



TOMORI PÁL COLLEGE

THESIS WRITING REGULATIONS

Version Number: 12.¹

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Resolution number: 2026/2/7/2

Effective from: 01.09.2026

Responsible person: Vice-Rector for Education

¹ These regulations repeal the Thesis Preparation Policy v11, which entered into force on 23.04.2025, with Senate Resolution No. 2025/1/3.



TABLE OF CONTENTS

I. GENERAL PROVISIONS	5
SECTION 1 LIST OF RELEVANT LAWS AND INSTITUTIONAL REGULATIONS	5
2. § SCOPE OF THE REGULATIONS	5
II. INTRODUCTION	5
3. § PURPOSE OF THE THESIS.....	5
4. § CHOICE OF TOPIC.....	6
SECTION 5 SCHEDULE OF THE PREPARATION OF THE THESIS	6
III. SCOPE AND STRUCTURE OF THE THESIS.....	7
SECTION 6 SCOPE.....	7
SECTION 7 STRUCTURE	7
SECTION 8 BIBLIOGRAPHY/BIBLIOGRAPHY	9
IV. FORMAL REQUIREMENTS OF THE THESIS.....	10
SECTION 9 INTERNAL TITLE PAGE	10
SECTION 10 PAPER SIZE, TYPOGRAPHY, PAGE NUMBERING	11
SECTION 11 TABLES, FIGURES, APPENDICES.....	11
§ 12 RECOMMENDATIONS CONCERNING THE FORM OF THE MAIN TEXT OF THE THESIS.....	12
§ 13 OUTER COVER OF THE PAPER	12
IV. SUBMISSION.....	12
SECTION 14 RULES FOR THE SUBMISSION OF THE THESIS	12
V. MISCELLANEOUS PROVISIONS.....	13
SECTION 15 ENTRY INTO FORCE.....	13
1. DATA REQUIRED FOR THE ANNOUNCEMENT OF THE FINAL THESIS /	
THESIS / THESIS	14
2. ANNEX NO.: DATA REQUIRED FOR THE ANNOUNCEMENT OF THE	
THESIS / THESIS	15
3. APPENDIX NO.: FINAL THESIS / THESIS / DIPLOMA THESIS	16
4. APPENDIX NO.: FINAL THESIS/THESIS/DIPLOMA THESIS	18
5. APPENDIX NO.: CRITERIA FOR THE EVALUATION OF THE	
THESIS/DIPLOMA THESIS	20
6. APPENDIX NO.: CRITERIA FOR THE EVALUATION OF THE FINAL	
PROPOSAL.....	22
7. APPENDIX NO.: SAMPLE OF THE COVER	24
8. SAMPLE OF THE INNER TITLE PAGE.....	25
9. APPENDIX NO.: DECLARATION	27



Tomori Pál College (hereinafter referred to as the College) sets out its Thesis Regulations (hereinafter referred to as the Regulations) as follows.

I. GENERAL PROVISIONS

1. § List of relevant legislative and institutional regulations

- (1) Act CCIV of 2011 on National Higher Education,
- (2) Government Decree No. 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,
- (4) Study and Examination Regulations (hereinafter: "TVSz"),
- (5) Student Plagiarism Policy (hereinafter: "HPKSz").
- (6) Code of Ethics (hereinafter referred to as the "Ethics Code"), with special regards to Section 2.6.
- (7) Student Fees and Allowances Policy (hereinafter: "HTJSz")

2. § Scope of the Policy

- (1) The scope of the Regulations extends to students studying in the higher education vocational training, bachelor's training, master's and specialised postgraduate training programmes of the College.
- (2) The Regulations also provide guidelines for teachers who help and criticize the work of students.

II. INTRODUCTION

3. § Aim of the thesis

- (1) The final thesis, thesis or diploma thesis (hereinafter referred to as the "Thesis") must correspond to the professional competencies specified in the Training and Outcome Requirements.
- (2) All students participating in higher education vocational training write a final thesis at the end of the programme, in accordance with the training and outcome requirements. The provisions of the present and the Study and Examination Regulations shall be applied to the final thesis, except in cases where the regulations expressly contain different provisions in relation to the final thesis.
- (3) All students participating in bachelor's and specialised postgraduate training write a thesis at the end of the programme, in accordance with the training and outcome requirements.
- (4) All students participating in the Master's degree programme write a diploma thesis at the end of the programme, in accordance with the training and outcome requirements. The provisions of the present and the Study and Examination Regulations shall be applied to the Master's thesis, except in cases where the regulations expressly contain different provisions in relation to the thesis.



