

Chapter IV

The rules and regulations for the preparation of specialised and degree thesis

The purpose of the rules and regulations for the preparation of specialised and degree thesis

§ 55

(1) The purpose of the rules and regulations for the preparation of specialised and degree theses (hereinafter referred to as RRSSDT) is to define the rules and regulations to be applied for the preparation of a thesis or a degree thesis (in this chapter hereinafter referred to as 'thesis').

The scope of the RRSSDT

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(1) The RRSSDT is to be applied for students in higher education vocational training, BA programmes, MA programmes, unified undivided trainings and postgraduate specialist training courses, as well as for all persons acting in accordance with the RRSSDT.

The purpose of a thesis

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(1) The writing of a thesis is to witness the student's knowledge and expertise in a topic of the student's choice, the relevant scientific data collection, systematisation, analysis and processing, the presentation of the phenomenon or problem chosen for topic, the formulation of hypotheses, problem solving, the analysis of alternative hypotheses, reasoning and rejecting counter-arguments, as well as in developing his thoughts, views, position, objective in a coherent, consistent and adequate manner in terms of the use of written academic language.

(2) The purpose of the MA thesis of teachers is to prove that the student has the ability to integrate his or her knowledge from different areas of training and to apply it in his/her teaching. It is also to prove the student's ability to collect the results of scientific literature relevant to the profession, on the basis of which the student is able to design the teaching work independently and is able to assess the effectiveness of teaching or of any pedagogical task. It is also to prove the student's ability to gain systematically practical experience of the performance and development of the learners as well as of the learning/teaching process, to analyze factual data, to draw conclusions and to apply the results in his/her own teaching work.

The selection, approval and modification of the thesis topic

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(1) Thesis topics in a specific training area are proposed by the teachers and researchers of the institutes at the university as advisors of the topics. Topics shall be such as to allow the application of learned knowledge in the context of various subjects and which fit in the profile of the department or are relevant to it.

(2) The heads of the institutes and chairs shall send the proposed topics for approval and disclosure to the competent person in charge of the programme by 31 October of each year.

(3) ⁸⁸ Students are allowed to choose a topic related to their programme. The student is to see the consultant teacher/researcher of the selected topic with the request of undertaking the consultancy tasks. If the teacher/researcher the student wants to choose assumes the consultancy tasks, the student shall decide the specific title (a theme within the topic) jointly with the consultant. The student shall hand in the chosen topic on the Thesis Topic Form to be submitted to the Study and Education Management Department of the Educational Board on the Campus in Eger, to the Education Office on the Károly Róbert Campus in Gyöngyös or to the Education Group in Jászberény and on the Comenius Campus in Sárospatak. The form shall be signed by the consultant and the person in charge of the programme.

⁸⁸ Amended by the decision No. 88/2016 (14 Dec) of the Senate.

(4) ⁸⁹ In the event of non-compliance with the deadline the student is to pay a delay fee in accordance with Annex 7 to the TJSZ (Compensation and Grant Rules).

⁸⁹ Amended by decision No. 88/2016 (14 Dec) of the Senate.

(5) The student shall start to work only on a topic approved by the director of institute or the head of department.

(6) ⁹⁰ Modification of the thesis title or that of the consultant shall be requested not later than 30 October of the year prior to the final exam in the summer exam period and not later than 15 December for postgraduate specialist training courses; in the case of a final exam in the winter exam period, the deadline for any changes is 28 February in BA programmes and postgraduate specialist training courses; in MA programmes and higher-level vocational training, changes shall be requested on the Form for this purpose to be submitted to the competent person in charge of the programme not later than 31 March of the year prior to the final exam.

⁹⁰ Amended by decision No. 88/2016 (14 Dec) of the Senate.

(7) ⁹¹ It is the Dean who shall make a decision in the subject of a thesis topic change or delay as well as in authorizing to change consultant teachers. The approval shall be authenticated by the head of the Education Board on the Campus in Eger, by the head of the Education Office of the Károly Róbert Campus in Gyöngyös and by the head of the Education Group in Jászberény and The Comenius Campus in Sárospatak. For the modification of the thesis topic/consultant, the student shall pay a fee calculated in accordance with Annex 7 of the TJSZ (Compensation and Grant Rules).

⁹¹ Amended by decision No. 88/2016 (14 Dec) of the Senate.

