

**UNIVERSITY OF DEBRECEN
FACULTY OF ECONOMICS AND BUSINESS**

BSC AND MSC THESIS

content, form, preparation, review and defense rules

**Debrecen
September 2015**

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I. GENERAL REQUIREMENTS

The preparation and departmental defense of BSc and MSc theses are the prerequisites of the final exam. It is a fundamental requirement for all students to prepare the selected topic and solve the given task based on what they learnt at the university and in accordance with the standards required by the given course.

BA/BSc students prepare a **BSc thesis**. The BSc thesis is an independent intellectual creation in which students give account of their bibliographical background in relation to the examined topic, their fundamental methodological acquaintance concerning the objectives, their research results and the conclusions drawn from these results, as well as any potential recommendations. The basic purpose of the BSc thesis is for students to prove their analytical and evaluation skills needed for performing the professional tasks formulated in the outcome requirements of the BSc training, thereby showing their suitability to carry out the partial tasks related to the given professional field. Basically, the purpose of the BSc thesis is to appropriately perform a task of a specific objective defined on the basis of a general problem by using the fundamental methods attained during the BSc training, as well as the independent evaluation of this task.

MA/MSc students prepare an **MSc thesis**. The MSc thesis is an independent intellectual creation in which students give account of their Hungarian and international specific bibliographical background in relation to the examined topic, their more refined methodological skills concerning the topic's objectives, their results and the independent evaluation of these results, as well as the conclusions drawn from them and their recommendations to be used in practice. The basic purpose of the MSc thesis is for students to prove their analytical and evaluation skills needed for independently organise, perform and coordinate the professional tasks defined in the outcome requirements of the MSc training, thereby giving account of their suitability to solve the complex problems of the given professional field, as well as to perform the derived tasks. Basically, the MSc thesis aims at the targeted, multi-approach solution of the tasks of the specific objective defined on the basis of a more complex range of problems by using the refined methods attained during the training, as well as the independent critical evaluation of the obtained results. BSc and MSc thesis topics are designated by each institute/department in a way to make sure that they are in line with the given training level (BA/BSc, MA/MSc) and the given course, to satisfy practical needs and also to enable students to perform the necessary examinations, as well as to collect and process data.

Students also have the chance to come up with a BSc or MSc thesis topic which fits the research profile of the Faculty of Economics and Business by applying at the most competent department from the professional point of view in accordance with the previously specified conditions. The invited supervisor decides about the acceptance of the topic of the BSc or MSc thesis put together independently by the students, taking into consideration the outcome requirements of the course of the given student. (If needed, a discussion is also made with the person responsible for the given course.) The supervising task is performed by the colleagues of the host department or the department announcing the topic.

BSc and MSc theses can also be prepared in English if the institute/department is able to provide a supervisor and reviewer fluent in English. The preparation of an English language thesis is authorised by the head of the given institute/department. Theses written in English have to be accompanied by a minimum 2-page-long Hungarian summary.

BSc students choose their thesis topic in the 4th semester of the training. If possible, it is practical to choose a proper scene of the summer practice in order to be able to perform examinations in relation to the topic during the practice. The BSc thesis consultation has to be announced in the 5th-7th semesters in Neptun and the work performed by students has to be evaluated at the end of each semester.

It is important that, after choosing the topic of the BSc/MSc thesis, students prepare a topic outline that needs to be accepted by the supervisor and the accepted topic outlines have to be stored by the institute/department. The topic outline can be altered with the approval of the supervisor until the beginning of the last semester.

The BSc and MSc thesis has to be submitted in **one copy** until the deadline set in the circular letter of the Dean's office. Failing to do so results in having to repeat a semester. If a thesis is not provided to the supervisor at least two weeks before the deadline for submission cannot be accepted. Students have to upload their BSc and MSc thesis in .pdf format to the electronic archives of the University of Debrecen (DEA) in one week following its submission.

Only students who meet the requirements of the curriculum, submitted the thesis until the set deadline and defended it at the given institute/department are allowed to take the final exam.

