

III. STUDENT REQUIREMENTS

III.1. STUDY AND EXAMINATION REGULATIONS

Appendix 6.9:

III.1.6.9F. THE FORMER FACULTY OF AGRICULTURAL AND ENVIRONMENTAL SCIENCES:

GUIDELINES FOR THE PREPARATION OF THESIS

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A) Introduction

1.§ Scope of the Rules

- (1) These regulations apply to the full-time and correspondence courses of the Bachelor's and Master's level courses of the MATE Szent István Campus and to all courses of the specialised further education courses.
- (2) Further education courses of the MATE Szent István Campus, students completing their studies in the bachelor's, master's and specialised, shall prepare a thesis in accordance with the general requirements of the faculty and the specific requirements of the course.
- (3) In these regulations, the term "essay" replaces all other terms used in other legislation and regulations (thesis, diploma work, dissertation).

B) Thesis

2.§ General content requirements

- (1) One of the conditions for the final examination is the preparation and submission of the thesis, which must be defended in the final examination.
- (2) The thesis (and its defence in the final examination) shall reflect the student's knowledge of the theoretical and practical significance of the chosen topic, the national and international literature on the topic, his/her ability to consult and use the literature (and to critically evaluate it), his/her ability to collect data independently, to statistically process data and test results, to evaluate them and draw conclusions and to formulate his/her own proposals.
- (3) In bachelor's degree courses the design and execution of experiments or independent studies are not compulsory for the preparation of the thesis but may be considered.
- (4) In master's programmes the design and conduct of independent studies is expected during the preparation of the thesis.

3.§ Choice of thesis topics and the guidance

- (1) The optional topics for the thesis are presented by the academic staff of the departments/institutes involved, in a field related to their own specialisation <https://archive.godollo.uni-mate.hu/en/current-students/thesis-submission/thesis-topics> Students may also register for a thesis with their own topic proposals.
2. The topic (title and content) must be appropriate to the educational objectives and requirements of the course and should require and allow the application of the knowledge of the different subjects acquired. The subject selection form must be countersigned by the head of the department and the director of the institute.
3. The topic chosen by the student must be indicated in the Topic Selection Form (Appendix 1), which should be signed by the topic leader(s) and sent to the Head of Course who – along with the director of the institute - shall decide on its acceptance. Once the decision has been made, the Topic Selection Form is sent by the head of the department to the Registry Office Students who have not submitted their application forms by the deadline will be charged a late fee and will not be allowed to register the thesis subject in Neptun.

4. Students should attend consultations on a schedule determined by the internal supervisor, but at least 2 times per semester. If the topic supervisor is not satisfied with the student's work and does not give his/her signature on the thesis/dissertation, he/she must inform the student and give reasons as well. If the lack of progress is attributable to the student, the instructor cannot be held responsible.

5. The topic supervisor may ask an external subject supervisor to assist the student in the preparation of the thesis.

6. If the student feels that he/she is not receiving the expected help from the internal/external supervisor in the preparation of the thesis, the student may request another supervisor. The student can submit the request in Neptun at least 6 months before the final examination. The consent of both the previous and the new supervisor is required. The supervisor who started working with the student must be informed of the change of supervisor. The student shall be responsible for any disadvantages resulting from a late change of supervisor.

7. If both the supervisor and the student agree that unforeseen circumstances prevent the preparation of the thesis, the student may initiate a change of topic by submitting a request **in Neptun** (*Administration /Requests*) no later than 6 months before the final examination. The student is responsible for any disadvantages caused by a late change of topic.

8. The student is obliged to consult the supervisor continuously during the writing of the thesis and to hand in the finished material for review by a date agreed with the supervisor before the deadline. If the subject supervisor considers that there is insufficient time to make corrections due to delays, or that the paper does not meet the expected requirements, he/she may refuse to admit the student to the final examination, by giving reasons for the refusal and informing the Registry Office.

4.§ Requirements for the content and form of the essay

a. Content requirements

(1) The structure of the essay must be clear, logical and easy to understand. It should follow the structure expected of professional, scientific publications.

(2) Suggested structure:

Outer cover	The format of the outer title page (cover) is given in Appendix 2.
Internal cover	The format of the internal cover is given in Appendix 3.
Table of contents	List of chapter headings given in decimal numbering, with initial page numbers.
Introduction and: Objectives	A brief history of the chosen topic, its importance and relevance, a statement of the problem, and an itemised list of the aim(s) of the thesis
Literature review	A brief description, summary and evaluation of the main national and foreign publications, plans, analyses, experiments, recommendations, etc. on the chosen topic, and more specifically on the problem raised in the chapter 'Introduction and objectives'.
Methods of the studies:	A clear, comprehensible and traceable description of the study methods used to achieve the objectives, a description of the content of the studies, and the programmes and procedures used for the statistical processing of the results.

