



## **GENERAL INFORMATION ON PREPARATION OF THE THESIS AND ON ADMISSION TO THE FINAL EXAM**

Valid from: 06.05.2025.

### **1. The purpose of preparing a Thesis**

According to *Organizational and Operational Regulations of Óbuda University Volume III – Annex I to the Student Requirement System of Óbuda University Study and Examination Regulations of Óbuda University Section 55. point (1)*: In order to be conferred a postgraduate degree, students are required to complete and defend a thesis at a special postgraduate training course. This is a complex individual task requiring a synthesis and creative application of the knowledge and skills acquired. A thesis requires individual work, and any misuse of the intellectual products of others (plagiarism) is prohibited.

### **2. Thesis Assignment**

The Thesis Assignment must meet the training and output requirements of the specialized training, and have to be related to the specialization.

The Thesis Assignment can be:

- a) of external origin: in that case an external Institution or specialist or the student makes a proposal for the thesis topic
- b) internal (University) origin: in that case a teacher of the Faculty or the leader of the specialized training makes a proposal for the task to be solved

In both cases the topic must be approved by the leader of the specialized training.

The internal university topics must be announced to the students at the beginning of the topic selection period for each specialized training. The student must get in contact with the internal or external Consultant of the selected topic for a detailed discussion of the assignment. If the choice has been made the student fill and hand in the "Thesis Assignment" sheet. The declared assignment is approved by the leader of the specialized training after it will be recorded in the Neptun system during the topic selection period.

In the case of a 4-semester training, the topic is chosen in the 3rd semester, in the case of a 3-semester training in the 2nd, and in the case of a 2-semester training the selection will be in the 1st semester.



### **3. Formal requirements of a thesis**

#### **3.1 The Thesis must be prepared in the language of the specialized training.**

#### **3.2 General expectations of the thesis**

The recommended content units of the Thesis:

1. Contents (with page numbering)
2. Introduction
3. Framing of the problem to be solved
4. Analysis and elaboration of the problem
5. Overview of possible approaches and solutions based on the available literature
6. Selection of the solution method, justification of the choice
7. Description of the detailed specification
8. Description of work phases and experiences during planning
9. Description of the implementation
10. Analysis of the implementation and further development possibilities
11. Short content summary (1500-2500 characters)
12. Bibliography

The Thesis consists of minimum 40 pages with minimum 60.000 characters (with spaces)

The thesis is an independent work, which requires knowledge and use of the literature. All literature references must be clearly marked, making it clear that they are not own results. The consultant, the reviewer and the members of the final examination committee pay special attention to recognizing and preventing the misuse of other intellectual property.

Citations must be used in quotation marks, indicating the source inserted in the text or in a footnote, otherwise the source works used must be indicated in a standard format in the bibliography.

The source of the figures, images and data used must also be indicated.

#### **3.3 Typography requirements**

The Thesis must be bound in a hard (black) cover - unless the leader of the specialized training decides otherwise. The following must be indicated on the cover:

- Black, hard, leather binding inscribed in gold letters
- Centered in the upper third of the page there is an inscription: „THESIS”
- In the lower left corner, the letter code of the University and the Faculty (OE-BGK) and the year of submission of the Thesis
- In the lower right corner the student's name with the student's .... number below
- Student's name and year of the submission of the Thesis on the spine of the cover



The following pages are mandatory at the beginning of the Thesis:

- a) Thesis Front Page
- b) Thesis Assignment
- c) Student's Declaration

The Thesis is required to be produced in an A4 format.

Recommended page layout settings are:

- 40 mm from the top,
- 25 mm at the bottom and on the outer edges
- 35 mm margin adjustment on the binding side (due to the binding)
- line spacing 1,5 lines.

Page numbering at the top, in the middle of the page, 20 mm from the page edge.

The font of the text is Times New Roman, size 12 points.

The chapter titles must be numbered with Arabic numerals, which should consist of 14-point capital letters, aligned to the center, placed at the top of the page. Subchapter titles should be numbered up to three numbers deep, with 12-point bold characters, aligned to the left.

Figures and tables can be:

- a) edited with a computer, inserted between the text with a text editor or printed

In relation to figures and tables, any clear, aesthetic design that does not conflict with the standards and which the consultants consider appropriate is acceptable.

## **4. Submission of Thesis**

### **5.1 Preparation of the Thesis submission**

These documents are sent to the student by the administrator of the Faculty during the submission period. The student receives new updated documents even if the student already received them in a previous semester. In order for the data shown on the Thesis Assignment to be up-to-date and final, students must check the data in Neptun by the deadline specified by the administrator and report any corrections to the administrator.

