

Semmelweis University
Faculty of Health Sciences

**GUIDELINES ON THE FORMAT AND
PRESENTATION OF THE THESIS/
DIPLOMA WORK**

It applies to

- students of the BSc program, wishing to submit their theses in the 2012/2013 academic year or later
- students of the MSc program, wishing to submit their theses in the 2011/2012 academic year or later
- students of the post graduate specialist training course, wishing to submit their theses in the 2011/2012 academic year or later

ETK KT regulation no 9/2011 of 9 March

ETK KT regulation no 6/2014 of 23 January

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A **diploma work** is a presentation about a simple investigation, or the application and demonstration of practice-oriented professional knowledge written in the language of the training. A **thesis** is a theoretically more thoroughly based piece of work showing a good command of the features and methods of scientific research.

The diploma work and the thesis /hereinafter: **dissertation**/ is a study based on independent professional work. The student chooses its topic from the valid list of the thesis-topics from the fields of health sciences taught in the Faculty and prepares the dissertation under the guidance of a theme-leader /consultant/. The dissertation will reflect – in different depths and ways on bachelor, master and postgraduate levels – the student’s knowledge about the related Hungarian and international special literature, his/her ability to form an expert’s opinion, skills for basic level scientific investigation and research, capability to interpret the found results and also his/her writing skills. The dissertation will present a professionally assessable new result either in exploring or interpreting facts and thus it will document that the student has acquired and is able to apply the theoretical means and methods of the given field of science. In the case of postgraduate specialist training courses, the department responsible for the training programme may prescribe other genre features. The dissertation has to meet the formal requirements set for scientific publications of the given science field.

The diploma work and the thesis must be an independent, individually prepared piece of work, which fact will be recorded in the student’s ‘Declaration of Originality’.

I. Genre Features of Dissertation

The co-existence of healthcare-related professional knowledge and practical experience acquired in the course of training is to be shown in the dissertation. Its language must be clear, concise, and grammatically correct. It should expose – in accordance with the aim of the research – the particular problem or group of problems within the chosen subject as precisely as possible. The dissertation should not give an autotelic, formal review on the special literature. Depending on the topic – when it is required – special attention should be paid to the authentic, in-context evocation and clash of viewpoints so that the dissertation as a whole and the section summing up the new results manifest that the student is well-read and able to form his/her independent opinion on the topic. Furthermore, the possibilities of practical application of the chosen topic and the acquired new knowledge are also expected to be emphasized in the dissertation and the way the performed research connects with the student’s chosen healthcare profession.

The preparation of the dissertation aims to provide experience also in research. That's why it is advisable for the student to choose a subject he/she is really interested in and can easily find an access to in the course of his/her work or in his/her surroundings. The researched topic should not cover the whole subject-matter but rather a well-defined subject area about which the student will give a coherent and thorough analysis both in its depths and context. He/she should define the research objectives conceivably, formulate complex but not too general hypotheses and give adequate time to the preparation. In the analysis the student should endeavour to discover all relevant connections. The harmonisation of theory, research and conclusion is of highest importance since it will give the coherence of the dissertation. When choosing among the possible methods, the student should be brave and constructive to find the most adequate one for the theme and for the student's personality. The consultant will take part in this work as an experienced co-researcher who can be relied on in each phrase of work starting from the theoretical foundation through the analysis to drawing the conclusions and who also helps the student by 'thinking together'.

The dissertation is an **essay** – an analysing and/or interpreting prosaic piece of work written in the language of special literature on a high level. Its language should be concise, intelligible, and grammatically correct. The student should compose his/her thoughts precisely and in an exact way, while using well-structured sentences. The essay is composed with a mentality specific to the author, reflects the author's opinion but is based on scientific knowledge and information gathered by means of scientific methods. The dissertation will obtain scientific information from two sources:

- the already existing knowledge elaborated and published by others
- information obtained, discovered and formed/created by the author.