The supervisor shall fill out a review sheet (Annex 3) of the student's work. If the supervisor's opinion is "the thesis shall not be subjected to review" or "fail", the thesis cannot be submitted and the corrected thesis can be submitted only in the next semester. The thesis is reviewed by an invited reviewer. If the invited reviewer reviews the thesis as "fail", the thesis cannot be subjected to departmental defense. Based on the provided aspects, the BSc or MSc thesis can be reviewed by a teacher or researcher of another institution or a practical expert who has higher education degree invited by the department announcing the given topic. The invited reviewer shall not be the close relative of the student. BSc and MSc theses have to be submitted for departmental defense where students present their work, respond to the review and answer the questions which arise during the defense, thereby defending their point of view.

The review of the BSc/MSc thesis must be provided to the candidate in either printed or electronic form at least a week before the departmental defense. The review shall not include the questions to be asked by the reviewer.

II. CONTENT AND FORM REQUIREMENTS OF THE BSc AND MSc THESIS

1. Structure and content of the thesis

The length of the BSc thesis is 40-60 pages, while the length of the MSc thesis is 50-70 pages without annexes.

Depending on the topic, the BSc and MSc thesis needs to have the following structure that will be described in detail (*Table 1*):

- External cover
- Internal title page
- Table of content
- Introduction
- 1. Technical literature review
- 2. Material and methods
- 3. Results and discussion
- 4. Conclusions and recommendations
- Summary
- References
- Annexes
- Declaration

The above described structure also refers to the main sections of the BSc and MSc thesis. When putting together these sections, the requirements described in section II have to be conformed to. Each main section has to be started on a new page. Sections have to be provided decimal numbering with the exception of “Table of contents”, “Introduction”, “Summary”, “References” and “Annexes”. One number has to be used for the main sections (1, 2, 3, etc.), and two (maximum three) numbers for subsections (1.1., 1.2., or 1.1.1., 1.1.2., etc.).

When preparing a BSc and MSc thesis, even the suspicion of plagiarism must be avoided. The following cases are considered to be plagiarism:

- literally reciting a thought or text part written by other authors without indicating the name of the original author and using quotation marks,
- indicating the thoughts of other authors as the author’s own thoughts (e.g. by not indicating the name of the original author or including the thought or text part of other authors following a slight modification of the original structure and content).

The reviewer rates the thesis containing plagiarism as fail and notifies the Faculty’s vice dean for educational affairs. The student who prepared the thesis may appeal against the decision to the Educational Committee of the Faculty.

Table 1. **Differences in the content of the BSc and the MSc thesis**

Section	BSc thesis	MSc thesis
Introduction	<ul style="list-style-type: none"> – discussion of more general problems – discussion of the research topic – relevance of the examined topic – general and specific objectives – definition of tasks related to specific objectives – an objective and its associated specific task are acceptable 	<ul style="list-style-type: none"> – discussion of complex problems and tasks – discussion of the research topic – relevance of the examined topic – general and specific objectives – definition of tasks related to specific objectives
Technical literature review	<ul style="list-style-type: none"> – at least 15-20 high quality technical references (excluding online sources) – processing topical Hungarian references 	<ul style="list-style-type: none"> – at least 25-30 high quality technical references (excluding online sources) – at least 20% of the used sources are international – up-to-date references – diversified technical literature (specialised books, scientific papers) – critical processing and evaluation
Material and methods	<ul style="list-style-type: none"> – using the fundamental methods attained during training (the selection of the method is done based on the objectives and their associated tasks) 	<ul style="list-style-type: none"> – using high level or various methods attained during training (the selection of the method is done based on the objectives and their associated tasks)
Results and discussion	<ul style="list-style-type: none"> – properly detailed discussion of the selected topic, independent and analytical presentation of results 	<ul style="list-style-type: none"> – properly detailed discussion of the selected topic, independent and analytical presentation of results – comparison of results with those written down in the technical literature or other sources – proving an integrated way of thinking and synthesising ability
Conclusions and recommendations	<ul style="list-style-type: none"> – drawing independent conclusions 	<ul style="list-style-type: none"> – drawing independent conclusions, defining recommendations to be used in practice, depending on the topic

External cover and internal title page

Please use the sample in *Annex 1* of these instructions when preparing the external cover and internal title page of the thesis.

