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HUNGARIAN UNIVERSITY OF AGRICULTURE AND LIFE SCIENCES
ORGANIZATIONAL AND OPERATIONAL REGULATIONS

III. REQUIREMENTS FOR STUDENTS

III.1. STUDY AND EXAMINATION REGULATIONS

Appendix 6.13:

MATE UNIFORM THESIS WRITING GUIDELINES

3 May 2023
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Effective: from 1 September 2023 for students enrolled in bachelor, master, higher vocational education and undivided one-tier programmes, who submit their thesis from the academic year 2023/24.

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1. General Information

To pass the final examination at the end of the course, the student must prepare a thesis / dissertation (thesis) / final thesis / portfolio (hereinafter referred to as: thesis), in which he/she uses and applies the knowledge acquired during his/her studies, acquires proficiency in the processing of literature, and provides evidence of his/her ability to collect, process and evaluate data and knowledge and to draw correct conclusions from them.
The preparation and defense of the thesis demonstrates that the student is able to apply the knowledge of his/her field of specialisation to the solution of a specific problem or the examination of a scientific question, and that he/she is able to present his/her work and results in the language of the course, to the expected standard, and within the prescribed content and format.
Graduating students of the Hungarian University of Agricultural and Life Sciences conclude their studies by producing an independent intellectual work in accordance with the level and nature of their studies, as follows:

- In higher educational vocational training (FOSZK), in additional fields of study: final *thesis* (for students who started their studies at the Károly Róbert Campus before 1 September 2021, a portfolio is also possible.)
- In undergraduate courses (BSc, BA): *thesis*, except in the fields of art and art mediation, where it may be an *examination paper* (see Annex 3.4).
- Master's (MSc, MA), and undivided one-tier programmes: *thesis (diploma thesis)*, except in the fields of art and art mediation, where a master's thesis is possible (see 3.4. (see Annex 3.4) and in the Theatre Arts MA undivided course, where it may be a *diploma thesis* (see Annex 3.4), and in the Master of Landscape Architecture, Master of Town and Country Planning and Master of Landscape Architecture and Horticulture, where it may be a diploma thesis (see Annex 3.6).
- In higher educational specialised course programmes: a thesis or dissertation as specified in the training and outcome requirements, except in the case of teacher education courses, where a portfolio may be included.

The thesis is the student's independent work, prepared under the guidance and in close cooperation with the supervisor.

1.1. Intellectual property law relating to the thesis

It is considered a student work:

- the work submitted in fulfilment of the study obligation (in particular, thesis, diploma thesis, doctoral dissertation, including the invention, know-how, other intellectual work presented in the context of the thesis),
- work supplied on the basis of non-employment research,
- a work submitted in response to a call for proposals launched or organised by the University,
- other work not directly related to the demonstration or study obligations, but created in whole or in part with the help of university infrastructure or with the assistance of teaching staff (authorised student project work).

Accordingly, the use and exploitation of the student's thesis as a student's intellectual work is governed by the intellectual property management regulations of the Hungarian University of Agricultural and Life Sciences. It is the task of the Regulations to ensure that the rules for the protection of intellectual property are applied in the course of institutional creation, utilisation and other related processes.

1.2. Key concepts

Thesis (diploma thesis)
In the thesis, the student demonstrates that he or she is able to process, evaluate, analyse and criticise a topic or problem from a theoretical and practical point of view using scientific tools and methods. He/she is able to further reflect on the topic by exploring, summarising, discussing and synthesising the relevant national and international literature and by interpreting his/her own research and study results, using scientific reference systems appropriately and accurately, in accordance with formal and spelling rules, scientific language and stylistic requirements. In the case of theses (dissertations), a thorough understanding of the chosen topic, its theoretical and research history, and the use of international literature are expected.

Diploma thesis (MSc)
The solution of a complex landscape architecture or town and country planning task - based on field investigations, source research and theoretical treatment of the topic - which, depending on the chosen treatment of the topic and the type of plan, includes theoretical (textual) exploratory work, the solution of the task to be expressed in text and the design work parts.

Portfolio
The portfolio is a collection of documents from certain teacher training programmes, which shows the knowledge (skills, abilities) and attitudes of students at masters' level and vocational programmes (except for the head of public education) of a certain field of study, their ability to work autonomously and responsibly in this field. A collection of documents which makes it possible to assess the successes and difficulties encountered by the teacher during his/her training and how these are reflected in his/her professional competences (Annex 3.5).
In addition to teacher training, a portfolio must be prepared for students who are studying in higher education at the Károly Róbert Campus of the Hungarian University of Agricultural and Life Sciences and who started their studies in the academic year 2016/2017 and thereafter, before the academic year 2021/2022.

Thesis (BSc)
With his/her thesis, the student demonstrates that he/she is able to independently explore, process, evaluate and analyse a topic or problem from theoretical and practical perspectives, using the analytical tools and methods learned and acquired during the course, in compliance with the rules of form and spelling, the requirements of scientific language and style, and the appropriate and correct use of scientific reference systems.

Final Thesis
In the final thesis, the student presents in the form of an independent work how far he/she is able to synthesise the professional knowledge acquired during the training, in compliance with the formal and spelling rules. The final thesis should reflect an independent way of thinking and should include a questionnaire, the related theoretical knowledge and the possibilities of practical application, the student's evaluative opinion and suggestions, the student's practical experience.

Further concepts related to the final examination work of the Rippl-Ronai Institute of Art and Design courses are set out in Annex 3.4.

Throughout this guide, the word "thesis" is used as a general term for all types of essays!

1.3. General requirements for types of thesis

These guidelines set out the minimum requirements for all theses at the University. Students are informed orally and in writing about the specialisations of the degree course or specialisation by the course supervisor/coordinator/specialisation supervisor and the subject leader. These brief information sheets may be published on the Institute's website.

