

**UNIVERSITY OF MISKOLC
FACULTY OF ECONOMICS
REGULATIONS FOR PREPARING THE THESIS**



Miskolc, 2013

University Regulation 1.3.5.6.



REGULATIONS FOR PREPARING THE THESIS FACULTY OF ECONOMICS UNIVERSITY OF MISKOLC

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Chapter I

SCOPE OF REGULATIONS

Section 1

- (1) These regulations are applicable to traditional programmes and to those within the Bologna Process taught at the Faculty of Economics:
 - a) Bachelor programmes (BA)
 - b) Master programmes (MA, MSc)
 - c) Graduate Bachelor full-time university-level programmes
 - d) Bachelor part-time college-level programmes
 - e) Supplementary part-time university-level programmes
 - f) Specialist postgraduate programmes
- (2) These regulations shall be considered the governing regulations, and may be supplemented by further regulations adopted by institutes of the Faculty.

Chapter II

OBJECTIVES AND SCOPE OF THE THESIS

Section 2

- (1) A thesis is a written composition investigating a practical topic related to the programme of study (specialisation) and that is the student's independent work. Apart from demonstrating the student's appropriate knowledge of the Hungarian and international literature relevant to the research work, the thesis also presents evidence of the student's independent and critical thinking and capacity to apply the knowledge gained from the literature, to draw conclusions and to formulate recommendations in an independent manner.
- (2) The length of the thesis is limited to 50–80 pages for MA and MSc degrees (maximum 50,000 characters excluding spaces) and to 40–70 pages (maximum 40,000 characters excluding spaces) for college, specialist postgraduate programme and BA degrees. This number does not include appendices. Students may be granted special permission to exceed the character or page limit on condition that the nature of the research topic requires this.
- (3) The thesis is a requirement for qualifying to take the final examination and the thesis defence is a part of the final examination.

Chapter III

THESIS PREPARATION PROCESS

Section 3

- (1) Students have a two-semester limit for selecting a research topic for their thesis, laying the research foundation, studying the available academic literature on the topic and writing the thesis. Students are required to register for their thesis by enrolling in a thesis-writing course offered in the programme curriculum (for instance, Portfolio specialist seminar, Specialist seminar). If a student fails to enrol in the course, he/she may not start the thesis-preparation process.
- (2) The list of up-dated research topics and the supervisors' names assigned to them are available on the Institutes' websites. The topic selection deadline: the first day of the registration week.
- (3) Students select a thesis topic from the list compiled by the department or institute. They may also select a topic other than the one on the list provided only if one of the academic staff of the relevant Institute undertakes the supervision of the thesis upon the student's request. When students select a topic, they complete the Application Form for Selecting a Thesis Topic

(Appendix 1), sign it and submit this form to the office of the institute. Part-time students may also submit this application form to their programme officer. Submission deadline: the last day of the second week of the teaching period. Students may decide to change the approved thesis topic. The application for change of topic must be submitted no later than five months before the defence of the thesis.

