



**TOMORI PÁL COLLEGE**

## **RULES FOR THE PREPARATION OF THESES**

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Tomori Pál College (hereinafter referred to as "the College") hereby establishes its Thesis Preparation Guidelines (hereinafter referred to as "the Rules") as follows.

## **I. GENERAL PROVISIONS**

### **1. § List of relevant legislation**

- (1) Act CCIV of 2011 on National Higher Education,
- (2) 87/2015 (IV.9.) Government Decree on the implementation of certain provisions of Act CCIV of 2011 on National Higher Education,
- (3) Act LXXVI of 1999 on Copyright.

### **2. § Scope of the Rules**

- (1) The Rules apply to all students enrolled in the College's higher, undergraduate and postgraduate programmes.
- (2) The Code also provides guidance for lecturers who assist and review students' work.
- (3) Higher education students are required to write a final thesis, not a dissertation. The final thesis shall be subject to the provisions of these Regulations applicable to the thesis, except where these Regulations expressly provide otherwise in relation to the final thesis.

## **II. INTRODUCTION**

### **3. § The aim of the thesis**

- (1) The thesis provides students with the opportunity to demonstrate their competence in the following key areas, and the assessment of the thesis is based on these criteria:
  - a) professional competence: in the choice of topic, the ability to demonstrate that their knowledge, skills and experience enable them to address current and practical problems and to apply the theoretical and practical knowledge acquired during their studies to the field(s) of the examination;
  - b) research and analysis: collecting, summarising and analysing data and information, developing and evaluating alternative solutions;
  - c) drawing conclusions, developing feasible proposals, preparing a roadmap for practical implementation;
  - d) present your results in clear and understandable language, in a style and format appropriate to the thesis.

### **4. § Topic selection**

- (1) The majority of theses are mainly concerned with workplace/workplace-related problems, strategy, methods, projects, company cases, analysis and evaluation, alternative solutions, development proposals, feasibility studies. However, it is also possible for students to research a specific professional topic, a macro-level issue affecting one or more industries, or even the economy as a whole, including in an international context. In the case of liberal arts, the thesis is based on research into a sub-problem in the humanities, art history or religious studies, but must also include original thought, a distinctive perspective and an exploration of the context.



(2) Whatever the topic of the thesis - avoiding the mistakes of choosing too broad or too narrow a topic - the thesis should be:

- a) descriptive, analytical and evaluative (not just descriptive);
- b) preferably forward-looking and not just a historical retrospective;
- c) containing the writer's own collection of material and research on the subject;

d) a problem that is linked to the educational objectives of the degree, but mostly to the programme of study of the specialisation/sub-discipline.

(3) The student must submit his/her proposed thesis topic, chosen freely or from among the recommended topics published by the College, to the College for approval within the deadline indicated in the respective Timetable, using the document called "Details for the Thesis/Final Thesis" (a model of which is given in Annex 1 of the Regulations), in order to meet the requirements of the thesis in terms of topic and framework. No company report or general report, project, software or tender material may be submitted as a thesis.

(4) If the student is writing on a topic that requires confidentiality, the owner of the secret (business, official, state secrets, etc.) may request that the thesis be a) kept confidential or b) kept closed. The detailed rules on confidentiality are set out in paragraphs 30(11) to 30(17) of the College's Academic and Examination Regulations.

## **5. § Preparation, submission, assessment and defence of the thesis**

(1) The preparation of the thesis must follow the stages as below:

- a) submission of a thesis proposal,
- b) adoption of the proposed topic,
- c) preparing the thesis, in constant consultation with the supervisors (internal and external consultants),
- d) hand in your thesis,
- e) final exam, defending the thesis.

(2) To prepare the thesis, students should seek the help of an internal and an external supervisor, one of whom should be a practitioner with a university degree and a good knowledge of the subject (external supervisor), the other a college lecturer with a good knowledge of the subject (internal supervisor).