Table 1: Expectations for the written assignments at the end of the student's studies

	final thesis/ portfolio[1]	**thesis (BSc)[2]**	**diploma thesis (MSc)**	**diploma outline[3]**
scope (page)[4]	20-30	25-55	30-60 (in certain training fields up to 80)	40-60
literature used at least[5]	10	20	25	25
from literature used in foreign languages at least [6]	not required	5	10	10
minimum level of knowledge of the subject	The specific minimum level for the topic is set by the consultant!			
expected methodology	The method related to the topic is determined by the consultant!			
mandatory content element	-	examination in the field of art and art mediation	Master's degree in arts masterpiece and description of art, Acting in Undivided Major: diploma production	plandocumentation according to training

[1] The detailed content of the final report is set out in Annex 3.1.

[2] Specific training requirements for arts and arts mediation are set out in Annex 3.4.

[3] The specific requirements for the Master of Landscape Architecture, MA in Landscape Architecture and Garden Desing and Master of Urban Systems Engineering are set out in Annex 3.6.

[4] Coverage excludes the title page, table of contents, annexes and appendices! The table of contents must not exceed two pages in length.

[5] In case of a thesis based on a literature review, the minimum value is twice the value in the table.

[6] Compared to the submission deadline of the thesis, literature older than 20 years is not included in the minimum requirement for foreign language literature (except for the teacher training field and, furthermore, if the technology or body of knowledge in question is still widely used today, or if the relevant literature continues to be used as a source in contemporary scientific research). For a thesis based on a literature review, the minimum requirement is twice the value listed in the table.

Table 2: Specific requirements in the fields of economics, humanities and social sciences (specific requirements should be read in conjunction with Table 1)

	FOSZK (final thesis)	**BSc (thesis)**	**MSc (diploma thesis)**
Defining research objectives	-	Problem definition and formulation of objective / research questions / hypotheses	Problem definition and formulation of objective / research questions / hypotheses
	FOSZK (final thesis)	**BSc (thesis)**	**MSc (diploma thesis)**
Independent research work	not expected	It contains primary research, adequate methodology	It contains primary research and scientifically relevant methodology
Recommendations on data collection methods			
Questionnaire survey as independent research [7]	Subject and method dependent, aim for reliable results, recommended number of sample elements 50	Subject and method dependent, aim for reliable results, recommended number of sample elements 80	Subject and method dependent, aim for reliable results, recommended number of sample elements 80
Secondary data	Processing of relevant secondary databases (e.g. KSH, OECD, EUROSTAT, etc.)	Processing of relevant secondary databases (e.g. KSH, OECD, EUROSTAT, etc.)	Processing of relevant secondary databases (e.g. KSH, OECD, EUROSTAT, etc.)
Bibliographic databases	Google Scholar	Web of Science, Scopus, Google Scholar (depending on availability)	Web of Science, Scopus, Google Scholar (depending on availability)
Structured interview, expert interview	if stand-alone data collection method, min 3-5 interviews	if stand-alone data collection method, min 510 interviews	if stand-alone data collection method, min 1015 interviews
Focus group (pc)	if stand-alone data collection method, min. 1 piece	if stand-alone data collection method, min. 2 pieces	if stand-alone data collection method, min. 3 pieces
Structured observation	on the basis of pre-defined criteria, an observation diary should be kept, with specific data, which should be processed and the results presented in tables and diagrams		
Document and content analysis	corporate homepage, legislation, regulations, other internal documents, analysis of interviews, social media, number of observation units, duration depending on topic	corporate homepage, legislation, regulations, other internal documents, analysis of interviews, social media, number of observation units, duration depending on topic	corporate homepage, legislation, regulations, other internal documents, analysis of interviews, social media, number of observation units, duration depending on topic
Data processing guidelines			

[7] If a student is conducting a firm-specific study in a small firm (e.g. 22 people), please include a control group study to complement your research.

Data analysis for quantitative data collection	Include descriptive statistical analysis (mean, standard deviation, distribution, cross-tabulation analysis)	Include descriptive statistical analysis (mean, standard deviation, distribution, crosstabulation analysis, etc.)	Include descriptive and multivariate data analysis (e.g. ANOVA, factor and cluster analysis, parametric and non-parametric tests)
Data analysis for qualitative data collection	flow chart, network of relationships, SWOT	flowchart, word cloud, relationship network, SWOT, PESTEL	flowchart, word cloud, relationship network, SWOT, PESTEL, Canvas, BCG matrix.

2. The process of writing the thesis

2.1. Announcement and choice of topics for papers

The announcement and choice of topics will be decided separately and will be announced by the Educational Directorate.

2.2. Topic guide

The preparation of the thesis is supervised by an internal consultant, who may also be assisted by an external consultant if required. According to the model curriculum of the course for the student, the student must take the corresponding course in the subject preparation course of the model curriculum, in the semester following or during the semester of the subject selection. The consultant or the course lecturer evaluates the performance of the semester by the last week of the semester and records the evaluation in NEPTUN TR by the last day of the semester (end-of-semester signature and/or grade).

2.3. Topic outline

Following the choice of the topic for the thesis, the student must prepare a concrete, objective draft of the topic by the deadline set by the consultant in the first semester of the thesis course. The topic outline may also be requested at the time of the topic selection, at the discretion of the department. The supervisor may waive the requirement to submit a topic outline if other assignments are given. The topic outline must be prepared with the content specified by the topic leader and must be submitted in writing (e.g. e-mail message, NEPTUN system). If no other assignment or condition is specified, the submission of the topic outline and its acceptance by the topic leader is a condition for signing.