(5) The aim of the thesis is to provide students with the opportunity to demonstrate their competence in the following priority areas, the evaluation of the thesis will also be based on these criteria:

- a) professional skills: during the choice of topic, demonstrating that they are able to raise current and practically useful problem(s) based on their knowledge, skills and experience, and apply the theoretical and practical knowledge acquired during their studies in the field(s) studied;
- b) research and analysis: collecting, summarizing and analysing data and information, developing and evaluating alternative solutions;
- c) drawing conclusions, elaborating feasible proposals, preparing the course of practical implementation;
- d) presenting results in clear and understandable language, in a style and form appropriate to the thesis.

4. § Choice of topic

- (1) The procedure for choosing the topic is regulated by the relevant paragraphs of the TVSZ.
- (2) A significant part of the Theses mainly examines problems related to the workplace/internship, prepares strategies, analyzes and evaluates methods, projects, corporate cases, searches for alternative solutions, develops development proposals, examines feasibility. However, company reports or reports, projects, software or application type material cannot be submitted as Thesis. However, it is also possible for students to research a professional topic, a macro-level topic affecting one or more industries, or even the economy as a whole, even in an international context. In the case of liberal arts, the thesis/thesis is based on the research of a sub-problem in the humanities, philosophy, art history or religious studies, but in the course of which an original idea, a specific point of view, and the exploration of connections must also appear.
- (3) The Thesis itself – avoiding too broad and too narrow topic selection mistakes – should always be:
 - a) descriptive, analytical and evaluative at the same time (not just descriptive);
 - b) as far forward-looking as possible, and not merely providing a historical retrospective;
 - c) the collection and research of the company's own material related to the topic;
 - d) It processes a problem that is related to the educational objectives of the specialisation, but most of all to the study programme of the specialisation/specialisation.
- (4) If the student writes about a topic that requires secrecy, solely the owner of the secret (business, service, state secret, etc.) may request the a) secret handling of the Thesis or b) its closed management. The detailed rules of encryption are contained in the relevant paragraphs of the College's TVSZ.
- (5) The procedure for scheduling the change of topic is regulated by the relevant paragraphs of the TVSZ.

5. § Schedule for the preparation of the thesis

- (1) Schedule for the preparation of the Thesis (current deadlines are included in the current Schedule):
 - a) submission of a thesis topic proposal (form of Appendices 1-2),
 - b) adoption of a proposed topic,



c) Preparation of the thesis, in the meantime continuous consultation with the consultant(s) (depending on the specialization)

d) Submission of a thesis,

e) Defence of the thesis in the framework of the final exam.

(2) Students must prepare the Thesis at all levels of training under the supervision of an internal and external consultant. The internal consultant may be a full-time or other lecturer employed by the College who is familiar with the topic of the thesis. An external consultant may be selected as an external consultant who is well acquainted with the given field, has a higher education degree and does not have a legal relationship with the College. **Exceptions to this are the Liberal Humanities and International Studies Bachelor's degree programmes, where only the help of an internal consultant is required.**

(3) An **essential condition for the submission of the Thesis is that the student consults with the internal consultant at least three times and, if necessary, with the external consultant on three occasions. The first occasion of the consultations must take place no later than 3 months before the planned submission of the Thesis, and the third occasion must take place no later than 3 days before the planned submission of the Thesis.**

(4) The consultants must certify the completion of the consultations and **the submission of the Thesis with their dated signature on the Final Thesis/Thesis/Thesis Announcement document issued by the Registrar's Office (the sample of the Final Thesis/Thesis/Thesis Announcement document is contained in Annexes 3-4 of these Regulations). The student may not submit his/her Thesis if he/she is unable to certify the consultations with the signature of the consultant(s).**

III. SCOPE AND STRUCTURE OF THE THESIS

6. § Scope

(1) Recommended length of the final thesis to be submitted in the higher education vocational training programme (main text without appendices): **30-35 pages**. Recommended length of the thesis to be submitted in the bachelor's and postgraduate specialisations (the main text without appendices): **30-50 pages**. The recommended length of the thesis to be submitted in the master's programme (the main text without appendices): **50-70 pages**. **The main text refers to the points (f) of Article 7.** The detailed regulations (font, font size, etc.) are contained in Articles 9-10 of these Regulations.