(3) Both the internal and external supervisor must be consulted at least three times before the thesis is due. These consultations must be certified by the signature of the subject leaders in the designated section of the Thesis Supplement issued by the Academic Office (a model of the Thesis Supplement is given in Annex 2 to these Rules). A thesis will not be accepted if the author cannot provide evidence of the mandatory consultations with his/her supervisors.

(4) The deadline for submission of the thesis is the last working day of the semester, the exact date of which is specified in the respective Timetable. In case of late submission, the student is obliged to pay a surcharge per working day, the maximum delay is 10 working days, after which the thesis cannot be submitted in that semester.

(5) If the student does not submit the thesis by the deadline or does not defend the thesis submitted, or if the thesis cannot be accepted [Study and Examination Regulations, Section 30 (22)], he/she must consult the Study Office again on the next semester's timetable.

(6) Each paper is assessed by two opponents (internal and external assessors). The internal assessor is the college lecturer acting as internal consultant. An external assessor is appointed by the College. The external adviser may not also act as an external assessor.



(7) The assessment criteria for the thesis are set out in Annexes 3 and 4 to the Rules.

### III. STRUCTURE OF THE THESIS

#### 6. § Scope and structure

(1) The recommended length of the thesis (excluding annexes): approximately 15.000 words (approximately 50-70 pages, 1.5-point margins). The recommended length of the final thesis (excluding annexes): approximately 7.000 words (approximately 30-35 pages, 1.5-point margins).

(2) The formal requirements for the thesis are set out in Annex 5 to the Rules.

(3) You should aim to write your thesis in a fair and objective manner, focusing on the topic. Unnecessary verbosity will detract from the value and assessment of the thesis.

(4) The thesis must be submitted in accordance with the instructions in Annex 5; theses that are not properly submitted will not be accepted by the College.

(5) The thesis consists of the following substantive parts:

- a) Confidentiality resolution
- b) Internal front page
- c) Thesis call for papers
- d) Student declaration
- e) Review
- f) Table of contents
- g) Introduction
- h) Body: main chapters of the thesis
- i) Conclusions, proposals
- j) References and bibliography/bibliography
- k) Annexes/Appendices

(6) The following information must appear on the internal front page, in the order listed below:

a) the name of the institution (on the first line of the page, in Times New Roman 20-point bold capital letters, centred), on the line below

b) the exact name of the course, without the specialisation/specialisation (Times New Roman 16 point, not all capital letters, centred),

c) the title and subtitle (if any) of the thesis (approximately in the middle of the page, in Times New Roman 16 point, not all capital letters, centre aligned),

d) the author's full name as it appears on the identity documents (about one-third height from the bottom, Times New Roman 20 point, bold not all capital letters, right justified),

e) the place and year of the defence of the thesis (last line of the page, Times New Roman 16 point, not all caps, centre aligned).

f) a model for the internal address page is given in Annex 6 to the Rules.

(7) The College issues the secretarial decision on the basis of the student's request, and the thesis notice on the basis of the thesis proposal submitted by the student and approved by the relevant department. The student's declaration (based on the model in Appendix 6 of these Regulations) must be included in the thesis as a handwritten document printed from the opening page of NEPTUN.



(8) The abstract is a short, concise summary (abstract) of the thesis, which should briefly present the topic of the thesis, the background to the topic, the main findings and suggestions. It should highlight the really important parts and not go into too much detail. Recommended length: 1-2 pages.

(9) The table of contents should show the title of each numbered chapter and subchapter, together with the corresponding page number. The titles and subheadings of chapters should be given in the same order and form as they appear in the text, together with the page number on which the section in question begins. The table of contents should also indicate any appendices other than the main text - from lists of tables, figures, etc., through illustrations, to other appendices - in the order and by the name used by the author in the essay.

