# DEAN'S INSTRUCTIONS

## THESIS/DIPLOMA THESIS
## REGULATIONS FOR PREPARATION

DATE OF ENTRY INTO FORCE: 01 NOVEMBER 2026.

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| Identification | DU 4/2026. |
| Filing number: | NJE/5770/2026. |

# THESIS/DIPLOMA THESIS
# REGULATIONS FOR PREPARATION

## 1. PURPOSE OF THE INSTRUCTIONS

The regulations govern the preparation of theses/dissertations at the Faculty of Horticulture and Rural Development of Neumann János University in bachelor's and master's degree programs, as well as in specialized continuing education programs.

## 2. RELATED REGULATIONS

-

## 3. REGULATIONS REPEALED BY THIS INSTRUCTION

-

## 4. SCOPE

This regulation applies to students, lecturers, consultants and examiners participating in BSc, MSc and specialized further education programs at the Faculty of Horticultural Science and Rural Development of Neumann János University.

## 5. DESCRIPTION OF THE REGULATIONS

Appendix 1

## 6. OTHER

-

Kecskemét, 01 November, 2026

Dr. András Palkovics
Dean



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**DU 4/2026 DEAN'S INSTRUCTION NO. 1 APPENDIX**

# GUIDELINES

FOR THE PREPARATION OF **BSC AND SPECIALISED FURTHER EDUCATION** THESES AND **MSC** DIPLOMA THESES AT THE FACULTY OF HORTICULTURE AND RURAL DEVELOPMENT OF THE NEUMANN JÁNOS UNIVERSITY

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# 1. THE PURPOSE OF THE THESIS/DIPLOMA THESIS IS TO

One of the requirements for successfully completing university studies and obtaining an engineering degree is the submission of a thesis/dissertation. The content and form of the thesis/dissertation must demonstrate that the student has acquired the scientific knowledge appropriate to their level of training in the given field, as well as the principles and methods necessary for its analysis. They have gained proficiency in collecting and processing professional literature and apply appropriate research methods. The thesis/diploma project certifies that the engineering student is capable of *independently* collecting and processing data or knowledge, evaluating it, drawing correct conclusions from it, and formulating recommendations. The general rules governing theses are contained in the TVSZ.
The thesis/diploma project is a measure of the student's ability to work independently; therefore it is prohibited to copy without modification from previously written theses/diploma projects, doctoral dissertations or other intellectual works! The rules for referencing source works are described in the **Literature Review** section.

**ATTENTION!**
A thesis/diploma thesis may also be prepared by further developing a scientific student research paper, and a defended TDK paper may be accepted as a thesis/diploma thesis in accordance with the decision of the TDK Evaluation Committee.

# 2. CHOICE OF TOPIC

**Choosing** a topic **for a thesis**: Students enrolled in a BSc program or specialized further education program shall conduct primary research (e.g., experimental, questionnaire-based, presentation of specific business or entrepreneurial activities as case studies) or secondary research (novel processing of previous sources) in a subject relevant to their field, based on independent measurement, experimental work, calculations, and analyses.
**Choosing a topic for the thesis**: Students enrolled in the MSc program are required to apply primary research techniques appropriate to their field (e.g., experimental or questionnaire-based research, presentation of specific industrial or business activities in a new light) in their thesis, using mathematical and statistical methods to evaluate the data. The thesis must include a review of the most significant domestic and, to some extent, foreign literature related to the topic.

The thesis/diploma project may be based on a topic specified by the department or chosen by the student. The topic of the thesis may also be related to the research or development work of external institutions or dual partners. In this case, the student may also invite an external consultant.
The topic of the student's thesis/dissertation must be accepted by the supervisor(s) and approved by the program director.

BSc students choose their topic and supervisor in the third semester of their studies, while MSc and continuing education students choose their topic and supervisor in the first semester. A new topic may only be chosen in exceptional cases and with the permission of the program director, and only once!

# 3. SUPERVISORS OF THE THESIS/DIPLOMA THESIS

The student is assisted and guided in the preparation of the thesis by the supervisor (advisor). The internal advisor appointed to supervise the thesis is a faculty member. If the topic of the thesis/dissertation is related to research conducted by an external institution, it is also possible to involve an external supervisor. The persons of the internal and external supervisors and the chosen topic must be approved by the program director in all cases, which must be confirmed by signing **the Supervisor Request Form**. Instead of the exact title of the thesis/dissertation, it is sufficient to indicate the topic on the supervisor request form. The supervisor request form is included in **Appendix 1**.

