

University of Győr

Apáczai Csere János Faculty of Pedagogy, Humanities and Social  
Sciences

# **Final Examination Regulations**

Applicable from February 12, 2025.

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### Interpretative provisions

- (1) Vocational training courses in higher education, in-service training courses and Bachelor's courses conclude with a "thesis" and Master's courses with a "diploma thesis", hereafter equally referred to as "thesis", while the term "diploma course" is used for the course attached to them.
- (2) Matters not settled by these Regulations shall be governed by the EER (Education and Exam Regulations).
- (3) The Faculty's Final Examination Rules (FER) are approved and amended by the Faculty Council.

#### Section 1

### Choosing a Thesis Topic

- (1) As defined in EER 74/§ 1 at Apáczai Csere János Faculty of Pedagogy, Humanities and Social Sciences it is possible to submit a thesis of the following types: dissertation, publication or portfolio, considering the restrictions on the single majors outlined in Annex 1. Criteria and regulations regarding the single thesis types are defined in Annex 20 of EER. The thesis is acceptable as a publication only on fulfilling any of the criteria set in points a), b) or c):
  - a) a publication published in any national or international scientific journal which is on the list of journals ranked by a specific scientific department or committee at the Hungarian Academy of Sciences;
  - b) value of a publication of at least 4 points based on calculation method of points for academic publications by the Doctoral School of Regional and Business Administration at Széchenyi István University;
  - c) a publication published in a ranked scientific national or international, edited, printed or online issue (e.g. books, book chapters, conference proceedings) with ISBN number, peer-reviewed by an external independent assessor;
  - d) a publication which meets the requirements on peer-reviewing and calculation method of points for academic publications by the Doctoral School of Regional and Business Administration (in case of more than one authors).
- (2) Advertising the topics is coordinated by the Program Director who is also responsible for making the topic information in a table form available for students on the website of the department by the end of the study term before the thesis semester.
- (3) Selection of the supervisor, thesis type and topic based on the topics advertised on the website of the department, are done by means of the Topic Selection Form. The students

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also have the opportunity to select a topic according to their own choice, after agreeing on it with the supervisor. Publication type thesis can only be selected after the consent of the supervisor.

- (4) Topic Selection Forms must be submitted at the department of the students' programme of study. The deadline for submitting the Topic Selection Form is the end of the selection period, which is given in Annex 2 for each major.
- (5) Submission of the thesis after the deadline of the given semester is not allowed, thus the Diploma course must be regarded as a failed course.
- (6) The thesis topic can be accepted only if the Topic Selection Form is signed by all required parties (supervisor, external supervisor, Programme Director) (Annex 6). Two original samples of the Topic Selection Form must be prepared. One is given to the student and one is registered at the department documentation.
- (7) An external supervisor is not required.

## Section 2

### Diploma Course

- (1) Departments eligible for announcing diploma courses advertise the courses under the names of supervisors in the Neptun Unified Study System (Neptun).
- (2) A supervisor may be the person defined in Article 75 (3) of the EER.
- (3) It is the student's responsibility to register for the diploma course advertised under the name of his/her supervisor. Registrations that are completed that are not specifically for the supervisor's course are invalid, and will be deleted.
- (4) The general rules for courses specified in EER apply to diploma courses as well, compliance monitoring and evaluation is done by the instructor, namely the supervisor.
- (5) The requirements of the diploma course should include the requirements for the consultations and the way of checking their fulfilment, the conditions for signing, the rules of assessment, possibilities for improving marks and the deadlines.
- (6) Changes to the subject of the thesis or to the supervisor or to the type are authorized by the programme director on completion of the Permission Form (Annex 1), upon the recommendation of the supervisor.
- (7) The thesis topic and the supervisor may be changed on one occasion during the student's studies by permission of the Programme Director (Annex 11), but no later than six months before the deadline for submission of the thesis corresponding to the student's studies. Form has to be submitted at the Department of Study Programme.
- (8) The thesis type may be changed on one occasion during the student's studies by permission of the Programme Director (Annex 11), but no later than two months before the

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deadline for submission of the thesis corresponding to the student's studies. Form has to be submitted at the Department of Study Programme.