(10) The introduction should briefly describe the purpose of the thesis, i.e. what the student intended to achieve with the thesis (in general and in detail). In a few sentences, it should be explained what the student has set out to investigate, analyse, develop and evaluate, and what aspects of the subject he or she is developing proposals on. It is very important to be careful and precise in this section, because the thesis will be evaluated to a large extent on the extent to which the author has fulfilled the objectives set out here. Any hypotheses can also be written down here.

(11) The body of the thesis should be divided into several chapters. This is determined by the structure of the chosen topic. Within the main chapters, from the theoretical background to the proposals, the argumentation and justification should be clear and logical. The structure of the essay should be coherent. Tables and time series containing a lot of data should be included in an appendix. Smaller tables and graphs and pictures can be placed in between the text if they support a particular statement and make it easier to understand. Based on the research methodology, the body of the thesis can be divided into two main parts:

a) Theoretical background and literature review, which is also an important part of the assessment of the thesis. In this respect, the student must demonstrate that

aa) the theoretical approach(es), method(s) or model(s) used in the thesis;

ab) if the topic requires it, what glossary you use (precise definition of terms).

b) Analysis and explanation of the topic under consideration. This is divided into several (sub)chapters according to the natural structure of the chosen topic. The analysis will apply the models and methods of the theoretical background. The analysis should identify the causes and interpret the likely consequences. These chapter(s) should show the logical steps taken by the student to arrive at the conclusions and recommendations (cause, effect) from the figures and other information.

(12) Conclusions, proposals and implementation. The conclusions chapter is a logical continuation of the previous chapters. This section should also demonstrate that the thesis has exhaustively addressed the objective(s). For a thesis related to a practical problem, the proposals should be feasible.

(13) References to works by other authors can be placed either by footnote insertion or by using the HARVARD referencing system, *in between the text*, immediately after the passage or sentence to which they refer (the form of the reference can be a number in square brackets, e.g. [12], which is the serial number of the literature in the reference list, or the author and year of publication, with page number if necessary, e.g. Németh, 2020, p. 22, or www.financialtimes.com, 2020). The *detailed reference* with all necessary bibliographic information should be placed at the end of the thesis.

(14) The list of references at the end of the thesis, which should include detailed bibliographic information, should list all the sources used in the thesis, with the different types of





sources grouped into separate categories (books, journals, legislation, internal company material, electronic sources, etc.). The reference items should be listed in alphabetical order of the authors' names. In the case of more than three authors, the reference may be abbreviated by mentioning only the name of the first author and replacing the collaborators by 'et al' or 'and others', provided that the abbreviated form does not cast doubt on the correspondence between the abbreviation and the reference. Each item shall start on a new line. If there are several items by the same author, their order is determined by the year of publication (earlier works come first). If there are several items by the same author in the same year, they are separated by the lower case letters a, b, c, etc., placed next to the year. Each reference should include the following bibliographic data in the order given:

- a) Name(s) of author(s) (with last name underlined)
- b) Year of publication (in brackets)
- c) Title and address
- d) Volume
- e) Edition (number of editions or type of edition)
- f) Place of publication (book only)
- g) Name of publisher or journal, periodical
- h) Number of pages (length)
- i) ISBN

The inclusion of bibliographic references (d), (e), (h) and (i) is optional or left to the author depending on whether they are needed for the reference in question (e.g. volume number). The end-of-text reference list allows candidates to omit the detailed page reference (footnote) in the text and to make the reference clear by providing a three-line reference between the lines.

For online resources, please provide the name of the author(s) (if not available, the name of the website), the year of publication and title, the URL of the website, and the date of the last download (day, month, year).