(2) Throughout the Paper, efforts should be made to provide correct and objective wording that focuses on the topic. Unnecessarily long descriptive parts impair the value and evaluation of the thesis.

7. § Structure

(1) The entire Thesis consists of the following sections, in the following order:

a) Secrecy Decision

b) Internal title page

c) Final thesis/Thesis/Thesis announcement

d) Statement

e) Résumé

f) Table of contents

g) Introduction



- h) Main chapters of the thesis
- i) Conclusions, proposals
- j) References and bibliography/bibliography
- k) Annexes/Appendix

(2) The Thesis shall be bound according to the structure specified in paragraph (1) and uploaded as a PDF file. An Incorrectly bound and uploaded Thesis cannot be accepted by the College.

(3) The Final Thesis/Thesis/Diploma Thesis is issued by the College on the basis of the topic proposal submitted by the student and accepted by the department.

(4) The Statement (based on the sample in Annex 9 to these Regulations) must be attached to the Paper as a **hand-filled** document, **in the original**.

(5) The Résumé is a short, concise summary (abstract) of the Thesis, in which the topic of the Thesis, the background of the topic, the most important results and proposals must be briefly introduced. The really important parts should be highlighted, and the details should not be involved. Recommended length: 1-2 pages.

(6) The titles of all numbered chapters and subchapters should appear in the Table of Contents, together with the appropriate page numbers. The titles and subheadings of the chapters should be indicated in the same order and form as they appear during the text, with the page number at which the part in question begins to be assigned to them. The table of contents should also indicate the accessories other than the main texts – from the list of tables, figures, etc. through illustrations to other appendices – faithfully following the order and title used by the author in the thesis. For the preparation of the Table of Contents, the Word Table of Contents function is recommended.

(7) In the Introduction, the aim of the Thesis must be briefly presented in general and in detail. In a few sentences, it must be presented what area of the subject the student aims to examine, analyze, develop and evaluate, and what aspects he/she uses to develop proposals. Careful and precise wording is very important in this part, because the Thesis is evaluated to a significant extent on the basis of the extent to which the author has fulfilled the objectives formulated here. Any hypotheses can also be described here.

(8) The main text of the Thesis should be divided into several chapters. This is given by the structure of the chosen topic. Within the main chapters – from the theoretical background to the proposals – the arguments and justifications must be clear and logically followable. The structure of the Thesis should be coherent. Tables and figures containing a lot of data should be placed in an appendix. Smaller tables, graphs and pictures can be placed in the middle of the text if they support a given statement and make it easier to understand. Based on the methodology of the research, the main text of the Thesis can be divided into two main parts:

a) Theoretical background and processing of literature, which is also an important part of the evaluation of the thesis. In this regard, the student must demonstrate that

- aa) what theoretical approach(es), method(s) or model(s) do you apply in your thesis;
- ab) if the topic requires it, what kind of glossary you are working with (precise definition of concepts).

b) Analysis and explanation of the examined topic. According to the natural structure of the chosen topic, this is divided into several (sub)chapters. During the analysis, the models and methods in the theoretical background are applied. During the analysis, the reasons must be explored and the expected consequences must be interpreted. These chapter(s) should reveal



the logical steps through which the student reached from numbers and other information to conclusions and suggestions (cause, causal relationships).

(9) Conclusions, Proposals and Implementation. The "Conclusions" chapter is a logical consequence of the preceding chapters. It must also be shown in this section that the Thesis has fully fulfilled the objectives of the Paper. In the case of a Thesis related to a practical problem, the proposals must be feasible.

(10) References to the works of other authors can be placed either by inserting a footnote or by using the HARVARD reference system, immediately after the passage or sentence to which they relate. The form of the reference can be: a number in square brackets, e.g. [12], which is the serial number of the given literature in the Reference List, OR the year of the author and the year of publication, indicating the page number if necessary, e.g. Németh, 2020, p. 22, and www.financialtimes.com, 2020). The *detailed reference* with all the necessary bibliographic data should be placed at the end of the thesis.