External cover page: black, hardcover

Size: 21.5 x 30.5 cm.

Inscriptions (with golden letters):

BSc: BSc THESIS

MSc: MSc THESIS

Inscriptions of the internal title page:

- Name of the university, faculty, institute/department
- Title of the thesis in Hungarian and English. The title of the thesis should be clear and concise and it should represent the content properly. (The English title is approved by the supervisor.)
- Name of the author and the course (e.g. Péter Kovács, economist candidate, major: trade and marketing”).
- Name and position of the supervisor.
- Place (Debrecen) and year (e.g. 2014) of submitting the thesis.

Table of contents

The table of contents has to be automatic which means the editing of the title of each section into headlines.

Introduction

The introduction of the thesis deals with the theoretical and practical significance and timeliness of the topic. It is necessary to provide a background and personal reasons for selecting the given topic. As a next step, it is important to describe the topic-related problem, the solution of which calls for the determination of specific objectives and – if needed – general and specific goals and tasks which can be associated with them (3 pages maximum).

Technical literature review

In this section, topic-related references (closely linked sources) are being processed and analysed at the standard requested at the given training level. The results described in the technical literature review have to be critically analysed and evaluated. The recommended length of this section is not more than 25-30% of the whole thesis. The method and formal requirements of citing references are described in *section 3*.

Material and methods

This section is meant to describe the circumstances and conditions of examination and the methods of analysis with primary and secondary analyses, as well as the materials used for these analyses and the methods used. This section should not exceed 15-20% of the whole thesis.

Results and discussion

This section contains the results of own examinations and analyses. Results are best summarised in tables, illustrated with figures and reinforced with mathematical-statistical

methods, while also considering the peculiarities of the given field of science. It is important for students to lay down their results accurately and clearly and also to explain them and compare them to other examination results. This section should be around 50% of the whole thesis.

Conclusions and recommendations

This section contains the main conclusions drawn from the obtained results and – depending on the topic – recommendations shall be made in relation to their practical use and further development. The recommended length of this section is 2-4 pages.

Summary

The summary should not be longer than 2 pages and it contains the brief summary of the essence of the thesis. This section briefly describes the circumstances and scope of analyses (objectives, performed tasks, applied methods). The main results, statements, conclusions and recommendations should also be covered. This section has to be formulated in a clear and concise way.

References

The references sections should contain only the sources referred to in the text. The detailed requirements of putting together the references is described in *Section 3*. The recommended structure is as follows:

- books, papers, studies;
- ONLINE data collection (in this case, special attention must be paid to references and they have to be provided along with the name of authors and the title);
- other sources, e.g. provisions of law, statistical data sources, enterprise materials.

Annexes

Large tables and figures which cannot or should not be put into the text part are included here. Furthermore, documents serving the basis of a questionnaire survey, as well as the basic tables of statistical and mathematical calculations (if needed) are included among the annexes. In certain cases, shorter documents (e.g. contracts, extracts from provisions of law) can also be put here. The length of this section must not exceed 15 pages.

Declaration

The content and formal requirements of the “Declaration” are shown in Annex 2.

2. General formal requirements of preparing the thesis

The thesis has to be prepared on white A4 sheets with 1.5 line spacing and margins of 3 cm on the left, 2 cm on the right and 3-3 cm on the top and bottom. The font should be 12 pt Times New Roman. Lines should be numbered on the bottom of the page, aligned to the centre, with the exception of the cover page and the annexes.

Concise tables, figures, graphs, diagrams and photos increase the value of the thesis in terms of its content and aesthetics. Each table, figure and image has to be provided a title and number in a way that table titles and numbers are shown above the table, while figure/image titles and numbers are shown below the figure/image. Each table, figure or image must be referred to in the text. When indicating the measurement units of physical quantities, SI (Système International d'Unités) units have to be used.

