



HUNGARIAN UNIVERSITY OF AGRICULTURE AND LIFE SCIENCES

III. STUDENT REQUIREMENTS SYSTEM

III.1. STUDY AND EXAMINATION RULES

6.5. s. Appendix:

**III.1.6.5F. THE FORMER GEORGIKON FACULTY (KESZTHELY):
GUIDELINES FOR THE PREPARATION OF THESIS AND DIPLOMA
THESIS**

26TH March, 2021

Thesis and dissertation guidelines

A. Announcement of BSc and MSc thesis topics, registration procedure

1. The general rules related to topic announcements are included in Section 95 (2-4) of the Studies and Exams Code of the Hungarian University of Agricultural and Life Sciences (hereinafter TVSZ). *(TVSZ - there is no English version yet, you can ask the campus coordinator for help)*
2. Before each semester, the institutes update and assign the thesis topics to be published (hereinafter: topics) in the NEPTUN system (hereinafter: TR), the deadline of which is the last day of the study period of the previous semester.
3. The preparation of the thesis is supervised by the primary supervisor of the institute approved by the director of the institute, if necessary, the external consultant approved by the director of the institute may also assist. The student may also propose (see the Topic Selection Form) a thesis topic, the acceptance of which is decided by the competent specialist, during his / her decision he / she must seek the opinion of the institute director competent according to the dissertation topic.
4. The student is entitled to change the topic of the thesis or request a change of the supervisor's person on the appropriate NEPTUN TR application template (Thesis / diploma thesis change and / or supervisor change request, Administration - Application can be started from the application interface) It should take 6 months. The application will be assessed by the head of institute on the basis of the opinion of the previous and the co-supervisor and the course leader / coordinator.
5. By the end of the registration week, the study secretary will check to see if the approved topics are available to students.
6. The terms and conditions for the publication of dissertation topics are determined by the campus director general. The deadline for choosing the topic of the thesis is set by the campus director general, (sometimes the academic year schedule may provide differently).
7. The student can apply for the thesis topic (s) in NEPTUN TR. The teacher will comment on the application.

B. Each semester, until the penultimate week of the study period, the student must ensure that the supervisor evaluates the performance of that semester, then submit the evaluation in NEPTUN TR by the last day of the study period.

C. Procedure for submitting theses and diploma theses and their evaluation:

1. The general rules related to thesis are included in Section 96 of the TVSZ.
2. The student applying for the final exam is obliged to upload his / her thesis (with a signed declaration of the student and the supervisor) electronically to the NEPTUN TR by the deadline specified in the schedule of the academic year.
3. The institute that published the topic ensures the evaluation of the thesis as defined in the TVSZ.
4. The electronic copy of the evaluations (internal and external review with and without a grade) is uploaded to the NEPTUN TR by the publishing institute. The original, signed copy is sent to the study secretary by the 10th day before the first day of the final exam. The Georgikon Library and Archives will take care of downloading the papers from NEPTUN TR and placing them in their holdings.
5. The study secretary organizes them with the staff of the Georgikon Campus Studies Department of the Directorate of Education, and then, together with the written opinions, forwards the papers received from the educational units to the final examination committees. The final examination student can get acquainted with the unsigned written opinions on his / her thesis one week before his / her defense.

THESIS*
APPLICATION FORM

Deadline: May 15. (autumn semester), November 15. (spring semester)

Filled in by the student!		
Student Name: _____ Neptun ID: _____		
Course: _____		
Level of Education: BA/BSc / MA/MSc* Grade: _____		
Specialisation*: _____		
Student e-mail address: _____		
Name of Host Institute / Department:		

Primary supervisor name and position: _____		
Independent Consultant name, position, workplace: _____		

Thesis topic: _____		

Date: _____ year _____ month _____ day		
_____	_____	_____
Primary supervisor	Independent consultant	Student

Filled by the course leader/coordinator and the Head of host institute/department!	
<i>Application for the thesis topic is accepted/not accepted*</i>	
Date: _____ year _____ month _____ date	

Course leader/coordinator	
<i>Student and thesis topic is admitted/not admitted by the Institute/Department*</i>	
Date: _____ year _____ month _____ day	

Head of Institute/Department**	

*Please underline the relevant choice!