(11) The List of References/Bibliography at the end of the thesis, containing detailed bibliographic data, must indicate all the sources used in the thesis, arranging the different types of sources into separate groups (books, periodicals, legislation, company internal materials, electronic sources, etc.).

Only materials that are referred to in the text, but cannot be inserted into the main text due to their length, may be attached as appendices or appendices. The appendices may support the results of the thesis, but they may not replace any deficiencies in the analysis of the main text. Questionnaires, workshop papers, summary tables, references supporting our research, and a chronology may be placed in the appendix.

8. § Bibliography/Bibliography

(1) Each reference item must be listed in alphabetical order of the authors' names. In the case of more than three authors, the reference may be abbreviated by indicating only the name of the first author and replacing the collaborators with the terms "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 must be started in a new line. If there are several items by the same author, their order is determined by the year of publication (works from earlier editions come first). If there are several items by the same author in the same year, they are separated by small letters a, b, c, etc. placed next to the year (e.g.: Kiss 2022a / Kiss 2022b). Each reference must contain the following bibliographic data in the order specified:

- a) Name of author(s) (with surname highlighted)
- b) Year of release (in brackets)
- c) Title - Subtitle (if applicable)
- d) Volume
- e) Edition (how many editions and what kind of edition)
- f) Place of publication (book only)
- g) Name of publisher or periodical, periodical
- h) Number of pages (length)
- i) ISBN

The publication of bibliographic data d), e), h) and i) is optional and is left to the author, depending on whether they are needed for the reference in question (e.g. volume number). The List of References at the end of the thesis makes it possible for students to omit the detailed



footnote at the bottom of the text and to make the reference clear by detailing the reference between the lines – containing three pieces of data.

In the case of online resources, the name of the author(s) (if none, the name of the website), the year and address of publication, the URL of the website, and the time of the last download (day, month, year) must be provided.

Reference examples:

- *BABBIE*, E. (1996): The Practice of Social Science Research. Budapest, Balassi. 704 p. ISBN 963 506 100 5
- *excerpt*: RAVASZ J. (1996): The Reformed School Case. In: GAZDA István. Chapters from the Sources of Hungarian Cultural History. Budapest, Tárogató. pp. 191-196. ISBN 96384919302
- *journal article*: MAGYAR B. (1998): The chances of modernizing public education after the amendment of the Public Education Act. New Pedagogy Review, Vol. 47, No. 2, p. 6. ISSN 1215-1807
- *online source with author*: ERDBRINK, T. (2013): Anti-West Hard-Liner Gains in Iranian Race; Downloaded: 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 not author*: PORTFOLIO (2013): Visa and Mastercard are in litigation; Downloaded: http://www.portfolio.hu/vallalatok/it/pereskedik_a_visa_es_a_mastercard.184548.html (Last download: 10/01/2013)

(2) It is forbidden to quote the works of other authors without indicating the source. The Thesis may contain a maximum of 10% of the verbatim quoted text taken over from other authors. The Thesis must be an independent intellectual product, about which the Student declares in their Statement with the understanding of the student's criminal liability. With regard to student plagiarism, the College's "Student Plagiarism Policy" is in place.

(3) In addition to the source materials in Hungarian, the use of foreign language literature is also expected.

IV. FORMAL REQUIREMENTS OF THE THESIS

(1) The Thesis must be suitable for evaluation not only in terms of its content, but also in its formal form.

9. § Internal title page

(1) The inner title page (sample in Annex 8) shall contain the following information in the following order:

- a) the name of the institution (top row, in Times New Roman font, 20-point font, bold, centered), in the line below
- b) the exact name of the major, without specialization/specialization (in Times New Roman font with a font size of 16 points, not all capital letters, centered),



- c) the title and subtitle (if any) of the Thesis (approximately in the middle of the page, in Times New Roman font, font size 16 points, not all capital letters, centered),
- d) the author's full name as shown in the identity documents (about a third of the height from the bottom, in Times New Roman font size, 20-point font size, bold not all capital letters, aligned to the right),
- e) the place and year of the thesis (in the last line of the page, in Times New Roman font, 16-point font, not all capital letters, centered).