*Reference examples:*

- BABBIE, E. (1996): The Practice of Social Science Research. Budapest, Balassi. 704 p. ISBN 963 506 100 5
- RAVASZ, J. (1996): The schooling of the Reformed. In. Chapters from the sources of Hungarian cultural history. Budapest, Tárogató. pp. 191-196. ISBN 96384919302.
- MAGYAR B. (1998): The chances of modernization of public education after the amendment of the Public Education Act. *New Pedagogy Review*, Vol. 47, No. 2, p. 6 ISSN 1215-1807
- *online source authored by* ERDBRINK, T. (2013): Anti-West Hard-Liner Gains in Iranian Race; Retrieved from <http://www.nytimes.com/2013/05/29/world/middleeast/saeed-jalili-emerges-as-establishment-favorite-in-irans-presidential-race.html?hp&r=0> (Last download: 10/01/2013)
- *online source, if no author* PORTFOLIO (2013): Visa and Mastercard are in court; Retrieved from: [http://www.portfolio.hu/vallalatok/it/pereskedik\\_a\\_visa\\_es\\_a\\_mastercard.184548.html](http://www.portfolio.hu/vallalatok/it/pereskedik_a_visa_es_a_mastercard.184548.html) (Last download: 10/01/2013)



(15) It is forbidden to quote other authors' works without acknowledging the source. The thesis must contain no more than 10% of verbatim quotations from other authors and must be an independent intellectual product. In addition to source material in Hungarian, the use of literature in foreign languages is also expected.

(16) Only attach as annexes or appendices material which is referred to in the text but which would break the style of the text if it were inserted. They should support the findings of the thesis. Appendices should not be used to compensate for any weaknesses in the analysis. Appendices may include questionnaires, workshop papers, summary tables, references supporting our research, chronology.

## **IV. SUBMISSION**

### **7. § Rules for submitting your thesis**

(1) The essay must be submitted in 2 printed copies. The first copy must be bound in accordance with the formal requirements and retained by the College after the final examination. The second copy should be bound with a plastic spiral and returned to the student after the final examination.

(2) The completed essay, edited into a standardised format, must also be submitted in electronic form, recorded on CD or DVD.

## **V. MISCELLANEOUS PROVISIONS**

### **8. § Entry into force**

(1) These Rules shall enter into force upon approval by the Senate.

- a) Decision number: 2021/4/25
- b) Decision date: 2021. 10.05.
- c) Effective: 05.10.2021.

(2) The Deputy Rector for Education is responsible for the preparation of the regulations, their updating in accordance with the law and their annual review.



**1. APPENDIX NUMBER: DATA REQUIRED FOR THE APPLICATION FOR A THESIS/FINAL THESIS  
(TO BE DOWNLOADED FROM THE OPENING PAGE OF THE NEPTUNE)**

for students studying at the Bachelor's, Bachelor's and Master's level, full-time and part-time

Information provided by the author of the thesis:

Name: .....

Programme:.....

Specialisation/Discipline: .....

Postal address: .....

Phone number: .....

E-mail address:.....

The title of the essay is: .....

.....

.....

Short table of contents (main chapter titles of the thesis):



Details of the external consultant:

Name: .....

Position: .....

Workplace: .....

Work address: .....

Work phone/fax number: .....

Education:  college  University

Details of the internal consultant (appointed by the College ex post, but may also be chosen by the student in consultation with the tutor, in which case it must be filled in):

Name: .....

Position: .....

MONITORIA



## 2. ANNEX NO.1: THESIS DESCRIPTION (ISSUED BY THE OFFICE OF STUDIES)

**Candidate name:**

**The title of the essay:**

**Serial number:**

**Outline of the thesis:**

**Internal consultant:**

**His position:**

**External consultant:**

**Education:**

**Deadline for submission of the essay:**

**Budapest, .....**

**PH .....**  
**Rector**



**Justification of consultation:**

Date of consultation	Signature of internal consultant

Date of consultation	External consultant signature

**The essay can be submitted:**

Date: .....  
Internal consultant

Date: .....  
External consultant

**The thesis can be sent out for peer review:**

Name of the external reviewer: .....

