment, ecological impact assessment, professional integration of co-disciplines, historical research in landscape architecture, design methodology. **Depth of the design work (if any) at study, conceptual level**.	Theoretical topic; heritage conservation, landscape conservation, environmental impact assessment, ecological impact assessment, professional integration of co-disciplines, historical research in landscape architecture, design methodology Depth of design work (if any) **study, conceptual level**
text	45-100 pages	45-100 pages	45-100 pages

Further specific requirements and assessment criteria for the different types of diploma projects are set out in the subject requirements published for the academic year.

3. Supplements tot he Master's degree in Urban Systems Engineering

3.1. Process of topic choice (chapters 2.1-2.)

The planned topic for the thesis will be chosen in the third semester of the Master's programme. Since the topic of the diploma is always a design task (not a research one), the department in charge of the degree programme will present suggested sites/topics (typically areas in transition, areas of urban structure). Areas covered during the last two years of the departmental internship cannot be chosen for the diploma project. The student may propose his/her own area for the topic of the diploma project. For the approval of the topic, the student will present at least 2 areas in a presentation, the final choice of area will be made in a joint departmental consultation. The choice of the consultant(s) will be decided by the supervisor on the basis of the chosen area of design.

3.2. Specific expectations of the diploma plan

As part of the diploma project, graduate students are required to submit the following materials: text, design documentation, mock-up, posters, summary poster.
Mock-up (in a field agreed with the consultant): to be presented only at the graduation examination.
The diploma thesis must be submitted on any number of sheets of paper (min. 3, max. 6) of the same size (70×100 cm), either upright or lying flat, on a tablecloth. The posters must have a uniform graphic design and must always include the words „DIPLOMA PLAN GIVE YEAR", the name of the university, institute and department, the name of the student, the name of the adviser, the title of the diploma

project, the title of the poster, the serial number of the poster and the scale of the project. If the poster contains several drawings of different scales, the scale should be indicated for each drawing.
A short abstract in English and Hungarian with 2-3 figures must be submitted with the thesis of the graduating student, based on the formal requirements issued by the department that advised the student on the topic.
The summary poster for the graduate thesis exhibition must be prepared in accordance with the requirements of the relevant department.

Special formal requirements (Chapters 4.1-2.):
Length: the text part of the paper is 30-50 pages, excluding annexes.
The literature used should be a description of (or a justification of conflicts with or deviations from) higher level plans (national, regional, regional, municipal), concepts, strategic plans, previous proposals, up to one third of the text. At least 2-3 of the sources should be in foreign languages. The design and literature background should be presented here, with reference to previous design and possibly scientific results.
In addition to the manuscript, the annexes should typically include 12 to 20 separate top-level plans reduced to A3 size and the student's own proposals, which should be included in the poster and in the diploma presentation at the thesis.

Editing and formatting the text
In addition to the necessary figures and tables, the annex may also include sheets presenting your own independent studies and supporting work.
The order in which the text sections, lists and annexes are to be included:

1. inner front page
2. contents
3. textual chapters of the diploma plan
4. bibliography
5. list of figures and tables
6. annexes

The draft thesis must also be submitted on the day of the examination in a single A4 hard copy in black binding.
A thumbnail version of the draft thesis should be reproduced in an A/3 size in an annex at the end of the volume and/or in a pouch bound at the end of the volume.
The printed copy of the diploma thesis must be accompanied (not bound) by a so-called 'design summary', 1-2 pages in length, describing the main points of the work.
Formal requirements for the drawings
Drawings may be produced by hand, by machine or by mixed techniques. Drawings must be clear, legible and unambiguous. The quality of the graphic design of the drawings is part of the diploma project and will be assessed during the evaluation.

4. Supplements to the MA of Landscape Architecture and Garden Design

4.1. Additions related to the topic selection process

Students must choose the planned topic for their thesis in the second semester of their Master's studies, but they can also choose a topic in the first semester and ask for help from their tutors. Students will choose their own topic based on the general topics that have been published. They present their own draft topic in a topic outline, which they discuss with their tutors at the end of the second semester. If the topic does not meet the professional criteria (size of area, intensity, etc.), the student must choose a new topic.