**When the center of the Host Institute is not based at the campus of the student, form is to be signed by the head of the campus based department of the institute and the campus coordinator of the course

FOR THE PREPARATION OF STUDENT THESES AND DIPLOMA THESES CONTENT AND FORMAL REQUIREMENTS

Students taking Bachelor courses (BSc) or participating in higher level vocational training must submit a dissertation while those taking Master courses (MSc) or undivided university courses providing a Master's degree must submit a degree thesis.

I. Requirements concerning content

The purpose of a dissertation or degree thesis (hereinafter: thesis) is to carry out an independent project related to the discipline(s) of the given major, with a scientific content if possible. In the case of higher level vocational training a study of the relevant scientific literature or a case study may also be sufficient.

The student carries out the project independently with the guidance of (a) supervisor(s) and defends its content at the final examination. By doing so he/she demonstrates that he/she can utilize the acquired knowledge for completing a particular task and he/she has the required knowledge of the scientific literature related to the given subject.

Since internet sources are often unsupervised and may contain false information, only the use of sources approved of by the supervisor is acceptable.

Concerning the length of the thesis there is no limitation but a thorough elaboration of the topic is expected. Similarly, it is also important to avoid wordiness. The recommended length is between 25 and 50 pages.

II. Formal requirements

a1) External cover page inscriptions (see sample external cover page)

- Thesis or Diploma Thesis,
- the name of the author,
- the name of the major,
- place of submission,
- year of submission.

a2) Internal title page captions (see sample internal title page)

- name of university, campus and major,
- title of thesis, below that:
- name and position of supervisor
- (name and position of further consultant if applicable)
- author's name,
- name of major,
- place and year of submission.

b) Table of contents

It follows the title page and is organized in the decimal system or any other well-organized manner. It is recommended to use an automatically generated, cross-referenced table of contents. It is also recommended to prepare a cross referenced list of figures and tables.

THESIS

STUDENT NAME
Course

Campus city
Year



Hungarian University of Agriculture and Life Science
Georgikon Campus
..... Course

THESIS TITLE

Primary Supervisor: Name
position

Independent Consultant: Name
position

Author: Name
neptun ID

Institute/Department:

Campus City
Year

c) Description of the text of the dissertation

- The thesis must be printed on A/4-size paper with a thickness of at least 70 g/m² using double spacing and justified alignment.
- Margins: top, bottom and right (in the case of double-sided printing the outer one) 2.5 cm, left (or gutter margin) 3.5 cm.
- Recommended font: Garamond
- Font sizes: main title and chapter titles 16, headings within chapters 14, text 12, footnotes 10 Page numbers have to appear in the middle at the bottom in the footer.
- Within the main chapters the sub-chapters are separated by using decimal numbering. The use of a maximum of three levels is recommended. The main chapters should begin on new pages. Instead of line spaces it is recommended to use page breaks just as within the lines we suggest using positioned tabs instead of spaces.
- Figure captions are to be written below the figures in the middle, while the titles of the tables are left-aligned above the tables. All pictures, photos, graphs etc. are included in the thesis as figures using continuous numbering. Legends should be placed within the figure or the table or (preferably) below its title. In figure captions the sources are also to be given (with reference [including internet ones] or saying 'own', 'original').

d) Recommended thesis structure

(with the supervisor's approval one may deviate from this under certain circumstances)

1. Introduction and aim of the research

It presents the topicality and the theoretical and practical significance of the chosen topic as well as the objectives of the research.

2. Literature overview

It should have headings corresponding to the thesis topic and further division according to the particular sub-topics of the investigations.

3. Materials and methods

It should contain the following:

- the place, time and conditions of the experiments and measurements,
- a description of the materials used and the treatments applied (arrangements, number of repetitions, mode of sample taking, etc.)
- a detailed description of the research methods (in the case of well-known methods references to the source literature is sufficient),
- names of the statistical models and/or computer applications used for the assessments (e.g. analysis of variance with one or multiple factors (ANOVA), correlation or regression analysis etc.).