(8) If the student fails the diploma course, based on the recommendation of the supervisor the programme director decides whether the student can continue his/her work with the same thesis topic, or has to re-apply for a new topic.

### Section 3

## Submission of the Thesis

- (1) The content and form of the thesis shall be determined by the supervisor with the assistance and approval of the thesis committee. The guidelines containing the requirements shall be published on the website of the department responsible for the degree programme.  
The forms that must be included in the thesis are available on the faculty website.
- (2) When the language of instruction is Hungarian the thesis is written in Hungarian, but upon the request of the student and with the approval of the supervisor the thesis may be written in a foreign language. In this case, a summary of 5-8 pages in Hungarian must be attached to the thesis. The supervisor's and the assessor's opinions must be written in Hungarian and it is the responsibility of the supervisor to ensure this. The final examination is in Hungarian.
- (3) When the language of instruction is English the thesis and the opinions must be written in English and the final examination is in English.
- (4) The thesis can only be submitted if the supervisor certifies the submission by signing the Thesis Consultation Form. The student must consult with the supervisor at least six times, of which at least two must be in person. By signing the Thesis Consultation form, the supervisor also certifies that consultations have taken place. The Thesis Consultation Form, together with the thesis, must be submitted at the department that runs the diploma course.
- (5) Publication-type-thesis is accepted, when publication appeared, thesis is handling at the department concerned and uploaded to the library system by the deadline of thesis submission.
- (6) Encryption of the thesis may be requested to protect personal data, classified information or business secrets. Encryption of the thesis may be initiated by the company/institution (hereinafter referred to as the partner institution) if that company wants to protect its business/professional interests. This may be because the company has either provided data/information for the preparation of the thesis or has obtained data/information as a result of the thesis, and wishes to protect that data/information.
- (7) The partner institution can request the encryption of the thesis when the topic is announced, with the Confidentiality Request form.

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- (8) Encryption of theses is undertaken by the Faculty for 5 years and only the forms published on the Faculty website may be used. The completed and signed Confidentiality Request form and the Statement of Confidentiality both have to be bound in the thesis. Moreover, the document has to be uploaded onto the library website.
  - (9) A printed artificial leather-bound copy of the thesis, together with the accompanying documentation must be submitted at the department that runs the diploma course, the electronic format has to be uploaded onto the following website: <http://lib.sze.hu/diplomaleado> by the date indicated on the faculty website.
  - (10) Only the joint submission of the hard copy plus the electronic copy means that the student has submitted the thesis. Submission of the thesis after the deadline of the given semester is not allowed.
  - (11) The accepted thesis can be used at the final examination during the sixth final exam period at the latest, following the submission. Beyond this deadline, a new thesis has to be submitted.
  - (12) If the thesis is submitted after the deadline, registration for the final examination can be done in the next final examination period at the earliest.

#### Section 4

### Assessment of the Thesis

- (1) In case publication-type dissertation is accepted, there is no need of an invited assessor's opinion. Revision is accepted as a supervisor's opinion and the mark is excellent.
- (2) The completed dissertation and portfolio type thesis should be evaluated by the invited assessor.
- (3) An assessor can be a person referred to in Article 78 (2) of the EER.
- (4) The head of department should send an assessment request and the thesis, or make it electronically available to the assessor a week after thesis submission at the latest. A Thesis Assessment Form has to be attached to the thesis and the deadline indicated for submitting the assessment.
- (5) The Thesis Assessment Form and the thesis should be returned to the department by Monday noon, the week preceding the beginning of the final examination period.
- (6) The assessment forms are uploaded onto the Neptun system by the Faculty administrators.
- (7) The assessment should be made available to the student no later than five days before the final examination.
- (8) If the final examination committee or the assessor rejects the thesis because of plagiarism, the procedures outlined in annex 19 of the EER should be followed.

