

GUIDE

FOR THE PREPARATION OF THE
THESIS

For Bachelor students

EDUTUS UNIVERSITY

2020

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Preface

Completion of the thesis is part of the completion of university studies, an essential requirement for obtaining a diploma. The aim of this thesis is to give the student an account of his / her theoretical and professional skills and to prove his / her ability to carry out research work independently. The writing of the dissertation and the related requirements are different from the tasks that have become routine by the end of the studies.

The purpose of this Guide is to provide an overview of the process of writing the thesis, its main stages, tasks and requirements for students attending Edutus University Bachelor's degree program.

The thesis is a synthesis of the student's knowledge and reflection of his / her abilities, a lasting creation and work that students are likely to retain during their lives with the diploma. Students' theses will be retained by our Library and will be a resource for other students and professionals. Student theses not only qualify the individual's performance, but also the University's. The content level and the formal presentation of the theses include the requirements that the University requires of its students in order to be proud of themselves and the institution.

Part of the thesis submission is a one-page summary, which allows us to give a comprehensive picture of all the theses to Hungarian and foreign students.

The student does independent work under the professional guidance of his / her counselor. The preparation of the thesis creates a special working relationship and partnership between students and teachers. We hope that this partnership will make students well-off and successful jobs!

Approved by

Tatabánya, 2019. december 16.

Rector
Deputy Rector for Education

Némethné Dr. Gál Andrea

1. Beginning and finishing the thesis

1.1. Choice of subject

The university publishes thesis topics related to the taught subject groups, with the mention of the supervisor teachers. The published topics are comprehensive (ie not thesis titles!), To which the student can fit his / her own specific research.

Proposals for topics are announced electronically at Neptun. The University organizes a final exam twice in one academic year, so we also announce a thesis seminar to help write the thesis twice a school year.

The thesis is prepared by the help of a supervisor. The university ensures that each student has a professional supervisor who is a full-time lecturer / teacher or guest lecturer at the university.

1.2. Tasks of the supervisor

Write the student's thesis under the professional guidance of the assigned counselor. Consultation is the working relationship between the counselor and the student, which develops flexibly during the writing of the thesis.

The counselor is available to students at specific consultation times and via online consultation. The supervisor confirms the progress and phases of the thesis. After reading the manuscript submitted before the final paper is submitted, the supervisor decides whether to recommend the paper for submission. The supervisor's main responsibility is to authorize the submission of a professionally substantiated, formally correct, independent student paper. The supervisor should strive to filter out papers that are not based on independent student work or those that contain plagiarized text.

The final decision on the thesis submission and admissibility is made by the head of department. Accordingly, the supervisor sends the accepted thesis to the head of department.

1.3. Title, outline, and list of planned resources

Defining the title and drafting the topic outline is the first, very important milestone in the writing of the dissertation, which must be preceded by very serious work and extensive and thorough literature research. The outline of the topic contains the main points of the dissertation in logical order, in 1-2 pages. The outline sketch serves as a guideline for writing a dissertation, helping to keep the process of thinking logically united, so it is important to have a well thought out and elaborate, stable outline. Of course, in justified cases (as a result of a new idea or thought that arises during the work), the theme sketch can be modified.

The Thesis Accompanying Page will follow the thesis preparation process from topic selection to submission

1.4. Writing the thesis

The student prepares the dissertation independently and under his own responsibility. This responsibility extends:

- the content of the dissertation and its quality,
- • observe professional, legal and ethical rules governing the use of the funds,
- • respecting deadlines.

Only theses can be accepted, the text of which is written by the student independently.

As a consequence of text theft (plagiarism), only insufficient grade can be given to the dissertation. Disciplinary compliance with these requirements is also supported by a "Declaration" in which the student declares that his or her work complies with both ethical and copyright rules, and is the result of independent scientific work.

The supervisor may be contacted more than three times, not only personally, but also in accordance with the contact established during the writing of the thesis, eg. by email, by phone.

The student must submit the manuscript in electronic (Word) format to the supervisor before the deadline, or print it at the request of the supervisor.