The components of the thesis in the teacher training MA programme

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(1) The thesis in the teacher training MA programme has two components:

a) the systematised summary of the experience gained during the practice with the aim to become familiar with a pedagogue's professional course and the pedagogical tasks under the supervision of a senior teacher as well as the experience gained during the continuous practices, individual for certain professions, and the experience acquired in the seminars accompanying the teaching or the practice (portfolio).

(b) The scientifically based presentation, analysis, evaluation of the aforementioned experience or that of the teaching of one aspect of the subject in view of some specialised pedagogical or general educational context or the presentation of a necessary support to its teaching. The study shall reflect that relying on the acquired subject-related didactic, educational and psychological knowledge the student is able to work on the primary and secondary levels of education and in vocational training, in accordance with the objectives of adult education.

(2) In teacher training programmes, the thesis is to perform a technical or educational/pedagogical-themed task, which must certify the student's ability to synthesise and apply independently all knowledge related to the teaching of the field and to its educational aspect, on the basis of previous studies, the analyses of relevant literature and the processing of empirical studies and experience. The thesis may be identical to the thesis accepted in the discipline if it meets the above requirements.

The consultant's tasks

§ 60

(1) The consultant is responsible for the professional and methodological management of students preparing a thesis, and shall encourage and assist them to develop the theme independently until the submission of the thesis.

(2) To this end, a consultant teacher shall make students perform the following tasks:

- (a) students are to draft an outline independently after the study of set literature,
- (b) after the approval of the outline the consultant shall check the student's data collection, experimental and other professional work in the last two semesters,
- (c) until the submission of the thesis, the consultant shall provide all assistance so that the student could start to put the thesis into a concrete, final form.
- (3) the consultant shall evaluate the thesis, upload the Evaluation Form to the electronic interface developed for this purpose and send a signed copy of it to the Study and Education Management Department of the Educational Board on the Campus in Eger, to the Education Office on the Károly Róbert Campus in Gyöngyös and to the Education Group in Jászberény and on the Comenius Campus in Sárospatak not later than the deadline specified in the Common Set of Student Standards, Study and Exam Rules and Regulations.

The thesis writer's tasks

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(1) ⁹² All students shall choose a thesis topic. They shall sign the Thesis Topic Form in manuscript and submit it, also signed by the consultant and the head of the competent department, to the Study and Education Management Department of the Educational Board on the Campus in Eger, to the Campus Management on the Károly Róbert Campus in Gyöngyös and to the Campus Directorate-General Office in Jászberény and on the Comenius Campus in Sárospatak not later than the deadline specified in the Common Student Standards, Study and Exam Rules and Regulations.

⁹² Amended by decision No. 88/2016 (14 Dec) of the Senate.

(2) In the following two terms the student shall take up a course of thesis consultation in the electronic registry system, shall contact the consultant, shall ask for the instructions necessary for the preparation of the thesis.

(3) The student shall draft an outline of the vaster field and shall present it to the consultant. In the next period, on the basis of the outline and taking into account other guidelines (s)he shall perform data collection, the necessary tests, shall process the data and material, shall draw up the list of used literature, and at least two semesters continuously shall consult the consultant.

(4) The student shall complete the thesis by 15 April (by 15 November in the case of programmes starting in January), and the completed thesis which also meets the given formal requirements shall be submitted at the department in one bound copy – unless the person in charge of the programme provides otherwise. The thesis in PDF format shall be uploaded to the storage space designed for this purpose not later than the above deadline.

(5) The student assuming criminal liability shall declare that the paper and the electronic uploaded versions of the thesis are identical in all detail.

Formal requirements

§ 62

(1) ⁹³ The formal requirements of the may be specified in a statement made by the competent Dean.

⁹³ Amended by decision No. 88/2016 (14 Dec) of the Senate.

(2) ⁹⁴ The formal requirements of the text part of the thesis, unless the Dean provides otherwise:

⁹⁴ Amended by decision No. 88/2016 (14 Dec) of the Senate.

a) The length of the thesis in the case of a written work, if not otherwise provided by the person in charge pf the programme, is minimum 25 typed pages (at least 50 thousand characters, without spaces), in which annexes, footnotes and the bibliography are not included.