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- (9) The final examination committee decides on the final mark of the thesis based on the assessor's feedback.
  - (10) After the final examination, the original hard copy of the thesis is returned to the student by the organizing department.
  - (11) If the assessor fails the thesis for reasons other than plagiarism, then the student is not allowed to take part in the final examination at all.
  - (12) If the final examination committee considers the thesis to be a fail during the defence of the thesis, then the final examination as a whole is a fail. Therefore, the whole final examination, including the complex exam, has to be repeated in the next exam period.

## Section 5

### Final Examination Requirements

- (1) The head of department should publish the rules of the final examination in each degree program on the department's website, by the end of the third week of the study period at the latest. Information should specify:
  - a) the scheduling and the sequence of the subject area/complex final examination and the thesis defence
  - b) the content of the subject area/complex final exams, the topics to be examined, and information about the requirements.
- (2) The subject area/complex final exam and the thesis defence are oral exams in each degree program. After selecting a question, the student should be provided with at least 20 minutes' preparation time.
- (3) For each major degree programme at the Faculty, the final examination consists of two parts: a complex examination and the defence of the thesis. In the complex exam, the student should demonstrate that he/she can use their acquired knowledge to solve a problem related to a specific area in his/her specialization.
- (4) The thesis presentation should take 10 minutes or under. Then the student should answer questions posed by the final examination committee. If the mark of the thesis defence is a fail, the final examination as a whole, regardless of the result of the complex exam, has to be repeated in the next exam period.
- (5) If the student successfully defends his/her thesis in the final examination, but the complex exam is a fail, the overall result of the final examination is fail. The mark of a successful thesis defence can be accepted in four subsequent final exam periods.
- (6) An unsuccessful final examination (a fail) may only be repeated in a subsequent final examination period.

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- (7) The rules and regulations of the EER have to be applied to the thesis defence and the composition of the final examination committee who are responsible for the implementation of the subject area/complex exams.
  - (8) The final examination committees are compiled by the head of the department organizing the final examination.
  - (9) The dates, locations related to the final examination as well as the student schedule are determined by the head of the department organizing the final examination. This should be done by the 10<sup>th</sup> day at the latest, before the start of the final examination period. The head of the department should notify students of the schedule via the department's website.

### **Final provisions**

- (1) Documents must be filled in on computer and submitted in printed form.
- (2) The student shall be responsible for obtaining the signatures on the forms.

## Annexes

Annex 1

Types of theses

Programme	Programme Director	Dissertation	Publication	Portfolio
<b>Bachelor Courses</b>				
Special Needs Education (BA)	Dr. Zajdó Krisztina	Yes	Yes	No
Community Coordination (BA)	Dr. Vehrer Adél	Yes	Yes	No
International Relations (BA)	Ablonczyné Prof. Dr. Mihályka Livia	Yes	No	No
International Relations (BA) English	Ablonczyné Prof. Dr. Mihályka Livia	Yes	No	No
Recreation and Lifestyle (BSc)	Prof. Dr. Szakály Zsolt	Yes	No	No
Recreation and lifestyle (BSc) English	Prof. Dr. Szakály Zsolt	Yes	No	No
Specialist Teacher (BA)	Petzné Dr. Tóth Szilvia	Yes	No	Yes
Social Work (BA)	Dr. habil. Csizmadia Zoltán	Yes	Yes	No
Social Pedagogy (BA)	Dr. Simonik Péter	Yes	Yes	No
Sociology (BA)	Dr. Tóth Péter	Yes	Yes	No
Sociology (BA) English	Dr. Tóth Péter	Yes	Yes	No
Teacher Training (BA)	Kövecsesné Dr. habil. Gósi Viktória	No	No	Yes
<b>Master Courses</b>				
Human Resource Counselling (MA)	Dr. Pongrácz Attila	Yes	Yes	No
Human Resource Counselling (MA) English	Dr. Pongrácz Attila	Yes	Yes	No
Welfare Policy Studies (MA)	Dr. Bugovics Zoltán	Yes	Yes	No
Children's Culture (MA)	Dr. Gróz Andrea	Yes	Yes	No
Community and Civil Studies (MA)	Dr. Nárai Márta	Yes	Yes	No
Cultural Mediation (MA)	Dr. Varga Balázs	Yes	Yes	No
Teacher - Engineering Teacher (MA)	Dr. Dóka Ottó	No	No	Yes

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<b>Specialised trainings</b>		Yes	No	Yes
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For students enrolled in the teaching programme until the autumn semester of the academic year 2021/22, only thesis-type dissertations are allowed.