- (4) After receiving the information about the selected thesis topic and the company to be investigated, the relevant institute allocates an internal supervisor. If both the internal supervisor and the Director of Institute co-sign the Application Form for Selecting a Thesis Topic, the thesis topic is registered, approved and allocated to the student. Students will find details on the research interests of the internal supervisors on the Student Neptun System. Deadline: the last day of the fourth week of the teaching period.
- (5) An external supervisor must be a professional who is competent in the relevant field of research and possesses a higher education degree.
- (6) Consultation sessions on the research thesis take place according to a time schedule agreed upon in advance by the research supervisor and the student. Supervisors and students may communicate in person, on phone or by e-mail. Supervisors keep a record of consultation sessions using the Thesis Consultation Record (Appendix 3). The supervisor and the student shall meet in person at least once per semester. In cases where the student fails to consult each supervisor at least three times per semester by phone, e-mail, etc. for reasons attributable to the student, the internal supervisor may refuse to certify the relevant semester or to propose the thesis for submission. Students shall follow their supervisors' guidelines related to writing the thesis, collecting and analysing data and exploring the available literature. If the student fails to accept the supervisors' proposals, supervisors may request a discontinuation of further supervision of the student. The institute director will decide whether to appoint a new supervisor (within two weeks). While providing guidance on the research thesis to the student, both the internal and the external supervisors record the dates of the consultation sessions in the Thesis Consultation Record and sign the record. If they consider that the thesis is ready for submission, they indicate this in the Record and certify this by their signatures.
- (7) The institute ensures that the confidentiality of the information about the investigated company is respected and maintained if the relevant company or organisation requests so in writing when it allocates an external supervisor (Appendix 4). Deadline: not later than two weeks before the thesis is submitted.
- (8) The finalised title of the thesis is submitted to the institute office either in person or by e-mail upon the completion of the Thesis Assignment Form (Appendix 2). The office prepares the final Thesis Assignment Form and makes it available to the student. Deadline: not later than two weeks before the submission of the thesis. The institute director signs the Thesis Assignment Form, which students can obtain in person at the office before the thesis is bound.
- (9) Both the internal and external supervisors decide on whether the thesis is ready for submission. If they decide that the thesis meets the requirements and can be submitted for examination, they indicate this on the Thesis Consultation Record and certify this by their signatures. If the supervisors classify the thesis as failed, the student is not permitted to obtain the report on thesis examination outcome. The amended thesis can be submitted for re-examination only in the next final examination period.
- (10) If the student fails to comply with his/her submission obligations within the prescribed deadline, but can produce objective supportive evidence of reasons for the delay, submits an application for

deadline extension and pays a penalty fee, the dean of the faculty may – as an exception – allow the student to continue the thesis submission process.

- (11) The deadline for thesis submission cannot be extended.

Chapter IV

THESIS SUBMISSION AND UPLOADING

Section 4

- (1) Before submitting the paper version of the final theses, students upload the electronic version of their theses to the repository of the Library of Miskolc University, Archives, Museum MIDRA (Digital Repository of Miskolc University). Students complete a Student's Declaration Form where they declare that the content of the electronic and paper versions of the thesis is identical. In the statement the students also indicate whether they request confidential treatment of the thesis and declare the level of publicity of the electronic version of the thesis (Appendix 7). The Library issues a Certification of Thesis Acceptance once the thesis has been successfully uploaded. Deadline: the first working day of May (for students beginning their studies from September) or the first working day of November (for students beginning their studies from February).
- (2) Students are also required to convert the text part of their thesis into a text-PDF file – not into an image file – and to upload the electronic version of the thesis to the University's MIDRA. MIDRA allows for a maximum of two individually uploaded files per thesis: texts in PDF format and all joint attachments in ZIP files. The files must be named as follows: family name_ the first letter of the first name_ year of submitting_ Neptun codedotextension (for example, pdf, zip).
- (3) The printed versions of the thesis may be submitted to the relevant institute only along with the certificate issued by the Library, Archives, and Museum that certifies that the thesis has been successfully uploaded to the repository. Students are required to submit two paper versions and one electronic version on a CD to the relevant institute. They must submit a copy of a completed and signed Student's Declaration Form (Appendix 7). Deadline: the first working day of May (September entries) or the first working day of November (February entries). Students will obtain a copy of a printed version after defence of the thesis.

Chapter V

ORGANISATION OF THE THESIS

Section 5

- (1) Thesis Assignment Form (Appendix 2): The Thesis Title Assignment Form obtained from the office of the relevant institute shall be the first page of the bound copy of the thesis.
- (2) Thesis Consultation Record (Appendix 3): The Thesis Consultation Record shall form the second page of the bound copy of the thesis.
- (3) Application for Confidential Treatment (Appendix 4): The Application for Confidential Treatment shall be the third page of the bound copy of the thesis if the investigated company requests confidential treatment of the thesis.
- (4) Declaration of Originality (Appendix 3): The Declaration of Originality Form shall follow the Thesis Assignment Form, Thesis Consultation Record and Application for Confidential Treatment (if there is one).
- (5) Title page: The name of the institute allocating the thesis topic is written in the upper left-hand corner of the title page. The thesis title is centred. The author's name and the year of submission

are indicated in the lower right-hand corner. The thesis title briefly reflects the thesis content, names the investigated organisation and presents the thesis topic to be researched.

