

UNIVERSITY OF DEBRECEN
FACULTY OF ECONOMICS AND BUSINESS

**FINAL COURSE WORK/THESIS/
DEGREE THESIS**

**- content requirements, formal requirements, policy for preparing,
reviewing and defending**

Debrecen

2024

TABLE OF CONTENTS

GENERAL REQUIREMENTS	3
1. FORMAL AND CONTENT REQUIREMENTS FOR THE THESIS AND DEGREE THESIS	7
1.1 The structure of the work and its content	7
1.2. General formal requirements for the preparation of the thesis	12
1.3. Ways of referring to sources	15
1.4. Compiling the bibliography	17
2. ASSESSMENT OF THE FINAL COURSE WORK/THESIS/DEGREE THESIS	21
3. DEFENDING THE THESIS AND THE DEGREE THESIS	21
4. ANNEXES	23
Annex 4.1 - COVER PAGE	24
Annex 4.2 - DECLARATION FOR FINAL COURSE WORK / THESIS / DEGREE THESIS	25
Annex 4.3 - SUPERVISOR'S ASSESSMENT SHEET (BA/BSc/MA/MSc)	26
Annex 4.4 - SUPERVISORY ASSESSMENT SHEET (SCHE)	31
Annex 4.5 - SUPERVISORY ASSESSMENT SHEET (postgraduate specialist training programme)	33
Annex 4.6 - FINAL ASSESSMENT SHEET (BA/BSc/MA/MSc)	35
Annex 4.7 - ASSESSMENT SHEET (SCHE)	39
Annex 4.8 - ASSESSMENT SHEET (postgraduate specialist training programme)	42
Annex 4.9 - RECORD	46

GENERAL REQUIREMENTS

The preparation of the final course work/thesis/degree thesis is a prerequisite for attending the final examination. It is a fundamental requirement for all students to develop and solve the chosen topic and assignment based on what they have learned at the university, in the subject and to the standard required by the course or major.

Students write a **final course work** in short-cycle higher education (SCHE). They maintain Records of Practice Period, which they upload to the MAG Praktikum website. These Records of Practice Period will be used as a basis for the 20-page final course work.

Bachelor students write a **thesis**. The thesis is an independent intellectual work in which students, who are about to graduate, report on their knowledge of the literature on the topic under study, their basic methodological skills related to the objectives, their research results and the conclusions and possible proposals drawn from them. The basic aim of the thesis is to demonstrate the analytical and evaluative skills required to carry out the professional tasks set out in the Bachelor programme's output requirements, and to demonstrate the ability to carry out the sub-tasks related to the field of specialisation. The thesis is basically a targeted solution to a specific objective based on a general problem, using the basic methods learned during the education, and its independent evaluation. Master's (MA/MSc) students write a **degree thesis**. The degree thesis is an intellectual work in which students report on their knowledge of the specific national and international literature on the topic under study, their advanced methodological skills related to the objectives, their research results and their independent evaluation, as well as their conclusions and recommendations for practice. The basic aim of the degree thesis is to demonstrate the analytical and evaluative skills required to organise, carry out and manage the professional tasks set out in the Master's degree programme, and to demonstrate the ability to solve complex problems in the field and to perform the tasks deriving from them. The degree thesis is aimed essentially to provide a solution to issues assigned to a concrete objective which is formulated on the basis of a complex set of problems, utilising advanced methods learned during the course in a targeted manner and from multiple angles, and to provide an independent critical evaluation in accordance with the obtained results.

Students participating in a postgraduate specialist training programme write a **thesis** to demonstrate that they have the professional knowledge required to meet the qualification requirements of the course. The aim of the thesis is for students to demonstrate their knowledge and expertise in the field and to demonstrate their ability to collect and organise data, prove their methodological skills, and formulate conclusions and proposals on the chosen research topic.

The topics of the thesis and degree thesis are selected by the individual institutes/departments in such a way that they are in line with the educational level (BA/BSc, MA/MSc, postgraduate specialist training programme) and the objective of the given major, specialisation, postgraduate specialist training programme, and are closely related to the teaching/research profile of the given department/institution, meet practical needs, while at the same time giving students the opportunity to carry out the necessary studies, collect and process data.

It is also possible for students to contact the professionally competent department with their thesis, degree thesis topic that fits the research profile of the Faculty of Economics and Business, in accordance with the conditions set out above. The admission of the topic of the thesis or degree thesis formulated by the students on their own is decided by the supervisor, taking into account the educational and output requirements of the student's degree programme. (If necessary, in consultation with the departmental supervisor and the head of the department/director of the institute.) The supervisory role is carried out by the staff of the department that announced or approved the topic.

Theses and degree theses can be written in English, provided the institute/department can provide a supervisor and an assessor. The head of the institute/department authorises the preparation of the thesis in English. For theses in English, students attending a Hungarian language course must prepare a summary of at least 2 pages in Hungarian.

Students in Bachelor education choose their thesis topic in the 4th semester of their studies, whereas in the case of the Bachelor courses of International Business Economics, and Tourism and Hospitality they choose it in the 5th semester of their studies. If students have the opportunity, it is advisable to choose the location of the summer work placement and the continuous internship(s) so that they can carry out relevant studies during these experiences. The thesis consultation must be announced in Neptun in semesters 5-7, whereas in semesters 6-8 in the case of International Business Economics and Tourism and Hospitality, and the student's work must be evaluated at the end of each semester with a grade on a five-point scale. The submission of the thesis is not a prerequisite of the 3rd module, thesis consultation, enrolled by the student, and the student's performance may be assessed with a grade other than fail even if the final submission of the thesis does not take place in the semester in question.

Students on the Master's programme choose their degree thesis topic in the 2nd semester of the programme, depending on the major. Topic and/or supervisor changes are possible at the beginning of the 3rd semester, after consultation with the supervisor(s) concerned. The thesis consultation must be announced in Neptun in semesters 3-4 and the student's work must be assessed at the end of each semester, on a five-point scale, with a mark.

Students participating in a postgraduate specialist training programme choose their thesis topic in the 2nd semester of the course. The thesis consultation must be announced in Neptun in the 2nd semester and the student's work must be assessed at the end of the semester, on a five-point scale, with a mark. It is important that students, once the thesis/degree thesis topic has been selected and accepted, prepare a topic outline by the end of the first consultation module, which must be accepted by the supervisor, and the accepted topic outline must be kept at the institute/department. The outline of the topic may be changed with the approval of the supervisor as the thesis progresses, until the beginning of the final semester.

In the context of postgraduate specialist training programmes, the selection, acceptance and preparation of the thesis topic takes place in the same semester, in the 2nd semester of the model curriculum.

Theses that have not been presented to the supervisor at least two weeks before the deadline will not be accepted. Students must upload the thesis or degree thesis in pdf format to the electronic archive of the University of Debrecen (DEA) by the deadline specified in the schedule of the academic year or other prior information.

Attending the final exam is allowed for students who have fulfilled the requirements of the curriculum, uploaded their thesis by the given deadline, defended it in the relevant department/institution (in the case of final course work), and have received a statement from their supervisor that their final course work can be sent for final assessment and that the invited assessor has also given a favourable opinion. For theses and degree theses, there is no defence procedure at the institution.

