

Széchenyi István University
Faculty of AUDI Hungaria Vehicle Engineering (AHJK)

Final Exam Regulations

Approved by the Faculty Council on 16 October 2017

Valid from the spring semester of the academic year 2017/18

Explanatory Notes

- 1) The preparation of a BSc Thesis („Szakdolgozat”) marks the end of a BSc programme and the preparation of an MSc Thesis („Diplomamunka”) marks the end of an MSc and undivided programme. Hereinafter this Regulation will refer to the written work as “Thesis”. “Thesis consultation” will be the name of the course used for both BSc and MSc programmes.
- 2) The University allocates to each programme and specialisation an “Organising Department” which manages the final exams of these students. Hereinafter the Organising Department will be referred to as the FE Organising Department where FE stands for Final Exam.
- 3) Issues not included in this regulation will be dealt with based on the Education and Exam Regulations (EER).
- 4) The Faculty’s Final Exam Regulations (FFER) are approved and modified by the Faculty Council.

1.§

Responsibilities and Competences

- 1) The list of departments organising the Final Exams for the Faculty of AUDI Hungaria Vehicle Engineering can be found in Annex 6. It is the task of the FE Organising Department to announce the times of Thesis consultations and organise the Final Exams. Students are allowed to write their Thesis with tutors not belonging to the FE Organising Department as well. In such cases the administrator of the FE Organising Department allocates the “Thesis Consultation” course of the tutor to the subject.
- 2) The announcement of the theses is approved by the head of the FE Organising Department and the approved list is then published by him/her.
- 3) The person appointed by the head of the FE Organising Department can allocate Thesis courses to the tutors as supervisors with the consent of the head of the Department. The FE Organising Department is obliged to deal with all issues related to the theses.
- 4) The head of the FE Organising Department is responsible in person for the organisation and the correct and lawful management of the Final Exam.
- 5) It is the student’s responsibility to register for the Final Exam.

2.§

Theses Announcement

- 1) Thesis topic proposals can be announced by the tutors of the university with the consent of the head of the FE Organising Department. Students may also suggest topics to the tutor appointed as their supervisors.
- 2) Students contact the tutor with their own thesis topic proposal and ask the tutor to be their supervisor. The tutor will decide whether he/she take on the topic in its original or modified form. If he/she take on the topic he/she has to fill out the Task assignment form that can be found in Annex 1/a-b, have it signed by the head of the FE Organising Department by the deadline set for subject registration for the first Thesis course. It is

the responsibility of the student to contact the tutor in time before the expiry of the deadline taking into consideration the tutor's availability.

- 3) The language of the Thesis does not have to be Hungarian but the fact that it is in another language has to be indicated on the Task assignment form. Independent from the language of the Thesis, a page long Hungarian and English language synopses must be prepared.
- 4) It is also recommended to have an external supervisor as well. In case of an internal departmental topic this may not be necessary. In this case the data of the external supervisor must be crossed out.
- 5) The Thesis topic is regarded as accepted when the task assignment form has been signed by all the necessary people (supervisor, external supervisor, head of the FE Organising Department). Two original copies must be made of the Task assignment form, one stays with the student and must be bound into the Thesis and the other copy goes to the archives of the department.
- 6) The Task assignment form and the Consultation form (Annex 5/a-b) must be kept for 5 years in the archives and handled for keeping personal data.

3.§

Thesis consultation

- 1) In the course announcement period the FE Organising Departments allocate separate Thesis consultation courses in the Neptun system to the supervisors.
- 2) It is the responsibility of the student to register to the Thesis consultation course allocated to his/her supervisor. Registrations that are not for the Thesis consultation of the supervisor are not valid and will be deleted.
- 3) The general regulations of the EER referring to courses are also valid for the Thesis consultation course and it is the task of the tutor (supervisor) to check and monitor the fulfilment of the requirements and give his/her evaluation.
- 4) The list of requirements of the Thesis consultation course must contain the relevant requirements, the method of assessment, conditions for receiving a signature, the rules of evaluation and the available possibilities to make up for losses.
- 5) If the modification of the chosen Thesis assignment is initiated by the student, he/she must register for the Thesis consultation course again, the earliest possibility of which is in the following semester.
- 6) In case of an unsuccessful Thesis course the head of the FE Organising Department decides on the proposal of the supervisor whether the student can carry on the work keeping his/her topic or must choose another topic.