II. Recommended Structure of Dissertation

1. Title page
2. Contents
3. Abstract both in Hungarian and in English/German
4. Introduction
5. Antecedents, background information. Theoretical background of the dissertation, definition of concepts
6. Empirical, practice-related analysis, research
 - 6.1. Aims of the research
 - 6.2. Topic of the research
 - 6.3. Hypotheses
 - 6.4. Introduction of the chosen methods
 - 6.5. Presentation of sampling, sample description
 - 6.6. Results, statements
7. Discussion, assessment, interpretation
8. Conclusions: introduction of the short, summarizing situation report of the analysed situation, presentation of future trends, applications, utilisation, other opportunities
9. Suggestions
10. Summing up, summary
11. References
12. Appendices
13. Acknowledgements
14. Clause

NB: Not every research subject and chosen method requires all the listed sections. The above-described structure is only a recommendation, orientation and is not an expectation in every case. E.g. Hypotheses would be senseless in a historical examination but they are obligatory in laboratory or sociological researches based on statistical measurements.

Information on the Sections of Dissertation

II.1. Title Page

Pieces of information to be included in the outer and inner cover-pages are described among the requirements of format /Chapter 3/.

II.2. Contents

The dissertation will be transparent and easy to handle when

- the contents are at the beginning
- the structure of chapters and sub-chapters are clearly shown by their breaking-up
- there are not too many levels, and the page-numbers correspond to those in the chapters
- numbering the pages starts at chapter 'Introduction' and the chapter 'Summary' goes to the last separate page of the body text.

It is the last task in the course of preparing the dissertation.

II.3. Abstract Both in Hungarian and in English/German Languages

- it is a description with max. 250 words that introduces the subject of the dissertation and the elements of the independent research
- it should be well-structured in accordance with the main structural elements of the dissertation
- summary both in Hungarian and in English/German, and a version with keywords should also be prepared.

II.4. Introduction

The importance of the topic is to be presented here with reference to the Hungarian and international data, laws, regulations if needed. The reasons for personal interest can also be explained here. Its volume is about **2-3 pages**, including

- motivation for choosing the topic,
- precisely defined problem-raising,
- precisely described topic,
- objectives,
- description of the researched subject area,
- hypotheses or short, precise formulation of scientific questions,
- placing the work among the previous and on-going researches, to what extent it connects with or possibly differs from them, general description of the methods.

Its title should adequately express the subject.

II.5. Antecedents, Background Information. Theoretical Background, Definitions of Concepts

This chapter will contain – in 10-15 pages and based on Hungarian and international special literature – the history of scientific processing of the subject, the essence of previous statements related to the subject.

Very important: In a scientific piece of work the special literature background involves the **scientific** and not the administrative or other elaboration of the subject.

- The basic concepts are defined here by introducing the results of different fields of science,
- each statement and concept that are mentioned in the practice-related analysing section should be explained here,
- theoretical basis, definitions on which the student will build his /her research are to be expounded here,
- possible statistic data /not the student's ones/ can be assessed, compared, documents needed for the topic can be analysed, works of special literature can be compared, analysed and synthesized in this chapter, and new, modern ideas can also be presented here.
- It is important that the theoretical foundations should serve for the foundation, theoretical and methodological preparation of the chosen topic and the student's own research. It should not be general and meaningless from the point of the concrete research.
- The subject-matter of courses can be used but not referred to. The introduction of the special literature background should not be about the taught material, it should contain at least 15 new professional references, at least 5 of which should be international. In genre, the majority of references should be articles published in specialist journals.
- Only published sources checked for accuracy can be referred to. Articles accepted to be published are exemptions, they can be marked as numbered literature (with *in press* marking).
- References to books, studies listed in the section 'References' are required to be precise and correct. Only sources that are referred to can be included in the case of the latter.
- The title of the chapter should be in harmony with the subject of the topic.

II.6. Empirical, Practice-Related Analysis, Research

The empirical section of the dissertation – its volume is about 20-25 pages – is to justify that the student is able to relate his/her theoretical knowledge to the practice of his/her future professional activity. In exceptional and justified cases it can be done by formulating new conclusions derived from revealing the entire special literature of the topic. Being practice-oriented is a basic requirement in the chapter.

- Its title and the titles of the sub-chapters should express the subject.
- Parts of the subchapters are/the sub-chapters are:

II.6.1 Objectives of the Research

- Why the analysis is needed, what reasons the raising of the topic?
- What practical benefits can be expected from the revealing of the phenomena? What phenomena, regularities, qualities, effect mechanisms are to be investigated in order to reach the objectives?

II.6.2 Subject

- Definition, determination of the subject of the research.
- Simple description of the examined phenomenon.
- What phenomena, regularities, qualities, effect mechanisms are to be investigated in order to reach the objectives?
- Choosing the subject, the student should take into consideration how easily it can be accessed and investigated!
- The statute of Semmelweis University's regional, institutional scientific and research ethical committee gives information on the necessity of the ethical judgement of the selected topic and methodology.