The formal requirements of tables are in accordance with the sample in *Table 2*. References in the text should either be between brackets or without them in italics, indicating the number of the table or figure and the word "table" or "figure". Following the text, the word "table", the number of the table and the name of the table have to be placed after one empty line and the name of the table should be edited with bold font. Measurement units can be indicated in a way shown in *Table 2* (with normal or italic font in brackets below the name) or after the table name with a line feed, aligned to the right (e.g. M.u.: kg/ha). The descriptions in the first line of the table should be written in bold, aligned to the centre both vertically and horizontally. The font size of the table's content may differ from the font size of the main text (12 pt), depending on the content. Line spacing is usually 1. Independently of the number of columns, the table should be from margin to margin (if needed, columns should be adjusted to be wider) (When clicking on the table, click on "automatically resize to fit contents").

Table 2. **Distribution of the assets of the balance sheet in the examined years**

Description	Indexes of the analysed years (%)				
	2008	2009	2010	2011	2012
A. Fixed assets	26.20	33.98	37.72	31.44	55.90
I. Intangible assets	0.00	0.00	0.00	0.00	0.00
II. Tangible assets	20.97	28.61	30.86	24.65	44.86
III. Financial investments	5.23	5.37	6.86	6.79	11.04
B. Current assets	72.44	65.29	61.92	68.34	43.99
I. Inventories	2.81	0.00	0.00	2.62	0.01
II. Receivables	34.11	52.08	55.87	55.43	42.17
III. Securities	0.00	4.59	6.01	9.59	0.00
IV. Liquid assets	35.52	8.63	0.04	0.70	1.81
C. Accrued and deferred assets	1.36	0.73	0.36	0.22	0.11
Assets total	100.00	100.00	100.00	100.00	100.00

Source: Own calculation based on the consolidated annual report of Mélyép-H Kft.

The source must always be indicated directly below the table (aligned to the left). The text can continue in the row following the line feed after the table source.

The formatting of figures should be done on the basis of *Figure 1*. The numbering and caption of figures should be indicated similarly to tables, but they should be below the figures. Following the line feed after the continuous text, the figure can be inserted into the next row. Figures should be inserted as paste special/picture (enhanced metafile). Figure captions should be inserted into the row below the figure, followed by its source in the next row (aligned to left).

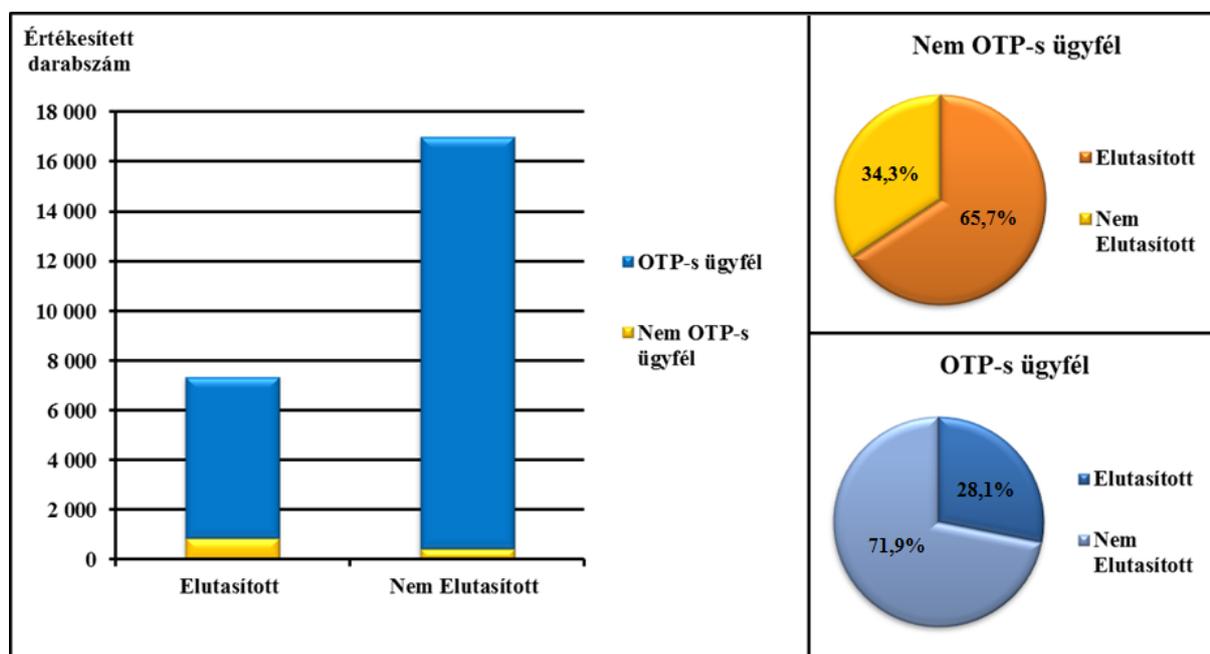


Figure 1. **Acceptance ratio of credit cards sold in Hungary between 01/2012 and 11/2012**