4.§ Preparing the Thesis

- 1) All department organizing final exams will publish on their own web-site the Thesis preparation guidelines by the registration deadline of the subjects for the semester in which the Thesis is prepared. During the preparation students must follow these guidelines.
- 2) The Thesis preparation guidelines consist of the following parts:
 - a) Rules for signing up for Thesis topics.
 - b) Conditions of completing the Thesis consultation course (see 3.§).
 - c) Length requirements.
 - d) Description of the compulsory formatting and content elements. The description must contain without modification Annex 7 (The formatting and content requirements of the theses) and Annex 8 (Common template of the theses). It may also contain additional compulsory content elements and attachments.
- 3) In the Thesis students must use one of the formats defined in the template for writing the bibliography. Bibliographies must contain references to all the used basic information that are publicly accessible and are available in a printed or electronic form (CD, DVD). Internet references can only be used in case of supplementary resources or in special professionally justifiable cases.
- 4) The deadline for submitting the Thesis is Friday 12.00 of the first week of the exam period. For students applying for MSc programme starting in February, the deadline is Friday 12.00 of the 12th week of the term time. No theses are accepted after the deadline.
- 5) The place for submitting the Thesis is the FE Organizing Department.

5.§ Submission and assessor's report

- 1) The Thesis following the regulations of the EER must be submitted in one printed and one electronic (pdf format) copy, together with the Consultation form (Annex 5/a-b). The electronic copy must be uploaded by noon (12.00) on the previous day to the website: <http://lib.sze.hu/diplomaleado>. The Student Declaration (see EER Annex 18) and the Task assignment form (Annex 1/a-b) must be signed and attached in the uploaded electronic copy as well.
- 2) The assessor is nominated in writing by the head of the FE Organizing Department, if necessary, on the proposal of the supervisor. The assessor nomination and the Thesis is sent by the head of the FE Organizing Department or made electronically available for the assessor not later than one week after submission. The Thesis evaluation form (Annex 2/a-b) must be attached to the Thesis and the deadline for preparing the reviewer's report must also be indicated.
- 3) The deadline for the assessor's report must be defined so that the Thesis evaluation form and the Thesis can be returned to the department on Monday 12.00 on the week before the beginning of the final exam period.

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- 4) If the assessor or the Final Exam Committee ascertains plagiarism, the Thesis becomes void, the student will not be allowed to participate in the final exam and a new Thesis must be written.
- 5) Based on the opinion of the assessor and the proposal of the supervisor the Final Exam Committee decides on the mark given for the Thesis.
- 6) The student must be informed about the assessor's report by 12.00 of the previous day before the Final Exam.
- 7) If a Thesis did not have an external supervisor then the assessor can only be an external person who is not a tutor, department engineer, researcher or employee of the Faculty of Audi Hungaria Vehicle Engineering.
- 8) After the reviewer's report the signed evaluation form (Annex 2/a-b) must be attached to the task assignment form.
- 9) After the final exam, the original printed copy of the Thesis is given back to the student by the FE Organizing Department. In case of classified theses paragraph 7 is to be applied.

6.§

Final exam requirements

- 1) Rules and regulations referring to the final exam are presented by the professional committee of the majors to the Faculty Council for approval. A guideline called "Rules of the final exam" must be put onto the web page of the Faculty and the FE Organizing Department not later than the end of the third week of the semester.
- 2) Final exam rules of the programmes must contain the following elements taking into consideration point 3-6 of paragraph 6.
 - a) The sequence of the defence of subject/complex final exam and the Thesis, scheduling and dependability between them.
 - b) List of subject/complex final exam topics.
 - c) The procedural schedule of the subject/complex final exam.
 - d) The procedural schedule of the Thesis defence.
- 3) Final exam times, venues and the order of students are decided by the head of the FE Organizing Department not later than 10 days before the start of the final exam period. Students are informed by the head of the FE Organizing Department through the web page or through a final exam information event.
- 4) The final exam committees are compiled by the head of FE Organizing Department based on the regulations of the EER referring to final exam committees.
- 5) For all majors the subject/complex final exam is oral. After the student picks a topic, he/she must have at least 20 minutes preparation time.
- 6) A final exam is regarded unsuccessful if the Thesis or its defence or any of the subject/complex final exam is unsuccessful. Unsuccessful final exams can only be re-taken in a later final exam period.

