University of Győr

Apáczai Csere János Faculty of Pedagogy, Humanities and Social Sciences

Final Examination Regulations

Applicable from August 1, 2026.

Table of contents

Choosing a Thesis Topic 3
Diploma Course 4
Submission of the Thesis 5
Assessment of the Thesis 6
Final Examination Requirements 7
Annexes 9
Types of theses 10
Date of choice of diploma topic 12
Information sheets to be attached at the beginning of the thesis 14
Cover 15
Cover inside 16
Task Assignment Form 17
Student Declaration Form 18
Declaration on Artificial Intelligence (AI) Tools 19
Confidentiality Request Form 22
Statement and Clause of Confidentiality Forms 23
Thesis Consultation Form 24
Permission Form 25
Statement of Confidentiality Form 27

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 Admisnistration 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 Admisnistration (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

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 12), 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 12), 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 12), but no later than two 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) 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.

(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.

(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.

(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 10th 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
Bachelor Courses				
Special Needs Education (BA)	Dr. Krisztina Zajdó	Yes	Yes	No
Community Coordination (BA)	Dr. Adél Vehrer	Yes	Yes	No
International Relations (BA)	Prof. Dr. Lívia Ablonczyné Mihályka	Yes	No	No
International Relations (BA) English	Prof. Dr. Lívia Ablonczyné Mihályka	Yes	No	No
Recreation and Lifestyle (BSc)	Prof. Dr. Zsolt Szakály	Yes	No	No
Recreation and lifestyle (BSc) English	Prof. Dr. Zsolt Szakály	Yes	No	No
Specialist Teacher (BA)	Dr. Szilvia Petzné Tóth	Yes	No	Yes
Social Work (BA)	Dr. habil. Zoltán Csizmadia	Yes	Yes	No
Social Pedagogy (BA)	Dr. Péter Simonik	Yes	Yes	No
Sociology (BA)	Dr. Péter Tóth	Yes	Yes	No
Sociology (BA) English	Dr. Péter Tóth	Yes	Yes	No
Teacher (BA)	Dr. habil. Viktória Kövecsesné Gősi	No	No	Yes
Master Courses				
Human Resource Counselling (MA)	Dr. Attila Pongrácz	Yes	Yes	No
Human Resource Counselling (MA) English	Dr. Attila Pongrácz	Yes	Yes	No
Welfare Policy Studies (MA)	Dr. Zoltán Bugovics	Yes	Yes	No
Children's Culture (MA)	Dr. Bálint Lampert	Yes	Yes	No
Community and Civil Studies (MA)	Dr. Márta Nárai	Yes	Yes	No
Cultural Mediation (MA)	Dr. Balázs Varga	Yes	Yes	No
Teacher - Engineering	Dr. Ottó Dóka	No	No	Yes
Specialised trainings		Yes	No	Yes

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

Programme	Department running the degree course	Period for choosing a diploma topic	Length of programme (semester)
Bachelor Courses			
Special Needs Education	Department of Special Needs Education	semester 6, May 1-31	8
Teacher	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 Studies	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
Master Courses			
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	semester 2,	4

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

Annex 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

Declaration on Artificial Intelligence (AI) Tools (Annex 8)

Confidentiality Request Form (Annex 9 and **Statement and Clause of Confidentiality Forms (Annex 10) -** 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]

GYŐR

YEAR

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

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	External supervisor information (not compulsory)
Name:	*Name:*
Department:	*Place of work:*
Position:	*Position:*

Győr, [date]

_____ _____

supervisor external supervisor

_____

[name and signature of the Programme Director]

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

Declaration on Artificial Intelligence (AI) Tools Annex 8

SZÉCHENYI ISTVÁN UNIVERSITY

Declaration on Artificial Intelligence (AI) Tools

Legal basis of the declaration: SZEÁMISZ Section 7 (1), (3), (4); SZEÁMISZ Section 11

Key to Abbreviations

SZEÁMISZ = General Artificial Intelligence Regulation of Széchenyi István University (effective: 2 June 2026)

SZEMII = Artificial Intelligence Guidelines of Széchenyi István University (effective: 24 February 2026)

1. Student Information

Student's Name	
Neptun Code	
Faculty / Institute	
Programme / Specialisation	
Thesis Title	
Supervisor / Instructor's Name	
Year / Semester of Submission	

2. Use of AI Tools

Used	Not Used

3. Mandatory Documentation

a) Name of AI tool / platform used, identifiable version or settings, method and purpose of use, and its role in the work

b) Method and nature of human verification

c) Date and time of AI use

4. Special Declaration

As required by faculty regulations or by the supervisor / instructor.