Annex 2

Date of choice of diploma topic

<b>Programme</b>	<b>Department running the degree course</b>	<b>Period for choosing a diploma topic</b>	<b>Length of programme (semester)</b>
<b>Bachelor Courses</b>			
Special Needs Education	Department of Special Needs Education	semester 6, May 1-31	8
Teacher Training	Department of Education and Psychology	semester 5, January 1-31	8
Social Pedagogy	Department of Social Studies and Sociology	semester 4, May 1-31	7
Social Work	Department of Social Studies and Sociology	semester 4, May 1-31	7
Sociology	Department of Social Studies and Sociology	semester 3, January 1-31	6
Community Coordination	Department of Humanities and Human Resources	semester 4, May 1-31	6
International Relations	Department of International Studies and Communication	semester 4, May 1-31	6
Specialist Teacher	Department of Methodology	semester 4, May 1-31	6
Recreation and Lifestyle	Department of Methodology	semester 4, May 1-31	6
<b>Master Courses</b>			
Human Resource Counselling	Department of Humanities and Human Resources	semester 2, January 1-31 (mid-year) semester 2, May 1-31	4
Cultural Mediation	Department of Humanities and Human Resources	semester 2, January 1-31 (mid-year) semester 2, May 1-31	4
Community and Civil Studies	Department of Social Studies and Sociology	semester 2, May 1-31	4

Children's Culture	Department of Education and Psychology	semester 2, May 1-31	4
Welfare Policy Studies	Department of Social Studies and Sociology	semester 2, January 1-31 (mid-year) semester 2, May 1-31	4
<b>Specialised trainings</b>			
Teacher specialised exams	Department of Education and Psychology	semester 3, January 1-31	4
<b>Specialised trainings</b>		semester 1, January 1-31	2
Developmental-differentiating Specialised Pedagogy	Department of Special Needs Education	semester 1, January 1-31	3

## Information sheets to be attached at the beginning of the thesis

At the beginning of the thesis, the following forms should be attached (encryption only if the company absolutely requires it). The forms are filled in electronically and the student is responsible for collecting the signatures.

The following list is also a sequence.

### **Cover sheet (Annex 4)**

**Cover inside (Annex 5) - mandatory:** contains the title of the thesis, the name of the student, the name of the programme and the year.

### **Task Assignment Form (Annex 6) - mandatory**

### **Student Declaration Form (Annex 7) - mandatory:**

**Confidentiality Request Form (Annex 8) and Statement and Clause of Confidentiality Forms (Annex 9) - optional,** to be completed only if the company absolutely wishes to have the thesis confidential.

A declaration of encryption must also be made when uploading electronically. If the student requests encryption, the Encryption Request and the Encryption Declaration must be attached to the beginning of the thesis and scanned and uploaded in the thesis upload interface.

Without this, the thesis can only be submitted electronically if the student does not request encryption. If the documents are bound into the thesis signed by both parties, but not uploaded on the electronic interface, the intention indicated on the electronic interface is valid.

No other document requesting encryption can be accepted by the University.

Forms can be found on the Faculty website.