II.6.3. Hypotheses

- What **scientific** suppositions relate to the subject? Where they derive from /previous statements in the special literature, experience of the student, logical conclusions, deductions, estimations, etc. /?
- The more specific and narrow phrasing is to be achieved and the already proven evidences should be avoided.
- A hypothesis is not an everyday presumption but a well-established / by previous researches, theory, logical deduction etc. / expectation about the results of the research.

- Hypotheses are not possible and required in each type of dissertation, instead, there can be questions, and problems outlined which are to be answered by means of investigation and research.

II.6.4. Presentation of Sampling, Sample Description

Who are involved in the analysis?

- Correspondence between the sample of investigation and the research aims/possibilities.
- Presentation of the sampling technique and process.
- Relations between the population and the sample.
- Presenting the validity of statements and conclusions based on the sampling features.
- Describing the features of the investigated persons, groups that are related to in the hypotheses.
- Analysis related to a given population, and investigation of a sample chosen by a given method
- Depending on the chosen sample, introduction, classification of the used materials, and description of their main characteristics.

II.6.5. Presentation of the Selected Methods

Which research methods have been applied?

- **An Independent Research Can Be:**
 - case study, cause study
 - review, meta-analysis
 - situation report, survey
 - investigation under experimental circumstances
 - effect study
 - disease description
 - analysis of laboratory examinations
 - own laboratory examination based on measurement
 - own examination with the help of scientifically accepted examination and measuring instruments, measuring equipment
 - field research
 - action research
 - historical research

- problem revelation
 - well-based theory
 - synthesis, comparison, effect study of previous researches
- **A Data Collection and Investigation Technique Can Be:**
 - interview
 - questionnaire
 - observation
 - keeping an experimental diary
 - collection of investigation data
 - document analysis
 - content analysis
 - historical comparative analysis
 - focus group
 - complex case study
 - qualitative literature analysis
 - secondary analysis
 - test methods
 - Description of the conditions under which the data were recorded.
 - Which data-processing methods /descriptive-statistic ones, or probability-statistic ones that investigate changes or interrelations/ have been applied?
 - The description includes the justification of the method selection.
 - Why the given method is the most adequate for the investigation of the subject?

II.6.6. Overview of Results, Observations Either in Chronological or Other Logical Order

- Detailed presentation of the results from a descriptive approach.
- Visualisation is a core requirement: application of tables, diagrams, charts, figures.
- Textual analysis of results should be avoided here /that is what chapter 'Discussion, assessment, interpretation' is for/.

II.7. Discussion, Assessment, Interpretation

- Its volume: about **5** pages.
- Assessing, interpreting analysis of the results, their comparison to the results described in Chapter II.5. Consequently, the comparative analysis of results derived from the

individual research work and results derived from elaboration on the specialist literature should be done here.

- Hypothesis analysis: their verification or rejection
- Literature references should be included in the chapter of 'Discussion' too; the same rules apply to them as it was described above.

II.8. Conclusions: Short, Summarising Situation Report, Outline of Future Trends, Applications, Utilisation, Presenting Other Opportunities.

- In about **5 pages** the formulation of conclusions drawn from the comparison of the professional expectations drafted in the theoretical section of the dissertation and the formulated objectives with the student's own ascertainment.
- Suggestions achievable in practice, based on the results of the dissertation.
- The title of the chapter should express the subject.

II.9. Suggestions

How the theoretical and practical experiences of the dissertation can be utilised and applied in the given field of profession.

II.10. Summing Up, Summary

A thesis-like, independently intelligible summary of the dissertation on about $\frac{1}{2}$ - **1 page** with a short presentation of results.

II.11. References

As described in Chapter IV.

II.12 Appendices

It can only contain items which were referred to in the text.

Items to be placed here:

- Questionnaires, interview-plans, observation records, samples of task - and test sheets, /unfilled/ applied in the course of research.
- Full-page figures, tables, pictures /with titles/.
- Documents shorter in volume than a half page can also be placed within the text.
- Documents in the appendix should be given continuous serial number.

- Appendices should not be given page numbers.

II.13. Acknowledgements

It is not an obligatory section of the dissertation, it is mainly relevant when others helped in preparing the dissertation /e.g. with filling-in the questionnaires, doing laboratory examinations, etc. /

II.14. Clause

I, undersigned declare that this dissertation is my own intellectual product, it has not been handed in either by myself or by others as a thesis/diploma work in other courses and I have used only marked sources.