2.4. Consultancy support

If the chosen topic requires a different subject area (internal) support (double consultancy), the primary consultant who announced the topic will indicate this to the institute/department administrator, who will record it in Neptun (setting the % of consultancy based on the lecturer's indication). **The student is expected to follow the instructions given in this handout, the guidance of the consultant and the set assignments (semester requirements), and then compose (write) the paper at the end of the process.**
The consultant or the course instructor assigns tasks to the student in the semesters specified in the curriculum, records and evaluates their performance, and enters the evaluation (end-of-semester signature and grade) in NEPTUN system at the end of the semester.

During the preparation of the thesis, the student is obliged to participate in consultations at a frequency and in a manner determined by the internal consultant. A student may be refused a course signature for the preparation of a thesis if he/she fails to complete the proportional assignments for the thesis to a satisfactory standard. The student may initiate a change of consultant via NEPTUN system at least 3 months before the submission of the thesis, as regulated in the SER.
The student must consult the consultant regularly during the preparation and writing of the thesis and hand in the thesis, which the student considers ready, for review by a date agreed with the consultant before the deadline. The supervisor shall determine whether the main body and appendices of the thesis are suitable for submission for review, while the Directorate of Education shall determine whether the declarations required for the thesis have been provided. If the consultant considers that the thesis does not meet the expected requirements and provides adequate justification for it, the thesis may not be submitted. If acceptance is refused, the student may not submit another thesis during the same semester.

2.5. Educational framework for the preparation of thesis[8]

The condition of acceptance of a semester's consultation subject is the completion (in writing) of the specific sub-tasks prescribed by the consultant. **The pace of the thesis, within the recommended limits, is always individual and based on the cooperation of the student and the consultant.** Experimental/survey work may be started at the very beginning of the project under the guidance of the consultant, because in agricultural courses the short breeding period limits the time for this work and it may be necessary to repeat the experiment. The recommended stages for the preparation of the final thesis are set out in Annex 2.

3. Formal requirements for the thesis

3.1. Structure of the thesis

The structure of the thesis should follow the generally accepted and applied structure of scientific publications, both nationally and internationally, and the general scheme of scientific student research papers. Structural design:

- external cover page (content and format elements in Annex 5.1 of this thesis guide)
- inner title page (content and format in Annex 5.1 of this thesis guide)
- approved request for confidentiality (if necessary)
- student’s declaration of public access and authenticity of the final thesis/thesis/ diploma thesis/dissertation/portfolio
- supervisor’s declaration
- declaration of Students on the Use of Artificial Intelligence (AI)
- contents
- introduction and objectives
- literature review[9]
- methods used (material and method)
- results and their evaluation (discussion)
- conclusions and proposals
- summary

[8] For teacher’s training programmes and teacher’s training in auxilliary field programmes the educational framework for the final is set out in Annex 3.5.
[9] In the field of art and art mediation training, the chapter "Theoretical underpinning" can also be.

- bibliography
- list of tables and figures
- Annexes (if necessary)

The structure of the review theses may be different from the above and will be communicated by the subject leader and/or the supervisor/specialisation coordinator/specialisation supervisor.

3.2. Declarations

Signed documents related to the thesis, in the order in which they must be uploaded:

- Approved request for confidentiality, if applicable (Appendix 7 to the SER).
- The student's declaration (Annex 4.2), in which the student declares that the thesis is their own independent work and that, in preparing it, they complied with Act LXXVI of 1999 on Copyright, Act CXII of 2008 amending Act LXXVI of 1999 on Copyright, and Rector's Directive No. 11/2025 (VIII. 29.) (Declaration of Originality and Intellectual Property Management).
- Supervisor's declaration (Annex 4.1).
- Institute of Technology's independent supervisor declaration, if applicable (Annex 7).
- Declaration by students and doctoral students on the use of artificial intelligence (AI) (Appendix 2 to Rector's Directive No. 11/2025 (VIII. 29.)).

The student must allow the supervisor sufficient time to sign both the supervisor's declaration and the student's declaration on the use of AI. Therefore, the student must send or submit these documents to the supervisor in due time.
The Student Disciplinary Committee is responsible for investigating theses suspected of plagiarism, determining liability, and imposing sanctions. The supervisor shall inform the student about plagiarism, the ethical and copyright risks arising from the improper use of artificial intelligence (hereinafter: AI), and the dangers of plagiarism. The student is responsible for avoiding plagiarism and the unethical or unacknowledged use of AI tools. Following submission of the thesis, a similarity check (plagiarism and AI detection) may be carried out through the NEPTUN System.

3.3. Contents

The table of contents is made up of the titles of the sections, chapters, subchapters and even smaller units, together with the corresponding page numbers. It should be placed at the beginning of the paper, immediately after the title page.
Expectations:

- the chapter/sub-chapter titles listed in the table of contents should match the titles in the text word for word, it is advisable to use the automatic table of contents;
- be provided with decimal numbering up to three levels of subdivision;
- includes the relevant page numbers next to the titles.

3.4. Introduction and objectives

It contains the statement of the topic and the objectives, describing the problem to be studied, the logical structure of the thesis, the chosen topic

- for the latest information
- its relevance (why it chose this topic, why it is worth addressing),
- the objectives of the study and analysis,
- and the questions the thesis aims to answer.

The relevance and importance of the topic can be supported by references from the literature. The chapter is usually 1-3 pages long.