The student shall prepare their thesis/diploma project independently on the basis of an outline agreed and approved with the supervisor. The thesis shall be prepared at the pace specified in the curriculum, with the recognition of the thesis preparation courses.

# 4. CONTENT AND FORMAT REQUIREMENTS FOR THE THESIS/DIPLOMA THESIS

## 4.1. Recommended structure of the thesis/dissertation

**TITLE PAGE**
**TABLE OF CONTENTS**
**1. INTRODUCTION**
**2. LITERATURE REVIEW**
**3. MATERIALS AND METHODS**
**4. RESULTS**
**5. CONCLUSIONS, RECOMMENDATIONS**
**SUMMARY / ZUSAMMENFASSUNG**
**REFERENCES**
**LIST OF TABLES LIST OF FIGURES**
**APPENDICES OWNER'S STATEMENT**
**ACKNOWLEDGEMENTS** (optional)
**CONFIDENTIALITY STATEMENT** (if necessary)

## 4.2. Formal requirements

The thesis must be prepared in A4 format using a word processor (Word).

**The thesis should be at least 40 pages long,** including figures and tables, but no appendices or statements, **and no more than 65 pages. The diploma thesis should be at least 50 pages long, but no more than 75 pages.**
**Formatting: Times New Roman font, size 12. Bottom and top margins: 2.5 cm; left margin: 3 cm; right margin: 2 cm. The text should be single-spaced with 1.5 line spacing, which means an average of 32 lines per page. The first line of each paragraph should be indented by 1.25 cm.**
A Word template file can be found on the faculty website under student information to assist in the preparation of the thesis.
The advantage of using a word processor is that it automatically creates a table of contents, a list of figures and tables, formats headings, and numbers the pages.

The chapters listed in section 4.1 of the thesis should always start **on a new page**, in 14-point bold font. Subheadings should be in 12-point bold font and contain two digits. The third chapter level (subtitle) should contain 3 digits, in 12-point lowercase, left-aligned. There should be one line break between the main chapter and the first subchapter. There should be no line breaks between subchapters and the text.

## 4.3. Content requirements

**TITLE PAGE (as per Appendix 2)**

**TABLE OF CONTENTS** (14 point, bold, Times New Roman font)

➞ one line space
The table of contents should be placed at the beginning of the thesis, after the title page. When creating the table of contents, it is advisable to use the automatic table of contents feature in Microsoft Word (Insert➞ ). The table of contents should have no more than three levels. Chapters and subchapters should be divided according to a decimal code so that the hierarchy between the titles of the sections is clearly reflected. There should be no "mixed" numbering of chapters (Roman and Arabic numerals, lowercase and uppercase letters).
Chapters and subchapters should be described accurately (in accordance with the text) with page numbers indicated by dots between the chapter title and the page number.

*For example:*


| | |
|---|---|
| **1. INTRODUCTION** | **1** |
| **2. LITERATURE REVIEW** | **3** |
| **2.1. Support for rural development** | **3** |
| 2.1.1. Support for rural development in Europe | 3 |
| 2.1.2. Support for rural development in Hungary | 5 |
| **2.2. Rural development programs** | **6** |


**1. INTRODUCTION** (14, bold, Times New Roman font)

➞ one line break
This chapter provides a brief overview of the significance and purpose of the chosen topic.
thesis/dissertation should begin with a clear problem statement, including a brief justification for the choice of topic and the objectives of the work. The justification for the topic, the definition of the problem to be solved task to be solved, and the tools (methods) used to solve it. The hypotheses of the thesis should be formulated in this chapter. **The Introduction should be a minimum of one page and a maximum of two pages.**

## 2. LITERATURE REVIEW

(on a new page, 14 point, bold, Times New Roman font)

→ one line space

literature overview related to the topic most important literature data processing.

It is advisable to divide this chapter into subchapters or subsections to make the thesis easier to read. The review of the literature should go beyond a list of findings and include a comparison of their content and, where appropriate, a critical evaluation. Knowledge of the literature will help you choose and, if necessary, further develop methods for collecting, processing, and evaluating data. Knowledge of the literature helps in choosing and, if necessary, further developing methods of data collection, processing, and evaluation. Knowledge and processing of the literature provides a basis for highlighting the results of your own independent work presented in the thesis and for drawing conclusions.

In the Literature Review chapter, review the most important domestic and at least 5 international literature sources related to the topic under investigation and highlight the most important findings. The literature should cover both previous and the latest knowledge in a concise form. The chapter should only cover literature relevant to the specific topic!