Signature

III. Guidelines for Formatting the Dissertation

One bound copy printed either on one or both sides of the pages, one copy on CD in PDF format are to be handed in. The student's declaration that the printed and the electronic copies of the dissertation are fully equivalent is also required.

The rules about handing in the dissertation are included in the Studies and Examinations Regulations.

Letter size:	Body text 12 point
Letter type:	Times New Roman
Format:	1.5-spaced, full justification
Margin:	top margin: 2.5 cm
	bottom margin: 2.5 cm
	right margin: 2.5 cm
	left margin: 3 cm /gutter margin/
Length:	60 000 – 100 000 characters, where References does not count
Page number:	bottom of page, in the middle
Printing:	one or two sided
Numbers of tables:	with Roman numerals
Numbers of figures, pictures:	with Arabic numerals

Cover

THESIS

Name
Speciality
Specialist Programme
Year

Title page:

14 or 16 point letter size is allowed only here.

Semmelweis University
Faculty of Health Sciences

TITLE OF THE THESIS

Name
Speciality
Specialist Programme
Year
Theme leader: name, position

IV. References

IV.1. General Rules of References

When preparing any written scientific piece of work you should precisely identify the studied and used sources of information and show how the reader can find them.

Thus, while you are describing other people's ideas and scientific results you also make it possible for the assessing experts and the readers interested to find them. /At the same time you can prove in the process of dissertation writing that you have studied the whole specialist literature related to your chosen topic, the preliminaries of your scientific work./

Ways to use references:

- **Paraphrase: content** (not word by word) **citation**. The source of the given work has to be marked correctly. As you **cite** not word by word but **by content**, in the body text it is enough to mark the author and the date. The same marking should be used when an oral statement is referred to. Example: (Smith, 2010).
- **Direct quotation:** in the case of **word by word citation** – with the use of question marks – the exact page number should be marked within the in-text round brackets. Example: (Smith, 2010, p. 175).
- **Failing to mark the source (in the case of paraphrase as well!)** – i.e. using other authors' research results without quotation marks and reference, their publication as own thoughts in a way that misleads the reader – **the ethical misconduct of plagiarism will take place.**

When selecting the sources you must strive for quality, so do not refer to common facts or unchecked information without authorized sources.

Relating sources must be presented in a list after and separated from the main body text, on a new page.

A reference list is a list of sources mentioned in the main body text of the dissertation, i.e. they have been referred to somehow in the text.

There are several Style Guides all over the world for publishing scientific papers, which give instructions about how to describe the referred items, how to arrange them in lists or present them in-text. They are to be followed by undergraduate students, as well, when they prepare scientific publications / thesis, diploma work, dissertation, etc. / during their studies.

Based on the consensus by the teachers of our Faculty, we follow the recommendations of **APA Style Guide /Publication Manual of the Psychological Association, 6th edition, 2010/**.

As an option, the reference list can be completed /but not substituted/ with a bibliography, list of scientific literary works, notes presenting the studied but not always referred sources, which can be the proof of profound scientific knowledge of the student. It is not an inherent part of the scientific work, just an indication to the referees. It is not part of the thesis assessment.

List of scientific literary works in general: the list of each work /technical books, but not textbooks, lecture-notes used in the training process/ read by the student in order to prepare the dissertation. It is alphabetized by the surname of the authors.

Bibliography: a list of scientific literary works relating to the chosen topic in a certain – /alphabetical, time-sequence, place of origin, etc. / – order.

Notes: any other pieces of information connected with the expounded ideas.

General Rules for Applying APA Format

- Start the Reference List on a new page after the main body.
- The title of the List should be placed on the top centre of the page.
- The section is alphabetized by surnames of the authors or if there is no author by the first words /not article/ of the titles. Numbered sources /e.g. laws, rules, regulations, etc. / should be placed before the ones in alphabetical order; they are the first in the list.
- The titles of the books and the journals should be *italicized*.
- Each reference should start at the left margin. A 'hanging indent' is applied for each reference if longer than a single line, i.e. the first line is not indented and the rest are three-space indented (so starting from the fourth character).
- Use double space in the section and do not insert any extra blank lines here.
- Exceptionally, when there are two or more book sources by the same author with the same publication year, they are differentiated with the letters of alphabet in the reference list. (Pikó, 2000a)...(Pikó, 2000b)... etc.
- The list of literary works, bibliography, notes start on a new page, after the 'List of References' /with a different designation than the references/. The title should be placed on the top centre of the page.