This is considered an accepted thesis topic, which is confirmed by the supervisor and for which a consultant is appointed. This is done by the beginning of the third semester.

4.2. Special requirements of the diploma plan

Design, drawings / posters
A minimum of 5 posters, appropriate to the nature of the design task and the design concept as set out in the text, which together can be used to demonstrate and assess the student's design concept. The number of posters, their format, scale, depth of elaboration and graphic solution will depend on the assignment. The posters may be either laminated or scrolled.
The method of graphic development of the drawings should be chosen in consultation with the consultant, taking into account the usual technical aspects of the subject. Drawings must be clear, legible and unambiguous.
Posters must also be submitted in electronic format in PDF format at 200 dpi.
A site plan of the planning area in editable DWG format and a tree map of the site plan in editable XLS format must also be submitted with the diploma thesis proposal.

Summary poster
A summary poster of the draft thesis must also be prepared and submitted at the same time as the thesis submission, in electronic format and in printable quality. The poster, which should be richly illustrated (at least half with pictures and diagrams), should be based on a template provided by the department that advised the topic, both in terms of size and layout.
The text should include a concise description of the rationale for the choice of the topic, the method of processing, the main results, design solutions and findings.
Diploma thesis
A short summary in Hungarian and English with 2-3 figures, based on the formal requirements issued by the department that consulted the topic, should be submitted for the thesis of the final year students.

The mock-up
Students are required to present a spatial model of a typical detail of the design project, of a maximum A3 size, in any hand-drawn technique, as agreed with the consultant, at the final examination.
A minimum of 5 and a maximum of 10 photos of the mock-up must be submitted in electronic format, in a stitched PDF file. At least two of the photos must show the complete model, and at least three of the photos must show a single highlighted detail.

4.3. Additions relating to formal requirements

Content of the textual part:

- **introduction** (justification of the choice of topic, objective, definition of the planning area);
- **bibliography overview** (a concise review of the literature on the topic, analysis of the literature sources: either independently or integrated into the study chapters);
- a description of the own studies and conclusions (data collection, processing, evaluation method, results, conclusions) that underpin the plan and the research results;
- **textual justification of the plan** (conceptual starting point, conceptual and compositional considerations, main design aspects, etc.);
- **textual description of the plan**, introduction, professional communication of the data (technical specifications);
- **summary** (max. two pages);
- **bibliography**
- **list of tables and figures**

- **declarations**
- **annexes**

Formal requirements for the body of the text
Students must hand in one copy of the draft diploma in a black A/4-size binder on the day of the final examination. The spine of the volume must be marked with the author and the year.
Sequence of the parts of the thesis

1. inner front page
2. contents
3. textual parts of work
4. used sources
5. list of figures, tables and photos
6. annexes
7. a reduced version of the posters (A3)

Editing and formatting the text
Based on central standards. Other types of sources used (with examples):
Plan history
Regional Planning Plan of the Lake Balaton Resort Area, Volumes I-II (1980)
Urban Planning and Design Institute, Budapest
Maps
In the case of maps, in addition to the author and year number, the section number (if any) and the location where the map is kept must be given.
Oral data communicators
Personal communications should also be referenced, giving the exact date of the conversation in addition to the name.

4.4. Criteria for diploma theses related top lant application

a) Conditions for submission of the thesis:
The candidate is required to consult a member of the dendrology team at least once before submitting the thesis, where, in addition to presenting the planned plant application, he/she must demonstrate that he/she has prepared the plant surveys, planting plans, plant lists, tables (species to be cut, retained, proposed for replacement...) necessary for the objective of the thesis.

b) Conditions for acceptance of the thesis:
Required for a design task
- the plant survey report, the elements of which are: latin name, Hungarian name, health status
- condition, stem size, maintenance proposal
- textual assessment of the plant population
- planting plan: clear marking of plants (in a professionally accepted way), exact location, number of plants
- a list of the plants to be planted, grouping deciduous trees, evergreens, shrubs, perennials and annuals.