The thesis/dissertation must refer to at least five written international literature sources!

The literature cited in the text of the thesis must be listed in the Bibliography. The references and the bibliography must match!

**There are several ways to cite sources:**

*Content-based reference:* views and statements that are important from the point of view of your own argument are incorporated into the thesis in a concise and to-the-point manner, in accordance with the author's style, with appropriate references. In this case, the author's name may appear at the beginning of the sentence, the date of publication should be placed in parentheses, and the author's name should be written in capital letters. For example: According to KOVÁCS (2023), ...

The reference can also be placed at the end of the sentence, i.e., the name of the author (or authors) and the year of publication follow the referenced text. In this case, the author and the year should be placed in parentheses, separated by a comma, with the period at the end of the sentence following the parentheses (KOVÁCS, 2023). When referring to multiple sources, they should be separated by semicolons (KOVÁCS, 2023; NAGY, 2020; SCHMIDT et al., 2016).

In the case of two co-authors, a hyphen should be placed between the authors' names in the reference. For example: (MÁRTON-KEREKES, 2015). If the referenced work was written by more than two authors, the abbreviation "et al." (meaning "and others") is added after the first author: (BENEDEK et al., 2021).

The author(s) name(s) should be capitalized, and no period should be placed after the year. The period at the end of the sentence should be placed outside the closing parentheses.

*Quotation:* we take a section from the referenced work verbatim. In this case, quotation marks must be used and the text must be copied without modification. This method of referencing is only recommended if it is necessary to provide an exact description of the text or definition in question, or if the source is a dictionary or legal document.

*Reproduction:* a longer quotation that may only be published with the author's permission. According to academic conventions, a quotation of half a page or more is considered reproduction. The use of reproduction is not recommended in theses.

It is also possible to refer to legislation, regulations, official publications, and KSH data, in which case the reference should be placed at the end of the sentence (KSH, 2022; 11/2007. (III. 30.) KvVM decree; Area Measurement Management Guide).

Internet sources may also be referenced in the thesis (https://sargarepainfo.hu).

- It is not recommended to refer to the same source more than three times in the thesis/dissertation.
- The proportion of ***non-literature sources*** downloaded from the Internet should not exceed 15% (Wikipedia, advertising material, non-scientific texts). This statement does not apply to professional articles and legal regulations published on the Internet.

The literature review may also contain tables and figures (for detailed formal requirements, see the description of the *Results* chapter). These must also be referenced. Tables should not be scanned into the thesis; it is advisable for students to retype them. In such cases, after citing the source, the student's own editing should also be indicated.
For example:

| .....# | .....# |
|---|---|
| Barley | 30 |
| Wheat | 4 |

Source: KSH (2022) – own compilation

# 3. MATERIAL AND METHOD

(on a new page, 14 point, bold, Times New Roman font)

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## 3.1. Material

This subsection describes the test material and discusses the methods of data collection and processing. It is recommended to divide this main section into two subsections.
In the classic case, this section presents the company, the location and circumstances of the study. It introduces the participants in the company, the location of the research or experiment, the technology used, and illustrates the activity and location with photographs and maps.

## 3.2. Method

This subchapter should present the design of the experiment or research and the material processing, as well as the principles and theoretical basis of the measurements. The methods of data processing and analysis should be described. Concepts, calculation and statistical methods, formulas, and processing methods closely related to the substantive chapter should be presented here so that the data presented in the Results chapter can be verified at any time using the method.

## 4. RESULTS (on a new page, 14 point, bold, Times New Roman font)

➞ one line break

The *Results* section should present the data collected by the student and new results and explanations.

The *Results* chapter should be divided into several subchapters, which provide a detailed description and analysis of the results of the investigations. In this chapter, it is advisable to include illustrations, tables, and figures that meet professional and formal requirements. The tables and figures supplement the information provided in the chapter and illustrate it for better understanding. It is important that the tables and figures be understandable on their own.

All tables and figures must be referenced in the text (this also applies to those included in the *Literature* Review). References can be included as part of the sentence or at the end of the sentence in parentheses. For example: "The amount of water applied during irrigation is shown in Table 4." *or* "The quantity of processed meat products shows an upward trend (Table 6)." The essential elements of tables and figures should be briefly analyzed and accompanied by a textual explanation. Tables should be centered. Table titles should be centered above the table. A semicolon should be placed after the word "Table," followed by the table title in capital letters. The table caption should be in bold (bold type), with no period after the title and one line of space below.

The source of the tables must be referenced in the lower right corner. It is also advisable to include the word "Source:" below the table on the left.