**7.§
Handling of classified Theses**

- 1) The company, institute (hereinafter partner institute) of the external supervisor at the same time when the topic is announced can request to use their own format (max. 1 page) or use the format in Annex 3 for classification of the Thesis. The maximum time of Thesis classification is 5 years.
- 2) Classification requests must be bound into the front part of the Thesis and must also be electronically uploaded with the Thesis.
- 3) The supervisor, the assessor and all participants of the defence can only access the classified Thesis after signing the Statement of Confidentiality (Annex 4). Original copies of the Statement of Confidentiality are kept by the departments together with the task assignment forms.
- 4) After the final exam the FE Organizing Department gives back the classified Thesis to the student. The electronically kept version is stored separately from the other theses until the end of the classification period. Upon the expiry of the classification period the Thesis is moved to store where the non-classified theses are kept.
- 5) In well-founded justified cases (official examination of Thesis on the ground of plagiarism) the Dean can issue an exemption from the classified status, which only refers to the ones directly involved in the case. All involved must sign a statement of confidentiality. The partner institute will receive an official copy of this.

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Annexes

(Annexes 1-5 and 8 are also attached in MS-Word format to the PDF version of the regulation)

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Annex 1/a. Thesis (BSc) task assignment form

Task assignment form

[Please fill in the form by computer and hand in the printed out form!]

Student data:

Name:

Neptun-code:

Programme: [Name of the programme] [College/BSc]

Specialisation:

Type of programme: [full-time/correspondence]

Data of the Thesis

Start year and semester:

Language:

Type: [Public / classified]

[Title]

Tasks in detail: [at least three sub-tasks]

- 1) [Literature research in the given topic]
- 2) [Exposition of the problem/task]
- 3) [Solution of the problem/task]

Data of Supervisor

Name:

Department:

Position:

Győr, [date]

Data of External supervisor

Name:

Company:

Position:

Supervisor

External supervisor

*[Name of the FE Organising Department
Name and signature of the Head of Department]*

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Annex 1/b. Thesis (MSc) task assignment form

Task assignment form

[Please fill in the form by computer and hand in the printed out form!]

Student data:

Name:

Neptun-code:

Programme: **[Name of the programme]** **[University/MSc]**

Specialisation:

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

Data of the Thesis

Start year and semester:

Language:

Type: **[Public / classified]**

[Title]

Tasks in detail: **[at least three sub-tasks]**

- 1) **[Literature research in the given topic]**
- 2) **[Exposition of the problem/task]**
- 3) **[Solution of the problem/task]**

Data of Supervisor

Name:

Department:

Position:

Győr, **[date]**

Data of External Supervisor

Name:

Company:

Position:

Supervisor

External Supervisor

**[Name of the FE Organising Department
Name and signature of the Head of the Department]**

Annex 2/a: Thesis assessment guidelines and form

Thesis (BSc) assessment guidelines

[The following aspects represent an average scoring for a BSc programme. The professional committees of the majors may decide to divert from this but the new aspects must comply with the ones in this guideline. The total score must be 50 and a similar guideline must be made for the sake of unity.]

1. Structure and style of Thesis (max. 10 points)

- **9–10 points:** Excellent in structure, logically constructed, excellent references, diagrams, tables, appendices form a complete system, impeccable style
- **6–8 points:** Good in structure, its logic is easy to follow, excellent references, the handling of the diagrams, tables, appendices are inaccurate in certain places, its language is understandable.
- **3-5 points:** Acceptable structure but its logic is questionable, the references are incidental, diagrams and tables are inaccurate in certain places, their resources are not clear and its language is partly problematic
- **1–2 points:** Its structure is logically unidentifiable but can be understood, only few diagrams and data with sources not indicated, language is incorrect and difficult to understand.

