

**SZÉCHENYI ISTVÁN UNIVERSITY
KAUTZ GYULA FACULTY OF ECONOMICS**

**Rules and regulations referring to theses preparation and final
exams**

Last modification: September 29, 2021

1.§

Choosing a topic

(1) The announcement of the thesis/diploma work (hereinafter thesis) topics are co-ordinated by the deputy dean of the faculty who is also responsible for the publishing of the topics until the end of term-time prior to the semester referred to.

(2) The Kautz Gyula Faculty of Economics only accepts thesis type or publication type diploma work.

(3) Choosing the topic, based on the announced topics, takes place through an online system operated on the web page of the faculty. Students apply for a given topic to a given advisor, registration is only possible to one place. Registration at the same time means the acceptance of the topic as well. Confirmation to the students about the registration is published on the web page of the faculty. The Dean's secretariat informs the advisors of selection of topics.

(4) Registration on BSc/BA, higher level vocational training and postgraduate specialist training courses is valid for the given semester. On MSc/MA courses the preparation of the thesis takes two semesters. Topics are to be chosen in the first semester though the online system and after the successful fulfilment of the related subject, registration is automatically valid for the next semester as well. If a student is unable to fulfil the subject in the first semester, he/she has to apply once again online. If a student has successfully fulfilled the subject in the first semester but does not wish to write his/her thesis in the successive semester and fulfil the subject building upon it, he/she has to separately contact the dean's secretariat about the registration.

(5) Participation of an external advisor is not compulsory.

(6) The registration process starts in the topic choosing period prior to the referred semester and ends in the first week of the term-time of the referred semester as regards Hungarian courses. As for courses in English the programme coordinator determines the time period for the registration process which cannot be later than on Hungarian courses. Exact dates can be found

on the web page of the faculty one month before the start of this period. After the end of the previously announced period registrations are not to be accepted for the referred semester.

2.§

The handing in and evaluation of the thesis

(1) The deputy dean of the faculty is responsible for defining the formal requirements which are made available on the web page of the faculty. Besides the details of the formal requirements all other necessary forms are also available there.

The length of the thesis on higher level vocational course is at least 25 but not more than 40 pages, on BSc/BA and post-graduate specialist training course is at least 30 but not more than 50 pages and on MSc/MA courses at least 40 but not more than 60 pages.

(2) On courses in Hungarian language, the theses are written in Hungarian but upon student request and with the approval of the internal advisor theses can also be written in a foreign language. In this case a 5-8 pages summary in Hungarian must be attached to the thesis. Reports on the thesis must be done in Hungarian, belonging to the responsibility of the internal advisor. The defence of the thesis is done in Hungarian.

(3) On courses conducted in English, theses must be written in English, the language of the reports, the comprehensive exam and the defence is English.

(4) Students can submit their diploma work if the internal advisor confirms it. Students must consult their internal advisor at least six times from which one personal consultation is required. The internal advisor certifies the consultations on an internal assessment sheet.

(5) The form to request the confidentiality of the thesis can also be found on the faculty's website. The faculty undertakes the confidentiality of theses for five years and uses only the published form for confidentiality. Students have to sign the declaration of confidentiality and let the internal advisor sign it as well as they have to upload the document to the university library's website if confidentiality is requested.

(6) The date and venue of handing in the theses must be announced on the faculty's web page on the first day of term-time of the semester. The diploma work has to be uploaded to the

electronic platform of the university library. After the expiry of the deadline no theses can be handed in for the given semester any more.

(7) Theses are evaluated by the internal advisor and a referee commissioned by the deputy dean. Exception: on the higher level vocational courses the internal advisor evaluates the theses. The deadline for receipt for the evaluations/reports must be defined by the fifth working day prior to the first day of the final exam period. The report/evaluation of the internal advisor must be uploaded to the NEPTUN system by the advisor him/herself. The report/evaluation of the external advisor is uploaded into the NEPTUN system by the faculty's administrator.

The final mark is decided by the final exam committee based on the two proposals. If during the course of evaluation the suspicion of plagiarism should arise the final mark of the thesis is fail and the student cannot take the final exam. If the referee marks the thesis fail but not because of plagiarism, then the student can participate in the final exam. If during the defence the exam committee decides to mark the thesis fail, then the whole final exam is regarded as a fail and must be repeated in the next period.

3.§

Submission and assessment of a publication type diploma work

(1) The vice dean for educational affairs is responsible to declare the formal requirements for the diploma work. Students can find the guidelines on the faculty's website where the necessary forms are available too.

(2) For the obligatory content elements of a publication type diploma work see SER Annex 20.

(3) As for training programmes in Hungarian, the diploma work is written in Hungarian. However upon students' request and with the approval of the internal advisor the diploma work can be written in a foreign language as well. In this case a Hungarian summary of 5 pages has to be enclosed to the diploma work. The defence of the thesis is done in Hungarian.