**Table 4. Amount of water applied during irrigation**

| | | |
|---|---|---|
| | | |
| | | |
| | | |
| | | |

Source: own calculations

Measurement and research results can also be presented in figures. Figures include maps, photographs, and diagrams. Figures should also be numbered consecutively in the thesis, with explanatory text placed below the figure. Figures and text should be centered. The source of the figure should be referenced below the figure on the right.



**Figure 1. Presentation of student practice**
Source: Own photo

Figures and tables may be accompanied by a legend, which should be placed below the figure/table.

Larger figures (e.g., maps, detailed data sets, minutes) and tables (e.g., results tables, balance sheets) should be included in the Appendices section. Appendices should be referenced in the text in the same way as tables and figures.

Formulas should be centered and numbered. A line break should precede and follow the formula.

# 5. CONCLUSIONS, RECOMMENDATIONS

(on a new page, 14 point, bold, Times New Roman font)

→ a series of omissions

Depending on the nature of the topic, it is advisable to divide this chapter into two parts: conclusions and recommendations.

## 5.1. Conclusions

The *conclusions* section of the thesis should evaluate and discuss the results. In this section, it is recommended to compare your own new research results with other findings in the literature. It is recommended to use appropriate critical evaluation for this purpose. The quality of the thesis/dissertation is enhanced by demonstrating the ability to process and synthesize new results.
If the topic of the thesis allows, the literature reviewed and the novel methods used may also be evaluated. If the thesis/dissertation is primarily based on a review of the literature, emphasis should be placed on the critical evaluation of source works and the novel results derived from their review.

## 5.2. Recommendations

This subchapter formulates novel recommendations related to the results of the thesis and suggestions for further research. The recommendations should include specific, independent suggestions and future plans that advance, improve, or develop the activity under investigation. When formulating the recommendations, it is advisable for the student to seek the professional opinion of the head of the activity under investigation and to refrain from describing their own ideas.

professional opinion of the person in charge of the activity under investigation and refrain from describing their own ideas. The recommendations should be feasible, forward-looking, and achievable.

**SUMMARY** (on a new page, 14 point, bold, Times New Roman font)

➞ one line space

A brief summary or extract of the essential elements of the thesis. Summarizes the thesis objectives, the most important background literature related to the topic, the methods used, and the most significant results. Briefly evaluate your results and present the conclusions and recommendations formulated in the thesis.

The *Summary* chapter should be at least 1 page and no more than 1.5-2 pages long.

**SUMMARY / ZUSAMMENFASSUNG** (on a new page, 14-point, bold, Times New Roman font)

➞ one line space

Translation of the Hungarian SUMMARY into the foreign language that the student or in which they have acquired technical knowledge. The text of the summary may be included in two foreign languages in this chapter.

**REFERENCES** (on a new page, font size 14, bold, Times New Roman)

➞ one line space

The Bibliography should be accurate and searchable, be in accordance the with references. All authors must be listed in the Bibliography. The original source must always be referenced in the thesis!

The thesis/dissertation must cite at least 5 written international sources!

The bibliography in the chapter should be listed according to the first author's name in strict alphabetical order. Where the author is not indicated, the work should be classified according to the first letter of the title (excluding the article). Only the surname and the first letter of the first name of the author should be given, without any titles (KOVÁCS L.). If there are multiple authors, their names should be separated by a semicolon. If we refer to multiple works by the same author in the thesis that were published in the same year, they should be distinguished in both the text and the bibliography with lowercase letters *"a, b, c"*. For example:

BURGERNÉ GIMES A. (2017/a): Small and large farms in Hungary – integration relations: a historical overview. Gazdálkodás 61. évf. 5. sz. pp. 381-397

BURGERNÉ GIMES A. (2017/b): Small farms or large farms? What is agricultural integration? MTA Center for Economic and Regional Studies Budapest p. 25.

The year of publication should be placed in parentheses after the author(s) name, followed by a colon and the title of the cited publication. The title of the work should be given word for word, in the original foreign language (with Cyrillic characters transcribed into Latin characters) in the case of foreign literature.

The rest of the list varies depending on whether the work cited in the thesis is a book, journal article, lecture, or internet source:

**Book, independent manuscript:**

The title is followed by the name of the publisher and the place of publication, for example:

ECO, U (2023): How to write a thesis? Gondolat Kiadó, Budapest. p. 255
ECO, U (2023): How to write a thesis? Gondolat Kiadó, Budapest. pp. 200-255 (if not the entire work was used)
KSH (2022): Hungarian Statistical Yearbook 2022. KSH, Budapest

If a book (or a chapter) has been written by multiple authors, the editor(s) must be indicated using the term "(ed.)", for example:
RECHNITZER J. – SMAHÓ M. (eds.) (2011): Regional Policy. Akadémiai Kiadó, Budapest 156. p.