1.5. Submission of the thesis

The electronic version of the thesis must be uploaded to the Neptun system by the deadline. The staff of the Department will check the correspondence between the electronic and the printed versions, but will, after checking, accept the thesis in two copies (bound) if it meets the prescribed formal requirements.

1.6. Critique of the thesis

The thesis is evaluated by two opponents

- One of the reviewers is the same as the thesis supervisor
- The other reviewer is an external expert who is knowledgeable in the subject, has a university degree, and has experience in evaluating theses and studies.

The final examination of the thesis proposed for the defense is decided by the Final Examination Committee. The final mark of the thesis is counted towards the final exam qualification, while the result of external and internal evaluation is counted towards the qualification of the diploma

1.7. Thesis argumentation

The defense consists of three parts

- the student describes the essence of his work in ten minutes
- addresses criticisms
- answers the questions asked by the members of the Final Examination Committee regarding the thesis

A ten minute PPT presentation needs to be carefully prepared as keeping time is part of the defense evaluation.

The defense of the dissertation is awarded by the Final Examination Committee, which is part of the result of the complex final examination.

If the student does not complete his or her thesis in the first semester, he or she will either choose a new topic in the next semester or request a continuation of the topic with a request in Neptun to continue writing the thesis with a previously assigned supervisor. In the given semester, you will need to retake the technical subjects related to your thesis.

2. Structure and compelation of the thesis

2.1. The compelation of the thesis

- External title page
- Internal title page
- **Content**

- **Introduction**
- **Explaining the topic**
- **Summary**
- **Bibliography**
- **Attachments / Appendix**

Attachments include for example, tables, diagrams, maps. Attachments are elements of the thesis that are related to the topic. The appendix serial number ensures that the reader can identify the source during textual evaluation or reference

2.2. The structure of the thesis

The table of contents shows the structure and logical structure of the thesis and helps you find the parts you are looking for by indicating the page numbers

The table of contents must include all elements of the thesis, but not all elements are given an ID number, for example neither the Introduction nor the Summary!

The dissertation consists of chapters, subchapters and further units. It is advisable to use chapters in decimals. As dissertations generally do not exceed 70 pages, it is unrealistic to use triple divisions (eg 2.1.4). Make sure that the length of the (even) subchapters reaches 3 pages

The table of contents begins with the page numbering of the thesis.

The table of contents should also include the page numbers, which can be produced correctly using a word processor

3. Content requirements of the thesis

3.1. General requirements

It should be clear from the contents of the thesis that the student has acquired the professional and methodological knowledge necessary for writing the thesis.

The student is able to carry out independent research, can apply the methods of primary and secondary research and is able to analyze the collected information and draw conclusions

The student is knowledgeable in the literature related to the chosen topic and is able to adapt it

The student has sufficient abilities to formulate a theoretical and practical approach to a problem related to his / her topic, to form an independent opinion and propose a solution

The student's thesis prepares a professionally compiled bibliography according to the stylistic requirements, the references of the literature are correct

The student is able to illustrate the examined states, tendencies, results of his analysis, conclusions with the help of well-executed tables and figures, and their serial number, title and source are properly indicated.

3.2. Content of the thesis

The main structure of the dissertation should follow the traditional three-way structure

a) Introduction

- Includes justification of topic choice, emphasis on the professional importance of the topic, formulation of personal motivation
- Identify the main aims of the dissertation and the questions that the student is looking for when researching
- Summarize the tasks to be solved
- Outline the circumstances of the research and the preparation of the thesis
- Describe and justify your research methods.

The Introduction does not match the annotation, so it does not include what each chapter will be about.

b) Explaining the topic (body of the thesis)

- Describe the theoretical aspects of the thesis topic
- Describe the economic / technical context of the problem to be solved, the organization / unit under review and the economic / technical problem
- Specify the task to be solved
- Includes analyzes and methods (statistical analyzes, measurements, etc.) required for the task to be solved
- Describe the concrete results of the research

Attention: At our university you are expected to include statistical data, tables, graphs and analysis in your thesis!

c) Concluding Part (Summary)

- Summarize the main findings of the study
- Summarize your own conclusions
- Suggest solutions to the problems raised

In general, make up 10% of the previous piece of content, and in no case repeat the above, but draw conclusions from them.