4. Research results and their assessment

It is advisable to summarize the results in tables, to illustrate them with figures and to attest their reliability by applying mathematical methods.

This part should also contain the explanation of the results and their comparisons to other results.

5. Conclusions, suggestions

This chapter contains the conclusions drawn on the basis of the results and suggestions concerning the necessity of further investigation and practical utilization.

6. Summary

It contains the concise summary of the individual chapters with special regard to the research results and the conclusions.

Acknowledgements (without decimal numbering)

7. References (see below)

8. Appendix

(It is not necessary to include an appendix. Appendices may contain long tables, photos and/or graphs.)

e) References

1. *Using references in the thesis*

For references it is recommended to use hyperlinks with items in context which are linked to corresponding items in the list of references.

The purpose of using various sources is to present the scientific content and observations; it is FORBIDDEN to cite an author word-by-word without reference to him/her. If the citation of the exact text is justified, it must be in quotation marks. Long, word-by-word quotations should be avoided; it is recommended to rephrase and summarize the essence of the source referred to. An analytical assessment of scientific sources is necessary: e.g. “according to observations by KOVÁCS (1999)” or “results by NÉMETH et al. (2005) did not prove ...” etc.

a) Reference to an author’s name

- in the case of one author: the author’s name in capital letters followed by the year of the appearance of the publication in brackets, e.g. “TANGL (1956) observed a significant decrease in Ca in the ox and cow serums ...”
- in the case of two co-authors: a dash between the names of the two authors followed by the year in brackets, e.g. “DOBOS - TÓTH (1982) ...”

- in the case of three or more co-authors: the name of the first author followed by “et al.” and then the year of the appearance of the publication in brackets, e.g. “in the experiments of BRÜGEMANN et al. (1953) there was a significant decrease in Ca in the cow serum after oestrogen treatment ...”.

**b) Reference to a fact established by an author
the scientific fact followed by:**

- in the case of one author: the author’s name in capital letters followed by a comma and the year of the appearance of the publication in brackets, e.g. “There was a significant decrease in Ca in the ox and cow serums (TANGL, 1956)”.
- in the case of more than three co-authors: the name of the first author followed by “et al.” and then comma followed by the year, e.g. “after oestrogen treatment there was a significant decrease in Ca in the cow serums (BRÜGEMANN et al., 1953)”.
- in the case of several publications establishing the same fact: the names of the authors (in alphabetical order!) and the corresponding years followed by semicolons, e.g. “Several authors found that after oestrogen treatment there was a significant decrease in Ca in cow serums (BRÜGEMANN et al., 1953; TANGL, 1956)”.

c) Reference to several publications by the same author(s) from the same year

The author’s name followed by the year in brackets marked “a”, “b”, “c” etc., e.g. “TANGL (1956a, 1956b) observed a significant decrease in Ca in the cow serums. Other researchers had also had similar results earlier (BRÜGEMANN et al., 1953a, 1953b)”.

d) Collected editions (without author)

(conference proceedings, publications of various organisations etc.)

The relevant part of the text or finding is followed by the name of the conference or the publishing organisation with the year after it, e.g. “(World Development Conference, 1976; Hungarian Cattle Breeders’ Society, 1995)”. “793 000 tons of phosphorus fertiliser were produced in Hungary in (Statistical Yearbook, 1980).”

e) Internet sources

As above but only INTERNET1 etc. should appear in the text.

1. The list of references

The list of references should be arranged alphabetically by the authors’ surnames separately for printed and internet sources.

The basis for the alphabetical ordering of collected editions (with no authors) is the initial of the first word of the title (articles are ignored), e.g. “Kereskedelmünk és iparunk az 1936. évben. Budapesti Kereskedelmi és Iparkamara, Bp. 1937. Athenaeum. p. 246.” (The source will be listed with ones starting in K.)

The list of references must completely correspond to the references and vice versa.

Academic titles (Dr.) are never written in the list of references either, while other titles (e.g. “Sr.”, “Jr.”, “count”, “von”) follow the surname [e.g. Beethoven, L. van; Festetics Gy. count]).