- (6) Table of contents: Table of contents includes chapter headings (1., 2.,...), sub-chapter headings (1.1., 2.1., ...), section headings (1.1.1., 2.1.1., ...), headings of sub-sections (1.1.1.1., 1.1.1.2., ...) and lists the starting page of each.
- (7) Introduction (normally two or three pages): The introduction presents the subject and the topic of the research thesis in detail and lays out the reasoning to justify the research; defines theoretical and practical research questions, research problems and areas to be explored, and potential solutions to them; introduces the chosen research methodology; briefly presents empirical investigation tools, describes the procedure and logic of the investigation, and introduced the structure of the thesis. It may also include comments on the scope of the thesis and explain why areas indicated in the title are not investigated.
- (8) The main body of the thesis is divided into chapters discussing the research topic. It contains the author's personal position in relation to the issues raised, which should be distinguishable from other academics' positions presented in the literature review. The main body should be organised as follows:
 - a) Literature review: the literature review addresses concepts, terms, theoretical models and findings of empirical research studies published in the available literature that are fundamental for the research. The purpose of the literature review is to show that the author of the thesis is familiar with the available relevant literature and is equipped with the skills required to synthesise the sources. The literature review describes various approaches to the research topic and presents the author's opinion and critical evaluation of the literature.
 - b) Introduction of the investigated company/organisation: If the research topic is closely related to a company or organisation, the scope of the company's activities, its brief history and organisation as well as specific characteristics should be presented in this part.
 - c) Analysis: The theoretical and practical research problem to be addressed in the thesis is formulated. The methodology used is described. The author's assessment of the situation should be supported by objective and evidenced-based data as well as reasoned analyses.
 - d) Recommendations: Recommendations should be formulated based on the knowledge gained during the investigation. The solution concept and criteria are described. Depending on the nature of the topic, the economic impact of the proposed recommendations may also be assessed.
- (9) Summary (normally from two to five pages): This part of the thesis contains a summary of the research findings, the structured answers to the formulated questions and possibilities of further investigation of the research topic.
- (10) References, List of Tables and Figures: This part of the thesis contains all books, journals, theses, manuals, corporate documents, electronic publications and other literature that the thesis author partially or fully read and used while working on the thesis and used in the thesis. Tables, figures, published statistical data and the sources the appendices were taken from are also included.
- (11) Summary in a foreign language (one or two pages): The summary may be written in any modern foreign language other than the language of the thesis.
- (12) List of Appendices: Materials included in appendices are figures, tables, corporate documents, questionnaires, interview drafts, calculations, etc. that cannot be used in the main body of the thesis because of their format or large size but are necessary to understand the thesis and whose inclusion is justified. The length of the numbered and headed appendices with indicated sources

can exceed 15% of the whole thesis only in justified cases. If the supplementary material in the Appendix is oversized and larger than the standard A/4 size, it may be folded into the manuscript. Students must make sure that any oversized pages can be unfolded after binding.

Chapter 6

FORMAT REQUIREMENTS

Section 6

(1) Format requirements for the text of the thesis

- The language that the thesis is written in should be the language that the programme is taught in. Exceptions may be made if proposed by the szakfelelős and approved by the vice-dean for educational affairs, as long as consultation and reviewing of the thesis is still possible. In this case, a copy of the thesis must also be submitted in the language of the programme. Thesis review and defense will take place in the language of the programme.
- The thesis must be prepared using word processing software and printed on white A4 paper.
- Use the font Times New Roman.
- Font sizes to be used: title - 15, subtitle - 14, body of thesis - 12, footnotes – 10.
- Use line spacing of 1.5. Set margins to 3 cm for the left margin and 2.5 cm for all other margins.
- Chapter titles should be centred, all other headings should be on the left margin.
- Each chapter should begin on a new page. Chapters and subchapters should be clearly distinguished from the body of the text (not just in size, but by using bold, italics, etc.).