- b) The thesis shall be made with a word processor on A/4 white paper.
- c) Font: Times New Roman.
- d) Font size of the text: 12, that of notes: 10.
- e) Spacing: 1.5 spacing.
- f) Margin: 3 cm margins on the left, the rest is of 2.5 cm.
- g) Text-alignment: justified. The title of chapters in the centre, other titles aligned left.
- h) Chapters, subsections, etc. shall be clearly distinct from the text (for example, in addition different font sizes they can be in bold or italic characters, etc.), before and after them create a blank line.

(3) ⁹⁵ The external presentation requirements of the thesis

- a) The thesis shall be submitted in one printed copy and uploaded to the electronic interface created for this purpose, if not otherwise provided by the person in charge of the programme. The printed copy shall be returned to the student after the thesis defence.
- b) The bound copy shall be in black hard binding. In the centre of the black binding the inscription 'THESIS' shall be seen, right below there shall be the author's name with the year of submission below.

⁹⁵ Amended by decision No. 88/2016 (14 Dec) of the Senate.

Assessment of the thesis

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- (1) The opponent of the thesis shall assess the thesis in writing in essayistic style, shall propose a grade for it taking into account the opinion of the consultant, shall attach the assessment to the thesis, and shall upload an electronic copy of it into the electronic system. The opponent shall be an expert in the field invited by the person in charge of the programme.
- (2) The thesis shall also be assessed by the consultant in writing on the Thesis Assessment Form. A copy of this shall be uploaded into the electronic system.
- (3) The student whose thesis has received a failing grade shall not be admitted to the final exam. A failed thesis is allowed to be improved only once, by presenting a new thesis. A new thesis shall be considered to be a new title submission.
- (4) The thesis shall automatically be assessed failed, if:
 - a) it includes someone else's work, verbatim, without reference to the source (plagiarism)
 - b) it contains data or information in breach with legislation.
- (5) Minimum 5 working days prior to the thesis defence, students may view the experts' assessment and questions in the electronic filing system.
- (6) The grade of the thesis shall be included in the results of the final examination and the qualification of the degree. The student shall defend his/her thesis in front of a Committee. The thesis defence is part of the final examination. The student shall be provided opportunity to answer the questions of the Committee and to defend his/her view developed in the thesis.
- (7) In the teacher training MA programme the thesis shall be assessed by the teachers of pedagogy, psychology and methodology.

(8) The aspects of the analysis are the use of the relevant literature (thoroughness, depth) and the integration of best practices; the logic of the analyses, context, independent remarks on the subject; editing; the formal characteristics of the thesis; the use of terminology, grammar and style.

(9) A written critical review and a proposal to the grade shall be presented by an official opponent, if invited. (A member of the Teacher Training Final Exam Committee shall present his/her review based on the consultant's opinion and the assessment of the official opponent to the Teacher Training Final Exam Committee and the TZV.) The presentation/defence of the thesis shall be assessed with a separate grade.

The evaluation criteria of the study of a teacher training thesis

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1. The actuality of the topic, how it fits to the objective of the training, the originality and the professional message of the thesis
2. The formulation of the issue, the choice and presentation of the research method(s)
3. The exploration, presentation and professionalism of background literature
4. The description of the issue examined, its analysis and the formulation of context
5. Independent reflection, conclusions
6. The documents or resources involved in the analysis
7. The structure, transparency, consistency, style and language accuracy of the thesis
8. The application of the terminology
9. Formal features: references, resources, fonts, images and tables, table of contents, annexes
10. Overall impression, critics review

(1) On the basis of the evaluation criteria a total of 100 points can be given (10 points for each aspect).

(2) Grading:

0-50 points: fail

51-62 points: pass

63-75 points: satisfactory

76-89 points: good

90-100 points: excellent

Access to the theses

§ 65

(1) ⁹⁶The theses conserved in the archives are not allowed to be borrowed, their reproduction by any means is prohibited. Upon request, with the exception of classified theses/degree theses, students may have access to theses. The conditions of access to theses are provided by the Document Management rules.

⁹⁶ Amended by decision No. 88/2016 (14 Dec) of the Senate.

(2) ⁹⁷The author of the thesis and through the author of the thesis the organization providing information for the thesis may as well request in writing the head of the programme accepting the thesis to classify it as secret. If the head of the programme provides that the thesis shall be classified, only the opponent and the Final exam Committee shall have access to it.

⁹⁷ Amended by decision No. 88/2016 (14 Dec) of the Senate.