Brief description of the search terms and prompts used, the extent of use (scope and proportion within the thesis), the exact time of the query, and a transcript of the interactions

5. Student Declaration

I, the undersigned, hereby declare that:

1. I have read and accept the General Artificial Intelligence Regulation (SZEÁMISZ) and the Artificial Intelligence Guidelines (SZEMII) of Széchenyi István University, and have responsibly informed myself about the capabilities and limitations of AI tools. SZEÁMISZ Section 11 (5)
2. I acknowledge that AI produces raw material, not a finished product. In all my academic work, I must provide a substantial intellectual contribution of my own that goes beyond the assistance provided by AI. Using AI-generated content without significant modification and presenting it as my own work is prohibited. SZEÁMISZ Section 6 (5); SZEMII Section 1 (3); SZEMII Section 6 (1)
3. I acknowledge that AI may not replace the independent preparation of the substantive content of the thesis. Substantive content and the data related to it may not be directly generated by or taken from AI tools without verification. SZEÁMISZ Section 9 (3)
4. I acknowledge that the use of AI must not result in a violation of copyright, university ethical rules, good academic practice, or any requirements set out in faculty regulations and guidelines. SZEÁMISZ Section 9 (4)
5. I undertake to review all AI-generated outputs for their accuracy and credibility, and I take full responsibility for the factual accuracy, verifiability and credibility of the resulting content. SZEÁMISZ Section 11 (3)
6. I acknowledge that, as the author of the thesis, I am responsible for all information and claims contained therein, its independence, personal added value and the credibility of the work, regardless of whether I used AI tools in its preparation. SZEÁMISZ Section 11 (5); SZEMII Section 5 (3) d)
7. I confirm that all text passages, figures and tables generated by AI in the thesis have been clearly identified in accordance with university regulations. SZEÁMISZ Section 7 (3); SZEÁMISZ Section 11 (6)

8. I acknowledge that the involvement of AI may not be concealed or denied. SZEÁMISZ Section 10 (1)–(2); SZEÁMISZ Section 11 (5); SZEMII Section 8 (4)

6. Signature Place: Date: Signature:

Note
The specific rules governing the preparation of the thesis or assignment, including faculty-level restrictions and additional requirements regarding AI use, are contained in the relevant Faculty Final Examination Regulations. SZEÁMISZ Section 11 (7)

Confidentiality Request Form Annex 9

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]

_____

signature (company representative)

Statement and Clause of Confidentiality Forms Annex 10

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, ……..

_____

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, ……..

_____

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, …….

_____

[Dean's signature]

THESIS CONSULTATION FORM

Year		
Name		
Neptun code		
Type of programme (e.g. full-time)		
Programme		
Specialization		
Internal supervisor	Name:	
	Position:	
External supervisor (not compulsory)	Name:	
	Position:	
	Place of work:	
	Workplace address:	

Date	Topics covered	Signature

I have checked the thesis. It can be submitted / cannot be submitted.

_____ date _____ external supervisor

The thesis can be / cannot be accepted for assessment.

_____ date _____ internal supervisor

Permission Form Annex 12

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

Student information: (to be written in block letters)

Name:..... Neptun code:……..

Name at birth:.....

E-mail: …… Tel:.....

Education information (to be written in block letters)

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

Type of programme:.....

No of active semesters:..... No of passive semesters:.....

What is the request?

.....

Former title of thesis:

.....

.....

New title of thesis:

.....

.....

Name of former and proposed internal supervisor:

.....

.....

Type of former and new of thesis:

.....

Justification:

.....

.....

.....

Date: .....

…….. ……

signature of supervisor signature of student

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.

Non-Disclosure Agreement Form Annex 13

NON-DISCLOSURE AGREEMENT

Student details:
Name: Neptun code:
Programme: [programme name/BA, MA]
Specialisation:
Type of programme: [full-time/part-time]
Details of the dissertation/thesis:
Title:
Language:
Details of a partner organisation (company, business entity, institution)
Name:
Address:

Statement

I, the undersigned, acknowledge that, in the course of the [consultation / assessment / defence / examination] of the above-mentioned Student's [undergraduate dissertation / final thesis], I shall come into possession of information which constitutes the intellectual property of the above-mentioned partner organisation and must therefore be treated as confidential.

I shall not make any copies of the thesis or any part thereof; upon completion of my work, I shall return or post back the copy to the party (partner institution, department requesting assessment, final examination board) from whom I received it. I shall not disclose any information relating to the thesis, either verbally or in writing, to any other person or institution outside the scope of my assignment until the end of the confidentiality period.

Persons who have signed the non-disclosure agreement:

Name in block letters	The capacity you are taking part in the final examination (examiner, invigilator, student)	Signature

End of the confidentiality period: [date]
[place], [date]