Results and evaluation of results	Describe the results of your own studies and evaluate the significance of the results in the order stated in the objectives, comparing your own results with those found in the literature.
Conclusions and recommendations	Present the conclusions drawn from the results of your own studies, make recommendations for further exploitation of the results obtained and formulate the tasks to be undertaken.
Summary	A brief overview of up to two pages on the relevance of the chosen topic, the objectives set, the main points of the methods used, the results obtained, their significance and their usefulness.
Acknowledgements	Acknowledgements to all those who helped in the execution of the work, data collection and processing. (This sub-chapter is optional.)
Bibliography	The precise bibliographic list of the sources referred to by the student in the thesis.
Appendices	If the large number of tables or figures makes it necessary, it is advisable to include them as appendices at the end of the paper, numbered and titled. The author of the thesis and the supervisor must sign a declaration of compliance with the legal and ethical rules of the work and the thesis, stating that the thesis is acceptable for submission (Appendix 4).
Declaration	If the thesis contains business or state secrets, a statement (Encryption request) to this effect must be attached to the inside front cover of the pdf thesis. In this case the thesis must not be made accessible.

b. Formal requirements

- (1) Each main chapter should start on a new page.
- (2) The length of the thesis, including tables and figures, should be at least 30 pages and not more than 60 pages for a BSc thesis and at least 40 pages and not more than 70 pages for a Msc thesis. The thesis will be rejected if it does not reach the minimum length.
- (3) Font size and placement (centre, side) of titles and subheadings should reflect their importance and be consistent throughout the thesis. The use of decimal notation is mandatory.
- (4) Text font: Times New Roman, font size 12, 1.5 line spaced, justified. Margins: 2.5 cm top and bottom, 2 cm right and 3 cm left.
- (5) The table of contents begins on page 2. The introduction starts on page 3 at the earliest, depending on the length of the table of contents.
- (6) Tables and figures (maps, photographs, graphs, diagrams) must be numbered consecutively and given a meaningful short title. The title should be a short sentence stating what is depicted, what important information is associated with it, and in case of a photo where and when it was taken. Figures and tables not based on own findings, not produced by the author, as well as own photographs, should indicate the source or the name of the author (e.g. Balogh 2005, Photo by Zoltán Balogh, http3.). However, tables and figures (except photographs) presenting results based

on the author's own results do not need to include the name of the author. In case of figures, their titles should be placed below the figure with a centre bracket. In case of tables, titles should be above the figure with a centre bracket.

(7) In the body of the text, reference should be made to the serial number of the table or figure, (e.g. Figure 3.) The reference should be followed by the figure or table.

(8) The student should carefully review the paper for grammatical correctness.

c. Literature references, bibliography

(1) All sources used should be acknowledged. A list of sources without in-text references is not sufficient in itself.

(2) The use of copyrighted materials (unpublished data sets, maps, charts, graphs, photographs, etc.) is legally and ethically acceptable only if the author of the thesis has written permission from the copyright holder and includes this in the appendixes at the end of the thesis. However, data series which have already been published by the authors, and other material which the author has given permission to use freely in his/her publication, may be used freely for analysis without their detailed publication, but only by reference to them. Even when used with permission, all source works must be clearly identified and listed between references.

(3) In the text, the source work must be cited with the author's surname and the year of publication (no comma between the name and the year, a comma only between several references within a bracket, no first name even in abbreviated form). If several publications by the same author published within the same year are cited in the paper, the difference must be indicated by the letters a, b, c after the year, taking into account the alphabetical order. E.g. (Csete 1987a), (Csete 1987b) or (Csete 1987a,b). If the literary source used has two authors, the name of both authors and the year should be indicated. E.g.: (Bernáth & Enyedi 1981). In the case of three or more authors, only the name of the first author should be printed in the reference, using the term **et al.** to indicate that there are several authors (e.g. Szerdahelyi et al. 1980) (at the same time, the name of each author should be given in the bibliography). Neither in the intertextual references nor in the bibliography should the name be accompanied by a scientific degree or other qualification (Dr. Prof. etc.). In the case of oral citations, the surname of the person cited is followed by the oral citation and the year (e.g. Balogh 2010, oral citation). In the case of a reference to Internet material, the author and year should be indicated between the text if the author is known, (**http1**, **http2**, etc.) if not known.

