**Formal requirements of the thesis**

**(Please also see the document “*Criteria of evaluation*” that your Reviewer is going to use)
 *General, formal and substantive requirements of theses and thesis work in Human Resource Counselling MA (University of Pécs, Faculty of Humanities)***

1. ***General requirements for the thesis***

Hereunder, please find listed the general requirements of the thesis. A thesis is a written presentation of the skills and competences acquired during the studies in the subject chosen by the student - on the topics announced in the courses at a different level in BA and MA. Furthermore, a thesis is a substantial volume of independent study based on professional work that reflects the student’s awareness of the subject literature, his[[1]](#footnote-1) creativity, and his professional judgment in the analytical, critical and summative review. In the field of factual exploration and/or interpretation, the student must provide professionally evaluable results that must be documented in such a way that – naturally at levels differing between BA and MA – he has mastered and can apply the conceptual tools and methods of the discipline. At the Master level an inductive or deductive research by the candidate should be proven.

The thesis must also meet the formal requirements of the given field of science.

***2. Formal requirements of the thesis***

***2.1. Formal requirements in the printed paper***

* the paper size is A4 (29.7 × 21 cm);
* margins: 2.5 cm at the bottom, top, right and left, margins at the left, 1.5 cm;
* the document is duplex, i.e. both sides of the page are to be printed on;
* font: Arial, size: 13 pt; paragraph alignment is limited, but each new paragraph begins with indentation;
* row spacing 1.5, 60 characters per line, 30 rows per page;
* scope with table of contents, notes and bibliography:
* the plagiarism statement, before the resume, must be included in the thesis
* a half-page summary of the thesis after the plagiarism statement, before the table of contents
* the table of contents (with a page number) is placed at the beginning of the thesis, at the end of the bibliography;
* we ask the student to formulate the key concepts that express the content of his thesis. Include them in 5 keywords at the end of your thesis, after the bibliography, and on the cover of the paper in the CD format.
* on both copies: "Keywords: keyword 1, keyword 2, etc."
* for information on the appearance of the thesis, see the attached figures.
* 50,000 characters in tertiary vocational education (min. 30, max 50 pages ± 10%);
* BA / college and specialization courses 70,000 characters (min. 40, max. 60 pages ± 10%);
* MA / university degree **(relevant for HRC-students)** 90,000 characters (min. 50, max. 70 pages ± 10%);

**2.2. Formal requirements on CD / DVD**

* quality, write-once CD or DVD (3) disc (TDK, Verbatim, etc.);
* disc, once sealed and checked by a disc at once (4);
* the data content: in the main directory of the CD / DVD, the full thesis should be in a file, .doc or .docx (MS Word) format;
* digitizing the attachments in a separate folder so that they can be clearly linked to the place indicated in the thesis (visuals in JPG format;
* movies with MPEG compression (typical extension is .avi, .mp4, .mkv); tables are DOC, DOCX or XLS, XLSX; other materials in a format that can be managed by MS Office programs);
* folders and file names cannot be accented or contain special characters;
* the CD / DVD should contain the author’s name, title, EHA code, the year of the thesis with a pen (“CD / DVD Marker”) (5).

(1) Average 60 characters (without spaces). If the margins, font, and font size are set correctly, you do not need to check the line by character.

(2) Note: footnote or endnote. The Annex is not included in the notes!

(3) CDs are sufficient to be used, unless the size of the attachment (e.g. video file) does not justify the use of a DVD.

(4) We provide technical support for CD / DVD writing if needed.

(5) Ordinary alcoholic pen can damage the CD / DVD recording layers, therefore should be avoided! (The purchase price of the requested stationery is about 80-300 HUF / piece.)

***2.3. Specimens to be submitted***

Printed copies of the papers are necessary for the evaluation, they are going to be stored by the Institute. The student can receive a copy for the exam, and after the final exam it will be returned. Electronic copies (CD / DVD) are stored for preservation. From the academic year 2009/2010, hard copy binding is not mandatory, and copies should be secured with sufficient lacing.