Proposed proportions of the thesis: 40-50% theoretical, specialized literature, 50-60% analysis of the given problem, practical problem or individual research.

3.3. Literature background of the thesis

The thesis is a scholarly work that must reflect the theoretical background of the issue under consideration, the views of its authoritative representatives, the disputed positions and the specialized literature on the subject.

One of the basic requirements for the dissertation is that the student should study the theoretical and actual literature related to the chosen topic and apply the content readily in the topic processing. References in the literature are an essential part of the dissertation, which must be included in the literal and content citations as well as in the data releases, figures, tables and pictures. Links must also include the page number of the source

It is important that the citation is correct and accurately verifiable.

Tables, diagrams / graphs are essential parts of the thesis, without which a dissertation cannot be prepared.

Tables and figures are given a serial number and a title, which should be edited above the table and figure. The tables and figures in the text as well as in the Annex shall be provided with their source.

3.4. Bibliography

In writing the thesis, the candidate may rely on a variety of sources, which must be included in the bibliography.

Sources include, for example: books, college, university textbook, study of a professional journal, diary article, materials of the organization (company, financial institution, office, etc.) involved in the investigation, Internet.

Printed literature should be relevant not only in terms of content but also in the year of publication. Books published in the last century, especially before 1990, do not contain relevant information about marketing or management. The properties of microconductors are not the same as those of the 1980s

We would like to draw the students' attention to the fact that the dissertation cannot be made up solely of compulsory literature and internet resources used in their studies. The proportion of the latter is difficult to determine and depends largely on the topic being processed. But make sure these are NOT promotional, chat, opinion, or open encyclopedias, but scientific analyzes, studies by renowned experts, or official data sources.

Internet resources

The student should strive to provide the Internet source with the paper-based parameters.

Do you need to decide whether or not your online resources are authentic? Do not use sources that are untrustworthy, unknown, or duplicate.

The sources used should be professionally organized, which will be the bibliography of the dissertation. The bibliography is an indispensable part of the thesis, the compilation of which reflects the author's knowledge and collection of the relevant and actual literature on the topic. And the relationship between the bibliography and the references proves how well the candidate has explored the literature, how well he or she knows the theoretical background of the topic, and how credibly he or she can rely on the sources used, including corporate and institutional materials.

The close relationship between the bibliography and references also manifests itself in the fact that all referenced sources must be included in the bibliography.

The thesis cannot be submitted without bibliography and references.

When compiling a bibliography, you should list all the books, studies, articles, internet resources, and corporate, institutional, etc., in alphabetical order by author name. materials used by the candidate in writing the thesis. If the source does not have an author or editor, the first letter of the title (without the article) determines the location of the source in the list! The resources available exclusively on the Internet and the legislation used are listed separately (under a separate heading).

4. Formal requirements of the thesis

4.1. Formal elements of the thesis

- Form: A/4 white paper
 - Scope
- o Minimum 80.000 characters, no spaces (without table of contents and attachments).
- o Minimum 32 lines and 60 characters per page (1800 characters without space)
- Line spacing: 1.5
 - Fontsize: 12
 - Font: Times New Roman
 - Margin: 3.5 - 4 cm from left, 2.0 - 2.5 cm from right
 - Printing: on one side of the paper (no duplex paper can be submitted)
 - Page numbering: Arabic numerals at the bottom center or right of the page. The page numbering starts from the table of contents
 - Binding: 2 copies, preferably in dark linen or imitation leather

4.2. Cover and backbone of the dissertation

On the outer cover of the dissertation there is a gold lettering.

The name of the student and the year of submission of the dissertation should be indicated on the back of the thesis. (The name should be sorted below and the year sorted above.)

4.3. Internal title page of the dissertation

See Appendix 3 for the formal requirements for the title page of the dissertation.

The rank of the supervisor, in consultation with the supervisor, should be clearly stated.