(4) As regards training programmes in English the diploma work is written in English and the assessment is done in English too. The language of the complex exam as well as that of the defence of the thesis is also English.

(5) The diploma work can be submitted with the approval of the internal advisor. It is also necessary for the publication which the diploma work is based on to be released prior to the deadline for submission or at least there shall be a declaration of acceptance otherwise the publication type diploma work cannot be submitted. However, if the internal advisor gives their consent, with appropriate alterations and modifications it can be submitted as a thesis type diploma work prior to the deadline for submission. It is the internal advisor's duty as well as responsibility to decide whether the content and quality of the diploma work meets the requirements of the relevant training programme. The publication type diploma work can be accepted if the relevant publication gets at least 4 (credit) points according to the assessment system for publications whose criteria are determined in the Doctoral Study and Examination Regulations of the Széchenyi István University Doctoral School of Regional Sciences and Economics. Moreover students have to consult their internal advisor at least once.

(6) The deadline and venue for the submission of the diploma work have to be made public on the first day of the term period of the given semester on the faculty's website. The diploma work has to be uploaded to the electronic platform of the university library. After the expiry of the deadline no theses can be handed in for the given semester any more.

(7) The diploma work is evaluated based on the proofreaders' opinion by the internal advisor who uploads the internal thesis review to the Neptune system. The final examination committee decides on the final grade based on the internal advisor's evaluation and the proofreaders' opinion. In case of plagiarism the final grade is a fail and the student cannot take the final examination. If the final examination committee decides during the defence that the diploma work is a fail, the whole final examination is considered a fail and the student has to retake the whole final examination as well as the complex exam in one of the following exam periods.

4.§

The final exam

(1) The final exam on BSc/BA and MSc/MA courses consists of two parts: a complex exam and the defence of the thesis. During the complex exam students prove their ability to solve problems applying their acquired knowledge in the field of their studies.

A written complex final exam must be taken by students of:

- commerce and marketing BSc,
- logistic management and supply chain management MSc
- marketing MSc

Oral complex exam must be taken by students of

- Business administration and management BSc discontinued training programme
- Public service BSc/BA
- International economy and business MSc
- Regional and environmental economic studies MSc
- Tourism and catering BSc
- Management and leadership MSc

Students of the new Business administration and management training programme have to take their complex exam during their studies according to the regulations of the SER.

Information on the content, the topics and requirements of the complex exams are to be found on the web page of the faculty and all information must be updated until the third week of the term-time referring to the given semester.

(2) In time, the complex exam is before the defence, and students can only participate the defence if they have successfully completed the complex exam. The result of the written complex exam must be published on the web page of the faculty until 12.00 of the day before the defence and the result of the oral complex exams are announced on the premises. Partial results of the final examination are not accepted in the following final exam period(s).

(3) Defence is in all cases oral. The thesis must be introduced in a 10 minute presentation and then answers and then provide answers to the questions asked by the members of the committee.

If the mark given on the defence or the approved mark of the thesis is a fail, then the final exam including the complex exam must be repeated in the next period.

(4) The composition of the final exam committee and appointing the notary (Organisational and Operational Regulation). Students are informed through the web page of the faculty at least 10 days prior to the start of the final exam period.

(5) Students of post graduate specialist training courses and higher level vocational training courses do not have to take a complex exam. Defending their thesis is regarded as their final exam. The same rules and regulations relevant to BSc/BA courses concerning the defence of theses and composition of final exam committees apply to the above courses as well.

5.§

Clause

(1) All other information relating to the theses and final exams is available online on the faculty's web page: <http://kgk.sze.hu/>.

(2) On the course Tourism and Catering students who have a valid mark for their defence in the 2016/17 spring semester and the 2017/18 autumn semester, need only to repeat the complex exam. After that, starting from 2017/18 spring semester besides the complex exam students will have to defend their thesis again with reference to 83.§ (1) of the Organisational and Operational Regulation which states that a final exam is considered unsuccessful if any parts: thesis, thesis defence or complex exam is unsuccessful.

(3) From the 2016/17 spring semester all Tourism and Catering higher level vocational training students must hand in a thesis and defend it but will not have to take a complex exam, except for those who handed in an internship/work experience report before 2016/17 spring semester. In these cases, in the 2016/17 spring semester for the last time the Faculty shall accept the report as a substitution for and these students must defend this report and take a complex exam.

(5) For those Tourism and Catering and students who have started their thesis and final exam procedures but do not successfully take a final exam in the 2016/17 spring semester or their thesis is older than 3 years and did not succeed in taking a final exam until the 2017/18 autumn semester; the regulations of the Faculty and the Széchenyi István University shall apply starting from the spring semester of 2017/18.