If the cited publication appears as a separate chapter in a book, the following procedure should be used, for example:
FARKAS J. (2009): Asparagus cultivation. In: BALÁZS S. (ed.): Handbook of Vegetable Production. Agricultural Publishing House, Budapest

For foreign authors, the surname is followed by a comma and then the initial letter of the first name. If there are multiple authors, all authors must be listed, with a hyphen (-) between the names, for example: JUUNG, S.H. – WITTWER, S.H. – DENNEIT, M.D. (2008): …..

**Journal article**
For example: NEZDEI Cs. (2018): Characteristics and possibilities of organic farming in the Balaton region.
Gazdálkodás 62. évf. 6. sz, pp. 522–546. DOI 10.22004/ag.econ.281289
*(Note: Not all journal articles have a DOI identifier.)*

In some cases, the author's name does not appear in the journal; in such cases, the name "Anonymous" should be used in the text and in the Bibliography, for example: "When the Commission adopted the AVOP, it also approved the LEADER program (+), whose objectives were similar to those outlined above (ANONYM, 2004).
ANONYMOUS (2004): LEADER Newsletter, Issue 1, financed by the Ministry of Agriculture and Rural Development, Department of Rural Development. VÁTI Kht. National Rural Development Agency

**Presentation**
Kőszegi I. (2022): Challenges in agriculture. Hírös Senior University, Kecskemét. Presentation

**Material available online**
Egri Z. – Kőszegi I. (2020): The role of road accessibility in the performance and economic development of eastern Hungary. Regional Statistics. Vol. 60, No. 6, pp. 653-687. www.ksh.hu/statszemle_archive/terstat/2020/2020_06/ts600603.pdf

Internet references should also be included in the bibliography in alphabetical order.

**References to unpublished company reports, oral interviews, and conversations**
The source of the published data, ideas, and text excerpts should be cited as accurately as possible. For example: KISS (2022): verbal communication

**Indirect reference**: if the bibliographic data of the original publication are not available, but a publication with accurate data quotes from it, then year should be indicated in parentheses after the name of the original author, followed by a comma and "cit. (meaning = quoted) x, year," e.g.,

Bernkopf (1989 cit. Holler et al. 2012).

In this case, the bibliographic data of the referenced work must be provided in the bibliography: Holler C., Kajtna B., Baric S., Storti A. (2012): Zigeunerapfel oder Roter von Simonffi Pomologische und molekularbiologische Verifizierung der selben Sorte. Besseres Obst, 57(5):20–22.

The publications listed in the bibliography do not need to be broken down or grouped in the manner described above; the list of references should be arranged in alphabetical order as described above.

Example of a bibliography:

1. AKI (2020): Pocketbook of Agricultural Statistics. https://www.aki.gov.hu/product/agrargazdasagi-statisztikai-zsebkonyv-2020/
2. AKI (2020): Important market, market processes. http://repo.aki.gov.hu/3745/1/AI_02_Fontosabb_termekpalyak_piaci_folyamatai_2020_20210518.pdf
3. APÁTI F. – BERDE CS. – BLASKÓ B. – FELFÖLDI J. – MADAI H. – NÁBRÁDI A. – PUPOS T. – SZÉNÁSNÉ VÁNYI N. – SZŐLLŐSI L. – SZŰCS I. (2013): Corporate and sectoral economics. University of Debrecen, AGTC, Debrecen, p. 292.
4. FARKAS J. ZS. – KOVÁCS A. D. (2006): A study of the farmland areas of Homokhátság. Gazdálkodás (Agriculture) vol. 50, no. 1, pp. 72-79.
5. Héjja Cs. (2021): Hungarian agriculture in a difficult situation – pig farmers and fruit growers are sounding the alarm bells https://www.penzcentrum.hu/gazdasag/20211027/nehez-helyzetben-a-magyar-agrarium-a-sertestenyesztok-es-a-gyumolcstermelok-is-kongatjak-a-veszharangot-1118871
6. Kovács A. D. (2004): Environmental conflicts in the Homokhátság region between the Danube and Tisza rivers. In: Glatz F. – Csatári B. (eds.) (2004): Homokhátság Confrontation, opportunities, tasks. MTA RKK ATI, Kecskemét p. 42.http://www.alfoldinfo.hu/homokhatsag/
7. KOVÁCS A. D. – HOYK E. – FARKAS J. ZS. (2017): Homokhátság – Asemi-arid region facing with complex problems in the Carpathian Basin. EUROPEAN COUNTRYSIDE 9:(1) pp. 29-50.
8. LACZKA É. (2010): The role of agricultural censuses in the agricultural information system (1895-2010) Gazdálkodás 54. évf. 3. sz. pp. 322-331.
9. www.agronaplo.hu/termekinformaciok/mikroorganizmusokkal-egy-fenntarthatobb-jovoert-avagy-a-kite-zrt-mikrobiologiai-kiserletei