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4.4. The electronically uploaded copy

The thesis must be uploaded to the Neptun system with the following parameter in mind:

Applicable software: PDF

5. Summaries, abstracts

A separate annex to the thesis submission is a one-page summary or annotation. Short summaries allow the student to present his or her thesis.

The summaries should be compiled in the following order:

- Student name (left)
- Title, subtitle (centered)
- Summary of the dissertation:
- The aim of the dissertation,
- The main content elements of the dissertation,
- The main research methods applied in the dissertation,
- The results of the dissertation and the student's own conclusions.

The abstracts do not have to be bound to the thesis, they must be printed out, submitted with the statement as an attachment to the thesis and uploaded as a separate file on the Neptun surface.

6. Thesis submission and procedural requests

6.1. Thesis submission

The process of thesis submission:

1. The thesis must be uploaded to the Neptun system
2. Submission of two binded copies to the department
3. The content of the printed and electronic material must be exactly the same, it will be checked upon receipt and in case of discrepancy the thesis will not be accepted!
4. Unless the thesis seminar or thesis accompanying sheet is signed, the thesis will not be accepted

7. Attachments

1. Declaration of own work

Declaration

I,as a student at Edutus University hereby declare, under penalty of perjury, that my thesis is my own independent work. The use of the printed and electronic literature referred to therein has been made in accordance with copyright rules.

I understand that this is a plagiarism for a thesis :

- the quotation of a word or quote that is slightly different, without quotation marks and references;
- content citation without reference;
- displaying other published thoughts (article, dissertation) as my own.

I, the undersigned, declare that I have become acquainted with the term plagiarism and acknowledge that in the event of plagiarism my thesis will be rejected.

Budapest, (date)

.....

Student Signature

2. External title page

(5 cm from the top of the page, Times New Roman size 16, in capitals)

EDUTUS UNIVERSITY

(In center, Times New Roman, size 32-36)

THESIS

(5 cm from the bottom edge Times New Roman size 16, in capitals)

NAME OF THE STUDENT
year of publication

3. Internal title page

<p>(2,5 cm from the top of the page, Times New Roman size 16, in capitals) EDUTUS UNIVERSITY</p>	
<p>(In center, Times New Roman, size 32-36) TITLE</p>	
<p>Supervisor: Name Rank</p>	<p>Made by: Student name Full-time Business Administration and Management Innovative Enterprises (BSc)</p>
<p>(2,5 cm from the bottom edge Times New Roman size 14) year</p>	

4. List of documents to submit

Documents	Form	Copy
1. Thesis	Uploaded to Neptune	1
2. Thesis	Leather binding	2
3. Summary	Printed	1
4. Summary	Uploaded to Neptune	1
5. Declaration	Printed	1
6. Declaration	Uploaded to Neptune	1

5. Thesis interleave

EDUTUS UNIVERSITY	APPLICATION FOR THE PROFESSIONAL TITLE AND BRIEF DRAFT Deadline for submission 6 April 2020.
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The author of the thesis:

name:..... *Neptun code:*.....

Business Administration and Management

Innovative Enterprises (BSc)

The name of the internal supervisor:.....

Subject accepted by the supervisor:

.....

Title of the thesis:

.....

The main points of the dissertation are:

Deadline for the dissertation submission to the internal supervisor:

23 November 2020.

Budapest, (date)

.....

student signature

Statement by the internal supervisor:

I accept the title and short outline of the dissertation.

Budapest, (date)

.....

signature of the supervisor

EDUTUS UNIVERSITY	INFORMATION SHEET
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The author of the thesis:

name:..... *Neptun code:*.....

Business Administration and Management

Innovative Enterprises (**BSc**)

Title of the thesis:.....

The name of the internal supervisor:.....

Consultation dates

Dates	Signiture of supervisor

Statement of the internal supervisor on the thesis submission:

ACCEPTABLE

NON ACCEPTABLE

Budapest, (date)

.....

signature of the supervisor

A statement from the head of department on the dissertation for review:

CAN BE JUDGED

CANNOT BE JUDGED

Budapest, (date)

.....

signature of the head of department