Source: OTP Bank Nyrt. (2015)

3. References to bibliographical sources

References to technical literature sources is obligatory when putting together the thesis. References to these sources in the thesis are made the following way:

Referring to the author:

Indicating the author's name in italics (not bold!), followed by the year of publication (e.g. *Leontief, 1980; Kondorosiné, 2010*); names of authors with two last names should be hyphenated (*Ráthonyi-Odor, 2014*).

In the case of two authors:

If there are two authors, both of their names have to be indicated the following way: name, space, m-dash (not hyphen!), comma, year (e.g. *Harsanyi–Selten, 1987*).

In the case of three or more authors:

The name of the first author is written in capitals, followed by “et al.”, comma, space and the year of publication (e.g. *Arrow et al.*, 2002).

Referring to the established fact:

Description of the fact, brackets, authors are separated by semicolons in the order of the years of publication. Example: In the recent years, the correlation between economic growth and environmental damage was discussed by a significant amount of theoretical and empirical studies (*World Bank*, 1992; *Selden–Song*, 1994; *Shafik*, 1994; *Grossman–Krueger*, 1995; *Cole et al.*, 1997; *Rothman*, 1998; *Suri–Chapman*, 1998; *Agras–Chapman*, 1999; *Munasinghe*, 1999; *Dinda et al.*, 2000; *Gawande et al.*, 2000; *Tisdell*, 2001; *Bimonte*, 2002; *Pasche*, 2002; *Dinda*, 2004a,c).

References to various papers of the same author (or a first author) published the same year:

The author’s name in capital letters, years are indicated with “a”, “b”, “c”, etc. in the order of references appearing in the thesis (for example, the first reference appears as *Popp*, 2010a; the next one is *Popp*, 2010b, etc.).

Online references:

In the case of online references, the author’s name and the year of publication are referred to in accordance with the above written points and online retrieval information is indicated only in the references section. If the author cannot be identified, the reference is made to the name of the website and the year of retrieval is indicated in brackets. E.g. WTO (2012). Again, the exact path is indicated only in the references section.

Quotation marks have to be used in the case of textual quotations. As regards references to a given sentence or paragraph (only rarely, in well-justified cases, not more than one paragraph or 8-10 rows), a dot is inserted after the reference in brackets and not before the reference (bracket). Also, the exact page number is indicated after the year, separated with a colon.

For example: instead of “...fish production 1 000 tons. (*Szűcs*, 2012)”, the proper form is “...fish production 1 000 tons (*Szűcs*, 2012, p.28).”

4. Putting together the references section

In the references section, alphabetical order has to be used in accordance with the names of authors referred to in the thesis. Secondly, reverse chronological order needs to be used. Only references that are actually used in the theses can be included in the reference list. When putting together the list of references and writing down the titles, it is a fundamental requirement for bibliographic items to contain the data needed for retrievability in an accurate and verifiable way. This requirement is regulated by Hungarian and international standards. The titles of publications have to be referred to in the language they were published.

Publications in periodicals:

Last name of the author(s), first letter of their first name, dot, the names of more than one author are separated with an m-dash (and not hyphen!), year of publication in brackets, colon, space, title of the paper, dot, name of the periodical, dot, volume number, dot, issue number, dot, page number. Example:

- Popp J.–Székely Cs. (2011): Az Agrárgazdasági Tanács állásfoglalása az agrárgazdaság 2010. évi helyzetéről. *Gazdálkodás*. Volume 55. Issue 7. pp. 604-614.

In the case of foreign authors (or papers published in foreign language), put a comma after the last name, write down the first letter of the first name and put a dot at the end. Example:

- Coase, R. H. (1990): Accounting and the theory of the firm. Journal of Accounting and Economics. Volume 12. Issues 1-3. January, pp. 3-13.