Printed sources

Content and order of references

a) References for books:

name(s) of author(s)/editor with the initial(s) of the first name(s) (in the case of non-Hungarian authors following the surname with a comma); year of publication in brackets, colon; title of the book, full stop (period); in the case of publications of several volumes the number of volume, in the case of works published and rewritten several times the edition follows the title; publisher, comma; place of publication; full stop; p. (=pagina – page), pp.(= paginae = pages); number of pages, full stop.

Example: BAINNER K. (1959): Takarmányozástan. Mezőgazdasági Kiadó, Budapest. p. 156.

DOBOS K. – TÓTH M. (szerk., 1978): Mezőgazdasági vállalati gazdaságtan I. Mezőgazdasági Kiadó, Budapest. p. 215.

b) References for collected editions

the collected edition in which the article/study referred to is found must also be mentioned.

Example: KERZHNER, I. M. - JOSIFOV, M. (1999): Miridae. In: AUKEMA, B. - RIEGER, CH. (eds.): Catalogue of the Heteroptera of the Palaearctic Region II. The Netherland Entomological Society, Amsterdam. p. 576.

c) References for journal articles

surname(s) of author(s) (in capital letters), initial(s) of the first name(s), full stop; year of publication in brackets; colon; title of article, full stop; title of journal, comma, number of volume, colon; page(s), full stop.

Example: BRÜGEMANN, H. – KALLELA, L. – BARTOV, J. (1953): Relationship between plasma Ca and lever of oestrone. Poultry Science, 36: 467- 468.

d) References to other sources (dissertations, manuscripts)

PÓR J. (1978): Rázógépes betakarítás vizsgálata. Manuscript. University of Horticulture, Budapest.

FISCHL G. (1979): Járványtani tényezők szerepe a kukorica fuzáriumos megbetegedésében. Dissertation, Keszthely. p. 163.

Internet Sources

Listed in the order of appearance with the exact url address of the link and the date of downloading. For example:

INTERNET1: <http://balintgazda.hu/balint-gazda/novenydoktor/uj-kartevo-jelent-meg-hazankban-a-selyemfenyu-puszpangmoly.html> (23 April 2014)

Differences from the above in social sciences and economics:

- a) In the case of reference the fact of edition and the number of pages referred to also appear. "Chapter 15 of volume III gives a completely different picture (KORNAI–MARTOS, ed. [1981] 103–115.)."
- b) Reference to collected edition: (Hungarian author with full name)
KULCSÁR KÁLMÁN (1982): A magyar falu és a magyar parasztság. In: Várvolgyi András (ed.): A falu a mai magyar társadalomban. Akadémiai Kiadó, Budapest. 11-39.
- c) Reference to journal articles:
surname(s) of author(s) (in capital letters), initial(s) of the first name(s), full stop (full name in the case of Hungarian author); year of publication in brackets; colon; title of article, full stop; title of journal, comma, number of volume, full stop; number of issue, full stop; page(s), full stop.
Example: SIPOS ALADÁR (1977): Az agráripari integráció. Közgazdasági Szemle, vol. XXIV. 6. 44-45.

Important! As the last page the following declaration must be signed and attached to the dissertation in scanned form (the primary supervisor allows the dissertation to be uploaded in NEPTUN TR after signing the statement):

STUDENT DECLARATION

Signed below, _____, student of the Georgikon Campus of the Hungarian University of Agriculture and Life Science, at the BSc/MSc Course of _____ declare that the present Thesis is my own work and I have used the cited and quoted literature in accordance with the relevant legal and ethical rules. I understand that the one-page-summary of my thesis will be uploaded on the website of the Campus/Institute/Course and my Thesis will be available at the Host Department/Institute and in the repository of the University in accordance with the relevant legal and ethical rules.

Confidential data are presented in the thesis: yes no*

Date: _____ 20 _____ month _____ day

Student

SUPERVISOR'S DECLARATION

As primary supervisor of the author of this thesis, I hereby declare that review of the thesis was done thoroughly; student was informed and guided on the method of citing literature sources in the dissertation, attention was drawn on the importance of using literature data in accordance with the relevant legal and ethical rules.