(2) Format requirements for graphical items

The body of the text can be made more illustrative and higher quality with the use of visual items such as formulas, tables, and figures, including graphs or even maps or colour photographs. The size should not exceed half or maximum three-quarters of an A4 page. Graphical items and tables requiring one full page or more than one page must be placed in an appendix.

a) Formulas should be placed 3 cm from the left margin, and if more than one is used, they should be numbered, with the number placed at the end of the line in round brackets. Any nomenclature used in the formula must be explained.

b) Centre figures on the page. Below the figure, supply a figure number and caption, as well as a citation of the figure's source.

c) Tables should be numbered in the upper right corner. The caption is placed above the table and centred, and any relevant units should be placed in the title. Below the table cite its source.

(3) Format requirements for in-text citations

Two types of in-text citations are used:

- a) If an exact quotation using someone else's words is used from a book, journal, periodical, manuscript, company document, etc., then that quotation must be placed within quotation marks. After the closing quotation mark, cite the surname(s) of the author(s), the year of publication, and the number of the page on which the quotation can be found. For example, (Kozma & Tari, 1998, p. 18). If more than one work by the same author(s) from the same year is used, distinguish them by placing a letter in lower class next to the date (Kozma, 1998a, p. 18) or (Kozma, 1998b, p. 70), in the order cited in the reference list. If the item you are citing has three or more authors, then use the first author's name and the following style: (Benet et al., 2003, p. 35).
- b) When the information cited is not in the exact same words used in the original source, then the usual form is to include the name(s) and year of publication in round brackets as described above (Kozma, 1998a), and full citation information must be given in the reference list.

(4) Format requirements for the reference list

The reference list contains the literature used placed in alphabetical order by author's name (where no author's name is given, the title of the work is used). It must include all of the data needed to clearly identify the source you have used.

a) for a book with one, two or more authors:

Mabberley, J. (1998): *Activity-based Costing in Financial Institutions: How to Support Value-Based Management and Manage Your Resources Effectively*. 2nd Ed. FT Press, London.

Kaplan, R. S. & Atkinson, A. A. (2003): *Advanced Management Accounting*. 3rd Ed. Pearson, New York.

McConnell, C.R., Brue, S.L. and Flynn, S.M. (2014): *Microeconomics: Principles, Problems, & Policies*. 20th Ed. McGraw-Hill, New York.

c) Edited book or collection of papers (proceedings, etc.):

Bhimani, A. & Bromwich, M. (1992): *Management Accounting: evolution in progress*. In: Drury, C. (ed.): *Management Accounting Handbook*. Butterworth – Heinemann Ltd., Oxford, pp. 14–35.

d) article appearing in a journal

Allcott, H. & Greenstone, M. (2012): *Is there an Energy Efficiency Gap?* *Journal of Economic Perspectives*, 26(1), pp. 3–28.

e) Corporate documents: author (if given) or unit within the company, document title, date of issue

f) Internet sources: author(s), title of document, name of site, date of issue, URL (date accessed). Example: Sample, J.: *Citation in theses*. Study support site, University of Miskolc, 15 December 2012. <http://minta.uni-miskolc.hu/szakd.html> (accessed 29 December 2012)

g) Sources in a language other than English: Give the title in the language of publication followed by the English title in parentheses.