3.5. Literature review

This chapter is the theoretical and professional foundation of the thesis, and a review of the literature on the topic. A review of the sources relevant to the topic is presented, providing a context and background.
In this chapter, the student describes in detail, with the help of the literature, the topic he or she has chosen to write about. The presentation should be an independent reflection on the topic, in which the student demonstrates his/her knowledge of the most recent literature on the subject and his/her ability to present it in a way that clearly shows the relevance of the problem he/she is studying. The framework of this chapter will be the relevant ideas, knowledge and information that the student has read in the literature and duly referenced. Referencing refers to the core idea or factual content. Literal citation is acceptable only if the word usage itself is significant, in which case it should be indicated by formatting different from the rest (e.g., enclosed in quotation marks and italicized). Quotations of more than one paragraph may not be included in the thesis or may be included only in particularly justified cases, in which case the thesis must include a justification for the quotation.[10]
The source of the data or idea (i.e. the bibliographical reference) should be indicated within the sentence by linking it directly to the given data or idea (e.g. before as a lead [e.g. according to Kovács (2000) ...] or after as a reference [e.g. ... (Kovács 2000)]. If this is not reasonable (e.g. because the same source would be cited several times in the same sentence), the sources should be given at the end of the sentence, or, in the last case, at the end of the paragraph.
For example: ”Since the beginning of the industrial revolution, mankind has released significant amounts of CO_2 from fossil fuels into the atmosphere (Láng, 2002). The link between CO_2 and global climate change was first demonstrated by Revelle and Suess (1957).”
The length of the chapter depends on the topic chosen, but should not exceed 50% of the total number of pages in the thesis.

3.6. Methods used (materials and methodology)

A description, agreed with the consultant, of the methods of data collection, processing and evaluation used in the studies, linked to the study questions and objectives, in sufficient detail to allow replication of the study carried out. The chapter shall include, where relevant, a description of the study area.
The chapter is usually 1-3 pages long.

3.7. Results and evaluation (discussion)

It aims to provide a clear, logical, easy-to-follow and well-illustrated description of the results of the student's own work.
The chapter should only contain findings supported by facts and arguments from the student's own studies, calculations and models. When evaluating the results, the author's own results may be compared with the findings (duly cited) in the related literature, i.e. with the results of other authors. The results should be presented in text and, where possible, in figures, photos, maps and summary tables. Figures, tables and appendices should be referred to in the text, and their contents should be briefly summarised or their essential elements highlighted. The text and tables should form a coherent

[10] The presentation of references is detailed in Appendix 1 of this document and in the attachments of the Rector's Instruction No. 11/2025 (August 29).

whole. Tables, figures and annexes should not be included in the paper without explanation and reference! The length of the chapter is 15-30% of the whole thesis (not limited, but it is important to keep it concise).

3.8. Conclusions and suggestions

This chapter should briefly summarise - in a point-by-point, conclusion-like manner - the conclusions that can be drawn from the results of the thesis and the comparison with the literature.
The content of the chapter will be defined in collaboration with the topic leader. Proposals may relate to further research directions, technologies, changes, activities, practices or include methodological changes or new methods. Proposals should be precise and to the point, also in bullet points. Avoid generalisations.
Recommended chapter length: 1-3 pages.

3.9. Conclusions

The thesis is summarised in the Conclusion chapter, based on the chapters written (excluding the literature review), in a concise and brief manner, highlighting the essential elements. The purpose of this chapter is to provide a complete overview of the student's work in the order in which it follows the logic of the thesis.
It is important that no new results, conclusions or suggestions are presented in this chapter. In fact, the chapter is a short extract from the thesis. Its purpose is to give those who do not read the whole thesis a clear picture of the objectives, methods and main results, conclusions and suggestions. Recommended chapter length: 1-3 pages.

3.10. Bibliography

The bibliography is a list of the books, studies, articles and other sources of literature to which the student refers in the thesis.

Main rules for compiling the bibliography:
All references in the previous chapters of the thesis (both those cited in the text and those used as sources for figures and tables) should be cited in an identifiable and precise manner.

- Only those sources that are actually cited in the main text should be included, but all cited sources should be included.
- It must be consistent in form and typography.
- The academic degree or title of the author(s) (e.g. Dr., academician) and the job title (e.g. head of department) do not need to be given in the bibliography.
- The names of all co-authors should be written out.
- name(s) of the author(s) (first letter of the first name only),
- year of publication (in brackets),
- title of publication,
- the place of publication (in the case of a journal article, the title of the journal),
- for edited works, the name of the publisher (not required for journals),
- year number (if this is meaningful for the publication),
- page number (p. or o.)

To ensure the retrievability of the works cited, a detailed bibliographical description of the sources should be included in the end-of-text bibliography. For example, the abbreviation et al. (and others)

should not be used in the bibliography in the case of multiple authors; the intertextual abbreviation should be resolved by listing all authors.
In the absence of the following data elements, the following abbreviations should be used in Hungarian-language or foreign-language publications:

- Place of publication is unknown: [W/o P.], „Without place”; or [S. l.], „Sine loco”.
- Publisher unknown: [W/o. p.], „without publisher”; or [S. n.], „Sine nomine”.
- Year of publication unknown: [N. d.], „no data”; or [S. a.], „Sine anno”.
- If the author is unknown, replace the author's name with "N. m." or "Anonymous" is not recommended. In this case, the title is the first data element and the first word of the title, without the article name, should be taken into account for alphabetical ordering (sorting the items). In the case of websites, it is often the case that neither the author nor the date of publication of the content displayed cannot be read. It is not recommended to cite such sources, except for example in legislation.

The items in the list shall be arranged according to the alphabetical order of the items. The alphabetical order shall be based primarily on the authors' surnames or, if these cannot be given, on the title of the work. If more than one work by the same author is used, the year of publication shall be the determining factor within the author's alphabetical order and the items shall be arranged in ascending chronological order. In this case, the single-authored works of the author are listed first, followed by the multiple-authored works of the same author.
The data element (author, journal title, place of publication, name of publisher, etc.) can only be abbreviated if this does not cause confusion in identification. For journal titles, internationally accepted abbreviations (see Web of Science, Scopus, PubMed) may be used. Journal titles should preferably be abbreviated only if it is possible to be consistent for all journal names.
The bibliography does not separate traditional and internet sources. For any paper-based source, we may include a link to the electronic (e.g. repository) access, and if the source has been published in both paper and electronic formats, we will include the details of the primary (paper-based) version. Only those Internet resources that refer to the whole of the websites, databases, etc. used, and not to specific content found there, should be collected in a separate list (*referenced website*). If a content item on a website is referenced, it will be included with the other resources by means of an author reference. These are usually given as http1, http2, etc. in the bibliography and can be referred to in the text.
The foreign source must be cited with the original title of the work, but must be referenced and listed in the bibliography in the same way as the Hungarian entries.