Confidential data are presented in the thesis: yes no *

Approval of thesis for oral defense on Final Examination: approved not approved *

Date: _____ 20 _____ month _____ day

signature

***Please, underline the correct choice!**

ABSTRACT OF THESIS

Thesis title (in bold)

Author name (in bold)

Course, level of education:

Host Department/Institute:

Primary thesis advisor: (name, position, institute/deparment)

Independent consultant: (name, position, company)

Text formatting: Times New Roman, 12 point size, 1,5 spacing, both side justified, top &bottom margins – 2.5 cm, right and left side margins 2,5 cm.

Content of abstract should be in line with Summary Chapter of the thesis. It should contain study purpose, goals, methods, results, evaluation and recommendation in brief.

Abstract should not exceed one page in length. It will be uploaded ont he homepage without any change, therefore formatting rules should be strictly kept.

the name of the institute giving the topic

JUDGMENT FORM

Name of the author of the dissertation:

Title of the dissertation:

The nature, significance and topicality of the topic:

Quality of literature processing:

Editing and style of the dissertation:

Evaluation of the test and processing methods used:

Evaluation of the test result:

Applicability of the proposals:

Suggested grade:

.....
(Please indicate only on the first copy!)

Questions to be answered on defense:

(The number of questions should preferably not exceed two!)

Date: _____, 20 _____ month _____ day

.....

.....
the name and signature of the reviewer

THESIS AND DIPLOMA THESIS PREPARATION SUBJECTS

The examination form for the preparation of dissertations is usually a mid-year ticket or a signature. The end-of-semester signature is an acknowledgment of the fulfillment of the mid-year study requirements for the given subject. A student who has not fulfilled his / her required mid-year obligations may not receive a signature at the end of the semester. In the case of a subject ending with a mid-year ticket, both the end-of-semester signature and the grade must be obtained by the end of the last week of the diligence period.

For a given semester, the student confirms the fulfillment of the mid-term study requirements agreed with the supervisor in advance by the deadline specified by the supervisor (no later than the first day of the last week of the diligence period) with the working materials uploaded in Neptun TR.

The following suggestions make a recommendation on the state of completion of the dissertation / diploma thesis in connection with the subjects of dissertation and diploma dissertation preparation.

HIGHER EDUCATION VOCATIONAL TRAINING

Thesis preparation subject in all courses is 2 semesters. The presentation of one's own results is not expected in the preparation of the dissertation (it can also be a self-report), however, it is recommended.

Thesis preparation I.

- *Choice of topic, objective*
- *Literature review*
- *Material and method*
- *References related to the objective / problem statement*

Thesis preparation II.

- *Material and method*
- *Test results and their evaluation*
- *Conclusions, suggestions*
- *Summary*

BASIC TRAINING COURSES

Thesis preparation subjects are usually 3 semesters, the viticulture-winemaking engineer as well as the conservation engineer undergraduate 4 semesters. Presentation of my results is an expectation.

Thesis preparation I.

- *Choice of topic, objective*
- *Literature review*
- *References related to the objective / problem statement*

Thesis preparation II.

- *Literature review*
- *Material and method*

Thesis preparation III. (if the dissertation is three semesters)

- *Test results and their evaluation*
- *Conclusions, suggestions*
- *Summary*

Thesis preparation III. (if the dissertation is four semesters)

- *Test results and their evaluation*

Thesis preparation IV.

- *Conclusions, suggestions*
- *Summary*

MASTER 'S DEGREES

The diploma thesis / project assignment course is 2 semesters in animal husbandry, environmental agricultural engineering, feeding and feeding safety engineering, 4 semesters in physiotherapy and conservation engineering, all other courses are 3 semesters in length. *The acceptance and evaluation of the dissertation preparation subject depends on the time-proportionate completion of the dissertation. As defined in the theme.*

High-level presentation of my results is an expectation!

Clause

The University Education Committee shall, in accordance with Section 6.5 of the Study and Examination Regulations. Pursuant to Section 95 (1) of the Study and Examination Regulations, the former Georgikon Faculty adopted the guidelines for the preparation of theses and diploma theses at its meeting on March 26, 2020. Decision No: 39/2020/21. (III.26.) EOB decision.

Gödöllő, March 26, 2021

Dr. István Szabó
Deputy Rector for Education and International Affairs