(4) The bibliography should be Times New Roman, font size 10, justified, and indented 1cm.

(5) The bibliography should be arranged in close alphabetical order by the initials of the authors' names, including chronological order. In the case of publications in foreign languages, the surname should be followed by a comma. Only work referred to in the text should be included.

(6) The bibliography must give all details of the source work in the following order: author(s), year of publication, name of the journal (article, book, etc.), name of the publisher and place of publication in case of a book, volume number(s) and page number(s) in the case of a journal, the number of the volume(s) and page(s) in case of a book. In case of books the number of pages (p.) (pagina) of the total volume (or the number of pages of a particular chapter of the book).

(7) Example of a bibliography:

For books:

Sample: Name of author (year of publication): Title of book. Name of the publisher, name of the publisher, publisher's headquarters, total number of pages p.

For one or more authors:

Antal J. (1987): Pocketbook for plant breeders. Mezőgazda Kiadó, Budapest, 507 p. If the name of the publisher is (for one of the names of the booksellers: (1987)).

Rubatzky, V.E. & Yamaguchi, M. (1997): World vegetables. Chapman & Hill, New York, 843 p.

Hastie, T., Tibshirani, R., Friedman, J. (2009): The elements of statistical learning: data mining, inference, and prediction. 2nd ed., Springer, 746 pp.

Editor(s):

Sample: Editor name (ed.) (year of publication): Book title. Name of publisher, publisher's headquarters, total number of pages p.

Hajós L. (ed.) (2005): Fundamentals of agricultural production practices.

Ángyán J., Tardy J. & Vajnáné Madarassy A. (eds.) (2003): Basics of agricultural management of protected and sensitive natural areas. Mezőgazda Kiadó, Budapest, 625 p.

For book excerpts:

Sample: Name of the author of the book extract (year of publication): Title of the book extract. In: name of the editor of the book (ed).

Editor's name (or ed. in the case of a foreign-language work): Book title. Name of publisher, publisher's headquarters, total number of pages p., page number of book excerpt from to p. p.

Ombódi A. (2005): Propagation. In: Terbe I., Hodossi S. & Kovács A. (eds.): Vegetable production in growing systems. Mezőgazda Kiadó, Budapest, 271 p., p. 72-78.

Gógán, A.Cs., Bratek, Z. & Dimény, J. (2007): Las trufas y la truficultura en Hungría. In: Domenech, S.R. (ed.): Truficultura: Fundamentos y técnicas. Ediciones Mundi-Prensa, Madrid, 688 p., 465-480. p.

For journals: (the names of journals should be given without abbreviations)

Sample: Author name (year of publication): Title of article. Name of journal, volume number(s): page number(s) from to.

Helyes L. (2005): The role and importance of irrigation.

Pék, Z. & Helyes, L. (2004): The effect of daily temperature on truss flowering rate of tomato. Journal of the Science of Food and Agriculture, 84(13): 1671-1674.

Locher, J., Ombódi, A., Kassai, T. & Dimény, J., (2005): Influence of coloured mulches on soil temperature and yield of sweet pepper. European Journal of Horticultural Science, 70(3): 135-141.

Gournellos, Th., Evelpidou, N. & Vassilopoulos, A. (2004): Developing an Erosion risk map using soft computing methods (case study at Sifnos island). Natural Hazards 31(1): 39-61.

Article published in the conference summaries:

Sample: Author name (year of publication): Article title. Title of conference abstract volume. Conference location, date, page number from to p.

Koczka N., Hegedüs A., Resli E. & Ombódi A. (2004): Effect of nitrogen starter fertilization on the initial development of lettuce and on some stress enzymes. Proceedings of The 11th Symposium on Analytical and Environmental Problems, Szeged, 27 September 2004, pp. 222-226.

Neményi A., Kovács L., Paksi A., Szénási Á. & Dimény J. (2008): Autumn leaf coloration of smokebush (*Cotinus coggygia* Scop.). Proceedings of VII Alps-Adriatic Scientific Workshop, Stara Lesna, Slovakia, 28 April - 2 May 2008, Cereal Research Communications, 36(S): 491-494.

Abstract:

Sample: Author name (year of publication): Article title. (abstract number) Journal name Volume number: Page number p.

Thakur, V.S. & Gupta, V.K. (1991): Management of fungal diseases of stone fruit with fungicides in Himachal Pradesh. (abstract No. 3540) Review of Plant Protection 71:302. p.