## APPENDICES

The tables and figures that are too large to be included in the thesis, such as results, maps, etc., are placed in the Appendices. This section is also intended for photos and figures that cannot be included in the Results due to space limitations but which the student considers important to present. Questionnaires processed by the student in the Results, the working day recording period, and the working day structures are included in the Appendices.

If there are several appendices in the thesis, it is advisable to provide them with a cover page with the word "APPENDICES" in the center. The serial number of the appendix and the word "appendix" must be written in bold in the upper left corner of each appendix**,** e.g**.,** **Appendix 11.** All appendices must be referenced in the text of the thesis!

## DECLARATION OF OWNERSHIP

In the Declaration of Ownership, the student declares that the thesis is solely the result of their own work **(Appendix 3)**. If certain chapters have been taken from other works, this must be clearly referenced. If it turns out that the thesis is derived in whole or in part from another work, the student will be excluded from the final examination and will have to prepare a completely new thesis.
If the university intends to use the thesis, it must conclude a separate agreement with the student and provide appropriate references.

## ACKNOWLEDGEMENTS

This is not a mandatory part of the thesis/diploma thesis. If the student wishes to express their gratitude to those who have helped them, they may do so in this section. It is recommended that the student express their gratitude briefly, in a few sentences.

## CONFIDENTIALITY STATEMENT

This statement is not a mandatory part of the thesis/dissertation.
If the organization presented and examined in the thesis wishes to keep the data it has provided confidential but allows its use in the thesis/dissertation, a confidentiality agreement must be drawn up **(Appendix 4)**. The thesis supervisor(s), reviewers, the person responsible for the thesis, and the members of the final examination committee are required to sign the confidentiality agreement. Only the supervisor(s), reviewers, the person responsible for the subject area, and the members of the final examination committee may obtain information about the organization examined, the data processed, and the research results, and the library shall also treat such information as confidential. The confidentiality agreement shall be signed by the dean on behalf of the faculty.

### 4.4. Recommendation for determining the proportions of the thesis/diploma thesis

The *Introduction* chapter, together with the objectives, should be a minimum of one page and a maximum of two pages. It is advisable that the *Literature Review* should make up 20-40% of the thesis. It is not acceptable for students to provide only *a* minimal *literature review* or to fail to cite the authors they refer to in this chapter. Compliance with the relevant content and formal requirements of *the bibliography* is essential. The description of *the material and* methodology should be at least two to three pages long. The *summary* should be at least one page and no more than two pages long.

# 5. SUBMISSION OF THE THESIS/DIPLOMA THESIS

Before submitting the final version of the thesis/dissertation, the candidate shall present it to the supervisor(s) and send it by email.
The deadline for submitting the thesis/dissertation is specified in the semester schedule, which is available on the faculty website under student information.

The thesis/dissertation must be uploaded in PDF format to the study system (Neptun thesis interface).
Students must also register for the final exam via Neptun!

## 6. ACCEPTANCE AND EVALUATION OF THE THESIS

Theses submitted by the deadline will be evaluated by two experts appointed by the program director **(Appendix 7)** in terms of content, form, and language, in accordance with Appendices **5-6**. One of the reviewers shall always be a university lecturer, while the other shall be a professional with a university degree who is not employed by Neumann János University or an external university lecturer. The course coordinator shall invite the reviewers to perform this task in a letter, in which they shall also draw their attention to their obligation of confidentiality (**Appendix 4).**
If there is a difference of two or more grades between the two reviewers' grades for the student's thesis, the department head may ask a third person to review the thesis.
The Final Examination Committee shall determine the grade for the thesis/dissertation after the oral defense, taking into account the grades proposed by the reviewers. Students whose thesis/dissertation has not been accepted by any of the examiners are not allowed to take the final exam. In this case, the thesis must be rewritten and defended in the next final exam period.
If the candidate does not submit their thesis/dissertation by the specified deadline, or if the oral defense of their thesis/dissertation is unsuccessful, they will not be admitted to the final exam. The criteria for evaluating the thesis/dissertation are set out in **Appendix 5**, and the evaluation sheet is included in **Appendix 6**.
The student will receive the reviews and questions posed by the reviewers from the Education and Training Directorate or the departmental administrator (registrar) by email at least one week before the final exam. The student must respond to the reviews and questions posed therein orally during the final exam.