The mandatory data elements of the sources used and the recommendations for their citation are included in Appendix 1 of this guide, as well as in the attachments of the Rector's Instruction No. 11/2025 (August 29) on the Use of Artificial Intelligence (hereinafter referred to as: Rector's Instruction No. 11/2025 (VIII. 29.)).

3.11. List of figures and tables

A list of tables/figures should be placed after the bibliography.
The Table of Tables/Bibliography is not a bibliography. The list should only include the number, title and page number of the figure/table where it is found within the thesis.

3.12. Annexes

A large amount of figures, tables or illustrations supporting the analysis and conclusions, as deemed absolutely necessary by the supervisor, must be included at the end of the thesis and referenced in the thesis by line number.

The Annexes could be:

- methodological documentation (questionnaire used, interview response, calculations carried out, photo documentation, etc.)
- documents, tables and diagrams that are relevant to the understanding of the thesis
    - are definitely necessary, but too detailed,
    - or their large number would lead to too frequent interruptions in the text.

4. Formal requirements for editing the thesis

4.1. General expectations

Uniform expectations for all types of work:

- Size: A4 paper size.
- Recommended font: Times New Roman or Calibri. Avoid using different fonts within the text.
- Margins: around 2,5 cm.
- Line-closed or left-closed text editing. The thesis should reflect a consistent editorial style.
- Paragraphs: 1,5 line space.
- Page numbering: to be uniform in all chapters. The use of header/footer or other wordprocessing arrangements to aid the overview of the text is permitted. The title page is not numbered; the first numbered page starts from the table of contents, with line number 1. The table of contents must not exceed two pages. The length of the thesis excludes the title page, table of contents, appendices, and supplementary materials.
- Chapters: the titles of the main chapters (introduction, literature review, etc.) should be in capital letters or bold, uniformly aligned, numbered decimally, and always placed at the top of a new page. Subheadings should be numbered consecutively in the text. Subheading headings with decimal subdivisions should be left-aligned. Further subdivision of the text can be done in several ways (e.g. line break, paragraph).
- Consistent use of punctuation.
- Use of abbreviations: avoid abbreviations in running text wherever possible (e.g.), but if necessary, use abbreviations consistently. If an abbreviation of a particular organisation or method is used, it should first be used with the full name: e.g. National Textbook Publisher (hereafter NTP). If the thesis uses more than 10 abbreviations in regular use, a list of abbreviations should be given separately on the next page after the the table of contents.
- Use of foreign words: to be avoided if possible. If the use of a foreign word not in common use in a given technical language is justified, its meaning must be given. If there is an appropriate cognate word, use it; if there is more than one meaning, explain the one used.
- The text of the thesis is subject to the spelling rules of the language of the thesis. In the case of Hungarian-language theses, the current spelling rules of the Hungarian Academy of Sciences (MTA) apply.
- The terms and quantities (name, symbol) and other notations used shall be in accordance with generally accepted national and international professional practice and, where there is a risk

of ambiguity, shall be explained at the first occurrence and, where necessary, in the list of abbreviations.

- Highlighting is only used when justified, in which case the highlighted words are italicised or bolded together with the suffixes. In the text, avoid continuous highlighting of long continuous sections of text. Use quotation marks only to highlight quotations. Titles in the text should preferably be italicised.
- The use of consistent referencing (as described in Annex 1, and furthermore in the appendices of Rector's Instruction No. 11/2025 (VIII. 29.))

Punctuation marks, numbers

- Punctuation marks (full stop, comma, semicolon, colon, exclamation mark, question mark) are not preceded by a space, but are always followed by a space.
- There is no space before the % sign, there is a space after it.
- We also use spaces before and after the +, -, = signs.
- Numbers under 10 should, if possible, be written out in block capitals in the text.
- Numbers above 10 000 are numbered from the back in triples, the division is marked with a non-breaking space (Ctrl+Shift+space), do not use a period. Example: 18 000 000. In running text, numbers up to 9999 are not separated by spaces.

4.2. Formal requirements for the presentation

It is important that the student agrees on the form of the demonstration with his/her consultant!

4.2.1. Figures, photos

Figures should be preceded by an introductory text, in which reference is made to the fact that the figure illustrates the message. Preferably include illustrations and photographs of the student's own making. Figures should be numbered consecutively. Each should be titled, if necessary with year, item number and period. It is important to ensure that the title of the figure covers its content. The source from which the figure is taken should always be indicated below the numbering and title. Care should also be taken to ensure that the illustration, numbering, title and source designation are placed on the same page as far as possible and do not break the unit. The aim is to ensure that the introductory text, the illustration and its content analysis are not separated.
The title and source of each figure must be placed below the figure, left-aligned or indented, using the formatting shown in the example (continuous numbering, with "Figure 1" in bold, followed by a colon and the title in regular font). The figure itself may be left-aligned or centred.

