



GUIDELINES FOR THESIS WRITING

ENVIRONMENTAL SCIENCE BSC

Excerpt from WJLF Study and Examination Regulations

5.1.1. It is a condition for admission to the final exam that the student has to write a thesis according to the curriculum of one's programme.

5.1.3. The final exam is the monitoring and evaluation of knowledge /proficiency/ for the acquisition of a higher professional qualification, during which the candidate must present the ability to apply the knowledge. The final exam consists of the thesis defense and a complex oral exam of knowledge according to the curriculum of the programme.

5.1.4. A certificate of completion and a thesis with a qualification proposal are required for the final exam.

The thesis paper

The thesis paper is an independent scientific work in any relevant topic closely related to the profession corresponding to the professional qualification. The thesis is a proof that the student has acquired the discipline and the basic knowledge of the given topic, has gained sufficient knowledge in its basic literature and legal environment, knows the necessary techniques for scientific activity and is able to independently formulate and examine a problem. The thesis can be identified scientific if it is based on independent work. Hence, students observe, measure, hypothesize and discard hypothesis; acquire the language and technology of scientific work at a basic level; accurately define all the most important concepts and technical terms they use, and prove their statements.

In the thesis paper the student independently elaborates on the chosen topic based on his/her professional activity, understanding of literature and knowledge. The student must use the basic and latest literature on the chosen topic as well as the related legislation.

In accordance with the proposal of the programme supervisor, the rector can accept scientific works that has been submitted to the National Scientific Student Conference and was awarded I-III. prize as thesis paper (or was awarded a corresponding special prize, or a significant prize in a competition of similar value). The student must request submission of his/her scientific work to the Registrar's Office addressed to the Rector and attaching the raw version of the work by the beginning of the 6th semester at the latest.



Preparation

Choice of topic, request of the supervisor, authorisation

The student has to choose the supervisor and the topic from the given topics in the Neptun system till the end of term time in the 4th semester. The supervisor of the selected topic must approve or reject the choice of topic within 3 working days. In case of rejection, the interface for topic selection will reopen to the student where the student is obliged to choose a new topic within 3 working days. The approved thesis paper topic cannot be changed during the next academic year.

Only thesis topics listed in the Neptun system that are in correspondence with the student's specialization can be selected. If the student wishes to write a thesis on a topic other than the given topics and/or with an external supervisor, the student must ask the programme supervisor in advance to display the chosen topic in the Neptun system.

The title of thesis paper

The student selects the title of thesis in consultation of his/her supervisor and records in the Neptun system which is later approved by the supervisor and programme supervisor.

The title of thesis paper can be changed till the end of term time in the 5th semester, for a special procedure fee, with the approval of the supervisor and the programme supervisor.

Thesis consultation

The elaboration of the topic is assisted by a supervisor assigned by the Head of Department who typically teaches in the Department. During the process of writing, the student has to participate in consultations as defined by the supervisor but **at least twice a semester**. The participation of the consultation is documented in the Neptun system by the supervisor.

Completion

The thesis is an independent work of a student. The supervisor provides help to the student throughout the consultations to collect and get acquainted with the literature, legislation and other sources related to the topic. The supervisor helps to choose the best work from the source collection and directs the selection process; gives advice based on the presented outline to form the outline of the thesis; and during the writing process encourages the student on problem-solving and analytical work by transferring practical experience. When the student presents a raw version of the thesis, the supervisor gives advice for any necessary revision and to correct the mistakes.

It is the student's responsibility and cost to provide the typing, printing, copying and other technical conditions related to the production.



Form and content requirements

Extent and typography

The paper-based written thesis in English has the following form requirements: A4 format on white pages, should be done with a text editor with a margin setting of 2.5 cm and 1 cm binding margin, Times New Roman font, 12-point font size and 1.5 line spacing. The length of the thesis – without appendixes – is at least 25 pages (50,000 characters) and maximum 50 typed pages (100,000 characters). With regard to certain topics, this provision can be out of order in exceptional cases. The length of the thesis is taken into account with calculating, not after editing pages. In the case of the minimum size, charts, graphs, bibliography etc. are considered additionally.

The taken data, opinions, citations and charts can be more than one third of the thesis only in exceptional cases.

Structure

The *hard cover page* should present centred the word THESIS; on the left in the bottom of the page the acronym WJLF; in the centre of the bottom of the page the year of submission; on the right in the bottom of the page the name of author (the student) under with his/her Neptun code.