The volume and issue of the publication can also be shortened, such as Vol. and No.

If references are made to more than one paper of one or more authors published in the same year, the letters “a”, “b” and “c” are used after the year of publication in accordance with the order used in the text.

Books:

Last name of the author(s), first letter of their first name, the names of more than one author are separated with an m-dash (*and not hyphen*), year of publication in brackets, colon, space, title of the book, dot, name of publisher, comma, place of publishing, length of the book.

Example:

- Popp J.–Potori N.–Udovecz G. (2005): Főbb mezőgazdasági ágazatok várható kilátásai az EU csatlakozás után. Szaktudás Kiadó Ház, Budapest, 174 p. ISBN 963 955 3 53 0
- Schultz, Th. W. (1971): Investment in Human Capital: The Role of Education and of Research. Free Press, New York, 365 p.

If different book sections were written by different authors, the author of the given section, the year of publishing, section title, publication length (from page to page) In: book title, name of the editor(s) in brackets, publisher, place of publishing, book length and book ISBN number have to be indicated. Example:

- Popp J. (2011): Növekvő feszültség az élelmiszer- és bioüzemanyag-ipar között? pp. 137-156. In: Változó prioritások az európai mezőgazdaságban. (Eds. Fertő I.–Forgács Cs.–Jámbor A.). Agroinform Kiadó és Nyomda Kft., Budapest, 267 p. ISBN: 978-963-502-930-3

Published presentations of congresses and conferences:

(to be included only if the proceedings of the congress or conference contains the whole or informative summary of the given presentation). Name of the author (holding the presentation), year in brackets, colon, title of the presentation, page number of the author's presentations (from page to page) In: title/topic/section (if any and if included in the proceedings) of the congress or conference, name and number (in Arabic) of the congress or conference, name of the proceedings' editor, title, volume number and publisher of the congress proceedings, place and length of publishing (page number or CD), ISBN number (if any), name of the congress organiser, place, date (month, day, year) of the congress. Example:

- Szabó G. (2007): Változások az EU-csatlakozás után a magyar mezőgazdaságban. pp. 453-466. In: Agrárgazdaság, Vidékfejlesztés, Agrárinformatika Nemzetközi Konferencia. (AVA III.) (eds. Nábrádi A.–Lazányi J.–Herdon M.) DE ATC AVK, Debrecen, 650 p. Debrecen, Hungary, March 20-21, 2007
- Zörög, Z. (2011): Experience Gained from a Practice Oriented Training on the Teaching of Enterprise Information Systems. pp. 318-322. In: People and the Value of an Organization Social, Human and Intellectual Capital (eds. Chang, M.–Ming, P.) Krakow Publishing, Krakow, 650. p. ISBN 978-83-61118-39-8 International Conference, Poland, June 16-17, 2011.

Online sources:

Name of the author(s), date, etc. see above, name of the source, path and date in brackets.
Example:

- Tobin, J. (1998): Supply constraints on employment and output: NAIRU versus natural rate. International Conference in memory of Fausto Vicarelli. Rome, November 21-23, 1998 “Theory, reality, and social commitment: the economist’s stance”. Cowles Foundation Paper 1150.
<http://cowles.econ.yale.edu/P/cd/d11b/d1150.pdf>, accessed: 2007. 11. 11.
- Delignette-Muller, M. L.–Pouillot, R.–Denis, J-B.–Dutang, C. (2011): Use of the package fitdistrplus to specify a distribution from non-censored or censored data, 19. p.<http://cran.at.r-project.org/>, accessed: 2011. 12. 18.

III. REVIEW OF THE BSC AND MSC THESIS

Before the thesis is submitted, the supervisor has to fill out the “Supervisor’s opinion sheet” (*Annex 3*) in **one copy** and **provide it to the student**. If the supervisor considered the thesis unsuitable for review, the thesis cannot be submitted. A thesis can be submitted and accepted from the student only with the “Supervisor’s opinion sheet”.