### **5.2 The Thesis submission process**

The thesis is submitted online through Neptun system.

The deadline for uploading the thesis usually is December 15 for the fall semester (January final exam) and May 15 for the spring semester (June final exam). Deadline may vary.

The method and deadline for submitting the bound copy is determined by the leader of the given course.



The student's user guide of the uploading process describes in detail how to upload the Thesis.

The Thesis must be uploaded in a single PDF file, a PDF whose body text (except signature-scan pages) must be readable by plagiarism checking software. For example, it doesn't work to print the whole thing and then scan it back, because then there will be only images on the pages and the software couldn't read that. Saving it from a text editor to a PDF will be just fine. PDF file size limit is 100 Mbyte.

If there is an attachment to the Thesis, such as a video or image, which is not in the PDF, it can be uploaded in a zip file, but on the upload page you must select the pdf and in a different row the zip to be uploaded at the same time. If you accidentally upload the Thesis but not the zip, please do not start uploading the whole thing again, instead send the attachment files via e-mail.

After the upload, the student completed the submission task, the internal consultant with Neptun code / or, if there is none, the designated internal colleague with a Neptun code will send the uploaded Thesis on the Portal for plagiarism control. The returning plagiarism result will be given to the Consultant, who will decide whether the Thesis can be reviewed. In case of a positive decision, the Consultant click on the "Send for review" action. In the case of a negative decision, the Consultant click on the "Not recommended for review" action. In the latter case it is mandatory to fill the "justification" field.

During sending for review, the institutional consultant provides the name of the reviewer and sends the Thesis to him through the Neptun. The reviewer enters the Neptun and records his review. The Review must be available to the student no later than 3 days before the final exam.

In the case of a thesis with insufficient merit, the student may attempt to prepare a new thesis twice. The consultant, the reviewer and the members of the final examination committee pay special attention to recognizing and preventing the misuse of other intellectual property.

## **5. Purpose of the final exam**

According to *Organizational and Operational Regulations of Óbuda University Volume III – Annex I to the Student Requirement System of Óbuda University Study and Examination Regulations of Óbuda University Section 56. point (1)*: Students participating in higher education training courses, Bachelors, Masters, and special postgraduate training courses shall take a final examination upon the completion of their studies. The final examination is the check and evaluation of the knowledge, skills and abilities required for obtaining a degree certificate, in the course of which students are also supposed to demonstrate that they can apply their knowledge in practice. The final examination is required to be taken in the language of the degree program.



## 6. Criteria for admission to the final examination

Criteria for admission to the final examination:

- a) final completion certificate (absolutorium) granted;
- b) a thesis at a higher education training course, a degree project at a Bachelors course, and a thesis at a Masters course, accepted by the reviewer.

A student with any outstanding payment obligations to the University may not be admitted to a final examination.

Students may be admitted to a final examination after being granted their final completion certificate. A final examination can be taken within the scope of the student relationship in the examination period following the final completion certificate being granted, and afterwards – following the termination of the student relationship – in any of the examination periods within two years, in accordance with the training requirements in effect. No final examination is allowed to be taken after five years of the termination of the student relationship.

Candidates may start the examination if their degree project / thesis has been accepted by the final examination board with at least sufficient (2) qualification. Criteria for correcting a failed degree project / thesis are defined by the competent institute.

In the event of applying for a final examination following termination of the student relationship, the student is required to pay a procedural fee.

## 7. Application for the final exam

Registration for the final exam is done through the Neptun system, the student must register for the given final exam period. The administrator assigns the registered students to the exam day.

The description of the application process for the final exam period details the application process.

The administrator registers the students who have achieved absolutorium for the final exam period after they have indicated their participation in the final exam by the specified deadline by submitting the "OE-0022 - Application for final examination for students with absolutorium" request and paying the associated fee.

The leader / administrator of the specialized training will inform the students about the conduct of the final exam.

## 8. Deregistration from the final exam

Students have the opportunity to deregister from the final exam period within the specified deadline. If they miss this period and it turns out afterwards that they cannot come to the final exam, they must indicate their withdrawal in advance with the "OE-0069" Request.



## **9. Repeating an unsuccessful final exam**

The final examination is a fail if any of the grades received is a fail. The result of the final examination is announced by the chair of the board. The results of the final exam will be announced by the chairman of the committee.

An unsuccessful final examination may be retaken twice.

A repeated final examination can be taken in the next final examination period at the earliest. Students are required to register at least one month prior to the date of the final examination, by applying with the „OE-0054 - Request on repeating final examination” request and paying the examination fee.

When retaking the final examination, candidates are only required to sit for an examination only on the subject(s) that they previously failed.

Budapest, 06.05.2025.