First example:

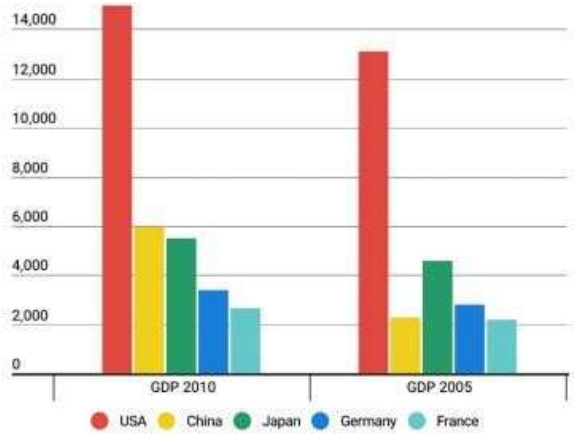

Figure 1: Possibilities of preparing diagrams
(Source: own editing based on KSH data (2005, 2010))

Second example:

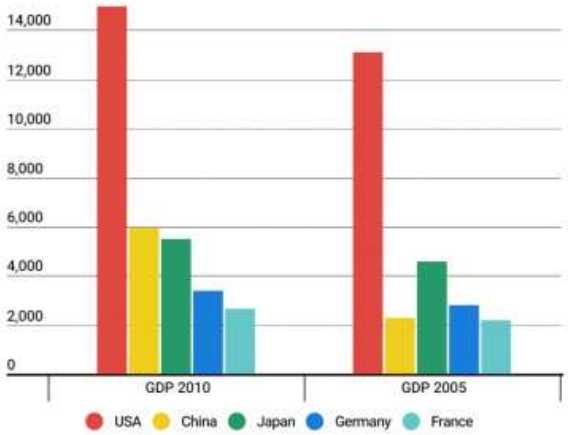

Figure 1: Possibilities of preparing diagrams
(Source: own editing based on KSH data (2005, 2010))

4.2.2. Tables

Tables should be preceded by an introductory text that refers to the fact that the table illustrates what is being said (the text should refer to the table), followed by the table.
Tables should be numbered above the illustrations. Each should have a title, if necessary with year, item number, period. The title of the table should cover its contents. Formatting should be as in Table 3.
In all cases, the source from which it originates must be indicated below the table. It is also advisable to mark own table as the student's own.

Table 3: Farmers applying for agroforestry aid
(*Source: MVM published data, 2018, QGIS map data, 2016)*

Town	Parcel-number	Area (ha)	EOVY	EOVX	AK	OTP_2016_Ft/ha
Homokszentgyörgy	435	18.44	536334	88808	12.1-14.5	<800 000
Homokszentgyörgy	454	20.64	536660	88881	12.1-14.5	<800 000
Szenna	063/13	1.04	548597	108541	12.1-14.5	1 001 000 - 1 200 000
Kercseliget	73	13.77	575191	110357	<12	1 001 000 - 1 200 000
Kercseliget	75	1	575402	110688	<12	1 001 000 - 1 200 000 800 000- 1 000 000
Kelevíz	26	15.57	523478	132113	19.6-22	
Kercseliget	90	2.01	574653	108903	<12	1 001 000 - 1 200 000
Kaszó	320	3.07	507699	112412	12.1-14.5	1 001 000- 1 200 000

The content of the visualisation - what is shown in the table, what can be read from it - needs to be analysed. This does not mean repeating the data in the table, but showing the context, helping to ensure that the illustrations are not an end in themselves, but aid understanding of the text.
The unit of measurement or the year should only be included after the title if it applies to all the data in the table, otherwise it should be in the appropriate columns of the header.

A) Publication of own table:

Table 4: The title of the table is concise and to the point
(Source: own work)

Naming	Header 1 measurement	Header 2 measurement	Header 3 measurement
Control	18,45	23,60	3,18
Handling A	3,70	16,70	4,17

B) Publication of adopted table:

Table 5: The title of table
(Source: trace of Kovács, 1991)

Name	Header 1 measurement	Header 2 measurement	Header 3 measurement
Control	18,45	23,60	3,18
Handling A	3,70	16,70	4,17

4.2.3. Formulas and relationships

If the thesis contains detailed calculations, the formulas used and the sub-calculations generated in their derivation should be numbered as follows:

$$F = m \cdot a \ [N] \qquad (1)$$

from which the acceleration of the body:

$$a = \frac{F}{m} \ \left[\frac{m}{s^2}\right] \qquad (2)$$

4.2.4. Formal requirements for references

In the thesis, any comments, additional thoughts, word explanations or data that would disrupt the unity of the main text in terms of content and thought are *footnoted*.
Correct referencing means that the student, when reading the literature, indicates precisely which author's work he or she has read in order to formulate the statement.
Plagiarism is the unauthorised use of an idea or text from another author, copied verbatim from another literary source, or reproduced without reference.
The same applies to the incorporation of content generated by artificial intelligence (AI) (e.g., text, translation, image, table, data-processing, etc.) without source indication, which falls under the rules of plagiarism. In every case the student must reference their own previously published work, and — if an AI tool was used — also the AI-tool, its type and how it was used.
According to the rules, works listed in the bibliography may be referred to in the text of the thesis by the author's surname and the year of publication of the work uniformly throughout the thesis.
Intertextual references (author-number system) may be made as follows:

	in sentence structure	**outside of sentence structure**
in case of one author	Kiss (1995) states that	According to domestic studies (Kiss, 1995).
in case of two authors	Kiss and Nagy (1996) found,	According to domestic studies (Kiss-Nagy, 1996).
more than two authors	Kiss et al (1996) found that	According to domestic studies (Kiss et al.[11], 1996).

The use of Harvard reference style is encouraged, but not required.

As a general rule, we use content citation, i.e. we present the information in the sources used in a systematic way, in our own words, but faithfully to the content of the source and with reference to it, but not as a verbatim quotation. Literal quotations should be used only in particularly justified cases, as defined above, and should be enclosed in quotation marks.

[11] The „et al.” abbreviation could be replaced by „and colleagues”.