The review of the thesis is performed by the supervisor and the teacher, researcher or external expert designated or invited by the competent institute/department by filling out the document in *Annex 4*. If the supervisor of the thesis is not the teacher of the competent specialised department, the second review of the thesis shall be performed by the invited teacher of the specialised department which has excellence in the given research field and the departmental defense will take place at the specialised department.

If the mark of the review is fail, the BSc / MSc thesis cannot be defended either in the departmental defense or the final exam, but it has to be reworked or a new BSc / MSc thesis has to be submitted which the student has the opportunity to do in the next final exam period at the earliest.

IV. DEFENSE OF THE BSC AND MSC THESIS

In addition to the supervisor, the BSc/MSc thesis is also reviewed by the department specialised in the professional field of the thesis. Before the final exam, the candidate defends the thesis at the specialised department in front of a committee designated by the department. At the departmental defense, the candidate outlines the main results of the thesis in 10 minutes. When doing so, the candidate uses demonstration tools and answers the review and the questions asked. After closing the discussion of the thesis, the committee rates the thesis and writes down the mark suggested for the final exam in the proceedings (*Annex 5*). After the discussion, the committee informs the candidate about the mark suggested for the final exam.

The mark suggested at the departmental defense is approved and, if needed, modified by the Final Exam Committee. The candidate outlines the main results of the thesis in ten minutes in

front of the Final Exam Committee. As a next step, the candidate answers the questions of the members of the Final Exam Committee.

The student receives the hard copy of the defended thesis after the final exam.

The questions not included in this set of regulations are governed by the actual education and outcome requirements, curricula, as well as study and exam rules.

This set of regulations shall be fully applied to all students of the Faculty of Economics and Business starting from the first semester of the 2015/2016 school year, referring to the theses prepared in the semester.

This set of regulations was adopted by the Board of the Faculty of Economics and Business during its session held at 17th September 2015.

V. ANNEXES

Annex 1

Sample of the external thesis cover

<p><i>BSc THESIS</i> <i>or</i> <i>MSc THESIS</i></p> <p>Ibolya Kiss</p> <p>Debrecen 2015</p>

Sample of the internal title page of the thesis

<p>University of Debrecen Faculty Institute/Department</p> <p>TITLE IN HUNGARIAN TITLE IN ENGLISH</p> <p>Ibolya Kiss major</p> <p>Supervisor: Dr. Lajos Kovács associate professor</p> <p>Debrecen 2015</p>

Annex 2

DECLARATION FOR BSC THESIS / MSC THESIS

I, the undersigned

.....,

major, full-time / part-time student, Neptun code

...../...../.....,

submitting the annexed thesis, declare that my thesis titled

.....,

and supervised by

.....,

is based on my own research and is the result of my own work, in accordance with the requirements of the Faculty of Economics and Business of the University of Debrecen. I had not submitted the annexed thesis previously anywhere else as a thesis (degree thesis). I acknowledge that if plagiarism is suspected in relation to my thesis, open disciplinary action may be taken against me.

Debrecen, 201 .

.....

signature of the thesis author

Annex 3

University of Debrecen

FACULTY OF ECONOMICS AND BUSINESS

H-4032 Debrecen Böszörményi út 138.

SUPERVISOR'S OPINION SHEET

student:

major:.....

full-time student / part-time student

Evaluation of the work and BSc thesis / MSc thesis* of the student.

Thesis title:.....

.....

.....

Evaluation of the thesis*:

- | | |
|--|-----------|
| 1. Can the thesis be considered the student's own work? | yes
no |
| 2. Did the student make use of the regular consultation opportunity? | yes
no |
| 3. Do you consider the professional content of the thesis to be acceptable? | yes
no |
| 4. Did the student take the instructions of the supervisor into consideration? | yes
no |
| 5. Can the thesis be subjected to review? | yes no |
| 6. Suggested mark | |

7. Other remarks:

..... day month 20... year

.....
legible signature of supervisor

name and address of workplace:.....