(5) Format requirements for the external appearance of the thesis

a) It must be submitted to the institute issuing the thesis assignment, in two printed copies and in electronic form on a CD.

b) The printed copies must be bound in a rigid black binding. Spiral binding is not acceptable. On the front cover the word "THESIS" should be printed in gold letters and centred. Under that is the logo/seal of the Faculty of Economics, and the author's name is placed near the lower right-hand corner, with the year of submission printed below it.

c) On the paper label of the CD case, give the following information: name, programme (the precise name, e.g. Master of Business Administration), year of submission, title of thesis. On the CD itself write your name and the year of submission.

Chapter 7
PREPARING FOR THE THESIS DEFENCE
Section 7

- (1) The thesis is evaluated by two assessors (opponents) in writing on the basis of the aspects specified on the thesis evaluation form (Appendix 6), which can be downloaded from the faculty homepage as a Word document. One of the assessors is the internal supervisor. The external supervisor and the external assessor cannot be the same person. The external assessor can only be a specialist with a higher educational degree and experience in the given field. Full-time instructors of the faculty cannot act as external assessors. External assessors are proposed by the internal assessors and then appointed by the institute, with the exception of the theses treated as confidential, in which case they are appointed by the host organisation.
- (2) If one of the assessors fails the thesis, i.e. does not recommend its acceptance, a third assessor must be appointed. A student whose thesis has been failed by both assessors cannot take his/her final examination. In this case a new thesis can be submitted only in the following final exam period.
- (3) The thesis may be failed if:
 - a) its format and content do not meet the requirements described in Chapter 6.
 - b) it contains basic factual errors in both theoretical and practical aspects.
 - c) its length significantly differs from the expectations.
 - d) it contains spelling, grammatical, stylistic and structural errors that make understanding difficult or impossible.
 - e) it builds on only one author's work in minimum three consecutive pages, even if the source is properly cited at the adequate passage and in the reference list.
- (4) The thesis is failed if:
 - a) it is given less than 26 points based on the evaluation criteria.
 - b) it builds on another author's work in more than one paragraph (3-5 sentences) length using a word-by-word quotation without reference.
 - c) it builds on another author's work in at least two places more than two successive sentences in length, using a word-by-word quotation without reference.
 - d) it builds on another author's work in at least three places in one sentence length using a word-by-word quotation without reference.
 - e) the author of the thesis uses another person's published thoughts as his/her own in at least three places.
 - f) it contains data or information that is not lawful.
- (5) If any of 4(b)-(e) are breached then the plagiarising student's thesis is forwarded to the dean by the head of the institute issuing the thesis assignment. With this, a disciplinary action against the student is initiated.
- (6) The evaluations of the assessors and their questions are made available to the student no later than three working days before the oral defence of the thesis. The evaluation forms can be accessed at the institute office or the students can be informed about their content by telephone or via email.
- (7) Defending the thesis is part of the final examination. The defence consists of two parts.
 - a) The defence begins with the candidate explaining his/her choice of the topic and outlining the problem appearing in the title of thesis. After that the student summarises the results of his/her research and the findings and contributions. During the defence the student is free to use visual aids prepared in advance. Upon request a projector can also be used.

- b) The student responds to the problems raised by the assessors as well as to the questions of the Board members. After this the Board decides about acceptance of the thesis and informs the student about the result. After a successful defence, the student may start the second part of the final examination, i.e. the comprehensive oral exam over professional subjects.
- (8) In case of theses to be treated confidentially the thesis can only be read by the supervisors, the assessors and the members of the Final Examination Board.
- (9) A report submitted to the National Student Research Society Conference that is awarded 1st, 2nd or 3rd place may be submitted as a thesis if it complies with the thesis requirements. With the recommendation of the internal supervisor, the dean may accept the thesis with the mark 5 without any additional evaluation.
- (10) In case the defence of the thesis fails, a new thesis is required.

Chapter 8
INSTITUTIONAL HANDLING OF THE THESIS
Section 8

- (1) After the defence a printed version and an electronic version (on CD) of the thesis are deposited in the institutional library. Students are not allowed to borrow theses; they can only be read in the library.
- (2) Theses to be treated confidentially must be stored in a locked cabinet designated for this purpose.