## 7. DEFENSE OF THE THESIS/DIPLOMA THESIS

Students must prepare a short summary of their thesis/diploma project (primarily in the form of a PowerPoint presentation) and present it to the Final Examination Committee as the first part of the final exam, lasting no more than 10 minutes. At this point, they must also respond to the comments and questions posed by the examiners. In the case of an MSc thesis, the members of the committee may also ask questions in the foreign language used in the summary. The final exam may only be continued if the thesis/diploma project has been successfully defended, with a presentation of the prepared topic. If the student receives an unsatisfactory grade for the final exam topic(s) but the thesis/dissertation defense was successful, the thesis/dissertation defense does not need to be repeated in the next final exam.
If the previously defended TDK thesis is accepted as a thesis/diploma thesis upon the recommendation of the TDK Evaluation Committee, the student is exempt from the defense with the grade recommended by the Committee and accepted by the student.

The details of the final exam are regulated by separate instructions from the Dean.

*Appendix 1 of the thesis/diploma thesis preparation guidelines*

**János Neumann University**

**Faculty of Horticulture and Rural Development**

..... **Department**

.....
**Supervisor/position**

.....
**external supervisor/position**

**János Neumann University**

**Faculty of Horticulture and Rural Development**

... ..... Department

**SUPERVISOR REQUEST**

Dear Advisor,

I ..... (name)

... ..... BSc/MSc/ /professional engineer/manager

student, would like to request consultation on the following thesis/dissertation topic:

Topic:.....

Date: .....
student's signature
department/year/group

I accept the role of supervisor. .....
Date: supervisor's signature

I am available for external consulting assignments. * .....
Date: Signature of external consultant

I approve / do not approve the topic of the thesis/dissertation** .....
Date Signature of head of program

*to be completed only if an external consultant has been appointed
**please underline as appropriate

*Appendix 2 to the guidelines for writing a thesis/dissertation*

# Title of the thesis THESIS/DIPLOMA THESIS




Prepared by
Student Henrietta

Name
Professional
Engineer/Manager
Student in N/L
program

Supervisor
Name
Position

External consultant: *(if applicable)*
Name
Position

Kecskemét
Year

*Appendix 3 of the thesis/diploma thesis preparation guidelines*

**Declaration of ownership**

This thesis/diploma project is the result of my own work. I have clearly indicated any parts of my thesis that have been taken from the work of other authors.

If it turns out that this statement is untrue, I acknowledge that the Final Examination Committee will exclude me from the final examination, and I will only be able to take the final examination after completing a new thesis/diploma thesis.

In the event of use, the author and the Faculty of Horticulture and Rural Development of Neumann János University must conclude a separate agreement.

Kecskemét, 20 ..... month

……..
student's signature

*Appendix 4 to the guidelines for writing a thesis/diploma thesis*

**János Neumann University**

**Faculty of Horticulture and Rural Development**

This page should be prepared in 3 copies:
1 copy for the company/institution providing the data
1 copy for the Faculty
1 copy to be included in the thesis/dissertation

## Confidentiality agreement

This agreement was concluded between (the) ……

…..(name of company/institution)

and the Faculty of Horticulture and Rural Development of Neumann János University (6000 Kecskemét, Izsáki út

10.)..... student

(..... BSc/MSc/specialist engineer/manager)

regarding the confidentiality of their thesis/dissertation prepared at the company.

The company/institution undertakes to make the data necessary for the preparation of the thesis/diploma thesis available to the student. The Faculty undertakes to treat the thesis/diploma thesis of the named student as confidential and to keep it from the public for 5 years from the date of submission. The thesis/dissertation may only be viewed by the student, the supervisor(s), the external and internal reviewers, the group leader, the head of the institution, and the members of the final examination committee. This agreement is also binding on the above-mentioned persons. The data will not be disclosed or transferred to other persons or organizations.

Dated..... , year, month, day.

……. …….