Thakur, V.S. Gupta, V.K. (1991): Management of fungal diseases of stone fruit with fungicides in Himachal Pradesh. Indian Journal of Agricultural Sciences 9:677-681. - Ref. Review of Plant Protection 71:302. p. (abstract No. 3540.).

PhD thesis, diploma thesis, master thesis:

Sample: Name of author (year of preparation): Title of thesis. Type of thesis, Name of university, Location of university, Total number of pages p.

Brandt S. (2007): Effect of growing conditions and cultivar on the nutritional value of tomatoes. PhD thesis, SZIE, Gödöllő, 120 p.

Kertész K. (2006). Diploma thesis, SZIE, Gödöllő, 58 p.

L. Gy. Komjáthy, L. Gy. Komjáthy, Gödöllő, 2006. (2009). Szakdolgozat, SZIE, Gödöllő, 50 p.

University note:

Sample: Author name (year of publication): Title of note. Name of the publishing university Name of the note, location of the university, total number of pages p.

Koczka N. (2008): Herbal medicine. SZIE note, Gödöllő, 194 p.

Szalkay Cs. & Penksza K. (ed.) (2010). Budapest, Budapest, 244 p. Environmental and ecological ecology and environmental protection, Environmental and ecological management, Budapest, 244 p.

Computer program:

Sample: name of the company that developed the program. (Year of publication of the user manual): Name of the program. STATSOFT, Inc. (1995): STATISTICA for Windows. Program manual, Tulsa.

CD, DVD publication:

Sample: Name of author or manufacturer (year of release): Title of CD or DVD. Name of publisher or manufacturer, name and location of company.

Babulka P. & Fráter Sz. (2004): Medicinal, essential oil and herb plants. Com-com Bt, Győr, Hungary.

Official publication, printed without author's name:

Sample: Name of the organisation or company that produced the publication or print (year of publication if indicated). Title of the publication, form. Type of publication, form. Place of publication (if indicated), Total number of pages p.

Seminis (2004): Hungarian Catalogue 2005-2006. 57 p.

The fauna of the Bükk National Park. Leaflet. Bükk National Park. 12 p.

Standard:

Sample: Name of the body issuing the standard (year of issue): Title of the standard. Number of the standard.

Hungarian Standards Board (1998): Requirements for field inspection of seed propagation. MSZ 6353.

Internet source for named author:

Sample: Author name: Title of article, page. Full URL access (date of access: year, month)

Orzolek, M.D. & Otjen, L.: Colored mulch trial. <http://plasticulture.cas.psu.edu/Cmulch.htm> (February 2010)

Internet source for unnamed author:

Sample: http 1 Page title. Full URL access (date accessed: year, month) http 1 Bodza.

<http://hu.wikipedia.org/wiki/Bodza> (February 2010)

http 2 Low tunnels. <http://plasticulture.cas.psu.edu/L-tunnels.html> (February 2010)

For oral communication reference (try to give as much detail as possible):

Nagy J. (2011): Oral communication. Csempeszkopács, local farmer

5.§ Submission of thesis work

(1) An effort shall be made to ensure that the submitted essay is perfect in terms of content, form and style.

(2) The essay must be submitted electronically in **pdf** format. The thesis must include a scanned copy of the Declaration of Acceptance of the thesis and of its suitability for assessment, signed by the student and the supervisor. The Declaration is attached in Appendix 4. The completed thesis must be uploaded to the **Neptune system** in **pdf** format after the thesis submission form has been approved by the supervisor. At the same time as the thesis is uploaded, the student should send a one-page summary in pdf format as specified in Appendix 5 to the administrator of the department responsible for the thesis.

6.§ Evaluation of the thesis

(1) The thesis shall be evaluated by two examiners on the recommendation of the subject leader and the head of the department concerned. One of them may be a member of staff of the institute, the other assessor must be a member of staff of another department, a competent lecturer or researcher of MATE or an external assessor. The external assessor may be a non-MATE employee with a university degree. Two external reviewers may be invited. Neither the internal, nor the external supervisor may be asked to reviewers his/her own student's thesis.

(2) A student may not start his/her final examination if only one of the two assessments is available. An examination which has been judged unsatisfactory by both examiners shall not be accepted. In the case of an unsatisfactory assessment by one of the examiners or a difference of 3 marks between the two assessments - a third assessment is required for the evaluation. In the case of a re-marked paper, the result of the two best marks will count towards the result of the paper. In the case of additional marking, the student will be responsible for the consequences of exceeding the deadlines.