10. § Paper size, typography, page numbering

- (1) **The Thesis must be printed in 2 copies, on A4 paper of at least 80 grams. One copy must be in single-sided format, the other may be in double-sided format.**
- (2) The figures and drawings in the Thesis must be printed in color.
- (3) Formatting of the main text: Times New Roman font, 12-point font size, 1.5 line spacing, justified, left margin 4 cm, right, bottom and top 2.5 cm.
- (4) Formatting footnotes: Times New Roman font, 10-point font size, 1 line spacing, justified.
- (5) Page numbers must be inserted in the footer as simple numbers, centered.
- (6) Page numbering starts from the Introduction and must be continuous throughout the Paper, including pages containing figures, tables, appendices, chronology, and other appendices.

11. § Tables, figures, appendices

- (1) Tables and figures placed in the main text should have a margin of 4 cm on the right and left. In the text, the given table or figure must be clearly referred to with a number.
- (2) Tables and figures must be numbered continuously in the main text of the Thesis. Numbers must be indicated in Arabic numerals – above the table or figure in the order in which they occur – numbered separately according to type (Figure 1, Figure 2, Table 1, Table 2, etc.). Each table and figure should have an exact title (e.g.: Figure 2: Employees of the regions), which should be placed after the numbering. A line should be omitted between the table, figure, etc. and the center-aligned numbered title. The table, centered under the figure, must indicate the exact source (Source: ...). If the table or figure is the author's own work, the source must be indicated: Source: own editing.
- (3) Illustrations and photographs must also be numbered separately from the above, but – unlike signs and figures – must be placed under the picture before the caption.
- (4) Longer tables, figures and appendices must be placed in the Thesis after the main text, after the Bibliography.
- (5) **A separate list of tables, figures, pictures and appendices must be prepared (Table List, Table of Figures, Appendices) which must be placed at the end of the Table of Contents. The names of the tables and figures in the list must be given in the order in which they occur in the main text, identical to the text, together with the page numbers where they are located.**
- (6) Additional materials that cannot be included in the paper (different data carriers) must be included as a separate package according to their nature. These must be clearly referred to in the Table of Contents of the Paper or, if necessary, they must be indicated in a separate list



after the table of contents. The cover of such separate packages must contain the same data as the outer cover of the Paper itself.

12. § Recommendations for the form of the main text of the thesis

(1) The application of the above formal restrictions is mandatory, **but this section is only a recommendation** that serves the information of those writing the thesis.

(2) The title grades that can be given in the thesis are as follows:

- a) chapter title,
- b) subchapter title,
- c) section title,
- d) point title,
- e) subsection title.

(3) The titles of the chapters are usually indicated in all capital letters in the center. In the case of lower title grades, the titles must be placed directly above the text and aligned to the left.

(4) Information that breaks the train of thought expressed in the main text, and minor remarks are usually placed as footnotes. Footnotes should be placed at the bottom of the pages, and they should be numbered continuously in Arabic numerals in the paper, not by chapter.

(5) Longer digressions, case descriptions and examples should not be placed in a footnote, but as a smaller font size part in the middle of the text.

13. § Outer cover of the Thesis

(1) **All text on the outer cover must be written in gilded letters.**

(2) A sample of the outer cover of the Thesis can be found in Appendix No. 7.

(3) The front of the cover should include the following information:

a) on the top of the cover, 3 cm below the upper edge, in 0.5 cm standing capital letters, in Times New Roman font, centered for the name Tomori Pál College;

b) below this, at a height of about two-thirds, in the middle, the designation "FINAL THESIS" must appear in the middle in higher education vocational training, "THESIS" in bachelor's degree programmes, and "DIPLOMA THESIS" in fixed capital letters of at least 5 mm 1 cm, in Times New Roman font;

c) under this designation, in letters of at least 7 cm 0.7 cm (not all large), the name of the author in the personal documents is displayed, aligned to the right;

d) 3 cm from the bottom of the cover, the place of defence of the thesis (Budapest) and the year of defence must be indicated in 0.5 cm letters, separated by commas.

(4) On the upper part of the spine of the outer cover, the serial number of the Thesis must be indicated, which is included in the Final Thesis/Thesis/Diploma Thesis Announcement.