2. Use of bibliography (max. 10 points)

- **8-10 points:** Knowledge and summary of the relevant domestic literature in the topic
- **5-7 points:** Knowledge and summary of some of the important literature in the topic
- **1-4 points:** The paper is built upon individual notes, outside reference is inconsistent, basic literatures of the topic are missing

3. Elaboration level of the Thesis's topic (max. 20 points)

- **16-20 points:** Accurate own measurements, observations, suitable methods of processing, precise opinion formation and usable proposals
- **11-15 points:** Paper not based on own measurements and observations or the used method is not the most adequate, minor problems when drawing conclusions
- **6-10 points:** Serious shortcomings in the measurements and processing methods, conclusions are inaccurate and no effort is put on use but traces of individual work and basic knowledge are detectable
- **1-5 points:** Serious errors, lack of own results, only a summary of previous works, total lack of individual conclusions and proposals.

4. Practical application of the Thesis (max. 10 points)

- **9-10 points:** Results included in the paper are directly usable in practice
- **5-8 points:** The results of the paper are found useful by the experts of the topic but they are not directly usable.
- **1-4 points:** Usability of the results drawn from the paper is difficult to detect.

Method of deciding the grades:

1. If any of the above partial points are 0 then the mark is fail
2. If neither of the partial points are 0 then the following table is applicable
 - 45-50 points – Excellent
 - 38-44 points – Good
 - 31-37 points – Satisfactory
 - 26-30 points – Pass
 - 0-25 points – Fail

Thesis BSc Assessment Form

Student data

Name:

Neptun code:

[Title]

Assessor's data:

Name:

Place of employment:

Position:

Scores obtained in categories and their justification:

1. Structure and style of Thesis (max. 10 points) [justification]	
2. Use of bibliography (max. 10 points) [justification]	
3. Elaboration level of the Thesis's topic (max. 20 points) [justification]	
4. Practical application of Thesis (max. 10 points) [justification]	
TOTAL SCORE:	

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General remarks: [mandatory to be completed, minimum 10 rows]

Questions: [minimum 3 questions]

1.

2.

3.

Grade proposed by assessor: [excellent / good / satisfactory / pass / fail]

[place], [date]

[assessor's signature]

Grade proposed by supervisor:

....., 20.....

[supervisor's signature]

Annex 2/b: Thesis assessment guidelines and form

Thesis (MSc) assessment guidelines

[The following aspects represent an average scoring for a MSc programme. The professional committees of the majors may decide to divert from this but the new aspects must comply with the ones in this guideline. The total score must be 50 and a similar guideline must be made for the sake of unity.]

1) Structure and style of Thesis (max. 10 points)

- **9–10 points:** Excellent in structure, logically constructed, excellent references, diagrams, tables, appendices form a complete system, impeccable style
- **6–8 points:** Good in structure, logical work, understandable language, in minor details (diagrams and references) inaccuracy can be detected.
- **3-5 points:** Acceptable structure but its logic is questionable, the references are incidental, diagrams and tables are inaccurate in certain places, their resources are not clear and its language is partly problematic.
- **1–2 points:** Its structure is logically unidentifiable but can be understood, only few diagrams and data with sources not indicated, language is incorrect and difficult to understand.

2) Use of bibliography (max. 10 points)

- **8-10 points:** Knowledge and summary of the relevant domestic and international literature in the topic
- **5-7 points:** Knowledge and summary of some of the domestic literature in the topic
- **1-4 points:** The paper is built upon references of some of the relevant literature.

3) Elaboration level of the Thesis's topic (max. 20 points)

- **16-20 points:** Accurate own measurements, observations, suitable methods of processing, precise opinion formation and usable proposals. Individual ideas in observation or in processing.
- **11-15 points:** Correct application of modern but popular measurements and processing methods, correct opinion formation and proposal for usage.
- **6-10 points:** Detectable shortcomings or inadequate choice of measurements and processing methods but individual work and basic knowledge are detectable
- **1-5 points:** Serious errors, lack of own results or proposals

4) Practical application of the Thesis (max. 10 points)

- **9-10 points:** Results included in the paper are directly usable in practice
- **5-8 points:** The results of the paper are found useful by the experts of the topic but they are not directly usable.
- **1-4 points:** Usability of the results drawn from the paper is difficult to detect.

Method of deciding the grades:

3. If any of the above partial points are 0 then the mark is fail
4. If neither of the partial points are 0 then the following table is applicable
 - 45-50 points – Excellent
 - 38-44 points – Good
 - 31-37 points – Satisfactory
 - 26-30 points – Pass
 - 0-25 points - Fail

Thesis MSc Assessment Form

Student data

Name: Neptun code:

[Title]

Assessor's data:

Name:

Place of employment:

Position:

Scores obtained in categories and their justification:

1. Structure and style of Thesis (max. 10 points) [justification]	
2. Use of bibliography (max. 10 points) [justification]	
3. Elaboration level of the Thesis's topic (max. 20 points) [justification]	
4. Practical application of Thesis (max. 10 points) [justification]	
TOTAL SCORE:	

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General remarks: [mandatory to be completed, minimum 10 rows]

Questions: [minimum 3 questions]

1.

2.

3.

Grade proposed by assessor: [excellent / good / satisfactory / pass / fail]

[place], [date]

[assessor's signature]

Grade proposed by supervisor:

....., 20.....

[supervisor's signature]

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Annex 3: Initiating confidential handling of Bachelor and Master theses

Confidentiality request

I, the undersigned [company/corporation/institution (title)] hereby request the confidential treatment of [Student's name] Thesis titled [Thesis title] for [maximum 5] years due to specific information and data included in the Thesis being Confidential and Proprietary, and considered to be industrial and commercial secrets, thus can be used only for internal purposes.

[place], [date]

O.S.

signature

Annex 4: Initiating confidential treatment of Bachelor and Master theses

Statement of confidentiality

Student data

name: neptun code:
programme: [programme name] [BSc / College / University / MSc / undivided]
specialization:
programme type: [Full-time / Correspondence / Distance Learning]

[Thesis (BSc) / Thesis (MSc)] data

title:
language:

Partner institution (company, corporation, institution) data

name:
title:

Statement

The undersigned is hereby informed that during [the consultation / assessment / the defence / assessment] of the abovementioned Student's [Thesis (BSc) / Thesis (MSc)] I receive information regarded confidential and is the intellectual property of the aforementioned Partner-institution.

I declare that I will not make any copies of the Thesis or its parts; finishing my work, I will return the copy I have - in person or by mail - to the person (Partner-institute, department asking the assessment, Final Examination Committee) I received it from.

Other than the information covered by my mandate, I will not divulge any oral or written information related to the Thesis to any other people or institutions up to the end of the confidentiality period.

List of people providing a Statement of Confidentiality [as many as needed, in a two-page form] end of confidentiality period: [date]

[place], [date]

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

[place], [date]

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

Annex 5/a: Thesis (BSc) Consultation Form

Thesis (BSc) Consultation Form

Date	Topics discussed	Supervisor's signature

I have checked the Thesis (BSc) and it can / cannot be submitted.

Date: _____

External supervisor's signature: _____

I have checked the Thesis (BSc) and it can / cannot be submitted; it can / cannot be forwarded for assessment.

Date: _____

Supervisor's signature: _____

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Annex 5/b: Thesis (MSc) Consultation Form

Thesis (MSc) Consultation Form

Date	Topics discussed	Supervisor's signature

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

Date: _____

External supervisor's signature: _____

I have checked the Thesis (MSc) and it can / cannot be submitted; it can / cannot be forwarded for assessment.

Date: _____

Supervisor's signature: _____

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Annex 6: The department organising a Final Examination related to the Bachelor and Master programmes and their specialisations of AHJK

Bachelor programmes

Programme	Specialization	Final Examination organizing department
Vehicle Engineering BSc	Vehicle Operating and Diagnostic module	Department of Road and Rail Vehicles
	Internal Combustion Engine Engineering module	Department of Internal Combustion Engines and Propulsion Technology
	Railway Vehicles Engineering module	Department of Road and Rail Vehicles
Vehicle Engineering BSc (in English)	Internal Combustion Engines specialization	Department of Internal Combustion Engines and Propulsion Technology
Environmental Engineering BSc	no specialization	Department of Environmental Engineering
Logistics Engineering BSc	no specialization	Department of Logistics and Forwarding
Logistics Engineering BSc (in English)	no specialization	Department of Logistics and Forwarding
Engineering Management BSc	Production and Quality Management specialization	Department of Vehicle Manufacturing
	Industrial Logistics specialization	Department of Logistics and Forwarding
	Vehicle Manager specialization	Department of Road and Rail Vehicles
	Project Manager specialization	Department of Logistics and Forwarding