Cover

Annex 4

[Cover format: black leatherette binding with gilt inscription]

**SZÉCHENYI ISTVÁN UNIVERSITY**

**THESIS/DIPLOMA THESIS**

[depending on the programme of the student]

**[Student's name]**

**[Name of the programme] [BA/MA/Specialised training]**

**GYÓR**

**YEAR**

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Cover inside

Annex 5

[on the book spine: name, year with gilt inscription]

**COVER INSIDE**

**SZÉCHENYI ISTVÁN UNIVERSITY**

**APÁCZAI CSERE JÁNOS FACULTY OF PEDAGOGY,  
HUMANITIES AND SOCIAL SCIENCES**

**[DEPARTMENT]**

**THE TITLE OF THE THESIS/DIPLOMA THESIS**

**Supervisor:**

**[Supervisor's name]**

[Supervisor's position]

**Written by:**

**[Student's name]**

[Name of programme]

[BA/MA/Specialised training]

[full-time/correspondence]

**GYŐR**

**YEAR**

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Task Assignment Form

Annex 6

**TASK ASSIGNMENT FORM – THESIS/DIPLOMA**

Student information

Name:

Neptun code:

Programme: [Name of the programme] [BA/MA/Specialised training]

Specialisation:

Type of programme: [full-time/correspondence]

Information about thesis

Start year and semester:

Language:

Type: [public/classified]

Nature: [dissertation/publication/portfolio]

Issue/Title.....

Supervisor information

Name:

Department:

Position:

External supervisor information (not compulsory)

Name:

Place of work:

Position:

Győr, [date]

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supervisor

---

external supervisor

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[name and signature of the Programme Director]

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Student Declaration Form

Annex 7

**STUDENT DECLARATION**

The undersigned .....(name) (NEPTUN code .....), student majoring in ..... declare that the thesis titled ..... is my own work and I have only used sources indicated, in the proportion indicated and in compliance with the rules of citation with the exact indication of the origin of the citation.

Date: .....

.....

signature

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Confidentiality Request Form

Annex 8

**CONFIDENTIALITY REQUEST**

I, the undersigned .....[name] on behalf of  
.....[company/corporation/institution]  
hereby request the confidential treatment of  
.....[Student's name and Neptun code]  
thesis entitled .....[Thesis  
title] for 5 years due to specific information and data included in the thesis being confidential  
and proprietary, and considered to be industrial/commercial secrets.

[place], [date]

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signature (company representative)

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Statement and Clause of Confidentiality Forms

Annex 9

**STATEMENT OF CONFIDENTIALITY**

I, the undersigned ..... (consultant), being aware of my criminal and civil responsibility, declare that according to § 78/A of the Széchenyi István University Student Requirements System, I will keep the state, official or business secrets of the contents of the thesis entitled

.....

[Thesis title] and written by .....,

[Student's name] which have been encrypted for the duration of the encryption.

Győr, .....

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signature

**STATEMENT OF CONFIDENTIALITY**

I, the undersigned ..... (assessor), being aware of my criminal and civil responsibility, declare that according to § 78/A of the Széchenyi István University Student Requirements System, I will keep the state, official or business secrets of the contents of the thesis entitled

.....

and written by ....., which have been encrypted for the duration of the encryption.

Győr, .....

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signature

**CLAUSE OF CONFIDENTIALITY**

The thesis is declared to be confidential for 5 years from ..... to ..... Széchenyi István University undertakes responsibility for the above.

Győr, .....

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[Dean's signature]



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Permission Form

Annex 11

**PERMISSION**

*from the Programme Director to change the topic/supervisor/type of the thesis*

Date of submission:.....

Registration number:.....

*To be submitted to the respective Department*

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**Student information:** (to be written in block capitals)

Name:..... Neptun code:.....

Name at birth:.....

E-mail: ..... Tel:.....

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**Education information** (to be written in block capitals)

Programme.....Specialisation (if applicable):.....

Type of programme:.....

No of active semesters:.....

No of passive semesters:.....

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**What is the request?**

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**Former title of thesis:**

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.....

**New title of thesis:**

.....

.....

**Name of former and proposed internal supervisor:**

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.....

**Type of former and new of thesis:**

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**Justification:**

.....  
.....  
.....

Date: .....

.....

signature of supervisor

.....

signature of student

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**Decision by the programme director:** (to be underlined)

**accepted**

**refused**

Justification:

.....  
.....

Date: .....

.....

signature of Programme Director

The student will be notified of the decision through e-mail.