Stitched specimen: Transparent plastic front or back. a cardboard backing, a spine (comb binding) or a metal (spiral / twin loop wire binding) spiral.

 **BA / bachelor’s degree** + Two CDs or a DVD

 **MA / university degree** two binded copies + one CD or one DVD;

 **Specialized in-service training** with two clipped copies + a CD or DVD;

 **Higher Education Vocational Training** + A CD or DVD.

***2.4. Other requirements for printed papers***

Students are asked to consider the following:

* their own name
* the title of the degree and the level of training (BA, MA) on the cover and the inner title page,
* if applicable, the name of the specialization (internal title page only),
* the title of the thesis,
* the name and position of the consultant,
* to check the year of preparation (the calendar year of submission of the completed thesis) and, if necessary, to update it.

The following is described in detail below.

A. The outside cover page of the thesis must include:

- Institution and Faculty Name (upper left corner)

- Thesis: BA training; Master’s Thesis: MA in Training (centered)

- Name of the student and title of the course (bottom, centered)

- Location, year of submission (e.g. Pécs 2018) at the bottom of the name and course, in two rows

B. The internal (title) page of the thesis must include:

- Name of institution and faculty, title of undergraduate (upper left corner)

- Name of the student under the title of the thesis (middle, centered)

- Consultant’s name, grade, position (bottom right corner)

C. Table of contents with page numbers according to the structure of the thesis.

 The internal (title) page of the thesis has no page number

D. Bibliography at the end of the thesis, in alphabetic order of the author (s). If the author has several publications, the oldest first, then in chronological order:

1. Books and periodicals (author, year, title, place of publication, publisher)

2. Internet resources (author, address, exact contact (link) download date)

3. Other source: everything else (list of laws, if any; company material, own research, interview, etc.)

4. Attachments with serial number and name

***3.Content requirements for the thesis***

The thesis must be a completely independent work; it should be clear from the wording and during the final stage of the final examination it will be scrutinized that the candidate presented his own work. Plagiarism, even partial, leads to disqualification and disciplinary action (see Appendix 14 to the PTE Study and Examination Regulations). The thesis should reflect the fact that the author has mastered the basic knowledge of the discipline (s) related to the given topic, has acquired sufficient knowledge in its literature, knows the techniques necessary for scientific activity and is able to formulate and independently examine a scientific problem. The topics developed must be scientific in nature and, of course, at a higher level at the MA level, they must include independent thoughts and considerations. During the elaboration the scientific research methods and terminology of the given field should be used.

In case of more than 20 spelling mistakes, the thesis is not acceptable!

***3.1. Empirical research***

The thesis is an independent intellectual product of the candidate. It is important to prove this in the text. If the thesis includes inductive or deductive research, the following expectations apply:

* the research questions and the hypotheses are clearly formulated
* the methodological description of the research is accurate and appears in the thesis
* as a general guide the required minimum number of items (unless the test is complete, and the population number is lower):
* in case of written questioning (questionnaire) 50 persons at BA level
* in case of oral interview (interview) at BA level 5 persons
* in case of written interview (questionnaire) 100 persons at MA level
* in case of an oral interview (interview) 15 persons at MA level
* naturally, other methods and tools can be used, examples are given above. Always consult with your consultant!
* the tool of the examination (questionnaire, interview questions, observation aspects, etc.) should be included in the paper. Detailed statistical tables need not be attached to the thesis, but must be retained until the final exam, or the final examination committee may ask for their presentation.

***3.2. Outlining of the text***

Below we present a possible structure of thesis (optional, and, of course, to be varied by subject and discipline), i.e. a recommendation for the construction of the thesis. The verbatim quotations in the text, or references to a specific source (content quotation), need to be authenticated with accurate source references and professional references.

In the thesis, the candidate’s decision is to choose an inter-textual or flat-form reference (footnote). Of course, they should not be used in a single thesis!