IV. SUBMISSION

14. § Rules for submitting the thesis

(1) **The Thesis may only be submitted in accordance with Section 7.**



(2) The Paper must be submitted in 2 printed copies. The **one-sided printed copy must be bound in a black leather binding**, in accordance with the formal requirements, which will be kept by the College after the final exam. The Paper is a document to be preserved in the long term and a source work, the binding must guarantee the integrity and completeness of the Paper. It is sufficient to bind the second copy of the Paper with a plastic spiral, which the student will receive back after the final exam.

(3) **Furthermore, on the day of submission, it is necessary to upload the Thesis as a single PDF file with the same content as the printed copies in the manner and on the interface designated by the Registrar's Office.**

(4) **The exact date of the deadline for the submission of the Thesis is included in the current Schedule.** In case of late submission, the student is obliged to pay a surcharge per working day, the delay may be a maximum of 10 working days, after which it is not possible to submit the Thesis in the given semester. **The current amount of the late fee is included in the HTJSZ.**

(5) **If the Thesis is not suitable for reasons of content or form, the College will not accept the Thesis. Cases of this are regulated by the relevant paragraphs of the TVSZ.**

(6) Each Paper is evaluated by two reviewers (internal and external reviewers). The internal reviewer is the college lecturer acting as the internal reviewer. The external reviewer is appointed by the College. The external reviewer may not act as an external reviewer.

(7) The evaluation criteria of the Thesis and the evaluation sheet itself are contained in Annexes 5-6 of these Regulations.

(8) The rules related to the defence of the Thesis and the rules of procedure of the final examination are regulated by the relevant paragraphs of the Theses Act.

V. MISCELLANEOUS PROVISIONS

15. § Entry into force

(1) These regulations shall enter into force with the approval of the Senate.

a) **Resolution number: 2026/2/7/3**

b) **Date of decision: 26.05.2026**

c) **Effective from: 01.09.2026**

(2) The Vice-Rector for Education is responsible for the preparation of the regulations, their updating in accordance with the legal requirements and the annual review.



1. DATA REQUIRED FOR THE ANNOUNCEMENT OF THE FINAL THESIS / THESIS / THESIS

For full-time and correspondence students studying in higher education vocational training programmes, Business Administration and Management, International Business and Finance and Accounting programmes, Master's programmes and specialised postgraduate training programmes

Author of the thesis:

Name:

NEPTUN code:.....

Major:.....

Specialization/specialization:

Phone number:

E-mail address:.....

Title of the thesis:.....

.....

.....

The internal consultant: (appointed by the College afterwards, but it is also possible to be chosen by the student based on prior consultation with the instructor, in the case of the latter, to be completed)

Name:

Job Title:

The external consultant:

Name:

Job Title:

Workplace:

Workplace address:

Phone number:

Email address:.....

Education: ☐ College ☐ University

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



ANNEX NO.: DATA REQUIRED FOR THE ANNOUNCEMENT OF THE THESIS / THESIS

Liberal Humanities and International Studies for Bachelor's and Master's students studying
full-time and correspondence

Author of the thesis:

Name:

NEPTUN code:.....

Major:.....

Specialization/specialization:

Phone number:

E-mail address:

Title of the thesis:

.....

.....

The internal consultant: (appointed by the College afterwards, but it is also possible to be chosen by the student based on prior consultation with the instructor, in the case of the latter, to be completed)

Name:

Job Title:

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



2. APPENDIX NO.: FINAL THESIS / THESIS / DIPLOMA THESIS

For full-time and correspondence students studying in higher education vocational training programmes, **Business Administration and Management, International Business and Finance and Accounting programmes**, Master's programmes and specialised postgraduate training programmes

Author of the thesis, Neptune code:

.....

Title of the thesis:

.....

Serial number:

Outline of the thesis:

Internal consultant:

Position:

External consultant:

Education:

Deadline for submission of the thesis:

Budapest, ...

P. H.

.....



Principal

Proof of consultation:

Consultation date	Signature of an internal consultant	Consultation date	Signature of an external consultant

The thesis can be submitted:

Date:

.....

Internal consultant

Date:

.....

External consultant

The thesis can be sent for evaluation:

Name of the external reviewer:

Date:

.....

