

THESIS REQUIREMENTS

University of Pécs, Faculty of Humanities and Social Sciences
Department of Community and Social Studies

MA in Social Work and Social Policy

Students are expected to follow an integrative approach in their thesis, giving a review on the contemporary professional literature related to the theme of their choice. If the student's first language is not English then they may use a maximum of 50 per cent of domestic resources in addition to English-language resources, as the language of tuition is English. A critical-reflective approach, balanced evaluation of social work / social policy policies and practices, and a demonstration of social work / social policy research skills are expected. The use of academic English as well as of the relevant professional terminology are a requirement.

A review of the academic literature related to the chosen topic, and an empirical research or data analysis / document analysis conducted by the student constitute mandatory components of the thesis. Within this framework, the student demonstrates the ability to collect data in accordance with the methodological criteria of the social sciences, to process and evaluate the data in a professional manner, and to draw valid conclusions from them. The thesis presents professionally assessable results in the field of fact-finding and/or interpretation, thereby documenting that the student has acquired and is able to apply the conceptual tools and methods of the discipline.

Formal requirements

The mandatory components of the thesis, in order, are the title page, table of contents, main text, and reference list, followed by the declarations (see below). In addition to the mandatory components, the thesis may include notes and appendices, such as interview transcripts, questionnaires, tables, charts, figures, documents, illustrations etc., if relevant.

Title page: the name of the institution (university, faculty, institute, department), title, Author's name/major (MA in Social Work / Social Policy), Advisor's name and academic rank, place (Pécs) and date of submission (see below, in Appendix 1).

The expected length is at least 80,000 and at most 100,000 characters (with spaces, approximately 40–50 pages) that does not include the table of contents, notes, the reference list, and the appendices listed above. The main text must be structured into numbered chapters and subchapters (e.g. 1. Chapter title, 1.1 Subchapter title, 1.2 Subchapter title, etc.; 2. Chapter title, 2.1 Subchapter title, 2.2 Subchapter title, etc.). Tables and figures (whether included in the main text or in the appendices) must be numbered separately (e.g. Table 1, Table 2, etc.; Figure 1, Figure 2, etc.), provided with titles, and, if taken from external sources, accompanied by appropriate source references.

Any external source used in the thesis must be properly referred. In-text references and the reference list should be prepared in accordance with the current guidelines of the APA (American Psychological Association). The expected number of academic publications is a minimum of 30 items. If the student uses other types of sources (e.g., legislation, newspapers, blogs, podcasts, etc.), these do not count toward the required minimum and must be listed separately after the list of academic sources. The APA reference rules are available at the following link: <https://apastyle.apa.org/>

Artificial intelligence (AI) can be used to assist in the collection, organization, and visualization of data, academic and other sources, as well as for language checking and translation. Any content generated in this way must be used critically and responsibly by the thesis author, just like academic sources. The use of AI must also be referred, in accordance

with the APA reference guidelines: <https://apastyle.apa.org/blog/how-to-cite-chatgpt>; references to AI follow the same formal rules as academic references, with the difference that the exact prompt given to the AI must be provided. However, AI may not be used to generate the text of the thesis or any part thereof. AI also cannot be referred as an independent source; if the student uses AI to find academic or other sources, the original sources must be used and referred. Further guidelines on the ethical use of artificial intelligence are provided by the University of Pécs, Faculty of Humanities and Social Sciences *Guidelines for the Use of Artificial Intelligence*:

https://btk.pte.hu/sites/btk.pte.hu/files/Btk/PTE_BTK_AI_guideline.pdf.

Illustrative figures, images, audio materials, declarations, related documents, etc., should be included as appendices to the thesis. Appendices must be numbered (e.g., Appendix 1: Questionnaire used in the research).

Mandatory appendices:

1. *Declaration of originality (plagiarism declaration)*
2. *Copyright disclaimer*

These declaration forms can be accessed at: <https://btk.pte.hu/en/socialwork/complex-final-exam-and-thesis-information>.

The use of other appendices is optional, and there are no length restrictions for them.

Text formatting

Page size: A4

Margins: top, bottom, left, and right – 2.5 cm each (standard margin)

Header and footer: 1.25 cm each

Alignment: justified

Line spacing: 1.5

Font: Times New Roman CE

Font style: regular

Font colour: black

Font size: 12

The pages of the thesis must be numbered at the bottom of each page.

The advisor is not expected to correct any grammatical mistakes. Both the advisor and the reader have the right and obligation to reject a thesis work that contains incomprehensible or ungrammatical sentences.

Steps for submitting the thesis

1. The *Thesis topic report form for MA students*, agreed upon with the advisor, must be submitted to the departmental office in the first month of the 3rd semester: <https://btk.pte.hu/en/socialwork/complex-final-exam-and-thesis-information>.
2. Register for the final examination in Neptun by the deadline specified in the current faculty schedule.
3. The thesis must be uploaded to Neptun by the deadline indicated in the current faculty schedule, together with the required statements, as a single PDF file.

Appendix 1: Sample title page

University of Pécs

Faculty of Humanities and Social Sciences

Institute of Social Relations

Department of Community and Social Studies

Title of the Thesis

Subtitle (if any)

Thesis

Advisor:

Prof. Dr. Name
Professor

Dr. habil. Name
Associate Professor

Dr. Name
Assistant Professor

Name
Assistant Lecturer

Author:

Name
MA in Social Work / Social Policy

Pécs, year