- The surname of the referenced author and the year in which the source material was published should be given in round brackets within the main body of the communication (Molnár, 2018). It is important that the reference is part of the text, i.e. the end-of-sentence punctuation should be placed after the closing brackets.
- If the cited publication is co-authored: (Kovács-Szabó - Horváth, 2012) or (Kovács-Szabó and Horváth, 2012), three or more authors: (Bárczy et al.[12] 2002).
- If an idea is quoted from more than one author, the form of the reference is the same, but a semicolon is placed between each author and year, for example: (Szabó, 2002; Tímár, 2011).
- If we quote several works by the same author from the same year, we use alphabetical letters to distinguish between different works by the same author. For example (Molnár, 2018a; Molnár, 2018b).
- When the first data element - usually the surname of the author(s) - becomes part of the text, only the year should be included in brackets. E.g. "Kovács (2019) draws attention to the fact that..."
- If we quote verbatim, we should also include the page number in brackets (Molnár 2018: 21).
- If the quoted text is taken from several consecutive pages, it is recommended to use a capital dash between the numbers, for example (Molnár 2018: 256-257).

The mandatory data elements for the sources used, as well as the recommendations for their presentation, are contained in Annex 1 of this guide and in the appendices to Rector's Decree No. 11/2025 (VIII. 29.).

5. Submission

Submission, the first step in the process of getting the thesis accepted, is followed by marking and then the final exam. The thesis can only be handed in after approval by the supervisor. Submission also requires the preparation of an abstract.

5.1. Abstract of contents

In consultation with the consultant, it may or may not be identical to the Conclusions chapter. It should include a concise description of the rationale and methodology of the study, the main results (preferably without figures) and the main findings.
The name of the University, the Institute and the Department(s) should appear at the top of the first page. Below this, in the centre, the name of the author followed by the title of the paper.
Maximum length: 1-2 pages (Annex 5.2) When uploading the essay to NEPTUN system, it should be uploaded as a separate file.

5.2. Regulatory and technical conditions for submitting a thesis

A complete copy of the thesis, saved electronically as a searchable PDF file without password protection, must be submitted electronically via the university's Neptun System interface. Documents that consist solely of scanned images and do not contain searchable text are not acceptable.
The deadline for submission is set out in the timetable for the current academic year, while the conditions for late submission are set out in the SER.

[12] The „et al." abbreviation could be replaced by „and colleagues".

Requirements for submitting an electronic thesis:

- one PDF document with all attachments can be delivered,[13]
- the filename: the student's name without accents, with the necessary identification information:
- Surname_Given name_Neptun-code_year_course code,
- e.g.: Gipsz_Jakab_NFZ5L2_2022_M-BUD-N-HU-NOVOR
- the file cannot be password protected,
- the document must include the outer and inner title pages,
- the document must include the completed and signed declarations in the following order:
    a) approved confidentiality request (in case of encryption)
    b) student's declaration of public access and authenticity of the final thesis/thesis/ diploma thesis/dissertation/portfolio
    c) supervisor's declaration
    d) Institute of Technology 's independent supervisor declaration (if any)
    e) declaration of Students and PhD students on the Use of Artificial Intelligence (AI).

The thesis will not be accepted for the procedure if:

- contains fundamental professional errors;
- is purely descriptive and does not contain its own conclusions, analysis or demonstration of practice;
- is in serious breach of structural and formal requirements (Chapter 1.3, Table 1);
- citing parts of the literature as the student's own words, copying verbatim the ideas of other authors (including theses and dissertations written by others) without reference, i.e. plagiarism.
- Representing content generated by artificial intelligence (e.g. text, image, data, translation, or analysis) as one's own intellectual creation—i.e. in cases of plagiarism—is not permitted. The reuse of one's own prior individual work is also allowed only in compliance with citation rules, and must not exceed 25 % of the length of the thesis, except when the work in question is a student research paper (TDK) submitted as a bachelor's/master's thesis does not include completed and signed declarations.
- Does not include the completed and signed declarations.

The electronically submitted copy is permanently preserved in the repository system of the Hungarian University of Agriculture and Life Sciences. Under the applicable legal and internal university regulations, the theses — except those designated as confidential — are publicly accessible.

6. Evaluation

The evaluation will take place in the NEPTUN system of the University in accordance with the procedure set out in Article 96 of the SER.

An unsatisfactory mark will be awarded if any or all of the following conditions apply:

- the main chapters required in the thesis cannot be identified (Chapter 3);
- the coherence between the main parts of the thesis is seriously compromised (e.g. the topic indicated in the title of the thesis is only minimally developed by the student, or the concepts and models presented in the theoretical introduction are only marginally used in the discussion of the specific topic of the thesis);

[13] Exceptions are the extensive annexes in the fields of art and technology, which can be saved as a separate file with the name format specified in the thesis, with the nature of the annex indicated in the name: Surname Firstname Neptun code year major annex

- the thesis is more than 1 paragraph (approx. 3-4 sentences) long and is based on a foreign work in a literal or approximate form without mentioning the original source in the relevant passage and in the bibliography (plagiarism) (section 4.3);
- content generated by artificial intelligence (e.g., text, image, data, translation, or analysis) that the student includes without listing the source, or fails to indicate the type of AI tool used and the manner of its use;
- the thesis consistently draws on only one foreign work for several pages (even if the source is indicated by the author in the relevant section of the text and in the bibliography);
- the thesis contains a series of fundamental errors of fact, both theoretical and empirical;
- the thesis is not as long as expected, see Table 1 in Chapter 1.3;
- spelling, grammatical, stylistic and/or editorial errors in the thesis may be considered offensive, possibly even compromising comprehension;
- most of the material used in the literature review does not constitute literature; - there is no minimum number of references required (see Table 1).

An unsatisfactory mark will also be given to a thesis with serious professional shortcomings or errors (the assessment of which is the professional competence of the assessors who are experts in the field). In the case of a thesis with proven plagiarism (i.e. the use of verbatim quotations, or use of AI or other results without acknowledgement of the source), the author will not only be disqualified but may also be subject to disciplinary proceedings.
The assessment criteria and evaluation sheets are set out in Annex 6.