Chapter 9
CLOSING PROVISIONS
Section 9

- (1) The present Regulations were approved by the Council of the Faculty of Economics in Resolution No. 21/2013 (V.29.). These regulations, approved by the Senate in Resolution No. 323/2013, became effective on 1 September 2013.

Miskolc-Egyetemváros, 15 July 2013

Prof. Dr. György Kocziszky
Dean
Chairperson of the Faculty Council

Prof. Dr. István Stipta
Rector
Chairperson of the Senate

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Appendix 1

UNIVERSITY OF MISKOLC
FACULTY OF ECONOMICS

APPLICATION FORM FOR SELECTING A THESIS TOPIC

Student's name: _____

Neptun code: _____

Programme: _____

Specialisation: _____

Institute/department in charge: _____

Topic of the thesis: _____

Proposed title of the thesis: _____

Name, address of host organisation (*not mandatory*): _____

Name and position of external supervisor (*not mandatory*): _____

Name and position of internal supervisor (*not mandatory*): _____

Date:

.....

signature of student

Name and position of internal supervisor appointed by institute/department:

I have approved the thesis topic.

.....

signature of Head of Institute

.....

signature of internal supervisor

Miskolc,

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Appendix 2

UNIVERSITY OF MISKOLC
FACULTY OF ECONOMICS

THESIS ASSIGNMENT FORM

STUDENT'S NAME: _____

NEPTUN CODE: _____

PROGRAMME: _____

SPECIALISATION: _____

INSTITUTE/DEPARTMENT IN CHARGE: _____

TITLE OF THE THESIS: _____

HOST ORGANISATION: _____

NAME AND POSITION OF EXTERNAL SUPERVISOR: _____

NAME AND POSITION OF INTERNAL SUPERVISOR: _____

DATE OF ISSUING THE THESIS ASSIGNMENT: _____

Miskolc,

.....
signature of Head of Institute

Appendix 3

UNIVERSITY OF MISKOLC
FACULTY OF ECONOMICS

THESIS CONSULTATION RECORD

STUDENT'S NAME: _____

NEPTUN CODE: _____

TITLE OF THE THESIS: _____

HOST ORGANISATION: _____

NAME AND POSITION OF INTERNAL SUPERVISOR: _____

NAME AND POSITION OF EXTERNAL SUPERVISOR: _____

Dates of consultation:

Date of internal consultation	Internal supervisor's signature	Date of external consultation	External supervisor's signature

The thesis may be submitted.

Date:

.....

signature of internal supervisor

Date:

.....

signature of external supervisor

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Appendix 4

**UNIVERSITY OF MISKOLC
FACULTY OF ECONOMICS**

APPLICATION FOR CONFIDENTIAL TREATMENT

STUDENT'S NAME : _____

NEPTUN CODE : _____

PROGRAMME: _____

SPECIALISATION: _____

I request the thesis of the above-mentioned student to be treated confidentially for year(s) due to its confidential organisational data content.

Name, position and postal address of the proposed assessor:

.....
.....

Applicant's name, position and host organisation:

.....
.....

Date:

.....
signature of applicant

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Appendix 5

DECLARATION OF ORIGINALITY

STUDENT'S NAME: _____

NEPTUN CODE: _____

TITLE OF THE THESIS: _____

In full awareness of my criminal and disciplinary liability I declare that all passages, figures and tables in this thesis – with the exception of the properly referenced parts – represent my own work, and no part of this thesis is based on other documents – including any preceding thesis of mine.

I understand that, in the case of a thesis, plagiarism is:

- using a word-by-word quotation without quotation marks and without citation;
- using content without proper referencing;
- using another person's published thoughts as my own.

I, the undersigned, state that I understand the concept of plagiarism and I understand that in case of plagiarism my thesis will be rejected and in this case disciplinary action may be brought against me.

I also declare that the printed version of the thesis and its electronic version (submitted on CD and uploaded to the university homepage) are identical regarding format, structure and content.