(7) The mark proposed by the examiners shall be taken into account by the Final Exam Board when determining the final mark.

THESIS TOPIC*

APPLICATION FORM

Deadline: May 15., November 15.

Filled 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 host 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

THESIS

STUDENT NAME
Course

Campus city
Year



Hungarian University of Agriculture and Life Science
Szent István Campus
..... Course

THESIS TITLE

Primary Supervisor:	Name
	position
Independent Consultant:	Name
	position
Author:	Name
	neptun ID

Institute/Department:

Campus City
Year

Appendix 4 – Declaration

STUDENT DECLARATION

Signed below, _____, student of the Szent István 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!**

Appendix 5 – Sample Abstract

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 on the homepage without any change, therefore formatting rules should be strictly kept.

DIPLOMADOLGOZAT/SZAKDOLGOZAT BÍRÁLATI LAP
THESIS REVIEW REPORT

A dolgozat készítőjének neve, Neptun kód / Candidate's name, neptun code:

A dolgozat készítőjének szakja, tagozata, képzési helye / Candidate's department, training place:

A dolgozat címe / Title of the thesis:

A bíráló neve, beosztása, szervezeti egység / Thesis evaluator's name, title, department:

A diplomadolgozat nem fogadható el/ The thesis cannot be evaluated if:

- súlyos szakmai tévedéseket tartalmaz / it contains major technical errors,
- szegényes a felhasznált forrásmunkák köre, / the amount of sources used is not efficient,
- súlyosan megsérti a tartalmi formai követelményeket / or it severely violates the formal requirements.

Plágium, hivatkozás nélküli jelentős szövegfelhasználás esetén a dolgozat összpontszáma: 0! / In case of plagiarism, when the sources of quotations are not indicated, the total score of the thesis is 0. Kérjük jelölje az értékelésének megfelelő pontszámokat az 1-től 5-ig terjedő pontskálán. Please, evaluate the reviewing aspects below on scale 1 to 5.

I. Témaválasztás / Choice of topic

1. Célkitűzések, logikai ív, koherens gondolatmenet / Objectives, logical and coherent train of thoughts:

1 2 3 4 5

II. Szakirodalmi feldolgozás / Use of literature

2. Az elméletek, fogalmak, modellek ismerete, alkalmazása / The knowledge and application of theories, concepts and models:

1 2 3 4 5

3. Elemző, értékelő, összehasonlító, kritikai észrevételek / Analytic, evaluative, comparative and critical observations:

1 2 3 4 5

4. Szakirodalmi hivatkozások / Literature references:

1 2 3 4 5

III. Egyéni vizsgálat (amennyiben a dolgozat szakirodalmi áttekintés témájú, az itt szereplő kérdéseket a szakirodalom feldolgozásának színvonala alapján szükséges értékelni) / Individual research (if the thesis is a literature review, these questions should be evaluated according to the quality of reviewing)

5. A kutatási kérdések/hipotézisek / Stating research questions/hypotheses:

1 2 3 4 5

6. Az adatgyűjtés és adatfeldolgozás módszertana/ The method of data collection and processing:

1 2 3 4 5

7. Elemzőképesség / Analytical skills:

1 2 3 4 5

8. Következtetések és javaslatok / Conclusions and suggestions:

1 2 3 4 5

IV. Formai követelmények / Formal requirements

9. A dolgozat stílusa / The style of the thesis:

1 2 3 4 5

10. A dolgozat struktúrája / The structure of the thesis:

1 2 3 4 5

A DOLGOZAT ÖSSZPONTSZÁMA / TOTAL SCORE OF THESIS: _____

Plágium / Plagiarism: Elfogadható színvonalú forráskezelés / Acceptable use of literature*

Érdemjegy /Final grade:

0-25 pont: elégtelen/insufficient (1)

26-31 pont: elégséges/sufficient (2)

32-38 pont: közepes/satisfactory (3)

39-44 pont: jó/good (4)

45-50 pont: jeles/excellent (5)

Védésre javaslom / I recommend it for final examination*: **igen** **nem**

ÉRDEMJEJY / GRADE: _____

Általános összefoglaló vélemény a dolgozatról / General, summarizing opinion about the thesis:

A bíráló szakmai kérdései / Questions of the thesis reviewer:

Kelt: _____ év _____ hó _____ nap

Bíráló neve és beosztása/Reviewer name and position
Bíráló munkahelye/ Reviewer place of work