- Appendices/Enclosures contain additional detailed pieces of information which are not built in the dissertation, but are needed to understand it. /E.g. questionnaires, interview plans, observation records, samples of task-and test sheets /unfilled/ applied in the course of research/.

IV.2. Presentation of Printed Sources

- When the reference /journal article or book/ has a DOI /Digital Object Identifier/ number, it is obligatory to present it both in the printed and the electronic versions. /It is not optional/. DOI number identifies electronically published journal articles, or other electronic documents. After DOI – in description doi: – do not leave a blank space.
- For a journal reference, where each issue has a new numbering starting from 1 both the volume number and the issue number must be included.
- For journals and book references with up to *seven authors* it is obligatory to present the names of each author. In case of *eight or more authors* you have to write the names of the first six authors then after inserting three dots you have to provide the name of the last author.
- As an exception among the printed sources, the whole presentation of annuals, congress-publications should be italicized.

IV.3. Presentation of Electronic Sources

- The presentation of each identifier element of electronic sources is similar to that of the printed ones but the information on where they are '**available from**' must also be included.
- URL /web titles should not be given in their active forms but without underlines and colours.
- Where direct access is available, give the route of access rather than the homepage title.
- As an exception, video-file addresses should not be italicized.
- When the reference has a DOI number, no webpage titles or data base names but the DOI number should be given.
- When the source work does not own a DOI number, the homepage addresses of the publishers should be given.

- In case the content of the publication is accessible online only in database, the name of the database and its homepage address are to be included.
- Do not include retrieval dates unless the source material may change over time /e.g. wikis/.
- When referring to a concrete website, it is enough to give only the title of the page /e.g. About nurses not only to nurses. /. The belonging web title should be included only in the List.

Examples for presenting the sources and their references are included in Appendix 1.

IV.4. Presenting Tables, Figures (Graphs, Charts) and Pictures

Pictures and tables should always be referred or related to in the main body standing before them. Each table, figure, picture /either in-text or in the 'Appendix'/ should be able to stand alone i.e. one should not have to read the text to be able to understand or to identify their content. For this:

- The table titles and figure captions should express the content and they should contain the number of samples, and– if necessary – the units of measurement.
- There should not be abbreviations in the vertical and horizontal headings of the tables.
- Designations applied in the figures and pictures should be explained clearly.
- Figures should be numbered with Arabic numerals, whereas tables should be numbered with Roman numerals.
- The title of the tables should be presented above the tables, title of diagrams and figures should be presented below the diagrams and figures.
- The source of the information presented in the tables and figures should be presented below them.
- Practically, tables, figures should be placed in the context, if they do not exceed the length of a half page. Figures, tables longer than a half page should be presented as an appendix.

V. Assessment of the Thesis, its Defence

The assessors give their assessments on an Assessing Sheet /Evaluation Sheet/enclosed in Appendix 2/ and send it to the Department responsible for the training until the deadline given in the Calendar of the Academic Year.

The defence of the dissertation as a part of the final exam will consist of:

- A maximum of ten-minute computer-based presentation (Power Point) on the whole of the dissertation (including the answers to the assessors' criticism). Preparing and giving the presentation are parts of the dissertation.
- Answering the questions of the assessors.
- Answering the questions of the Examination Board.

Appendix 1

Examples for presenting the sources and their references

(Guide for citing techniques)

Publication manual of the American Psychological Association. 2010 (6th ed.) Washington DC

Available at the school library, only for local usage, not for borrowing

THESIS EVALUATION SHEET

The author of the thesis:

The title of the thesis:

Name and workplace of the assessor:

Aspects for assessment:

(Please assess the thesis from the given aspect with one grade from 1 (failed) to 5 (excellent)).