Vice-Rector for Education

Evaluation of the thesis:

1. Grade given by an internal reviewer:

2. Grade given by an external reviewer:

3. Grade given by ZVB:

Budapest, ...

.....

President of the ZVB



3. APPENDIX NO.: FINAL THESIS/THESIS/DIPLOMA THESIS

Liberal Humanities and International Studies for Bachelor's Degree Students, Full-time and Correspondence Studies

Author of the thesis, Neptune code:

.....

Title of the thesis:

.....

Serial number:

Outline of the thesis:

Internal consultant:

Position:

Deadline for submission of the thesis:

Budapest, ...

P. H.

.....

Principal

Proof of consultation:





Consultation date	Signature of an internal consultant

The thesis can be submitted:

Date:

.....

Internal consultant

The thesis can be sent for evaluation:

Name of the external reviewer:

Date:

.....

Vice-Rector for Education

Evaluation of the thesis:

- 1. Grade given by an internal reviewer:**
- 2. Grade given by an external reviewer:**
- 3. Grade given by ZVB:**

Budapest, ...

.....

President of the ZVB



4. APPENDIX NO.: CRITERIA FOR THE EVALUATION OF THE THESIS/DIPLOMA THESIS

THESIS/THESIS EVALUATION SHEET

Name of the institution	Tomori Pál College
Name of major, specialization	
Name of the author of the thesis	
Title and serial number of the thesis	
REVIEW	
ASSESSMENT CRITERIA	GIVEN SCORE
1. <u>The significance of the topic, the usability of the thesis</u> (max. 10 points) - excellent: 9 – 10 points - Good: 7 – 8 points - medium/average: 5 – 6 points - Acceptable/Poor: 3 – 4 points - Poor/Inadequate: 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/Poor: 3 – 4 points - Poor/Inadequate: 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/Poor: 3 – 4 points - Poor/Inadequate: 0 – 2 points	
4. <u>Practical significance of the theory</u> (max. 10 points) - excellent: 9 – 10 points - Good: 7 – 8 points - medium/average: 5 – 6 points - Acceptable/Poor: 3 – 4 points - Poor/Inadequate: 0 – 2 points	
5. <u>Test methods</u> (max. 20 points) - excellent: 17 – 20 points - Good: 13 – 16 points - medium/average: 10 – 12 points - Passable/Poor: 5 – 9 points - Poor/Unsatisfactory: 0 – 4 points	
6. <u>Content implementation</u> (max. 20 points) - excellent: 17 – 20 points - Good: 13 – 16 points - medium/average: 10 – 12 points - Passable/Poor: 5 – 9 points - Poor/Unsatisfactory: 0 – 4 points	
7. <u>Summary, proposal</u> (max. 20 points) - excellent: 17 – 20 points - Good: 13 – 16 points - medium/average: 10 – 12 points - Passable/Poor: 5 – 9 points - Poor/Unsatisfactory: 0 – 4 points	
Total Score:	



RECOMMENDED GRADE BASED ON OVERALL SCORE	
Assessment criteria	Grade given
- Excellent: 86 – 100 points - Good: 75 – 85 points - Medium: 62 – 74 points - Satisfactory: 51 – 61 points - Unsatisfactory: 0 – 50 points	
I <u>recommend</u> that you accept it, the thesis <u>can be defended</u>!	
I do not recommend <u>it for acceptance</u>, the thesis <u>cannot be defended</u>!	
Name of the reviewer:	
Internal/external reviewer:	
Signature of the reviewer:	
Date:	

WRITTEN ASSESSMENT, QUESTIONS FOR THE FINAL EXAM	
Positive aspects of the thesis:	
Deficiencies of the thesis:	
Question No. 1:	
Question 2:	