Date:

.....
signature of student

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Appendix 6

UNIVERSITY OF MISKOLC
FACULTY OF ECONOMICS

THESIS EVALUATION FORM

STUDENT'S NAME: _____

NAME OF PROGRAMME: _____

TITLE OF THE THESIS: _____

ASSESSOR'S NAME: _____

	Possible points	Points received
Concept, topic, objectives	(0-5 points)	
Theoretical and academic foundations of the examined problem, processing the literature on the topic	(0-10 points)	
Theoretical research methods applied	(0-10 points)	
The results of the thesis, completeness, originality, possibility for practical implementation	(0-20 points)	
Format, style, language	(0-5 points)	
Total points:		
Grading system of the thesis:		
0-25 fail (1);	26-31 pass (2);	32-36 satisfactory (3); 37-42 good (4); 43-50 excellent (5)
Grade recommended by the assessor: (.....)		
Written evaluation of the thesis:		
Question(s) to be asked at the thesis defence:		

Miskolc,

.....
signature of assessor

EVALUATION CRITERIA FOR THE THESIS

1. Wording and structure of the conception, topic, objectives of the thesis (0-5 points)

Higher points are awarded to a thesis whose topic is timely and properly limited, where the pre-analysis hypotheses and aims are correctly designated, and that is structured logically and follows conventions of the field. The score varies depending on whether the thesis deals with or reproduces a well-known, widely studied and largely solved issue or whether it is a topic requiring substantive new work or further development. Theses receiving lower points are those whose topic is poorly defined, without concrete objectives, and not organised in a logical manner.

2. Theoretical and professional basis to the issue investigated, literature review (0-10 points)

A thesis deserves high points if the selected topic is discussed using results obtained by the author and is properly built upon and confirms the theoretical knowledge and recognised models of its specialized branch of knowledge, that uses these correctly in the analysis of the topic and with a critical perspective. Highest points are given if the most important international literature is also cited, discussed and commented upon. Low points are given to the literature review if the literature is not discussed.

3. Analytical method(s) applied (0-10 points)

High points are awarded if the relationships and correlations learned in your studies are used at a high level, in a goal-oriented way, exceeding the basic level. If the features of the topic are examined satisfactorily using methods requiring substantial levels of know-how and experience, a positive evaluation will be achieved. If a conventional method is further developed in the thesis, this is considered outstanding. While it is not required to carry out your own research, the quality of the thesis is raised by using relevant research results.

(4) Results, completeness, originality, practical applications (0-20 points)

High points will be granted if the results and findings in the thesis are new or novel. Special recognition is given if the results are evaluated correctly, using high-level and accepted methods and comparison with results in the literature. High points are awarded if the results of independent research are presented and discussed from a theoretical or practical perspective, or that are in good agreement with results in the literature. Lower points are given to theses that include little or no independent conclusions or recommendations.

5. Format, style, language (0-5 points)

Recognition is given to a thesis whose style is appropriate and that flows well, whose references to the literature are correctly performed, with full and precise information given in the reference list, captions and heading, whose figures and tables are clear, well designed and properly referenced. Only minimal points will be given if there are objections to the style, citations are lacking, tables and figures are not captioned, there are many typographic errors, etc.

Evaluation based on the total score:

0-25 fail (1); 26-31 pass (2), 32-36 satisfactory (3); 37-42 good (4); 43-50 excellent (5)

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Appendix 7

STUDENT'S DECLARATION FORM

Student's name: _____

Neptun code: _____

Faculty and programme: _____

Year of thesis submission: _____

Title of the thesis: _____

I request that my thesis be **treated confidentially** (requires an application for confidential treatment). (Please underline as applicable.)

Yes

No

I allow the university library to publish my thesis as **full text on the Internet**. (Please underline as applicable.)

Yes

No

In full awareness of my liability I declare that the electronic version of my thesis is **identical** to the printed thesis I submitted.

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