1. Importance, actuality and elaboration of the subject:

The subject is important, significant and actual it makes it possible to present new facts, ideas and new ways of approach and interpretation.	5
The elaboration of the chosen topic does not include any innovative ideas.	1
The grade for the thesis from the given aspect	

2. Exposition and adaptation of Hungarian and international literature relating to the subject:

The student has exposed, properly assessed, well interpreted the most important literature and has compared it to his/her own results. The student has integrated his/her own research concept into the basics of special literature.	5
The thesis contains only the material of text-books, course books, regulations, enactment clauses, or non-professional journals, books, internet sides or has no special literature basis.	1
The grade for the thesis from the given aspect	

3. Scientific, professional level of the thesis:

From scientific, professional point of view the thesis is perfect, precise, the methods of research	5
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and investigation are adequate for the character of the chosen topic.	
The thesis includes several severe professional and methodological mistakes, thus the reliability of its conclusions can be queried.	1
The grade for the thesis from the given aspect	

4. Authenticity of the thesis, its new results, adequacy and feasibility of its suggestions:

The thesis gives evidence that the student is excellently prepared for his/her profession, it is on a high level with excellent methodological basis, the objectives set in the title and in the introduction have been achieved, the solution is original with clearly expressed independent opinion, the drawn conclusions are correct.	5
The thesis is not an independent intellectual product, the candidate borrows other authors' ideas.	1
The grade for the thesis from the given aspect	

5. Inter- and multi-disciplinary character of the thesis

The thesis expresses the spirit of healthcare to an adequate extent and depth, i.e. represents the views and attitudes of several fields of science	5
The thesis focuses only one narrow field of science and does not even indicate other possible outputs of the chosen topic that might orient towards other sciences	1
The grade for the thesis from the given aspect	

6. References:

References in the thesis are expertly and faultlessly made in all respects.	5
The order of references is incorrect, the author does not refer to certain sources or if he does, he does it inexpertly. (In case the student is given '0' for this category, the whole thesis will become unacceptable).	0
The grade for the thesis from the given aspect	

7. Structure and composition of the thesis:

The structure of the thesis is perfect, in the section 'Discussion' the student refers to the targets expressed in the section 'Objectives' and also to their realization, i.e. compares his/her own	5
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results with those of the authors mentioned in the literature review and performs the hypothesis examination as well.	
The structure of the thesis is illogical, confused.	1
The grade for the thesis from the given aspect	

8. Language, style of the thesis

The language and style of the thesis is elaborate, the use of terms and the spelling is correct, the tables and figures are functional and easy to survey.	5
The language and the style of the thesis is plain, includes a lot of spelling and typing mistakes, the tables and figures are not easy to survey.	0
The grade for the thesis from the given aspect	

9. Feasibility of the statements and conclusions, their innovative value:

The thesis raises several new professional questions, offers answers to them, introduces significant innovation to the 'special field'.	5
The thesis does not include either theoretical or practical innovation, has no influence on the given special field.	1
The grade for the thesis from the given aspect	

10. Activity, scientific curiosity, devotion of the student in the course of writing the thesis:

The student has been dealing with his/her scientific work actively and devotedly, has accepted the consultant's advice and instructions and has used them with assessment. He/she has managed the time at disposal well.	5
The student has shown no interest towards his/her thesis. He/she has not been involved into the scientific work, made no use of the consultations. He/she has ill-managed the time at disposal and has not used up the needed time for writing the thesis.	1
The grade for the thesis from the given aspect	

The total number of points:

The evaluation of the thesis with numbers:

Grades to be given:

- 0 - 25 points: failed (1)
- 26-30 points: passed (2)
- 31-35 points: satisfactory (3)
- 36-40 points: good (4)
- 41-50 points: excellent (5)

Written evaluation:

.....

.....

.....

Assessor’s questions:

- 1.
- 2.

Assessor’s suggestion on the thesis’ future life

- Supporting, helping the publication of certain sections of the thesis, after rewriting them
- Asking the author to present certain sections of the thesis on the Student Research Group
- Asking the author to give a lesson on certain sections of the thesis.
- Archiving the thesis electronically for the library.
- other:.....
-
-

Recommended grade:

20

.....

Assessor

I have seen it:

20

.....

Head of

Department

Final grade:.....(in letters).....(in number)

20

.....

President of

Final Examination

Board

Certificate of Completing the Subject 'Thesis'

The student' name:

Specialty:.....

Neptun Code:.....

The consultant's name:.....

title/position:

department/workplace:.....

The student in the term of the academic year 201../201.. completed /did not complete the contact lessons prescribed by the curriculum in the form of thesis/diploma work consultation, thus for him/her the signature can/cannot be given.

I evaluate the time- and task proportional work of the thesis in the current term with

a practice mark (in number) (in letters).

Budapest, 201..

Signature