5. APPENDIX NO.: CRITERIA FOR THE EVALUATION OF THE FINAL PROPOSAL

FINAL PAPER EVALUATION SHEET

Name of the institution	Tomori Pál College
Name of the specialization	
Name of the author of the final thesis	
Title and serial number of the final paper	
REVIEW	
ASSESSMENT CRITERIA	GIVEN SCORE
1. <u>The significance of the topic, the usability of the thesis</u> (max. 10 points) - excellent: 9 – 10 points - Good: 7 – 8 points - medium/average: 5 – 6 points - Acceptable/Poor: 3 – 4 points - Poor/Inadequate: 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/Poor: 3 – 4 points - Poor/Inadequate: 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/Poor: 3 – 4 points - Poor/Inadequate: 0 – 2 points	
4. <u>Practical significance of the theory</u> (max. 10 points) - excellent: 9 – 10 points - Good: 7 – 8 points - medium/average: 5 – 6 points - Acceptable/Poor: 3 – 4 points - Poor/Inadequate: 0 – 2 points	
5. <u>Test methods</u> (max. 20 points) - excellent: 17 – 20 points - Good: 13 – 16 points - medium/average: 10 – 12 points - Passable/Poor: 5 – 9 points - Poor/Unsatisfactory: 0 – 4 points	
6. <u>Content implementation</u> (max. 20 points) - excellent: 17 – 20 points - Good: 13 – 16 points - medium/average: 10 – 12 points - Passable/Poor: 5 – 9 points - Poor/Unsatisfactory: 0 – 4 points	
7. <u>Summary, proposal</u> (max. 20 points) - excellent: 17 – 20 points - Good: 13 – 16 points - medium/average: 10 – 12 points - Passable/Poor: 5 – 9 points - Poor/Unsatisfactory: 0 – 4 points	
Total Score:	



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RECOMMENDED GRADE BASED ON OVERALL SCORE	
Assessment criteria	Grade given
- Excellent: 86 – 100 points - Good: 75 – 85 points - Medium: 62 – 74 points - Satisfactory: 51 – 61 points - Unsatisfactory: 0 – 50 points	
I recommend <u>that it be accepted</u>, the final thesis <u>can be submitted</u> for defence!	
I do not recommend <u>it for acceptance</u>, the final thesis <u>cannot be submitted</u> for defence!	
Name of the reviewer:	
Internal/external reviewer:	
Signature of the reviewer:	
Date:	

WRITTEN ASSESSMENT, QUESTIONS FOR THE FINAL EXAM	
Positive aspects of the thesis:	
Deficiencies of the thesis:	
Question No. 1:	
Question 2:	



6. APPENDIX NO.: SAMPLE OF THE COVER

TOMORI PÁL FŐISKOLA

SZAKDOLGOZAT

Minta Elek

Budapest, 2022



7. SAMPLE OF THE INNER TITLE PAGE

TOMORI PÁL COLLEGE

Finance and Accounting Bachelor's Degree Programme

Title of the thesis

Minta Elek

Budapest, 2026



8. APPENDIX NO.: DECLARATION

Name:.....

NEPTUN code:

Major:.....

Title of thesis/Thesis/Thesis:

.....

Aware of my criminal liability, I declare that the Final Thesis/Thesis/Master's Thesis (hereinafter referred to as the Thesis) written under the above title is my own, independent work, and during the preparation of the thesis, I complied with the legal provisions on copyright and the rules of the Tomori Pál College for the preparation of the thesis, especially with regard to the respect of copyrights, the appropriate references and quotations.

Furthermore, I declare that during the preparation of the thesis I did not mislead the educational institution, the consultant or any other person involved in the performance of the task with regard to the clause "independent work".

I indicated the artificial intelligence-based tools used during the preparation of the thesis and the essential method of their application in accordance with the relevant rules of the College. I acknowledge that I am responsible for the content produced by the artificial intelligence, its professional and factual correctness, legality, and the independent character of the thesis as a whole.

By signing this statement, I acknowledge that if it can be proven that I did not write the thesis myself, or if there is a copyright infringement in connection with the paper, the Tomori Pál College will refuse to accept the thesis and may initiate an appropriate procedure against me to establish liability.

Furthermore, I acknowledge that the refusal to accept the thesis and the initiation of any proceedings do not affect the other legal consequences (civil law, misdemeanour law, criminal law) due to copyright infringement.

I undertake to compensate Tomori Pál College for any damages caused to third parties by my possible unlawful conduct, regardless of any proceedings initiated at Tomori Pál College.

Date:, ...

.....

Student's signature

Witnesses, for the authenticity of the above signature:

1. Name:

Address:.....

Signed:

2. Name:

Address:.....

Signed: