supervisor

Apáczai Csere János Faculty of Pedagogy, Humanities and Social Sciences

University of Győr

**Final Examination Regulations**

Accepted by the Faculty Council on May 15, 27/2021 (11.15.)

The present regulations are applicable from the autumn semester of the academic year 2021/22

Interpretative provisions

(1) Vocational training courses in higher education, in-service training courses and Bachelor’s courses conclude with a "thesis" and Master’s courses with a "diploma thesis", hereafter equally referred to as "thesis", while the term "diploma course" is used for the course attached to them.

(2) Matters not settled by these Regulations shall be governed by the EER (Education and Exam Regulations).

(3) The Faculty’s Final Examination Rules (FER) are approved and amended by the Faculty Council.

Section 1

Choice of Thesis Topic

1. As defined in EER 74/§ 1 at Apáczai Csere János Facutly it is possible to submit a thesis of the following types: dissertaion, publication or portfoliro, considering the restrictions on the single majors outlined in Annex 1. Criteria and regulations regarding the single thesis types are defined in Annex 20 of EER. The thesis is acceptable as a publication only on fulfilling any of the criteria set in points a), b) or c): a publication published in any national or international scientific journal which is on the list of journals ranked by a specific scientific department or committee at the Hungarian Academy of Sciences;
	1. value of a publication of at least 4 points based on calculation method of points for academic publications by the Doctoral School of Regional and Business Admisnistration at Schéchenyi István University, and the publication meets the requirements on a minimum volume defined in the Regulations;
	2. a publication published in a ranked scientific national or international, edited, printed or online issue (e.g. books, book chapters, conference proceedings) with ISBN number, peer-reviewed by an external independent assessor and the publication meets the requirements on a minimum volume defined in the Regulations
	3. a publication which meets the requirements on peer-reviewing and calculation method of points for academic publications by the Doctoral School of Regional and Business Admisnistration (in case of more than one authors).
2. Advertising the topics is coordinated by the Program Director who is also responsible for making the topic information in a table form available for students on the website of the department by the end of the study term before the thesis semester.
3. Selection of the supervisor, thesis type and topic based on the topics advertised on the website of the Department, are done by means of the Topic Selection Form. The students also have the opportunity to select a topic according to their own choice, after agreeing on it with the supervisor. Publication and portfolio type thesis can only be selected after the consent of the supervisor. Requirements on each type of thesis are available on the website of the Department.
4. Topic Selcetion Forms must be submitted by the BA, MA and students of undivided education at the department of their programme of study, by vocational training students at the Centre for Adult Education. The Topic Selection Forms for fall term must be submitted the same year between 1 and 31 May, and for spring term between 1 and 31 January of the same academic year. As an exception for techers’ training students registration for the diploma topic starts in the course of semester five, from 1st to 31st of January.
5. Submission of the thesis after the deadline of the given semester is not allowed, thus the Thesis course must be regarded as a failed course.
6. The thesis topic can be accepted only if the Topic Selcetion form is signed by all required parties (supervisor, external supervisor, leader of department organising the final exam) (Annex 5). Two original samples of the Topic Selection Form must be prepared. One is given to the student and one is registered at the department documentation.
7. An external supervisor is not required.

Section 2

Diploma Course

(1) Departments eligible for announcing diploma courses advertise the courses under the names of supervisors in the Neptun Unified Study System (Neptun).

(2) A supervisor may be the person defined in Article 75 (3) of the EER.

(3) It is the student's responsibility to register for the diploma course advertised under the name of his/her supervisor. Registrations that are completed that are not specifically for the supervisor’s course are invalid, and will be deleted.

(4) The general rules for courses specified in EER apply to diploma courses as well, compliance monitoring and evaluation is done by the instructor, namely the supervisor.

(5) The requirements of the diploma course should include the requirements for the consultations and the way of checking their fulfilment, the conditions for signing, the rules of assessment, possibilities for improving marks and the deadlines.

(6) Changes to the subject of the thesis or to the supervisor or to the type are authorized by the programme director on completion of the Permission Form (Annex 1), upon the recommendation of the supervisor.

(7) The thesis topic and the supervisor may be changed on one occasion during the student's studies by permission of the Programme Director (Annex 11), but no later than six months before the deadline for submission of the thesis corresponding to the student's studies. Form has to be submitted at the Department of Study Programme.

(8) The thesis type may be changed on one occasion during the student's studies by permission of the Programme Director (Annex 11), but no later than two months before the deadline for submission of the thesis corresponding to the student's studies. Form has to be submitted at the Department of Study Programme.

(8) If the student fails the diploma course, based on the recommendation of the supervisor the programme director decides whether the student can continue his/her work with the same thesis topic, or has to re-apply for a new topic.

Section 3

Submission of the Thesis

(1) Guidelines containing the formal requirements for the thesis are available on the faculty (and department) website. All formatting requirements and the necessary forms are available on the website. The volume of the thesis should be between 25-40 pages on vocational training courses, between 30-50 pages on in-service training courses and Bachelor’s courses and between 40-60 pages on Master’s courses.

(2) When the language of instruction is Hungarian the thesis is written in Hungarian, but upon the request of the student and with the approval of the supervisor the thesis may be written in a foreign language. In this case, a summary of 5-8 pages in Hungarian must be attached to the thesis. The supervisor’s and the assessor’s opinions must be written in Hungarian and it is the responsibility of the supervisor to ensure this. The final examination is in Hungarian.

(3) When the language of instruction is English the thesis and the opinions must be written in English and the final examination is in English.

(4) The thesis can only be submitted if the supervisor certifies the submission by signing the Thesis Consultation form. The student must consult with the supervisor at least six times, of which at least two must be in person. By signing the Thesis Consultation form, the supervisor also certifies that consultations have taken place. The Thesis Consultation form, together with the thesis, must be submitted to the administrative office of the department that runs the diploma course.

(5) Publication-type-thesis is accepted, when publication appeared, thesis is handling at the department concerned and uploaded to the library system by the deadline of thesis submission.

(6) Encryption of the thesis may be requested to protect personal data, classified information or business secrets. Encryption of the thesis may be initiated by the company/institution (hereinafter referred to as the partner institution) if that company wants to protect its business/professional interests. This may be because the company has either provided data/information for the preparation of the thesis or has obtained data/information as a result of the thesis, and wishes to protect that data/information.

(7) The partner institution can request the encryption of the thesis when the topic is announced, with the Confidentiality Request form.

(8) The Confidentiality Request form for the thesis and the Faculty Statement document are available on the faculty website. Encryption of theses has been undertaken by the Faculty for 15 years and only the published format of the encryption is used. The completed and signed Confidentiality Request form and the Statement of Confidentiality both have to be bound in the thesis. Moreover, the document has to be uploaded onto the library website.

(9) A printed artificial leather-bound copy of the thesis, together with the accompanying documentation must be submitted to the administrative office of the department that runs the diploma course by the date indicated on the faculty/department websites. The electronic format has to be uploaded onto the following website: <http://lib.sze.hu/diplomaleado> no later than 12 noon the day before the submission of the thesis.

(10) Only the joint submission of the hard copy plus the electronic copy means that the student has submitted the thesis. Submission of the thesis after the deadline of the given semester is not allowed.

(11) The accepted thesis can be used at the final examination during the sixth final exam period at the latest, following the submission. Beyond this deadline, a new thesis has to be submitted.

(12) If the thesis is submitted after the deadline, registration for the final examination can be done in the next final examination period at the earliest.

Section 4

Assessment of the Thesis

(1) In case publication-type dissertation is accepted, there is no need of an invited assessor’s opinion. Revision is accepted as a supervisor’s opinion and the mark is excellent.

(2) The completed dissertation and portfolio type thesis should be evaluated by the invited assessor.

 An assessor can be a person referred to in Article 78 (2) of the EER.

(3) The head of department should send the Assessment Request and the thesis, or make it electronically available to the assessor a week after thesis submission at the latest. A Thesis Assessment form has to be attached to the thesis and the deadline indicated for submitting the assessment.

(4) The Thesis Assessment form and the thesis should be returned to the department by Monday noon, the week preceding the beginning of the final examination period.

(5) The assessment forms are uploaded onto the Neptun system by the Faculty administrators.

(6) The assessment should be made available to the student no later than five days before the final examination.