Date: .....  
Vice-Rector for Education

**Evaluation of the thesis:**

1. Internal assessor's mark :.....
2. External assessor's mark: .....
3. Merit mark given by ZVB: .....

Budapest, .....  
ZVB President



## ANNEX 3: CRITERIA FOR THE ASSESSMENT OF THE THESIS

### THESIS EVALUATION SHEET

<b>Name of the institution</b>	<b>Tomori Pal College</b>	
<b>Name of specialisation</b>		
<b>Name of the thesis author</b>		
<b>Thesis title, serial number</b>		
<b>EVALUATION</b>		
EVALUATION CRITERIA		GIVEN SCORE
1. <u>Relevance of the topic, usefulness of the essay</u> (max 10 points) - excellent: 9 - 10 points - good: 7 - 8 points - medium/average: 5-6 points - acceptable/weak: 3 - 4 points - poor/insufficient: 0 - 2 points		
2. <u>Formal requirements, language, style</u> (max 10 points) - excellent: 9 - 10 points - good: 7 - 8 points - medium/average: 5-6 points - acceptable/weak: 3 - 4 points - poor/insufficient: 0 - 2 points		
3. <u>Theoretical foundation</u> (max 10 points) - excellent: 9 - 10 points - good: 7 - 8 points - medium/average: 5-6 points - acceptable/weak: 3 - 4 points - poor/insufficient: 0 - 2 points		
4. <u>Practical relevance of the theory</u> (max 10 points) - excellent: 9 - 10 points - good: 7 - 8 points - medium/average: 5-6 points - acceptable/weak: 3 - 4 points - poor/insufficient: 0 - 2 points		
5. <u>Test methods</u> (max 20 points) - excellent: 17 - 20 points - good: 13 - 16 points - medium/average: 10 - 12 points - acceptable/weak: 5 - 9 points - poor/insufficient: 0 - 4 points		
6. <u>Content</u> (max 20 points) - excellent: 17 - 20 points - good: 13 - 16 points - medium/average: 10 - 12 points - acceptable/weak: 5 - 9 points - poor/insufficient: 0 - 4 points		
7. <u>Summarising, making suggestions</u> (max. 20 points) - excellent: 17 - 20 points - good: 13 - 16 points - medium/average: 10 - 12 points - acceptable/weak: 5 - 9 points - poor/insufficient: 0 - 4 points		
<b>Total score:</b>		

**RECOMMENDED MARK BASED ON THE OVERALL SCORE**



Evaluation criteria	Merit point awarded
<ul style="list-style-type: none"><li>- excellent: 86 - 100 points</li><li>- good: 75 - 85 points</li><li>- medium: 62 - 74 points</li><li>- sufficient: 51 - 61 points</li><li>- unsatisfactory: 0 - 50 points</li></ul>	
<b><u>I recommend</u> for acceptance, the thesis <u>is ready</u> for defence!</b>	
<b><u>I do not recommend</u> for acceptance, the thesis <u>cannot be</u> defended!</b>	
<b>Name of the assessor:</b>	
<b>Internal/external assessor:</b>	
<b>Signature of the assessor:</b>	
<b>Date:</b>	

<b>WRITTEN ASSESSMENT, QUESTIONS FOR THE FINAL EXAM</b>	
Positives of the essay:	
Shortcomings of the essay:	
Question 1:	
Question 2:	