The title page has to contain in the top centre the full name of our college below it the name of the Department of Environmental Safety and below of that the title of the thesis (below that the subtitle). Below the titles the word “Thesis” should stand. On the left in the bottom of page must be the name of supervisor, on the right side must be the name of author followed under by his/her Neptun code. Below all of that at the bottom of page, in the centre the year of submission.

The table of contents must be included on the next page. The table of contents contains the page numbers of the units, chapters and subsections (and smaller units). Unnumbered pages cannot be in the thesis paper. The table of contents can be created only after the text has been edited (it is practical to use the automatic generating), after knowing the final page numbers!

After the page of table of contents, the motto can stand on a separate page. This is not a necessary part of the thesis. It is only worth applying if the quote is effective and related to the topic. If it is applied, it must be on a separate page and must include the source of citation.

The main text of the thesis paper, based on the ideas, should be divided into numbered individual chapters. It is advised to number the chapters according to the decimal system. Thus the number of chapters are 1, 2, etc., the number of subchapters are 1.1, 1.2, et.c, and of course the subchapters can be further divided 1.1.1, 1.1.2, etc. The division of each chapter is determined by the characteristics and the ideas of the chapter. Supervisors provide help to the students in this matter.



Following the main text of the thesis, the *Works cited* page comes, followed by *Literature Used*.

Lastly, the Annex and the Appendix, if any, must be also included in the table of contents.

Content structure

The **style of the thesis** must meet the scientific prose requirements. An objective, precise and clear composition must be sought. Avoid an overly personal, emotional, flowery expression style.

Introduction: 2-4 pages

It covers the introduction of topics with its relevance, and marking of frames. Defining goals and objectives. Clarification of key concepts. Description of test methods.

Literary overview: 5-15 pages

The main findings of internal and external literature concerning the topic and direction of the changes. In case of historical thesis, the base of source (of which are archival documents, documents, statistical data, contemporary publications, ect) should be described as well. A review of the relevant literature, to what background it is related, what it wills to prove, criticize and debate with.

Detailed explanation of the topic: 10-30 pages

It should be based on the content specifics of the topic in consultation with the supervisor. The notes and references in text must be distinguishable between the taken data, opinions and the author's own data and opinions. Data and statements should not be taken over without criticism and evaluation. Simple summaries and excerpts are not acceptable.

Summary (of the results of research): 5-10 pages

Conclusions and suggestions must be based on the literature, legislation, personal research and analysis, and in particular a solution proposal.

Conclusion, use, vision: 2-5 pages

Possibilities and tasks of further research on the topic. The possible use of the author's results.

Works cited

The literary works cited in the text should be listed here: -with the exact title- the source of citations, works, books, studies, etc. that we have cited some point in the text and of which conclusions we have taken over.

This section is not a general bibliography but only a list of works (of which any part) *has been cited in the text*.



When referring to or citing in summary an author, the source also must be given.

Literally citations always should be enclosed in quotation marks and the source should be accurately indicated with page number in the reference.

In case of multiple citations and references of the same work, it is enough to use the notation of *ibid.* (previously cited work) in the following references.

Textbooks, notes, lectures should not be cited. Also, unreliable sources such as the various “Wikipedia” sources cannot be cited. Avoid quoting scientific evidence and generalities, unless their examination or critique is the subject of the thesis.

The total length of the citations may not exceed 10-15% of the full text, even if the citation was applied correctly.

Taking the text or thought of others without indicating the source is a serious copyright infringement. It is considered plagiarism and entails a complete rejection of the thesis. If plagiarism is discovered, the student must write a new thesis. (Reviewers typically use one of the internet plagiarism scanners.)

Literature used: 2-4 pages

The main text of the thesis and the citation should be given here. This bibliography should include all the works that has been read and used during the creation of the thesis. They should be listed in alphabetical order according to the simplified rules of literature publication.

Charts, tables

Charts and tables must be numbered and given a title, and their source must always be indicated. Each chart and table must be definable on its own, therefore it is not enough to give the necessary explanations only in the text or by a single chart, table.

If required by the logic of explanation, they can be inserted in the text, but it is better to refer to them in the text with their number and form a separate page of them at the end of the thesis: Tables and charts with titles (which, of course, should appear in the table of contents).

Endnotes and footnotes

Use notes in case of making a comment that is not part of the main text.