(7) If the final examination committee or the assessor rejects the thesis because of plagiarism, the procedures outlined in annex 19 of the EER should be followed.

 (8) The final examination committee decides on the final mark of the thesis based on the assessor’s feedback.

(9) After the final examination, the original hard copy of the thesis is returned to the student by the organizing department.

(10) If the assessor fails the thesis for reasons other than plagiarism, then the student is not allowed to take part in the final examination at all.

(11) If the final examination committee considers the thesis to be a fail during the defence of the thesis, then the final examination as a whole is a fail. Therefore, the whole final examination, including the complex exam, has to be repeated in the next exam period.

Section 5

Final Examination Requirements

1. The head of department should publish the rules of the final examination in each degree program on the department's website, by the end of the third week of the study period at the latest. Information should specify:

a) the scheduling and the sequence of the subject area/complex final examination and the thesis defence

b) the content of the subject area/complex final exams, the topics to be examined, and information about the requirements.

(2) The subject area/complex final exam and the thesis defence are oral exams in each degree program. After selecting a question, the student should be provided with at least 20 minutes’ preparation time.

(3) For each major degree programme at the Faculty, the final examination consists of two parts: a complex examination and the defence of the thesis. In the complex exam, the student should demonstrate that he/she can use their acquired knowledge to solve a problem related to a specific area in his/her specialization.

 (4) The thesis presentation should take 10 minutes or under. Then the student should answer questions posed by the final examination committee. If the mark of the thesis defence is a fail, the final examination as a whole, regardless of the result of the complex exam, has to be repeated in the next exam period.

(5) If the student successfully defends his/her thesis in the final examination, but the complex exam is a fail, the overall result of the final examination is fail. The mark of a successful thesis defence can be accepted in four subsequent final exam periods. After that, the programme director must decide whether the student should choose a new topic, or the thesis that has already been submitted can be revised according to given criteria.

(6) An unsuccessful final examination (a fail) may only be repeated in a subsequent final examination period.

(7) The rules and regulations of the EER have to be applied to the thesis defence and the composition of the final examination committee who are responsible for the implementation of the subject area/complex exams.

(8) The final examination committees are compiled by the head of the department organizing the final examination.

(9) The dates, locations related to the final examination as well as the student schedule are determined by the head of the department organizing the final examination. This should be done by the 10th day at the latest, before the start of the final examination period. The head of the department should notify students of the schedule via the department’s website.

**Final provisions:**

(1) Documents must be filled in on computer and submitted in printed form.

(2) The student shall be responsible for obtaining the signatures on the forms.

(3) During the final examination period, examination dates for other subject areas can be assigned only after 2 pm.

**Annexes**

Annex 1

Types of thesis at Apáczai Csere János Faculty

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Programme** | **Programme Director** | **Dissertation** | **Publication**  | **Portfolio**  |
| **Bachelor** |  |  |  |  |
| International relations (BA) | Ablonczyné dr. Mihályka Lívia | Yes | No | No |
| International relations (BA) English | Ablonczyné dr. Mihályka Lívia | Yes | No | No |

Types can be chosen from fall semester of academic year 2021/22.

Annex 2

Semester of submission for thesis

|  |  |  |
| --- | --- | --- |
| **Programme** | **Semester of submission for thesis**  | **Length of programme (semester)** |
| **Bachelor** |  |  |
| International relations | 6 | 6 |

Annex 3

**THESIS CONSULTATION FORM**

|  |  |
| --- | --- |
| Year |  |
| Name |  |
| Neptun code |  |
| Type of programme (e.g. full-time) |  |
| Programme |  |
| Specialization |  |
| Internal supervisor | Name: |  |
| Position: |  |
| External supervisor | Name: |  |
| Position: |  |
| Place of work: |  |
| Workplace address: |  |

|  |  |  |
| --- | --- | --- |
| Date | Topics covered | Signature |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

I have checked the thesis. It can be submitted / cannot be submitted.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ external supervisor

The thesis can be / cannot be accepted for assessment.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ internal supervisor

|  |  |  |
| --- | --- | --- |
| Assessor’s | name: |  |
| position: |  |
| Recommended mark:  |  | Signature: |  |

Annex 4

**Documents’ order for printed thesis**

**Task assignment form – compulsory**

**Student declaration – compulsory**

Document can be accepted during the uploading the thesis.

