



## Thesis Work Handbook

### The most important notions

1. **Supervisor** (internal or external supervisor): instructor or another external person responsible for controlling the preparation of the master thesis, required to perform the professional direction and supervision of and to monitor the development and completion of the assignment.
2. **Thesis advisor** (internal or external thesis advisor) (OPTIONAL): (predominantly external) contributor, to be engaged along with the supervisor as necessary, to assist the preparation of master thesis and traineeships who directly oversees the work of the student, provides professional assistance and guidance, reviews the thesis written by the student and informs the supervisor on the work completed by the student.
3. **Reviewer**: the person responsible for assessing the content and the formal aspects of the submitted master thesis and for making a recommendation on the grade to be awarded on the thesis.
4. **Student**: the person who writes the master thesis.

### Master Thesis subject registration criteria

Any student of the BME GTK in an MSc master degree programme may prepare a master thesis provided that they registered, in the specific term, for the subject assigned to Master thesis in their programme and:

1. **met the prerequisite for the Master thesis** defined in the recommended curriculum of their programme:
  - for Management and Leadership: none
  - for Finance: none
  - for Regional and Environmental Economics: Thesis 1.
2. If the curriculum determines a certain minimum number of credits for the specific subjects for registration, they have the required number of credits:
  - for Management and Leadership: 70 ECTS credits
  - for Finance: none
  - for Regional and Environmental Economics: none
3. If the Master thesis consists of subject 1 and subject 2, they may only be registered for in the same term if the recommended curriculum of the programme allows.

### Registration

Registration shall take place in the **Neptun system** (by registering on “Thesis” as the subject).

## Assignment specification

The **topics** for Master thesis announced for a term, along with the names and contact information of supervisors, shall be published by the departments.

If a student contacts the department coordinator with their **own proposed topic** at least two weeks prior to the first day of the registration week, the proposed topic may be accepted by the head of the department who designates the persons to be assigned as department supervisors.

The **assignment specification** will be prepared by the supervisor together with (the thesis advisor and) the student. If the student fails to work together with the supervisor and/or the thesis advisor, the process will be terminated without an assignment specification.

**The first task of the student is to choose a topic group in the faculty information system (Moodle). During the selection of the topic, the students shall upload a topic proposal, from which the supervisor of the chosen topic prepares the detailed assignment.**

As a minimum, an assignment specification shall include the following items:

- the topic and the planned title of the Master thesis,
- a brief summary of the content (what is the thesis about),
- the purpose of the analysis, research,
- the brief description of the content of the analysis, research,
- expected findings, outcomes of the analysis, research.

Students shall receive the assignment specification in the information system (or, in case of programmes where this is not possible, receive the hard copy in the department, until the end of the fourth week of the study period and shall attach it to their thesis at its submission).

**Acceptance of the assignment must be indicated by the student in the faculty information system by the specified deadline.** The exact deadline (day, hour) will be published in the information system (Moodle).

## Consultation

Students shall contact the supervisor or the designated thesis advisor within 5 working days following the receipt of the assignment specification.

The student and the supervisor shall work together during the discussion of the work plan and if a thesis advisor is appointed for the assignment, he/she will also be involved in such discussion.

The **student** has to complete regular personal or electronic consultation sessions with the supervisor and keep a **consultation log** to record information about the regular consultation sessions in the information system.

## Requirements

The required minimum length of the master thesis is 100 000 characters respectively, with a font size of 12 (Times New Roman), line spacing of 1.5 and without spaces and neither may exceed 140 000 characters in length. The total number of characters include figures, table of contents and bibliography as well.

It shall be written using the **template** based on the required formatting settings. The template will be available in the **Moodle system**.

A **formatting and a content guideline** will also be provided to the students in the **Moodle system**.

Students shall regularly deliver or present the parts of the tasks or partial tasks they completed for checks and corrections to the supervisor or the designated thesis advisor.

## Submission

The submission date of the master thesis is the **last day of classes**. The official submission time and date of the theses shall be the time and date when the thesis is uploaded to the information system.

The exact deadline (day, hour) will be published in the information system.

Students shall take one bound copy of their thesis to the defence, which shall be returned to them after the defence.

## Thesis review

The thesis prepared by the student and approved by the supervisor shall be reviewed. The review shall be organised and coordinated by the department responsible for professional oversight.

The (score-based and written) review assessment and the evaluation of the supervisor shall be made available to students at least 5 working days prior to the final examination to ensure that they are able to respond to remarks made and questions asked in such documents at the defence of their master thesis.

## Public Availability of the Master Theses

The theses, including any additional documents, attachments, written by students shall be publicly available, for review, in the faculty's library or electronically. No copy of and no disclosure of the thesis in whole or in part to any third party shall be allowed without the prior written consent of the respective student and the head of the respective department. A thesis may be discarded after 15 years. The discard process shall be subject to the rules pertaining to restricted accessibility.

If a business entity or institution intending to be involved in the writing of a thesis wishes the university, the faculty or the university's employees to legally assume liability for any financial loss, damages with regard to the writing of the thesis, such business entity or institution may not be involved in the preparation of the thesis.

If the relevant criteria are met, a master thesis may only be deemed to have restricted accessibility based on the contract included in Annex 6 hereof. The clause included in Annex 7 hereof shall be added to the master thesis.

**Annexes are available on our English website under “For Students/School Year” submenu.**