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Master programmes

Programme	Specialization	Final Examination organizing department
Vehicle Engineering MSc (in Hungarian)	Vehicle Systems Engineering specialization	Department of Road and Rail Vehicles
	Internal Combustion Engines specialization	Department of Internal Combustion Engines and Propulsion Technology
Vehicle Engineering MSc (in English)	no specialization	Department of Whole Vehicle Development Department of Internal Combustion Engines and propulsion Technology
Vehicle Engineering MSc (in German)	Internal Combustion Engines specialization	Department of Internal Combustion Engines and Propulsion Technology
Logistics Engineering MSc	no specialization	Department of Logistics and Forwarding
Engineering Management MSc	no specialization	Department of Logistics and Forwarding

Annex 7: Content and Form Related Guidelines for Thesis

Content and Form Related Guidelines for Thesis (BSc and MSc)

Requirements Regarding Content

The recommended layout of the Thesis can be found in the template. However, with the permission of the supervisor, the Student is allowed to use a structure different from the recommended layout - if the topic requires it and in a justified case.

The structure of the Thesis should be proportionate. The theoretical review of relevant literature ought to be approximately 30–50% (in a BSc Thesis), 20–40% (in an MSc Thesis), meanwhile the part presenting Student's own research should be 50–70% (in a BSc Thesis), 60–80% (in an MSc Thesis). If the topic justifies it, you can divert from the standard with the supervisor's permission. The required length of a Thesis (BSc) is minimum 45 and maximum 60 pages (from introduction to the end of bibliography but without annexes). The required length of a Thesis (MSc) is minimum 60 and maximum 80 pages (from introduction to the end of bibliography but without annexes).

Domestic and also international literature may be used for writing your Thesis at both Bachelor and Master levels, and they need to be processed in the section discussing the topic. The candidate is expected to prove that he/she is exceptionally familiar with the theoretical and practical questions of their chosen topic, the significance of the results obtained and the methods of assessment with their possibilities. The Thesis (BSc/MSc) should reflect the Student's own professional opinion regarding the relevant field of study with a critical attitude.

Formatting Requirements

The structure of the Thesis (BSc/MSc) should be clear, logical and easy to follow. The main sections are to be started on a new page. Sectioning should follow the rules presented in the previous chapters by applying the appropriate styles. It is essential that the sample layout demonstrated in Chapter 2 shows the characteristics of the required format to be applied by the students.

Concerning the physical requirements of the text, Arial or Times New Roman font styles with font size 12, line spacing 1.5 and alignment: justification should be used. Coherent paragraphs should be divided by a blank line. Margins: 2.5 cm at the top and bottom, 2 cm on the right and 3 cm on the left.

Table and figure numbering must be continuous (separately the tables and the figures) tagging them with a short and relevant title. (i.e. each table, figure and diagram shall be numbered and named.) Their layout should be aesthetically pleasing and aligned to the middle unless otherwise justified. Titles themselves shall be meaningful and explain the given table or figure. The Thesis shall only include such figures or tables which can be referred to in the text (a figure not referred to is unnecessary), wrapping texts around figures is not permitted.

The figures should not be oversized, 6 to 8 cm height is advised. In justified cases, the figures can be extended with further explanation (besides the title). The numbering and naming of figures should use font types: Arial or Times New Roman (equal to the text), suggested font size: 11, italic, adjusted to the middle, 6 pt white space before and after the figures, continuous numbering with decimal integers (the template includes the required styles as well.)

Sample:

IMAGE

1. *Figure 1 Image, diagram, photo caption*

TABLE

1. *Table 1 Table caption*

Formatting requirements of bibliography and the citations in the text

The Authors' name should be given by the "Surname, X." format, in which X. represents the initial(s) of the Author(s)'s first name (middle name). Citing from a Hungarian article, the comma between the surname and the first name can be omitted. If clarification is needed, the whole first name can be used. In the case of a Bachelor's (BSc) Thesis at least 10, while in the case of a Master's Thesis (MSc) at least 15 citations are required. The number of citations from the Internet cannot exceed the one-third (33%) of the total number of citations in number. The author of the Thesis may choose from layouts A and B, but only one version can be applied throughout the whole Thesis, the versions shall not be mixed.