The final course works/theses/degree theses must be assessed by the supervisors in the form of an assessment sheet, in which they give a detailed textual justification for each evaluation criterion. On the assessment sheet, supervisors declare the work of the author of the thesis as "qualified for final assessment" or "not qualified for final assessment" (*Annexes 4.3, 4.4*). If the supervisor's opinion is "not qualified for final assessment" or if the mark is fail, the thesis cannot be submitted and the corrected thesis can only be resubmitted after one semester

Following the supervisory assessment, the institution concerned asks the assessor to prepare the final assessment of the thesis. The final course work/thesis/degree thesis may be assessed,

on the basis of the criteria specified, by a lecturer, researcher or university-qualified practitioner from another institution, if requested by the department that handed out the topic (the invited assessor must not be a close relative of the student). The final course work/thesis/degree thesis are evaluated by the assessor on the basis of the criteria given, and a detailed textual justification for each criterion is provided on the assessment form. The assessor asks at least two preliminary questions related to the thesis. If the invited assessor gives a fail mark, the final course work may not be submitted for defending it at the department, while the thesis/degree thesis may not be submitted for a final examination. The final course work must be submitted for defending it at the department, whereas the thesis or degree thesis must be submitted for a final examination, where authors present their work, answer the questions asked during the examination and argue for their positions.

At least two weeks before the final examination, candidates must provide a written or electronic version of the assessment of their thesis/degree thesis.

The detailed defence of the final course work of a student in higher education only takes place at the institutional/departmental defence before a committee appointed by the institute. After defending the course work, the committee grades the paper with a mark and records it in the final examination record. Students in short-cycle higher education do not have to defend their final course work again in the final examination. The mark obtained in the institutional/departmental defence is taken into account in the final examination mark. If the invited assessor gives a fail mark, the course work of the student attending short-cycle higher education may not be submitted for defending it at the institution/department.

In justified cases (e.g. in the case of a thesis containing company secrets), classification of the thesis/degree thesis as confidential may be requested. The current form for this can be found on the Faculty's website under Final Examination Information. Confidentiality may be requested for a maximum period of 5 years. The form must be completed, signed by the student, the external supervisor (if any) and the subject supervisor and handed in to the administrator of the department. The Dean decides on the authorisation of confidentiality at their own discretion. The document certifying the confidentiality is uploaded by the student together with the work - in a separate file, in pdf format - to the electronic Archive of the University of Debrecen (DEA).

A final course work written in short-cycle higher education cannot be confidential.

When writing the final course work, thesis and degree thesis, avoid any suspicion of plagiarism. For the completed essay, the supervisor performs a plagiarism check of the work in Turnitin's closed system. The Turnitin text concordance rate (excluding the title page and bibliography) must not exceed 30%.

The use of other artificial intelligence detectors to check the works is not recommended, as it may infringe the student's intellectual property rights and, if the work contains details suitable for personal identification, may also give rise to data privacy breaches.

In relation to the use of Artificial Intelligence (hereinafter referred to as AI, including generative AI and AI-assisted tools), the Faculty has the following provisions:

- Critical approach to AI-generated content is required.
- Students are allowed to use AI at their own risk for searching errors in their own texts, generating ideas, searching for literature.

- You are not allowed to use artificial intelligence (hereinafter AI, including generative AI and AI-enabled tools) to write coherent sets of ideas.
- You are not allowed to use generative artificial intelligence or AI-assisted tools to create or modify the images in the manuscript you are submitting. This can involve enhancing, obscuring, moving, removing or introducing a particular feature to an image or figure. Modifications to brightness, contrast or colour balance are acceptable if and as long as they do not obscure or obliterate the information in the original.
- In terms of the text of the work, students should use AI-assisted technologies only to improve the readability and language of the work.

It is considered plagiarism:

- quoting verbatim an idea or passage written by another author without giving the name of the original author and without using quotation marks,
- the use of another author's ideas as your own (for example, omitting the name of the original author or including an idea or passage written by another author with minimal changes to its structure and content).

Any work made with any form of artificial intelligence in violation of the provisions of this document, in whole or in part, shall be treated as plagiarism.

The assessor gives any thesis containing plagiarism a fail mark and informs the Vice-Dean of the Faculty competent in educational matters. The student who wrote the thesis may appeal the decision to the Faculty Education Committee.

1. FORMAL AND CONTENT REQUIREMENTS FOR THE THESIS AND DEGREE THESIS

1.1 The structure of the work and its content

The final course work is 20 pages, the thesis is 40-60 pages, the degree thesis is 50-70 pages, excluding annexes, and the thesis in the context of a postgraduate specialist training programme is 25 pages.

Students in short-cycle higher education must write their **final course work** on a practical topic related to their place of internship. The course work does not have to include a separate literature review, but it must show that the student is familiar with the most important literature related to the topic. The course work must include at least 5-6 pieces of written literature in Hungarian, which the student must cite in the appropriate place. Structure of the course work:

- Title page (*Annex 4.1*)
- Table of Contents
- Introduction
- A brief introduction of the place of internship
- Presentation and evaluation of the selected topic
- Summary
- Bibliography

Depending on the topic, the **thesis and degree thesis** should preferably follow the following structure, which is described in detail below (*Table 1*):

- Hardcover
- Inside title page
- Table of Contents
- Introduction
- 1. Literature Review
- 2. Material and method
- 3. Results and their evaluation
- 4. Conclusions and proposals
- Summary
- Bibliography
- Annexes
- Declaration

The above structure also represents the main chapters of the thesis and degree thesis, which should be written according to the requirements described in Chapter II. Each main chapter should start on a separate page. Each chapter, with the exception of “Table of contents”, “Introduction”, “Summary”, “Bibliography” and “Annexes”, should be numbered decimally. The main chapters are indicated by one number (1, 2, 3, etc.), subchapters by two or up to three numbers (1.1., 1.2., or 1.1.1., 1.1.2., etc.).

The content of a thesis in the context of a postgraduate specialist training programme may be a case study, a needs analysis study, a practical case study, a synthesis of secondary research or the result of your own research. The thesis does not have to include a specific literature review, but it should show that the student is familiar with the most relevant literature on the topic. The thesis should use at least 10 references, which the student should cite in the

appropriate place. The suggested structure of the thesis, which may vary depending on the topic and method chosen:

- Title page (*Annex 4.1*)
- Table of Contents
- Introduction
- 1. Literature review (if relevant as a separate chapter)
- 2. Material and method
- 3. Results and their evaluation
- 4. Conclusions and proposals
- Summary
- Bibliography
- Annexes
- Declaration

Table 1: Differences in the content of the final course work, the thesis and the degree thesis

Chapter	Final course work (SCHE)	Thesis (BA/BSc)	Degree thesis (MA/MSc)
Introduction	<ul style="list-style-type: none"> - a general description of the place of internship and the tasks carried out there 	<ul style="list-style-type: none"> - formulating more general problems - formulation of the research question - the relevance of the topic under consideration - formulation of general and specific objectives - the formulation of specific tasks linked to the specific objectives - the formulation of an objective and a specific task assigned to it is acceptable 	<ul style="list-style-type: none"> - formulating complex problems and tasks - formulation of the research question - formulation of general and specific objectives - the formulation of specific tasks linked to the specific objectives
Literature Review	n/a	<ul style="list-style-type: none"> - at least 15-20 high quality literature references (not including internet sources) - processing current domestic literature 	<ul style="list-style-type: none"> - at least 25-30 high quality literature references (not including internet sources) - at least 20% of the sources used must be international current literature - diversified literature (textbooks, scientific journal articles), critical processing and evaluation