## ANNEX 4: CRITERIA FOR THE EVALUATION OF THE FINAL THESIS

### FINAL THESIS EVALUATION SHEET

<b>Name of the institution</b>	<b>Tomori Pal College</b>
<b>Name of profession, specialisation</b>	
<b>Name of the author of the thesis</b>	
<b>Title and serial number of the final report</b>	
<b>EVALUATION</b>	
<b>EVALUATION CRITERIA</b>	<b>GIVEN SCORE</b>
1. <u>Relevance of the topic, usefulness of the essay</u> (max 10 points) - excellent: 9 - 10 points - good: 7 - 8 points - medium/average: 5-6 points - acceptable/weak: 3 - 4 points - poor/insufficient: 0 - 2 points	
2. <u>Formal requirements, language, style</u> (max 10 points) - excellent: 9 - 10 points - good: 7 - 8 points - medium/average: 5-6 points - acceptable/weak: 3 - 4 points - poor/insufficient: 0 - 2 points	
3. <u>Theoretical foundation</u> (max 10 points) - excellent: 9 - 10 points - good: 7 - 8 points - medium/average: 5-6 points - acceptable/weak: 3 - 4 points - poor/insufficient: 0 - 2 points	
4. <u>Practical relevance of the theory</u> (max 10 points) - excellent: 9 - 10 points - good: 7 - 8 points - medium/average: 5-6 points - acceptable/weak: 3 - 4 points - poor/insufficient: 0 - 2 points	
5. <u>Test methods</u> (max 20 points) - excellent: 17 - 20 points - good: 13 - 16 points - medium/average: 10 - 12 points - acceptable/weak: 5 - 9 points - poor/insufficient: 0 - 4 points	
6. <u>Content</u> (max 20 points) - excellent: 17 - 20 points - good: 13 - 16 points - medium/average: 10 - 12 points - acceptable/weak: 5 - 9 points - poor/insufficient: 0 - 4 points	
7. <u>Summarising, making suggestions</u> (max. 20 points) - excellent: 17 - 20 points - good: 13 - 16 points - medium/average: 10 - 12 points - acceptable/weak: 5 - 9 points - poor/insufficient: 0 - 4 points	
<b>Total score:</b>	



<b>RECOMMENDED MARK BASED ON THE OVERALL SCORE</b>	
Evaluation criteria	Merit point awarded
<ul style="list-style-type: none"><li>- excellent: 86 - 100 points</li><li>- good: 75 - 85 points</li><li>- medium: 62 - 74 points</li><li>- sufficient: 51 - 61 points</li><li>- unsatisfactory: 0 - 50 points</li></ul>	
<b><u>I recommend</u> for acceptance, the final thesis <u>can be</u> submitted for defence!</b>	
<b><u>I do not recommend</u> for acceptance, the final thesis <u>cannot be</u> defended!</b>	
<b>Name of the assessor:</b>	
<b>Internal/external assessor:</b>	
<b>Signature of the assessor:</b>	
<b>Date:</b>	

<b>WRITTEN ASSESSMENT, QUESTIONS FOR THE FINAL EXAM</b>	
The positive aspects of the essay:	
Shortcomings of the essay:	
Question 1:	
Question 2:	



## **ANNEX 5: FORMAL REQUIREMENTS**

### **1. § General provisions**

(1) The thesis must be suitable for assessment not only in terms of content but also in terms of form.

(2) The following formal constraints are mandatory, but the last paragraph is only a recommendation for the information of the thesis writers.

### **2. § Outer cover of the thesis**

(1) The thesis should be bound in a black cloth or leather binding that is durable and capable of securing the pages perfectly. As the thesis is both a document to be kept for a long time and a source work, the binding must guarantee the integrity and completeness of the thesis.

(2) The following information must appear on the front of the outer cover:

a) on the top of the cover, 30 mm below the top edge, in 5 mm capital letters, aligned in the centre, with the name of the Tomori Pál College;

b) below it, at a height of approximately two-thirds, the words "STUDY" (or "CLOSED STUDY" for students in higher education) must appear in capital letters at least 5 mm high;

c) below this mark, the name of the author as it appears on his/her identity documents, in letters at least 70 mm by 7 mm (not all capital letters), aligned to the right;

d) and 30 mm from the bottom of the cover, centred, the place of defence of the thesis (Budapest) and the year of the thesis must be written in 5 mm letters.

(3) The top of the spine of the outer cover must bear the serial number of the thesis, which is given in the Thesis notice.

(4) All text on the cover should be written in gold lettering.