7. Defense

The defense of the submitted and accepted thesis is part of the final examination, the rules for which are set out in §§ 97-99 of the SER.
The defense of the thesis is part of the final examination, which is held in front of a final examination board, which may be separated in time from the final exam/complex exam. The defense in the final examination will begin with a short presentation of the thesis, which will be a free presentation accompanied by a visual demonstration, up to a maximum of ten minutes. After the presentation, the student will answer questions posed by the members of the final examination board and the examiners on the subject of the thesis and on the knowledge acquired in the course.
The thesis is awarded a mark out of five by the committee. The mark awarded for the thesis, taking into account the recommendation of the two assessors, is the final mark established by the committee for the final examination.
The defense of the thesis is open to the public. The conditions for the defense of a confidential thesis are regulated in § 95 (6) of the SER.
The director of the institute sponsoring the degree programme may accept a thesis that has been placed at the National Scientific Student Conference or the Art Student Conference with an excellent grade without any evaluation, if the thesis meets the requirements of the present document in terms of content and form, based on the opinion of the advisor (SER § 97 (20)). Further rules on the final examination are set out in the published final examination regulations (§ 97 (10)).

8. Confidential treatment of company information

If the thesis contains business/personal information on businesses, organisations or individuals from primary data collection, the student must apply to the Programme Leader for the confidentiality of the thesis no later than 30 days before the thesis submission deadline. The confidentiality application must

be signed by the legal representative of the organisation concerned or by the private individual concerned. After obtaining the supervisor's support and the approval of the Head of the Degree Programme, the approved confidentiality application must be inserted immediately after the outer and inner cover pages of the thesis. The confidentiality request form is provided in Appendix 7 of the SER.
There are a number of different ways to handle the confidentiality of some of the company information included in this thesis:

- In the simplest case, the student or the managers of the organisation under review have reservations only about the wide availability of certain management indicators. In such cases, it is recommended that the data in question be changed or truncated (perhaps with the symbol "xxxx" to indicate an order of magnitude), provided of course that this does not compromise the interpretation of the thesis.
- The next step is to change or distort the name of the organisation, if the author or the management of the organisation in question so requests.

If the techniques listed above are not sufficient, it is also possible to encrypt the completed work. The request for confidelity (according to Appendix 7 of the SER) should be signed and approved and included in the thesis after the inner cover page.
The thesis will be stored in the repository system of the Hungarian University of Agricultural and Life Sciences after the successful defense, so that the contents of the thesis cannot be accessed until the encryption is lifted.
The encryption is automatically unblocked after the expiry of the confidentiality period specified in the decision ordering encryption.
Before the expiry of the confidentiality obligation (which is 5 years), the Rector orders the declassification of the documents at the request of the owner of the secret or its successor in title. Before the expiry of the time limit, the University may also apply to the holder of the confidentiality to have the confidentiality lifted or to have access to the confidential thesis, if it has a legitimate interest, stating the reason and the purpose.
The fact, date and the identity of the person who gave access to the confidential thesis must be recorded in the register of confidential theses.

9. Annexes to the guide

Annex 1: Mandatory data elements for the sources used and their indication
Annex 2: Recommended timetable for the preparation of the thesis
Annex 3: Specific requirements for certain areas
- Annex 3.1: Specific requirements for vocational education and training in higher education
- Annex 3.2: Specific requirements in the field of computer science
- Annex 3.3: Specific requirements in the field of technical education
- Annex 3.4: Specific requirements in the field of art and art mediation training (Rippl-Rónai Institute of Art)
- Annex 3.5: Specific requirements in the field of teacher training
- Annex 3.6: Specific requirements in the field of landscape, landscape gardening and town and country planning (Institute of Landscape Architecture, Town and Urban Planning and Horticultural Gardening)

Annex 4: Mandatory forms to be used
- Annex 4.1: Consultation declaration
- Annex 4.2: Declaration of public access and authenticity of the thesis/dissertation/portfolio

Annex 5: External and internal title page
- Annex 5.1: Outer and inner title pages

Annex 5.2: Abstract

Annex 6: Evaluation sheets

Annex 6.1: Evaluation form for the fields of agriculture, humanities, economics, technology, teacher training and social sciences

Annex 6.2: Evaluation sheet for Institute of Technology courses

Annex 6.3: Evaluation form for art and art mediation bachelor courses (Rippl-Rónai Art Institute)

Annex 6.4: Master of Arts and Master of Arts Diploma Thesis Evaluation Form (Rippl-Rónai Institute of Art)

Annex 6.5: Master's thesis evaluation form for Master's degree courses in the arts (RipplRónai Institute of Art)

Annex 6.6.1: Portfolio evaluation sheet for teacher training in the field of teacher education

Annex 6.6.2: Portfolio evaluation form for the Master's degree in Agricultural Engineering

Annex 6.7: Evaluation sheet for the Information Technology field

Annex 6.8: Assessment form for the field of agriculture, economics and informatics in higher education

Annex 6.9: Diploma evaluation form for the Master of Landscape Architecture

Annex 6.10: Evaluation form for the Diploma in Landscape Architecture and Garden Design

Annex 6.11: Diploma evaluation form for the Master's degree in Urban Engineering

Annex 7: Technical Institute independent supervisor declaration

Annex 8: Specific rules for advanced training in foreign languages and translation

CLAUSE

This guide and its annexes were adopted by the University Education Committee at its meeting on 3 May 2023.

This guideline and its appendices were amended by the University Education Committee at its meeting on 16 October 2025. The amendments shall enter into force on the day following their adoption.

Annex 5.2 to this Guide was amended by the University Education Committee at its meeting held on 26 March 2026. The amendments shall enter into force on the day following their adoption.

This Guide and its annexes were amended by the University Education Committee by means of an electronic vote held on 19 October 2026. Resolution No. 12/2026/2027 (X.19.) EOB. The amendments shall enter into force on the day following their adoption.

Gödöllő, 19 October 2026

Dr. Zoltán Bujdosó
Vice-Rector for Education