Rules and regulations referring to theses preparation and final exams

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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) 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.

(3) 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.

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

(5) The registration process start sin the topic choosing period prior to the referred semester and end sin the first week of the term-time of the referred semester. 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) Theses can be handed in if the advisor(s) sign the data sheet contained in the formal guidelines to be bound in as part of the theses. Students are responsible for obtaining the necessary signatures. Students must consult their internal advisor at least six times from which one personal consultation is required. With his/her signature the internal advisor verifies that the thesis is ready to be handed in as well as the attendance of the student on the consultations.

(5) The form to request the classification of the thesis can be also found in the faculty’s web page. The faculty undertakes the classification of theses for five years and uses only the published form for classification. The statement of classification must be bound in the thesis printed out and handed in and the document signed by the student and the internal advisor must be uploaded onto the library’s web page if classification 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. Theses must be handed in, in a printed format bound in artificial leather and it must also be electronically uploaded onto the library’s web page. 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. §
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:
   • Business administration and management BSc
   • commerce and marketing BSc,
• logistic management and supply chain management MSc
• marketing MSc
• management and leadership MSc

Oral complex exam must be taken by students of
• Public service BSc/BA
• International economy and business MSc
• Regional and environmental economic studies MSc
• Tourism and catering BSc

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.

(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 be 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.

4. § 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/ under the heading theses and diploma work.

(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.