.....

position:

mailing address:

* Please underline as appropriate

Annex 4

**UNIVERSITY OF DEBRECEN
FACULTY OF ECONOMICS AND BUSINESS
BSC THESIS / MSc THESIS REVIEW SHEET
(THE REVIEW SHEET IS INVALID WITHOUT A TEXTUAL REVIEW!)**

Student name:

Major:

Thesis title:

1. Technical literature review related to the topic of the thesis (20 points maximum)

The number, scope and diversity (Hungarian and international) of used technical literature sources ----- ----- Few and poorly selected sources				
5	4	3	2	1
The handling of sources and in-text references are accurate ----- Missing and inaccurate references				
5	4	3	2	1
The used technical literature closely fits the topic and is timely ----- Too general, simple and obsolete				
5	4	3	2	1
Thoroughly processed and independently evaluated sources ----- Weak processing, no independent evaluation				
5	4	3	2	1

Total number of scores:

Textual justification:

2. Methodology: standard of data and information collection and processing (25 points maximum)

The selected evaluation method fits the objectives -----The selected method is inappropriate				
5	4	3	2	1
Independent, comprehensive and thorough (primary and/or secondary) data and information collection -----Borrowed, non-independent, deficient data collection				
5	4	3	2	1
The data and information processing and the performed evaluation is thorough ----- ----- Incomplete processing, superficial analysis				
5	4	3	2	1
Independent evaluation, forming an opinion during the processing----- ----- Descriptive processing mostly based on technical literature				
5	4	3	2	1
High standard and proper methodological use ----- Low standard and inappropriate				
5	4	3	2	1

Total number of scores:

Textual justification:

3. Results, conclusions and recommendations (30 points maximum)

The thesis communicates results of own work ---- Technical literature statements are communicated as results				
5	4	3	2	1
Results are appropriate from the professional, arithmetical and content aspect ----- Imperfect and non-relevant				
5	4	3	2	1
Novel results and statements ----- General statements				
5	4	3	2	1
Logical and clear demonstration of results ----- Incoherent demonstration				
5	4	3	2	1
The conclusions drawn from the obtained results are appropriate----- -----The conclusions are either missing or independent of results				
5	4	3	2	1
Clearly formulated, realistic and unique suggestions -----Missing, non-realistic or general suggestions				
5	4	3	2	1

Total number of scores:

Textual justification:

4. Structure, style and language of the thesis (15 points maximum)

Carefully structured thesis in accordance with the specifications (grammar, length, logical structure, proportion of section, etc.) ----- Improperly and carelessly put together thesis				
5	4	3	2	1
The figures and tables are formally complete -----Incomplete (e.g. source, measurement unit)				
5	4	3	2	1
General unambiguousness, clarity, language ----- Difficult to understand, unclear				
5	4	3	2	1

Total number of scores:

Textual justification:

5. General evaluation and impression (20 point maximum)

The topic deals with a timely question ----- The topic is not timely				
5	4	3	2	1
Formulation of specific objective(s)----- Lack of objective(s)				
5	4	3	2	1
Harmony of objective(s), methodology, results, conclusions and recommendations -----Lack of harmony				
5	4	3	2	1
The thesis is high quality and appropriate from the professional aspect ----- Strongly questionable from the professional point of view				
5	4	3	2	1

Total number of scores:

Textual justification:

Total score (110 points maximum): points

Recommended mark*:

(* excellent: 90-100% good 80-89% satisfactory 70-79% pass 60-69%)

Debrecen, 201

Reviewer's signature: **Reviewer's name:**

Workplace:

Annex 5

MINUTES

of the BSc / MSc thesis defense

Personal information of the student:

Name:

Date and place of birth:

Mother's name:

Major:

Type of thesis: BA/BSc MA/MSc

Title of thesis:

Composition of the examination committee:

President:

Members:

Writer of the minutes:

Description of the defense and the student's answers to the questions asked. Professional preparedness of the candidate in the topic of the thesis (the review of the thesis and the supervisor's opinion sheet have to be annexed).

The decision of the Committee in relation to qualification

It has been found that the student named..... has/has not defended his/her thesis in front of the Departmental Committee and the Committee recommends a grade.

Debrecen, 20.....

Signatures:

President of the Committee

member of the Committee

member of the Committee

member of the Committee

writer of the minutes

Based on the departmental defense and the presentation in front of the Final Exam Committee, the Final Exam Committee accepted the qualification of the thesis with a grade.

Debrecen, 20.....

President of the Final Exam Committee