*Introduction*

* justification of the choice of topic, social and professional importance, or personal aspects
* a more detailed definition of the researched area studied than the title of the thesis
* the hypotheses are the formulation of the research objective
* data collection, analysis, processing, etc. used in the preparation of the thesis. methods

*Theoretical, historical and / or practical introduction*

* definition of concepts, theories and models necessary for discussing the topic at the center of the dissertation, as well as listing the historical context. It is not necessary to define the basic concepts of the field.
* in the case of a practical theme, the broader context of the problem (e.g. general presentation of the examined organization and its environment); to display the basic information related to the subject matter of the investigation that is absolutely necessary to understand the practical problem
* a summary of the methodological and content experiences of empirical or other studies conducted in a similar field
* presenting the essence and fresh results of relevant domestic (and foreign) literature, accompanied, if necessary, by critical reflections
* showing how the author can handle the broader context of the topic

*Explanation of the central topic of the dissertation*

* with the help of the concepts and models discussed in the theoretical / historical / practical introduction, the detailed exploration, description and evaluation of the specific phenomenon should be covered
* presentation and generalization of one’s own empirical or other research papers (methodological and content questions)
* explaining the main message of the thesis to subchapters

*Summary*

* confrontation with the hypotheses in the introduction
* summary of the research and the results of the dissertation, deduction of the conclusion, independent opinion, suggestion, formulation
* suggestions and projections related to the continuation of research on the topic
* closing the thesis, possibly with a personal tone

*References*

A summary of the summary used to retrieve the references contained in the thesis and the professional bibliography of the literature used (but not necessarily quoted) (see standard for the preparation of references in the literature: MSZ ISO 690: 1991).

Extracted versions are also available: <http://www.c3.hu/~fons/hivatk.htm>

Other solutions are also possible, but the footnotes and the bibliography are to be managed in a uniform and complete manner.

Another detailed reference system is available:  <http://www.opkm.hu/download/okta.pdf>, 31-44. pages.

*Attachments*

* their attachment is optional, but is required for most thesis topics
* presentation of methodological documentation (questionnaire used, outline of interview, etc.)
* charts, tables, organizational documents, etc. show what is needed to understand the thesis;
* photos and other illustrations

***3.3. Recommended structure of the thesis***

* Title
* Contents
* Introduction
* Negotiating (descriptive, analytical) section
* summary
* References
* Attachments
* 5 keywords

*Title*

The title should be short, understandable, and content-rich.

*Contents*

Chapters, sub-chapters and even smaller units, as well as the associated page numbers. In the table of contents, chapters should be indicated by decimal numbers.

*Introduction*

Justify the choice of topic, its theoretical and practical methods (pages 2–3).

*Negotiating section (min. 30 pages)*

The content of the substantive part is determined by the supervisor and the student (s). Explaining the topic. In addition to the literature, the author relies on foreign sources.

*Summary (2–3 pages)*

In short, the main findings should be briefly and clearly presented. It should be bravely and clearly communicated if an objective has not been achieved. (Without proper justification, it doesn’t reduce the value of the diploma at all!)

*References*

The bibliography contains all references to books. This does not mean that everybody is quoted, who knows these literatures.

*Internet source*

Display the full address bar and the date of download.

*Tables and figures*

In the dissertation, the numbers and tables are displayed continuously.

*Footnotes*

Any data, additional information that is not closely related to the main text may be included here.

*Bibliography (bibliography)*

The sources of the authors’ surnames (including foreign authors!).

***3.4. Documents to be submitted***

* 1 copy thesis report form for the thesis
* 1 copy final application form with a signature authorizing signature (http://btk.pte.hu/urlapok this in the appropriate training)
* 1 copy for the diploma form (http://btk.pte.hu/urlapok)
* 2 banded or spiral copies of the thesis
* 1 copy CD / DVD with electronic version of the thesis
* 1 copy of declaration of the authenticity of the thesis

Source: <https://btk.pte.hu/hfmi/szakdolgozat_formai_kovetelmenyei>

1. The term „he”, „his”, „him” is used for short to mean any student, regardless of their sex. [↑](#footnote-ref-1)