<p>Material and method</p>	<p>n/a</p>	<ul style="list-style-type: none"> - application of the basic methods learned during the education (the choice of method is based on the objectives and the tasks assigned to them) 	<ul style="list-style-type: none"> - the use of advanced or multiple methods acquired during the education (the choice of method is based on the objectives and the tasks assigned to them)
<p>Results and their evaluation</p>	<ul style="list-style-type: none"> - a brief introduction of the place of internship - a presentation and evaluation of the selected topic (which is also the title of the chapter) - at least 5-6 literature references in Hungarian (not including internet sources) 	<ul style="list-style-type: none"> - elaboration in sufficient detail on the chosen topic, presenting the results in an independent and analytical way 	<ul style="list-style-type: none"> - elaborating the chosen topic - in sufficient detail, - self-analytical presentation - of results, - with literature or other sources - demonstrating integrated thinking and - synthesis skills
<p>Conclusions and proposals</p>	<p>n/a</p>	<ul style="list-style-type: none"> - drawing independent conclusions 	<ul style="list-style-type: none"> - drawing independent conclusions - formulating practical proposals, depending on the topic
<p>Summary</p>	<ul style="list-style-type: none"> - Summary of the semester-long practice and the results in terms of the topic of the final course work 	<ul style="list-style-type: none"> - A concise summary of the contents of each chapter, with particular reference to the findings and conclusions drawn 	<ul style="list-style-type: none"> - A concise summary of the contents of each chapter, with particular reference to the findings and conclusions drawn

Hardcover and inner title page

Please use the template in *Annex 4.1* of these guidelines for the hardcover and inner title page of the course work.

Hardcover: black, hardcover.

Size: 21.5 x 30.5 cm.

Inscriptions (in gilded lettering):

For short-cycle higher education (SCHE): FINAL COURSE WORK

For Bachelor's course (BA/BSc): THESIS

For Master's course: DEGREE THESIS

For postgraduate specialist training programme: THESIS

Inner title page inscriptions:

- Name of university, faculty, institute/department
- The title of the thesis in Hungarian and English. The title of the thesis should be short, clear and expressive of the content. (The English title is approved by the supervisor.)
- Name of the author, name of the department (e.g.: Péter Kovács “economics candidate in commerce and marketing major”).
- Name and title of supervisor.
- Place (Debrecen) and year of submission (e.g.: 2023).

STRUCTURE

Table of contents

The table of contents should be in the form of “follow-link” (with page numbers), which implies editing the titles of each chapter into headings.

Introduction

In the introduction to the thesis, it is necessary to address the theoretical and practical importance and relevance of the subject. The personal reasons and background for the choice of the topic must be explained in the course of topic proposition. Then the problem put forward in the context of the topic should be presented, and a specific objective, or general and specific objectives, if necessary, as well as the tasks to be assigned to them should be formulated in order to solve and answer it (maximum 3 pages).

Literature review (not relevant for final course work)

The literature review processes and presents the relevant literature, closely related to the topic, in depth and detailed processing and analysis as it can be expected at the training level. The results presented in the literature review should be critically analysed and evaluated. The recommended length is 25-30% of the thesis. The method and form of citation are described in Chapter 3.

Material and method (not relevant for final course work)

In this chapter, the primary and secondary investigations, the materials used and the methods employed for the analyses themselves are described, together with the conditions of the investigation and the methods of analysis. If possible, the chapter should not exceed 15-20% of the total length.

Results and their evaluation

The chapter contains the results of own studies and analyses. The results should be summarised in tables, illustrated with diagrams and supported by mathematical-statistical methods, taking into account the specificities of the field. It is important that students record and explain their results accurately and clearly and compare them with other investigation results. The chapter should preferably be 40-50% of the length of the thesis. Students are responsible for keeping the data and calculations used in such a way that their investigations can be repeated later.

Conclusions and recommendations (not relevant for final course work)

This chapter should set out the main conclusions drawn from the results and, depending on the topic, make suggestions for their practical application and further development. The recommended length of this chapter is at least 2-4 pages, or 1 page for a thesis in the context of a postgraduate specialist training programme.

Summary

The summary should be no longer than 2 pages, which is a concise summary of the main points of the thesis. It is a brief description of the circumstances in which the investigations were carried out and the issues they covered (objectives, tasks performed, methods used). The main results, findings and the main conclusions and recommendations drawn, the limitations of the investigation and possible directions for further research should be described. The aim should be to be concise and clear.

Bibliography

The bibliography should only include sources cited by the student in the text. In all cases, the title of the book, web resource or journal should be in italics. Items should be listed in alphabetical order of the author's surname; in the case of works without an author, the first word of the title (not the article!) in alphabetical order is the basis for classification. Sources beginning with a number (e.g. legislation, regulations, etc.) precede the alphabetical order and are placed first in the list. The detailed requirements for the bibliography are set out in Chapter 3.

Annexes

This is for larger tables and figures where it is not feasible or practical to place them between texts. It is also the place where the documents on which questionnaire surveys are based and the base tables for statistical and mathematical calculations can be placed, if necessary. In some cases, shorter text documents (e.g. contracts, legal details) may also be placed here. The maximum total length is 15 pages.

Declaration

The content and formal requirements for the “Declaration” are set out in *Annex 4.2*.

1.2. General formal requirements for the preparation of the thesis

The thesis should be written on A/4 white paper, 1.5 line spacing, with 3 cm margins on the left, 2 cm margins on the right and 3-3 cm margins at the top and bottom, in Times New Roman font, size 12. Pages should be numbered at the bottom of the page, aligned to the centre, except for the cover page and annexes.

Clear tables, figures, graphs, diagrams and photographs add to the content and aesthetic value of the thesis. All tables, figures and illustrations must be titled and numbered, with the title and number of the table above the table and the title and number of the figure/illustration

below the figure/illustration. All of them must be referred to in the text. SI (Système International d'Unités) notation shall be used for the units of physical quantity.

The formal requirements for the tables follow the sample shown in *Table 2*. References in the text should be in italics, with or without brackets, indicating the number of the table or figure, and the term “table” or “figure”. The table number, the term “table” and the table name should be placed after the text, with the table name in bold. The units of measurement may be indicated as shown in *Table 2* (in brackets below the name in normal italics) or in right-justified, after the Table designation, with a line break (e.g: Unit: kg/ha). The designations in the first row of the table should be in bold, vertically and horizontally centred. Depending on the content, the font size of the table content may differ from the 12 font size of the text body, the line spacing is usually 1. The table should be margin-to-margin regardless of the number of columns (set a wider column if necessary) (click on the table to select “AutoFit Window”).

Table 2: Breakdown of balance sheet assets in the years under review

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

Source: Own calculation based on the simplified annual accounts of Mélyép-H Kft.

Always indicate the source directly below the tables (align left). The text may be continued on the line following the line break after the table source.

Figure 1 serves as a sample for formatting figures. The numbering and titling of the figures should be similar to that of the tables, except that they should be placed below the figures. After a line break after the continuous text, the figure can be inserted in the next line. Figures should always be inserted as paste special/picture (enhanced metafile). The name of the figure should be given on the line below the figure, and its source (align left) on the next line.

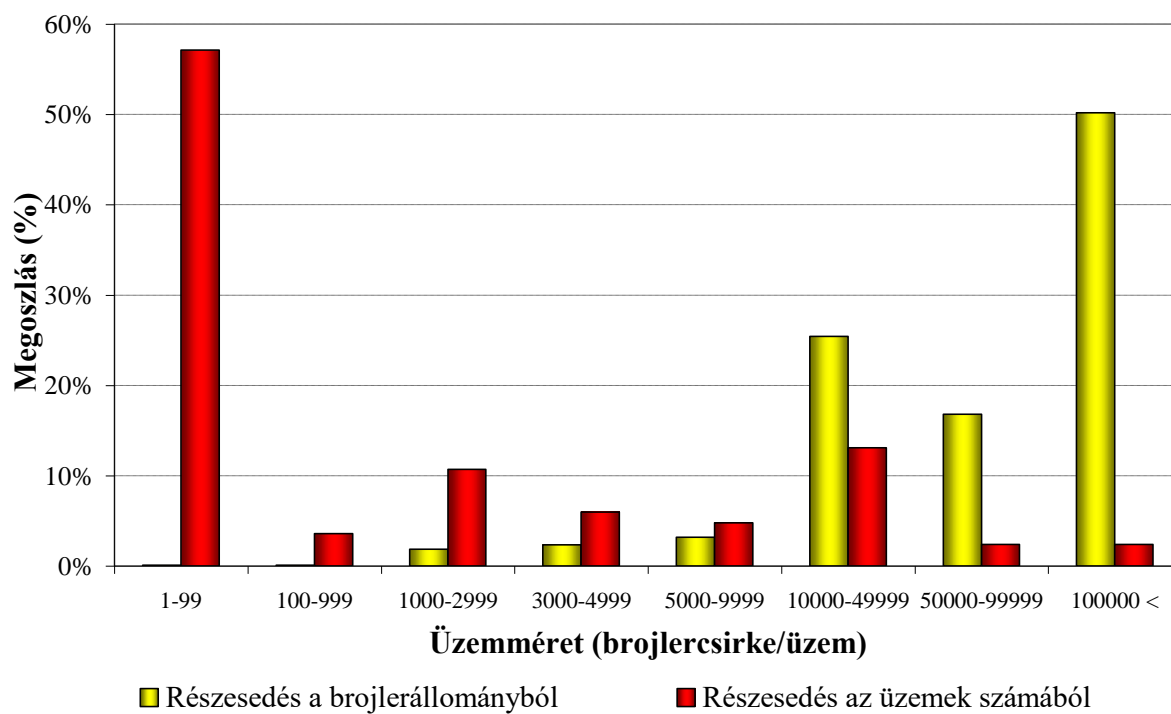


Figure 1: **Breakdown of the domestic broiler population by farm size (2005)**

Source: Eurostat (2007)

1.3. Ways of referring to sources

One of the most important formal features of scientific work is that any claim that is not your own idea, but comes from a previously published source, is backed up by reference.

There are two ways to incorporate the sources used into your thesis:

- with verbatim quotation
- with rephrased citation

Verbatim quotation is usually used when quoting definitions or an expert. In this case, nothing is changed in the quoted text, the text is placed between quotation marks. It should be only a short paragraph.

Rephrased citation: A significant part of the “Literature review” section of the thesis is rephrasing, which means that we have used our own words to reproduce the relevant parts of the sources we have used.

Sources used in the work, regardless of the method of citation, should always be acknowledged and cited. References are given in the text as *in-text citations*. The function of in-text citations is to clearly identify a particular item in the list of citations. Within the text, the citation is made with the author's or authors' surname, followed by comma and space, and the year of publication of their work (normal font). All in-text citations should be listed in the *Bibliography* at the end of the paper, and all sources that appear in the Bibliography should be cited in the text.

Citations and the bibliography should be compiled according to the APA (American Psychological Association, 2020, 7th Edition) international standard, as shown below with examples. Citations can also be categorized and managed using citation management software (Refworks, Mendeley, EndNote, Zotero, etc.) recommended by the University of Debrecen University and National Library. More information on citation management software is available here: <https://lib.unideb.hu/hu/hivatkozaskozelo-szoftverek>

The *form of in-text citations* depends on the number of authors and whether the author's name is included in the sentence (so-called parenthetical citation or narrative citation) or whether the authors' details are given in brackets after the quoted text (both are possible). In the case where a reference is given in brackets at the end of the text, the end-of-sentence full stop should be placed after the in-text citation in brackets.

Examples of in-text citation:

For one author: The author's surname starts in capital letter (*not italic, bold* or FULL CAPITALIZED!), followed by a comma and a space, and the year of publication of the communication, e.g.:

- used at the end of a sentence or paragraph, e.g. The oldest of the generally recognised rankings still in existence today is the Times Higher Education Ranking (Mihályi, 2020).
- used as part of a sentence, e.g. Fejes (2015) argues that a balance of five essential input factors is necessary for successful innovation.
- using verbatim quotation e.g. “Another argument in its favour is that investments are easier to observe and make predictions - as opposed to being difficult and usually only possible to infer fidelity from actual behaviour in hindsight (Mike, 2008:95). When using verbatim quotations, please note that the exact page number must always be given, separated by a colon after the year.

For two authors: Both authors' surnames start in capital letter (not *italic*, **bold** or CAPITALIZED!), in text (for parenthetical citation) we use “and” between the authors' surnames, while for indirect citation we use & between the surnames:

- at the end of a sentence or paragraph, e.g. members of the supply chain transmit information in both directions, and hence the less players, the shorter the chain, the more accurate the information flow (Kotler & Keller, 2012)
- used as part of a sentence e.g. Phan and Chambers (2016) identified two additional factors compared to the original model.

For three or more authors: The first author's surname starts in capital letter (*not italic*, **bold** or CAPITALIZED), followed by “et al.” followed by a comma and a space, and the year of publication, e.g.:

- at the end of a sentence or paragraph, e.g. The Porter-Stern model is a comparative innovation analysis, its outcome variable is specifically innovative. The Porter-Stern model was further developed by its authors (Furman et al., 2002).
- used as part of a sentence, e.g., along with the fact that workers from the sectors mentioned by Kovács et al. (2021) (tourism, hospitality, personal services) have long been absorbed by the market. **Or:** In the applied literature, Wang et al. (2019) examined the validity of both hypotheses for bitcoin in terms of fifteen foreign currencies.

Internet references: In the case of Internet sources, the author and the year of publication are cited as above, and the details of access on the Internet (URL, address) are given only in the "Bibliography". If the author cannot be identified, the name of the website is referenced, with the year of viewing in brackets. The date of publication should be given in “day, month, year” format, in round brackets after the author's name, if this information is available in such detail. According to the seventh edition of the APA Handbook, the date of access/download is not included in the bibliographic item for websites, only if the date of publication cannot be identified. In this case “n.d.” (i.e. “no date”) should be used in both in-text citations and bibliographical references.

e.g.:

- at the end of a sentence or paragraph, e.g. The method has the advantage of being easy to implement, as it relies fully on the EU's classification of economic activity for sectoral classifications and risk identification (Eurostat, 2008).
- using as part of a sentence, e.g. based on OECD data (2019), we make some summary findings for five arbitrarily selected topics out of the nine above.

In the case of sources available on the Internet, sometimes it is not possible to provide a page number when quoting verbatim. In these cases, it is sufficient to indicate the name of the author and the year of publication.

Several successive sources: They should be separated by a semicolon within a bracket, and should follow in ascending order of the date of the sources, e.g.: The domestic SME sector is typically not at the forefront of innovation, according to statistical reports (KSH, 2016; NKFIH, 2018). Very few studies have examined the relationship between FDI and bank performance/efficiency (Konara et al., 2019; Tahir & Alam, 2020)

If several works by the same author published within the same year are referred to: In this case, we use the letters of the alphabet in the text to distinguish between sources, which should be done in a similar way in the “Bibliography”. For example, the substitution of longer holidays linked to cultural attractions or events for shorter visits, often one-day trips, has been shown to be a possible way of coping with the crisis, as confirmed by the KSH (2013a). Since 2008, according to the results of the KSH (2013b) survey.

Mentioning multiple sources from one author: From the first generation of model family, the extended theories, also represented by Dooley (1994, 1996), can explain the crises of more recent times.

Reference to legislation in the text: Where reference is made to various sources of law at different levels (laws, municipal and other decrees, and various resolutions), the reference to the law in the text includes the year and serial number of the law's promulgation, as well as the name and title of the law. Laws must be given by their full title at the first mention, after which only the number, short description or common abbreviation may be used. When an abbreviation is used, the abbreviation must be given in brackets after the first mention. Make sure the spelling is correct: only the first letter of the names and abbreviations of the codes is capitalised if it is in Hungarian (Polgári törvénykönyv, Ptk., Büntető törvénykönyv, Btk.) Traditionally, laws are numbered in Roman numerals, all other legislation in Arabic numerals. When citing legislation, no full stop is placed after the § sign. In the case of resolutions, government decrees, government decisions and ministerial decrees, we also indicate the date of publication in the Hungarian Gazette. For lower-ranking legislation, the sectoral Gazette number is given:

E.g. Act XCII of 2003 on the Rules of Taxation (hereinafter: Act on Taxation) or Act IV of 1991 on the Promotion of Employment and Unemployment Benefits (hereinafter: Act on Benefits)

Decree no. 65/2021 (XII. 29.) of the Ministry for Innovation and Technology on the List of Qualifications and the Establishment of New Qualifications in Higher Education.

The official form should also be used when referring to regulations, orders, decisions, judgments and cases, but if the designation is too long, a short version of it is sufficiently in the main text, [e.g.] as described in IRM Decree 61/2009 (XII. 14.).

1.4. Compiling the bibliography

The bibliography should be arranged alphabetically according to the name of each author. The items in the bibliography do not need to be numbered. Only literature that has been used by the candidate and referred to in the thesis may be included in the list. Dr., Prof. and other prefixes do not need to be included in the bibliography, even if they are in the original source. If a source has a DOI identifier, it must also be indicated in the bibliography entry. If a source has both a DOI identifier and a URL, only the DOI identifier should be marked.

Reference to journal article:

The author's surname is followed by a comma, followed by the first name(s) with the first character and abbreviated by a full stop, followed by the year of publication in round brackets, followed by a full stop. Only the first letter of the article title is capitalised; the title is followed by a full stop. (In the case of two-part titles (e.g., if there is a subheading), the first word of the second part should also be capitalized). The *name of the journal* should be in italics, followed by a comma, the *number of the year of the journal* also in italics, followed immediately by the serial number of the issue in round brackets, without spaces. The number of pages on which an article is included is indicated by a dash. No space may appear either immediately before or after the dash. The page numbers are followed by a full stop, then the DOI of the article, if the article has one.

If the article has two authors, use & between the names. For articles with 3 or more authors, the names are separated by commas up to the last author, and & is used before the last author's name.

e.g. Fejes, E. (2015). Innovation adventures from theory to strategy. *Management Science*, 46(6), 58-69. <http://doi.org/10.14267/VEZTUD.2015.06.06>

Marzagão, D. S. L., & Carvalho, M. M. (2016). Critical success factors for Six Sigma projects. *International Journal of Project Management*, 34(8), 1505–1518. <https://doi.org/10.1016/j.ijproman.2016.08.005>

Book reference:

The author's surname is followed by a comma, followed by the first name(s) with their first character and abbreviated by a full stop, followed by the year of publication in round brackets followed by a full stop. The *title of the book* is italicised, with only the first letter capitalised and the title followed by a full stop. (In the case of two-part titles (e.g., if there is a subheading), the first word of the second part should also be capitalized). After the title of the book, but before the full stop, the serial number of the volume or edition, if any, should be given in round brackets. The name of the publisher is followed by a full stop, then the DOI (or URL if the book is an e-book), if the book has one.

e.g. single author: Author, A. A. (year of publication). Book title (edition or volume number). Name of publisher. DOI or URL for e-book

For two authors: Author, A. A., & Author, B. B. (year of publication). Book title (edition or volume number). Publisher. DOI or URL for e-book

Three or more authors: Author, A. A., Author, B. B., & Author, C. C. (year of publication). Book title (edition or volume number). Publisher. DOI or URL for e-book

Varian, H.R. (2018). *Microeconomics at intermediate level: a modern approach* (4th expanded revised ed.). Akadémia

Bergstrom, T.C., & Varian H. R. (2009). *Workouts in intermediate microeconomics: [a modern approach]* (8th. ed.). Norton

For books available in electronic format: Last name of author(s), comma, first letter of first name, full stop, separated by comma in case of multiple authors, using & before the last author's name, year of publication in brackets, full stop, space, title of work in italics, closed with a full stop, publisher, comma. URL

pl. Bauer, A. & Berács, J. (2017): *Marketing*. Akadémia, https://mersz.hu/dokumentum/dj204m_1/

Reference to book excerpt:

The author's surname is followed by a comma, followed by the first name(s) with their first character and abbreviated by a full stop, followed by the year of publication in round brackets followed by a full stop. The title of the book chapter is NOT in italics, only the first letter is capitalised and the title is followed by a full stop. This is information about the book chapter itself. They are followed by the word “In” in all cases. This is followed by the editor's first name(s) with the first character followed by a full stop, then the full surname(s). All editors' names should be listed, separated by commas, following the format described above, although if there are multiple editors, the last name should be preceded by &. The names of editors should be followed by “(Ed.)” for a single editor or “(Eds.)” for multiple editors, indicating that they are the editor or editors. This is followed by a comma and the *title of the book* in italics followed by a full stop. After the title of the book, but before the full stop, the serial number of the volume or edition must appear in round brackets, as well as “pp.” (pages), the number of the pages in which the chapter appears. The name of the publisher is followed by a full stop, then the DOI (or URL if it is an e-book), if available.

Kovács, Á., Poór, J., Šeben, Z. & Szretykó, Gy. (2021): The impact of the Coronavirus crisis on the labour market and human resources. In: A. Makkos, P. Kecskés, & V. Kövecsesné-Gósi (eds.), *Unconventional world - unusual and special life situations: the era of unconventional, not “normal”, not predictable phenomena* (pp. 134-144). Széchenyi István University

Internet resources

Name of author(s), date, full stop, name of source, how to access it. If there is no author, the (short) name of the website should be included.

e.g. National Research, Development and Innovation Office (2018): What is the innovation performance of Hungary according to the 2018 EU Innovation Union ranking? <https://nkfih.gov.hu/hivatalrol/hivatal-hirei/milyen-hazai-innovacios-teljesitmeny>.

EXAMPLE OF A BIBLIOGRAPHY

Act IV of 1991 on Employment Assistance and Unemployment Benefits;

Act XCII of 2003 on the Rules of Taxation

Decree no. 65/2021 (XII. 29.) of the Ministry for Innovation and Technology on the List of Qualifications and the Establishment of New Qualifications in Higher Education.

Dooley, M. (1994) *Are Recent Capital Inflows to Developing Countries a Vote for or Against Economic Policy Refunds?* Working Papers, 295., Department of Economics, University of California, Berkeley

Dooley, M. (1996). Capital Control and Emerging Markets. *International Journal of Finance and Economics*, 1(3), 197–205.

Eurostat (2008). *NACE Rev. 2 – Statistical classification of economic activities in the European Community*. <https://ec.europa.eu/eurostat/documents/3859598/5902521/KS-RA-07-015-EN.PDF>

Fejes, E. (2015). Innovation adventures from theory to strategy. *Management Science*, 46(6), 58-69. <http://doi.org/10.14267/VEZTUD.2015.06.06>

Furman, J., Porter, M. E., & Stern, S. (2002). The Determinants of National Innovative Capacity. *Research Policy*, 31(6), 899–933. [https://doi.org/10.1016/S0048-7333\(01\)00152-4](https://doi.org/10.1016/S0048-7333(01)00152-4)

Khan, M. A. (2008). Financial development and economic growth in Pakistan: evidence based on autoregressive distributed lag (ARDL) approach. *South Asia Economic Journal*, 9(2), 375–391.