Version A:

An article can be cited in the text with a [number] written between square brackets.

The bibliography shall contain all the citations in the order of their appearance in the text numbered by continuous decimal numbers. If it is a word-by-word citation, the quoted text shall be put between quotation marks " " followed by the number of citation in square brackets e.g. [1]. If it is not a word-by-word citation - but a part of text based on literature, though, composed by the student, the number referring to work(s) in literature are positioned at the end of the paragraph e.g. [1] or [1,2,3]. It is essential that word-by-word citations cannot exceed the ratio of 5-10 rows / 5 pages. You shall cite by each paragraph, every paragraph without a citation automatically implies that it is the Student's own work. It should not be forgotten that the Student who presents someone else's intellectual work, either partially or entirely, as their own; in other words, they do not mark the references or do it incorrectly, commits plagiarism. The following part demonstrates the citation forms of each type of literature the Student is required to apply.

Book

[reference number] Author (if more authors, separated by commas): *Title*, Publication, Publisher, City, Year of Publishing, total number of pages in book e.g. p435

Chapter in a Book

[reference number] Author (if more authors, separated by commas): Title of Chapter, in: Name(s) of Editor(s) (ed.), *Book Title*, Publisher, City, Year of Publishing, page range covering the chapter e.g. pp.123-253

Conference Article

[reference number] Author (if more authors, separated by commas): *Title of article*, Title of conference proceedings, name of conference, City, Year (entire date if available), page range covering the article e.g. pp.536-541

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Journal Article

[reference number] Author (if more authors, separated by commas): *Title of article, name of journal*, Year e.g. vol. 50, volume e.g. is. 25 or number e.g. no 6, Year of Publishing, page range covering the article e.g. pp.536-541

PhD dissertation, Master's thesis, Bachelor's thesis

[reference number] Name of Author: *Title of Work, Degree of Work* e.g. PhD dissertation or Master's thesis..., Name of University, City, Year

Lecture

[reference number] Lecturer: *Title of Lecture*, Name of course, type (guide, slides), University, Department, City, URL address if available on the net, entire date of application

Research Report

[reference number] Author (if more authors, separated by commas): *Title of Report*, Name and number of report - if available, Publisher or Institution, City, Year, URL address if available on the Internet (including the entire date of application)

Website, Citation from the Internet

[reference number] Author(s) of the website (if there is no such or cannot be found, the name of the owner or owner organisation of the website), *the name of the website*, the name of the owner of the website, the name of the sponsor of the website if there is such, URL address, the date of download (*only URLs which lead to a direct document can be listed*)

Patents

[reference number] Author (if more authors, separated by commas): *Title of Patent*, patent registration number with the particular country code, Year

Standards

[reference number] Total standard number: *Title of Standard*, Year

Examples:

Book

[1] Czvikovszky T., Nagy P., Gaál J.: *A polimertechnika alapjai*, Műegyetemi Kiadó, Budapest, 2000, p.418

Chapter in a Book

[2] Imreh B, Ito M, Pukler A: *On Commutative Asynchronous Automata*, in: Ito M, Imaoka T (eds): *Words, Languages and Combinatorics III.*, Word Scientific Publishing, Kyoto, 2003, pp. 212–221

Conference Article

[3] Dogossy G, Czigány T: *Polimer mátrixú, mezőgazdasági melléktermékekkel töltött hibrid kompozitok kifejlesztése és tulajdonságainak meghatározása*, Anyagvizsgálat a Gyakorlatban Szakmai Szeminárium 2, Dobogókő, Magyarország, 2004.06.10-2004.06.11. pp. 1-5.