Theoretically, both solutions can be used but be consistent: choose one way. The most practical is using endnotes. In this case, we put a number in superscript in the text, and at the end of the thesis, after the Works Cited and Literature Used list, on a new page write Notes at the top. The title is followed by the numbered notes.

Appendix

It can be at the end of thesis paper, its content can be eg. visual material, the data used for statistical analysis, tables, the used questionnaire, interview design, the collection of free



answers to the questionnaire etc. Their source must be indicated and if necessary their authorization for use.

Submission

The completed thesis paper must be submitted to the Registrar's Office in three copies: a hardcover-bound, wire bound, and on an electronic data carrier; the receipt of which the student will receive a written acknowledgement of. The three copies must be exactly the same. In addition to the thesis paper, the student must submit the authorising Consultation Form filled in by the supervisor, and the signed Declaration of Authenticity. In lack of these, the student will not be admitted to the final exam.

Submission deadline for the thesis paper and appendix:

- Spring semester: 16 April. Beyond the deadline the thesis can be submitted for a special procedure fee till 30 April.
- Autumn semester: 16 November. Beyond the deadline the thesis can be submitted for a special procedure fee till 30 November.

The student will get back the wire bound copy of the thesis after the final exam; and the hardcover-bound and digital copies will be placed in the college library. In justified cases, the student may request that his/her thesis be treated as closed material in the library (having the right to read only with special permission).

Requirements for digital copy of the thesis

The student must submit the digital version of the thesis simultaneously with the two paper-based versions to the Registrar's Office. The student is obliged to write his/her name and Neptun code on the data carrier (with an alcohol marker).

Directory structure:

- (a) There must be a single directory/folder in the root directory with the name of the thesis author and Neptun code eg. AlajosKovacsWBC123
- (b) In this folder, the thesis must be in two formats: as a single, editable file (possible formats: .docx, .rtf); and as a PDF file.

Titles of the files must include the thesis author's name eg.:

Amalia_Kovacs_thesis.docx

Amalia_Kovacs_thesis.pdf

- (c) The digitally submitted thesis goes through plagiarism check.
- (d) The folder should also contain a file named header.pdf with the following content:
 - John Wesley Theological College
 - Name of author
 - Name of programme



- Title of thesis
- Subtitle of thesis (if there is any)
- Page number
- Name of supervisor
- Year of submission, Budapest

Evaluation

The thesis is evaluated by two reviewers:

- The supervisor
- The opponent requested by the supervisor

The reviewers digitally receive the thesis from the departmental assistant. The review of the thesis must be returned to the departmental assistant within three weeks.

The two reviewers are entitled to request documents that are not included in the thesis paper but are relevant to the review from the thesis author.

In case of a significant (three-level) difference of opinions between the two reviewers, or if one of the evaluations is a fail grade (1), the supervisor will ask an additional opponent to evaluate the thesis.

If both reviewers evaluate the thesis with fail grade, or one of them indicates plagiarism and it is proven, the student will not be admitted to the final exam. In such cases, the student may prepare a new thesis paper for the next final exam period.

Aspects of thesis review

The reviewer evaluates the thesis taking into account the following aspects:

- Compliance with the content and form requirements set forth in this regulation
- Content review of each chapter of the thesis paper

The reviewer should briefly summarize:

If the student has acquired knowledge related to the topic and is aware of the legal, basic literary and practical application. To what extent the student is able to formulate the problem, its area and to independently examine it. If the student has mastered the necessary basic concepts, terms and terminology. If the student has own thoughts and prove them with arguments. Whether the development of the student's professional and scientific competence can be demonstrated.

The reviewer on the thesis review form:

- evaluates the thesis in text based on the above aspects
- grade of the thesis is proposed on a scale of one to five (1-5)



- declares whether the thesis is suitable for defense
- asks questions related to the topic which will be answered during the defense

Defense of the thesis and the final grade

The oral defense of the thesis paper takes place in presence of the final exam committee.

During the defense of the thesis, the student briefly describes his/her goal and results. Explains the professionally relevant message of his/her work and responds to the opponent's opinion. Finally, the student answers questions from the committee about the thesis.

The committee determines the final grade of the thesis and the defense based on knowing the thesis, the opinion of the reviewers and the oral defense.

Subsequently, the student will be credited with the credit value of the thesis which according to the relevant regulations is 10 credit points.

Other provisions

In matters not mentioned above, WJLF Study and Examination Regulations applies.

25 April 2021, Budapest

Dr. habil. Zsuzsanna Plank
Head of Department