Kovács, Á., Poór, J., Šeben, Z. & Szretykó, Gy. (2021): The impact of the Coronavirus crisis on the labour market and human resources. In: A. Makkos, P. Kecskés, & V. Kövecsesné-Gösi (eds.), *Unconventional world - unusual and special life situations: the era of unconventional, not “normal”, not predictable phenomena* (pp. 134-144). Széchenyi István University

Kotler, P. & Keller, K. L. (2012). *Marketing management*. Akadémiai Kiadó

HCSO (2013a). *Report on the performance of tourism in 2012*. Hungarian Central Statistical Office, Budapest

KSH (2013b). International tourism demand, 2012. Quarter IV. *Statistical Review*, 7(13), 1-2.

HCSO (2016). *The situation of small and medium-sized enterprises in Hungary, 2016*. <http://www.ksh.hu/docs/hun/xftp/idoszaki/pdf/kkv16.pdf>

Mihályi P. (2020). Where is the world in thinking about university rankings? *Magyar Tudomány*, 181(10), 1298-1308. <https://www.doi.org/10.1556/2065.181.2020.10.3>

Mike K. (2008). Exit, protest and allegiance in the European Union. The importance of specific investments. *Századvég*, 13(50), 79-106.

NRDI (2018). What is the innovation performance of Hungary according to the 2018 EU Innovation Union ranking? <https://nkfih.gov.hu/hivatalrol/hivatal-hirei/milyen-hazai-innovacios-teljesitmeny>.

OECD (2005). *Teachers Matter: Attracting, Developing and Retaining Effective Teachers*. Paris: OECD Publishing, <https://www.oecd.org/education/school/34990905.pdf>

Phan, U. T. X. & Chambers IV, E. (2018). *Data on Motivations of Food Choices Obtained by Two Techniques: Online Survey and In-depth one-on-one Interview*. *Data in Brief*, 21. 1370–1374. <https://doi.org/10.1016/j.dib.2018.10.108>

Tahir, M. & Alam, M. B. (2020). Does well banking performance attract FDI? Empirical evidence from the SAARC economies. *International Journal of Emerging Markets*, 17(2), 413-432.

Wang, P., Zhang, W., Li, X. & Shen, D. (2019). Trading Volume and Return Volatility of Bitcoin Market: Evidence for the Sequential Information Arrival Hypothesis. *Journal of Economic Interaction and Coordination*, 14(2), pp. 377–418, <https://doi.org/10.1007/s11403-019-00250-9>

2. ASSESSMENT OF THE FINAL COURSE WORK/THESIS/DEGREE THESIS

After the submission of the thesis, the supervisor must fill in the “Supervisor's review sheet” (*Annexes 4.3, 4.4, 4.5*) **in one copy** and make it **available to the student**. If the supervisor deemed the work not to be eligible for final assessment, the work cannot be submitted.

The assessment of the thesis is carried out by the supervisor and by the lecturer, researcher or external expert appointed or invited by the competent institute/department by filling in the form in *Annexes 4.5, 4.6, 4.7*. If the thesis supervisor is not a lecturer of the relevant department, the second assessment of the thesis is carried out by the invited lecturer of the department responsible for the research topic.

If the mark of the assessment is fail, the final course work cannot be defended at the institute/department. In the case of an assessment with fail mark, the thesis/degree thesis cannot be defended at the final examination and the student cannot take part in the final examination.

In the case of a fail mark of the work, the final course work/thesis/degree thesis must be revised or a new final course work/thesis/degree thesis must be submitted, which the student has the opportunity to do at the earliest by the deadline for submission before the next final examination period. **The latest date for submitting the thesis is specified in the academic year's timetable.** A thesis is considered submitted if it has been successfully uploaded to the electronic archive of the University of Debrecen University and National Library (DEA) in accordance with the rules. The rules and procedures for uploading are set out in Section 27 (8) of the University of Debrecen's Examination and Studies Regulation, which the Faculty of Economics and Business complements with the following: The plagiarism statement should not be uploaded as part of the thesis, but as a separate pdf file, signed and scanned by the student.

3. DEFENDING THE THESIS AND THE DEGREE THESIS

The detailed defence of the final course work of students in short-cycle higher education (SCHE) only takes place at the institutional/departmental defence before a committee appointed by the institute. **The committee is chaired by a qualified, preferably senior, member of the institute's teaching staff.** Institutes publish the schedule of defending the theses at the institute (date, location) 2 weeks before the time period specified in the academic year's schedule, in the e-learning system, in the course designated for the defence, for which the student is registered by the institute administrator. In the institutional defence, candidates present the main results of their thesis in 10 minutes, including a PowerPoint presentation of up to 12 slides, and answer the findings of the assessment and the questions asked. Students are required to upload their presentation to the e-learning course for the institutional defence by the given deadline. After defending the thesis, the committee grades the thesis with a mark and records it as the final course work mark in the final examination records (*Annex 4.9*). After the defence, the committee informs the candidate of the mark.

Students in short-cycle higher education do not have to defend their final course work again in the final examination. The mark obtained in the institutional/departmental defence is taken into account in the final examination mark. If the invited assessor gives a fail mark, the work may not be submitted for an institutional/departmental defence in the case of students attending short-cycle higher education.

For students enrolled in Bachelor (BSc, BA), Master (MA, MSc) and postgraduate specialist training programmes, the thesis/degree thesis is defended only at the final examination. In their case there is no departmental/institutional defence procedure. The final examination board determines the grade of the thesis and degree thesis. The final examination consists of the defence of the thesis or degree thesis, and a complex oral examination related to the chosen major.

When defending the thesis or degree thesis, the candidate must present the main results of the thesis or degree thesis in front of the Final Examination Board in 10 minutes, including a PowerPoint presentation of up to 12 slides, and answer the findings of the assessment and the questions asked. Then they have to answer questions from the members of the Final Examination Board. At the end of the discussion of the thesis, the committee marks the thesis and record the mark in the records (*Annex 4.9*). After the final examination, the candidate is notified of the mark for the thesis/degree thesis.

In the second part of the final exam, student have to report on the application of the knowledge learned. Both parts of the final examination (the defence of the thesis and the complex examination related to the major) must be marked with a mark between 1-5.

In matters not covered by these regulations, the current training and outcome requirements, curricula, and study and examination regulations shall prevail.

For all students of the Faculty of Economics and Business, the regulations are fully applicable from the 1st semester of the academic year 2023/2024, for the first time, for the course works written in this semester.

The regulations were adopted by the Faculty Council of the Faculty of Economics and Business at its meeting on 10 October 2023.