Journal Article

[4] Rogov P, Orlov L, Vashurin A, Tumasov A: *Comparative Estimation Between Computer Simulation Results of the Bus Body Section Rollover and Experimental Data*, Acta Technica Jaurinensis, vol. 7, no. 3, 2014, pp. 258–266

PhD dissertation, Master's thesis, Bachelor's thesis

[5] Grób P.: *A gyártástechnológiai paraméterek hatása poliuretán integrálhab termékek tulajdonságaira*, PhD értekezés, Budapesti Műszaki Egyetem, Budapest, 2008

Lecture / Guide

[6] Tábi T.: *Lebontható polimerek, adalékanyagok*, Multifunkcionális polimerek tantárgyi segédlet, BME, Polimertechnika Tanszék, Budapest,

Effective: From 2nd semester of academic year 2017/2018 No.19/2017 Based on the decision of the Faculty Council

http://www.pt.bme.hu/futotargyak/86_BMEGEPTMG26_2015oszi/Adal%C3%A9kanyagok_lebonthat%C3%B3_polimerek_el%C5%91ad%C3%A1s_T%C3%A1bi_Tam%C3%A1s.pdf, 2016.01.28.

Research Report

[7] Szöcs K.: *Integrált járműipari termék és technológia fejlesztő rendszer kutatása*, IJTTR_08, http://www.sze.hu/~jret/Jelentes/PEJ_IJTTR_08_2009_publ.pdf, 2016.02.03.

Website, Citation from the Internet

[8] B. Thier, E. Naudorf: *BASF acquires extrusion technology from B.C. Foam: PET foams for the wind energy sector*, BASF, http://worldaccount.basf.com/wa/plasticsEU~en_GB/portal/show/common/plasticsportal_new

Patents

[9] Horski M: *Brushless motor with inside mounted single bearing*, US 5654598 A, 1997

Standards

[10] EN ISO 527: *Plastics -- Determination of tensile properties*, 1994

Version B:

The citation is formula created from the authors' surname and the year of publishing both in the text and in the bibliography. If there are more than two authors, the "et.al." abbreviations can be used. E.g. "Vijayasundaram, 1986.", "Meister and Sonar, 1998.", "Felcman et.al., 1994." When several articles could receive the same formula (both the authors and the year of publishing are the same), Year shall be extended with "a", "b", "c" e.g. "Stone and Norman, 1993a."

The basis of arrangement is the authors' names in alphabetical order followed by the year of publishing.

Besides this, the format equals to Version A (in which case the reference number can be omitted).

In the following part some special types are highlighted.

Grey Literature

You may have the opportunity on different occasions to use such valuable literature, mainly obtained from your external supervisor working in the industry, which is not published in a usual way and cannot be found in a public library. These documents are called grey literature. The category includes technical studies prepared on a particular request against payment and remain in the property of the sponsor. Most of the time they offer more up-to-date and valuable information than conventional literature. Having permission to use this information, the Student should refer to them as well with indicating the sponsor, too, or at least where and what company possesses the study in question.

Example:

In text:

(Koren ,2000)

At the end of the text:

Koren E. (témavezető) (2000): PKMR A Vasúti Pálya Környezetállapot Megfigyelő Rendszere - Zárótanulmány (M: MÁV Rt. Pályagazdálkodási Központ, Munkaszám: 513-012, Témavezető: Dr. Koren Edit) *Széchenyi I. Főiskola, Győr*

Interviews

Quite frequently you can have access to the latest and most useful data during a personal interview with a colleague working in the company. In such cases note down their name, position, the exact time and venue in order to be able to indicate them in the reference list. The Harvard reference style can be followed in these cases, of course, with changing the relevant data.

Example:

In text:

(Horváth, 2003) or “concerning the subject Horváth (2003) states that:”

At the end of the text:

Horváth Béla (2003): Discussion with the PR director of AMOCO LTD. on 15 May Győr, Industrial Park

Internet websites, legislations, standards

Nowadays a large number of information can be gathered from the Internet. Since the aim of referencing is to make literature available for the readers, too, the websites where the information is downloaded from should be indicated.

In these cases you can apply the method of numbering when citing.

Example:

In text:

According to the data available on the Internet [1].....

At the end of the text:

See Verion A.

In the case of legislations and standards use the same method. Pay special attention that acts, legislation etc. are given by their number and full title in the text. When you refer to legislation frequently and it would be too lengthy to write the entire name all the time, you can shorten it with giving the shortened name to substitute it throughout the study in brackets.

Example:

Government Decree 220/2004 (VII.21.) on the protection of surface water (hereinafter surface water decree) states that ...

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Annex 8. Thesis Template for BSc and MSc programmes

Word document attached to the Regulations.