(5) Specimen for the outer cover of the thesis:



**TOMORI PÁL FŐISKOLA**

**SZAKDOLGOZAT**

**Minta Elek**

**Budapest, 2022**



### **3. § Paper size, typography, page numbering**

- (1) The thesis must be printed on A4 paper, at least 80 grams.
- (2) Figures and drawings in the text can be printed in any colour.
- (3) The text must be clearly legible.
- (4) A minimum margin of 40 mm should be left on the left edge of the binding and a minimum margin of 20 mm on the right edge. The text may be printed on both sides of the page, in which case the margins should be marked accordingly.
- (5) Font size should be 13 point, 11 point for footnotes. The font should be Times New Roman.
- (6) The rows must be separated by a semi-colon.
- (7) Except for internal title pages where there is no page numbering, page numbering should be continuous throughout the thesis, including pages containing figures, tables and appendices, chronology, other appendices.
- (8) Page numbers should be placed either in the header or footer, about 10 mm from the edge of the page.

### **4. § Accessories**

- (1) List of tables, figures and illustrations. This list (separate for figures, separate for tables and separate for illustrations such as photographs) should follow the table of contents. The names of the accessories in question should be given in the order in which they appear in the main text, together with the page numbers where they are found.
- (2) Diagrams, maps, computer graphics, tables. All such attachments should have a margin of at least 40 mm on each side and should be placed as close as possible to the text to which they relate. In this place, the reference to the accessory in question must be clearly indicated (by number) in brackets between the text. If the number of accessories in the essay is so large that it would interfere with the continuous reading of the text, they may be placed at the end of the essay.
- (3) Numbering of accessories. Within the essay, the accessories bound into the essay must be numbered consecutively. The numbers must be given in Arabic numerals, in the order of their occurrence, above the accessory, with separate numbers for each type of accessory (Figure 1, Figure 2, Table 1, Table 2, etc.). Each accessory should have a precise title, which should be placed after the numbering (e.g. Figure 2: Workers in the regions). The exact source material should be indicated on the left after the accessory (Source: ...).
- (4) Illustrations and photographs should also be numbered in Arabic numerals, but, unlike tables and figures, these should be placed below the image before the caption.
- (5) Additional materials that cannot be included in the essay (video cassettes, computer discs, CDs, large maps, etc.) should be included as a separate package according to their nature. They should be clearly indicated in the table of contents of the thesis or, if necessary, in a separate list after the table of contents. The cover of such separate packages should bear the same information as the outer cover of the essay itself.
- (6) The thesis must also include the original of the student's declaration in Annex 7.

### **5. § Recommendations for the format of the main body of the essay**

- (1) The degrees that can be awarded in a thesis are:



- a) Chapter title,
- b) sub-heading,
- c) section title,
- d) point title,
- e) Subtitle.

(2) Chapter titles are in capital letters, centred. For lower-order headings, the headings should be placed directly above the text and aligned to the left margin.

(3) Information that breaks the train of thought in the main text, and comments of minor importance, are usually placed as notes. Notes should be placed as footnotes at the bottom of the text pages and numbered in Arabic numerals, preferably consecutively throughout the essay, rather than by chapter.

(4) Longer digressions, case studies and examples should be placed in small print between the text, not as notes.



## **ANNEX 6: SAMPLE FROM THE HOME ADDRESS**

**TOMORI PÁL COLLEGE**  
Bachelor of Finance and Accounting

Title of the thesis

**John Sample**

Budapest, 2022





**ANNEX 7: DECLARATION (**  
**TO BE DOWNLOADED FROM THE NEPTUNE OPENING PA-**  
**GE)**

**Name:**.....

**NEPTUN code:** .....

**Szak:**.....

**Thesis title:**

.....

.....

As the author of this **thesis**, I declare that my thesis is entirely the result of my own work, my own intellectual product, that I have consistently applied the standard rules of citation and quotation, and that I have not used passages written by others without proper citation.

**Cd:** ....., .....

.....  
signature of the student

Witnesses, to authenticate the above signature:

1. Name: .....  
Address:.....  
Signature: .....

2. Name: .....  
Address:.....  
Signature: .....