4. ANNEXES

Annex 4.1 - COVER PAGE

Sample of the outer cover of the thesis

<p><i>FINAL COURSE WORK</i></p> <p><i>or</i></p> <p><i>THESIS</i></p> <p><i>or</i></p> <p><i>DEGREE THESIS</i></p> <p>Ibolya Kiss</p> <p>Debrecen</p> <p>2024</p>
--

Sample for the inside front page of the thesis

<p>University of Debrecen</p> <p>Faculty</p> <p>Institute/Department</p> <p>TITLE IN HUNGARIAN</p> <p>TITLE IN ENGLISH</p> <p>Ibolya Kiss major name</p> <p>Supervisor: Dr. Lajos Kovács associate professor</p> <p>Debrecen</p> <p>2024</p>
--

Annex 4.2 - DECLARATION FOR FINAL COURSE WORK / THESIS / DEGREE THESIS

DECLARATION FOR FINAL COURSE WORK / THESIS / DEGREE THESIS*

The undersigned,

.....,

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

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

as the student submitting the attached thesis, declare that my thesis (entitled:

.....,

supervisor(s):

.....,)

is **the result of my own work, based on independent research**, which meets the requirements of the Faculty of Economics and Business of the University of Debrecen. I have not previously submitted the attached work as a thesis (final course work, degree thesis) in any other field of study. I understand that if my thesis is suspected of plagiarism, I may be subject to disciplinary action.

Debrecen, 20

.....

signature of the author of the thesis

** Underline the relevant part*

Annex 4.3 - SUPERVISOR'S ASSESSMENT SHEET (BA/BSc/MA/MSc)

SUPERVISORY ASSESSMENT SHEET
(Thesis/Degree thesis)

..... (student)

..... (major)

..... (department)

assessment of work and thesis/degree thesis*.

Thesis title:

.....

A thesis assessment*:

1.	Can the thesis be regarded as the student's independent work?	yes no
2.	Did the student make use of the regular consultation opportunities?	no 1 2 3 4 5 regularly
3.	Do you find the professional content of the thesis acceptable?	yes no
4.	Did the student take the guidance of the supervisor into account?	not taken into account 1 2 3 4 5 fully taken into account
5.	The thesis is	qualified not qualified for final assessment
6.	Degree of text similarity indicated by the Turnitin plagiarism detector (excluding title page and bibliography)% (the value must not exceed 30%)

7. Other additions, comments: **(After that, please continue with the assessment on the assessment sheet)**

* *Underline the relevant part*

(THE ASSESSMENT SHEET IS INVALID WITHOUT A TEXTUAL EVALUATION!)

1. Processed literature related to the topic of the essay (max 20 points)

Number, range and diversity of literature sources used (domestic, international) ----- ----- Few, poorly selected sources				
5	4	3	2	1
Management of sources, accurate in-text citation ----- Missing, inaccurate references				
5	4	3	2	1
The literature used is relevant, up-to-date ----- Overly general, monotonous, outdated				
5	4	3	2	1
Thoroughly processed, independently evaluated sources ----- Poor processing, no independent evaluation				
5	4	3	2	1

Total score:

Textual justification:

2. Methodology: the quality of data and information collection and processing (max 25 points)

The chosen method of analysis is appropriate to the objectives ----- The chosen method is not appropriate				
5	4	3	2	1
Independent, comprehensive and in-depth data and information collection (primary and/or secondary) ----- ----- Imported, non-independent, incomplete data collection				
5	4	3	2	1
The processing of data or information, the analysis carried out is thorough ----- ----- Incomplete processing, undetailed analysis				
5	4	3	2	1
Independent reasoning and opinion-forming during processing ----- ----- Descriptive, processing is mainly based on literature				
5	4	3	2	1
High quality, correct methodological application ----- Low quality, incorrect				
5	4	3	2	1

Total score:

Textual justification:

3. Results, conclusions, recommendations (max 25 points)

The work presents the results of own work ----- It presents findings from the literature as results				
5	4	3	2	1
Results are professionally, technically and substantively correct ----- Incorrect and erroneous				
5	4	3	2	1
Novel results and findings ----- General findings				
5	4	3	2	1
Logical and comprehensible derivation of results, conclusions are correct ----- Confusing derivation, missing conclusions or conclusions not related to results				
5	4	3	2	1
Concrete, realistic, specific proposals ----- Missing, unrealistic or general proposals				
5	4	3	2	1

Total score:

Textual justification:

4. Thesis structure, style, language (max 15 points)

Carefully edited, structured as required (spelling, length, logical structure, chapter ratios, etc.) ----- ----- Not sufficient				
5	4	3	2	1
Figures and tables are formally complete ----- Insufficient (e.g.: source, unit of measurement)				
5	4	3	2	1
General clarity, comprehensibility, language ----- Difficult to understand, unclear				
5	4	3	2	1

Total score:

Textual justification:

5. Overall assessment, impression (max 15 points)

The paper addresses a topical issue, is of a high professional standard, relevant ----- ----- The research topic is not timely, the thesis is highly questionable from a professional point of view				
5	4	3	2	1
Specific objective(s) presented ----- Lack of objective(s)				
5	4	3	2	1
Consistency of objective(s), methodology, results, conclusions, proposals ----- Lack of consistency				
5	4	3	2	1

Total score:

Textual justification:

Total score (max 100 points): points

Recommended mark*:

(*excellent: 91-100 points, good: 81-90 points, average: 71-80 points, satisfactory: 61-70 points)

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

Name of supervisor:

Annex 4.4 - SUPERVISORY ASSESSMENT SHEET (SCHE)

SUPERVISOR'S ASSESSMENT SHEET

(Short-cycle higher education)

..... (student)

..... (designation of the short-cycle higher education major)

..... (department)

assessment of work and final course work*.

Title of final course work:

Course work assessment*:

1. Can the course work be regarded as the student's independent work?
no
2. Do you consider the professional content of the course work acceptable? yes
no
3. Did the student follow the guidance given by the supervisor? yes
no
4. The course work can be sent for final assessment yes
no
5. Proposed mark
6. Other additions, comments:

Debrecen day month year

supervisor's legible signature

name and address of workplace:

position:

mailing address:

* *Underline the relevant part*

Annex 4.5 - SUPERVISORY ASSESSMENT SHEET (postgraduate specialist training programme)

SUPERVISOR'S ASSESSMENT SHEET
(postgraduate specialist training programme)

..... (student)

..... (name of postgraduate specialist training programme major)

part-time

assessment of thesis

Title of thesis:

Thesis assessment*:

1. Can the thesis be considered as the student's independent work? yes
no
2. Do you find the professional content of the thesis acceptable? yes
no
3. Did the student follow the guidance given by the supervisor? yes
no
4. The thesis can be submitted for final
yes
no
5. Proposed mark
6. Other additions, comments:

Debrecen day month year

supervisor's legible signature

name and address of workplace:

position:

mailing address:

Annex 4.6 - FINAL ASSESSMENT SHEET (BA/BSc/MA/MSc)

UNIVERSITY OF DEBRECEN
FACULTY OF ECONOMICS AND BUSINESS
THESIS/DEGREE THESIS FINAL ASSESSMENT SHEET

(THE ASSESSMENT SHEET IS INVALID WITHOUT A TEXTUAL EVALUATION!)