Dean company/institution

*Appendix 5 to the guidelines for preparing a thesis/diploma thesis*

## GUIDELINES FOR THE EVALUATION OF THESES/DISSERTATIONS

**Method and procedure of evaluation**

The thesis/dissertation is evaluated independently by an internal and an external examiner (preferably not employed by the Faculty) prior to the final examination and the defense of the thesis/dissertation, using the evaluation form. The reviewers shall prepare a written evaluation and a score and shall propose a grade. Based on the evaluations and the oral defense of the thesis/diploma project, the Final Examination Committee shall determine the final grade.

### 1. Written evaluation

The evaluation must include: the examiner's opinion on the topic, the most notable results of the thesis/dissertation, and the main shortcomings and errors. It is advisable to include at least two questions related to the thesis in each written evaluation, which the student will answer during the oral defense of their thesis/dissertation.

### 2. Graded assessment

***2.1. Quality of processing (0-10 points):***

- Little independent work, possibly with incorrect (debatable) conclusions.
- The research or literature data was presented with little critical evaluation. The thesis does not contain at least 5 references to international literature.
- The results are presented independently with appropriate critical evaluation.
- Demonstration of outstanding processing, synthesis and research skills, with independent results.
- The summary is an accurate summary of the essential elements of the thesis, with an accurate summary in a foreign language.

***2.2. Knowledge and use of literature (0-10 points):***

- Uses the relevant chapters of the most important domestic textbooks on the subject, or references are formal.
- Uses domestic and at least 5 important foreign literature related to the topic based on scientific papers and journals.
- Provides a historical, analytical, and critical overview of the topic based on domestic and foreign literature.

***2.3. Evaluation of methods and results (0-15 points):***

- The material and methods chosen are inappropriate or inconsistent with each other or with the topic.
- The choice of material and method is correct, and the execution is adequate.

- The results are acceptable, but their interpretation and conclusions are incorrect.
- The results, their interpretation, and the conclusions are correct and convincing.

***2.4. Structural organization (0-5 points):***

- The structure, organization, and proportions of the paper are objectionable in several respects.
- The structure, division, and proportions of the paper are slightly objectionable.
- The paper meets the formal and content requirements.

***2.5. Language and style (0-5 points):***

- Language and style with numerous errors.
- Language and style with few errors.
- Language and style are flawless and commendable.

***2.6. Demandingness, thoroughness, execution (0-5 points):***

(Compilation of figures, graphs, tables, attractive presentation, correction of typing errors, etc.)

- The paper contains typing errors that cause confusion, and the presentation is objectionable in several respects.
- Careful work with few objections.
- Nicely presented, careful and flawless work.

**3. Grade based on the total score**

| | |
|---|---|
| **Insufficient:** | **0-20 points** |
| **sufficient:** | **21-28** |
| **average:** | **29-36 points** |
| **good:** | **37-44 points** |
| **excellent:** | **45-50 points** |

*Appendix 6 of the thesis/diploma thesis preparation guidelines*

**Assessment of the thesis/diploma project**

….....student
.....
….....title
thesis/diploma thesis.
Name of the reviewer:.....
place of employment:.....

***internal reviewer - external reviewer***
*(please underline as appropriate)*

## 1. TEXTUAL EVALUATION:

## 2. QUESTIONS:

1.
2.

## 3. GRADING OF THE THESIS/DIPLOMA THESIS:

| | | |
|---|---|---|
| I. | Quality of processing | (0-10 points).....points |
| II. | Knowledge and use of literature | (0-10 points).....points |
| III. | Evaluation of methods and results | (0-15 points).....points |
| IV. | Structural design | (0-5 points).....points |
| V. | Language, style | (0-5 points).....points |
| VI. | Demandingness, thoroughness, execution | (0-5 points).....points |

**Total score: ……points**

Recommended grade for the thesis/dissertation: .....

..... year ..... month .....day

.....
Signature of the examiner

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IZsÁKI ÚT 10.
TELEPHONE +36 76 517 600
FAX +36 76 517 600 WWW.UNI-NEUMANN.HU

Neumann János Egyetem

**Dr. X.Y.**
**For**

**Dear Dr. X.Y.,**

The John von Neumann University Study and Examination Regulations Based, the thesis/dissertation must be evaluated in writing by two reviewers.
Therefore, I kindly request that you evaluate the thesis/diploma project of the student graduating from the …….... program:

**STUDENT NAME** **Title of thesis/dissertation**

I am enclosing the evaluation criteria.

Please complete your assessment of the thesis (or theses) **by 20.....** and send it in electronic form to Q.W.@nje.hu.

Thank you in advance for your work!

Kecskemét, year, month, day

Yours sincerely

***Name of person responsible***
*position*
**specialist**