**Plagiarism declaration** – compulsory

**Confidentiality request** and **Statement of confidentiality** – if applicable

**Cover inside** – title, student’s name, programme, supervisor, year

Documents can be downloaded from the website of the Faculty.

Annex 5

**TASK ASSIGNMENT FORM - THESIS**

Student information

*Name:*

*Neptun code:*

*Programme:* [Name of the programme] [BA/MA]

*Specialisation:*

*Type of programme:* [full-time/correspondence]

Information about thesis

*Start year and semester:*

*Language:*

*Nature:* [dissertation/publication/portfolio]

*Type:* [Public / classified]

Issue/Title…………………………………………………………………………………….

Supervisor information External supervisor information

Name: Name:

Department: Place of work:

Position: Position:

Győr, [date]

 Supervisor External supervisor

*[Name and signature of the Director of the Programme]*

Annex 6

**STUDENT DECLARATION**

The undersigned ..................................(name) (NEPTUN code ............................), student of .....................................................faculty, declare under penalty of perjury that the thesis uploaded on the website <http://lib.sze.hu> as a digital file is identical to the printed thesis.

Date: ..........................

 ……………………………

 student’s signature

Annex 7

**PLAGIARISM DECLARATION**

The undersigned ..................................(name) (NEPTUN code ............................), student of .....................................................faculty, declare that the thesis titled .......................................................... is my own work and I have only used sources indicated, in the proportion indicated and in compliance with the rules of citation with the exact indication of the origin of the citation.

Date: ..........................

 ……………………………

 student’s signature

Annex 8

**CONFIDENTIALITY REQUEST**

I, the undersigned [name] on behalf of [company/corporation/institution] hereby request the confidential treatment of [Student’s name and Neptun code] thesis titled [Thesis title] for 15 years due to specific information and data included in the thesis being confidential and proprietary, and considered to be industrial/commercial secrets.

[place], [date]

 signature

Annex 9

**STATEMENT OF CONFIDENTIALITY**

I, the undersigned …… [name] [supervisor, assessor, FEB member] declare under penalty of perjury that I keep the information related to [Student’s name]’s thesis entitled [the title of the thesis] confidential, up to the end of the confidentiality period.

[place], [date]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature

[Name, Institution, Type of assignment: supervisor,
external supervisor, assessor, Final Exam Board member]

**CLAUSE OF CONFIDENTIALITY**

The thesis is declared to be confidential for 15 years from …….…. to ……… . Széchenyi István University undertakes responsibility for the above.

 [date]

[dean]

Annex 10

**COVER INSIDE**

**SZÉCHENYI ISTVÁN UNIVERSITY
APÁCZAI CSERE JÁNOS FACULTY OF PEDAGOGY, HUMANITIES AND SOCIAL SCIENCES**

**[DEPARTMENT]**

 **THE TITLE OF THE THESIS**

|  |  |
| --- | --- |
| **Supervisor:** | **Written by:** |
|  |  |
| **[Supervisor’s name]** | **[Student’s name]** |
| [Supervisor’s position] | [Programme] |
|  | [BA/MA] |
|  | [type of the programme] |

GYŐR

year

Annex 11

**PERMISSION**

***from the Programme Director to change the topic/supervisor/type of the thesis***

Date of submission:……………………. Registration number:………………………

***To be submitted to the respective Department***

**Student information:** (to be written in block capitals)

Name: Neptun code:…………………..

Name at birth:

E-mail: …………………………………………………. Tel:.............................................

**Education information** (to be written in block capitals)

Programme…………………………………….Specialisation (if applicable):…………………

Type of programme:

No of active semesters: No of passive semesters:

**What is the request?**

**Former title of thesis:**

**New title of thesis:**

**Name of former and proposed internal supervisor:**

**Type of former and new of thesis:**

**Justification:**

Date: 🗌🗌🗌🗌.🗌🗌.🗌🗌.

………………………………. ……………………………

 signature of supervisor signature of student

**Decision by the programme director:** (to be underlined) **accepted refused**

Justification:

Date: 🗌🗌🗌🗌.🗌🗌.🗌🗌.

 signature of Programme Director

The student will be notified of the decision through e-mail.