Name of the student:

Major:

Thesis title:

1. Processed literature related to the topic of the essay (max 20 points)

Number, range and diversity of literature sources used (domestic, international) ----- ----- Few, poorly selected sources				
5	4	3	2	1
Management of sources, accurate in-text citation ----- Missing, inaccurate references				
5	4	3	2	1
The literature used is relevant, up-to-date ----- Overly general, monotonous, outdated				
5	4	3	2	1
Thoroughly processed, independently evaluated sources ----- Poor processing, no independent evaluation				
5	4	3	2	1

Total score:

Textual justification:

2. Methodology: the quality of data and information collection and processing (max 25 points)

The chosen method of analysis is appropriate to the objectives ----- The chosen method is not appropriate				
5	4	3	2	1
Independent, comprehensive and in-depth data and information collection (primary and/or secondary) ----- ----- Imported, non-independent, incomplete data collection				
5	4	3	2	1
The processing of data or information, the analysis carried out is thorough ----- ----- Incomplete processing, undetailed analysis				
5	4	3	2	1
Independent reasoning and opinion-forming during processing ----- ----- Descriptive, processing is mainly based on literature				
5	4	3	2	1
High quality, correct methodological application ----- Low quality, incorrect				
5	4	3	2	1

Total score:

Textual justification:

3. Results, conclusions, recommendations (max 25 points)

The work presents the results of own work ----- It presents findings from the literature as results				
5	4	3	2	1
Results are professionally, technically and substantively correct ----- Incorrect and erroneous				
5	4	3	2	1
Novel results and findings ----- General findings				
5	4	3	2	1
Logical and comprehensible derivation of results, conclusions are correct ----- Confusing derivation, missing conclusions or conclusions not related to results				
5	4	3	2	1
Concrete, realistic, specific proposals ----- Missing, unrealistic or general proposals				
5	4	3	2	1

Total score:

Textual justification:

4. Thesis structure, style, language (max 15 points)

Carefully edited, structured as required (spelling, length, logical structure, chapter ratios, etc.) ----- ----- Not sufficient				
5	4	3	2	1
Figures and tables are formally complete ----- Insufficient (e.g.: source, unit of measurement)				
5	4	3	2	1
General clarity, comprehensibility, language ----- Difficult to understand, unclear				
5	4	3	2	1

Total score

Textual justification:

5. Overall assessment, impression (max 15 points)

The paper addresses a topical issue, is of a high professional standard, relevant ----- ----- The research topic is not timely, the thesis is highly questionable from a professional point of view				
5	4	3	2	1
Specific objective(s) presented ----- Lack of objective(s)				
5	4	3	2	1
Consistency of objective(s), methodology, results, conclusions, proposals ----- Lack of consistency				
5	4	3	2	1

Total score:

Textual justification:

Total score (max 100 points): points

Recommended mark*:

*(*excellent: 91-100 points, good: 81-90 points, average: 71-80 points, satisfactory: 61-70 points)*

Questions:

1.

2.

Debrecen, 20

Signature of assessor: Name of assessor:

Workplace:

Annex 4.7 - ASSESSMENT SHEET (SCHE)

UNIVERSITY OF DEBRECEN
FACULTY OF ECONOMICS AND BUSINESS
THESIS ASSESSMENT SHEET
(SHORT-CYCLE HIGHER EDUCATION)

(THE ASSESSMENT SHEET IS INVALID WITHOUT A TEXTUAL EVALUATION!)

Name of the student:

.....

Major:

.....

Thesis title:

.....

1. Topic selection, literature

Number of literatures appropriate ----- Few				
5	4	3	2	1
Closely related to the topic ----- General approach				
5	4	3	2	1
Other comment:				
.....				

Average score (mark):

2. Quality of data collection and processing

Matching theory with practice successful ----- Insufficient				
5	4	3	2	1
Pointing out the main points is of high quality ----- Poor				
5	4	3	2	1
Logical structure ----- Structure difficult to understand				
5	4	3	2	1
Other comment:				
.....				

Average score (mark):

3. Formal requirements

Sources cited correctly -----Incorrectly				
5	4	3	2	1
Citation format is correct ----- Incorrect				
5	4	3	2	1
Neat presentation -----Sloppy				
5	4	3	2	1
Well structured -----Difficult to navigate				
5	4	3	2	1
Figures and tables are illustrative ----- Messy				
5	4	3	2	1
Other comment:				
.....				

Average score (mark):

4. Overall assessment

In-depth analysis -----Superficial analysis				
5	4	3	2	1
Topic is current -----Topic is outdated				
5	4	3	2	1
The results have good practical use----- Have no practical use				
5	4	3	2	1
Other comment:				
.....				

Average score (mark):

Recommended mark:

Debrecen, 20.....

Signature of assessor: **Name of assessor:**

Workplace:

Annex 4.8 - ASSESSMENT SHEET (postgraduate specialist training programme)

UNIVERSITY OF DEBRECEN
FACULTY OF ECONOMICS AND BUSINESS
THESIS ASSESSMENT SHEET
(POSTGRADUATE SPECIALIST TRAINING PROGRAMME)
(THE ASSESSMENT SHEET IS INVALID WITHOUT A TEXTUAL EVALUATION!)

Name of the student:

.....

Name of the postgraduate specialist training programme major:

.....

Thesis title:

.....

1. Choice of topics, literature (max 10 points)

Number, range and diversity of literature sources used (domestic, international) ----- ----- Few, poorly selected sources				
5	4	3	2	1
The literature used is relevant, up-to-date ----- Overly general, monotonous, outdated				
5	4	3	2	1

Total score:

Textual justification:

2. Methodology: the quality of data and information collection and processing (max 15 points)

The chosen method of analysis is appropriate to the objectives -----The chosen method is not appropriate				
5	4	3	2	1
The analysis carried out is independent, thorough, main points are pointed out with high quality ----- Imported, incomplete processing, analysis is undetailed, main points are pointed out poorly				
5	4	3	2	1
Juxtaposition of theory and practice is successful, independent reasoning, opinion-forming during processing ----- ----- Juxtaposition of theory and practice is incomplete, descriptive processing, mainly based on literature				
5	4	3	2	1

Total score:

Textual justification:

3. Results, conclusions, recommendations (max 15 points)

The work presents the results of own work ----- It presents findings from the literature as results				
5	4	3	2	1
Novel results and findings----- General findings				
5	4	3	2	1
Logical and comprehensible derivation of results, conclusions are correct - Confusing derivation, missing conclusions or conclusions and recommendations not related to results				
5	4	3	2	1

Total score:

Textual justification:

4. Thesis structure, style, language (max 15 points)

Carefully edited, structured as required (spelling, length, logical structure, chapter ratios, etc.) ----- -----Not sufficient				
5	4	3	2	1
Figures and tables are formally complete ----- Insufficient (e.g.: source, unit of measurement)				
5	4	3	2	1
General clarity, comprehensibility, language ----- Difficult to understand, unclear				
5	4	3	2	1

Total score:

Textual justification:

5. Overall assessment, impression (max 15 points)

The paper addresses a topical issue, is of a high professional standard, relevant ----- ----- The research topic is not timely, the thesis is highly questionable from a professional point of view				
5	4	3	2	1
Specific objective(s) presented ----- Lack of objective(s)				
5	4	3	2	1
Consistency of objective(s), methodology, results, conclusions, proposals ----- Lack of consistency				
5	4	3	2	1

Total score:

Textual justification:

Total score (max 70 points): points

Recommended mark:

Recommended mark*:

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

Debrecen, 20.....

Signature of assessor: Name of

assessor:

Workplace:

.....

Annex 4.9 - RECORD

RECORD

of the defence of the final course work/thesis/degree thesis

Personal details of the student:

Name:

Date and place of birth:

Mother's name:

Major:

Type of work: FINAL COURSE WORK (SCHE)
THESIS (BA/BSc, postgraduate specialist training programme)
DEGREE THESIS (MA/MSc) *

Thesis title:

Composition of the Assessment Committee:

Chairman:

Members:

Notary:

Characterisation of the student's defence to the questions asked. The candidate's professional competence in the topic of his/her thesis (the final assessment of the thesis and the supervisor's assessment sheet must be attached).

** Underline the relevant part*

The Committee's decision on the final grade

We conclude that the student,
..... has defended (not defended) his/her final course
work/thesis/degree thesis before the Departmental/Institutional/Final Examination Committee,
and the Committee recommends a grade.

Debrecen, 20

Signatures:

Chairman of the
Committee

Member of the Committee

Member of the Committee

Member of the Committee

Notary