

Thesis consultation information for BA in Business and Management students who are going to submit their thesis work in May, 2021

If you are going to start writing your thesis work in the 2020 fall semester and graduate in June 2021, please follow the steps below.

TASKS FOR 2021 SPRING SEMESTER

1. Choosing topic and supervisor

Choose a topic for your thesis work from the list attached in an excel file. Contact the professor offering the topic, ask him/her to be your thesis supervisor and specify the topic you want to work on (most of the topics in the list are general).

Find a supervisor from the given list as quickly as possible. Several hundred students write their thesis work every semester at the university and they need a supervisor too. If you are not quick enough, professors will say yes to other students for thesis consultation and you may not find an available supervisor.

Also, inform the professor about the following:

- deadline to submit thesis topic description: September 20, 2020
- deadline to submit thesis work: spring, 2020
- you are a student in the English-language BA in Business and Management program
- you need to consult 10x50 minutes with him/her during your 2-semester thesis consultation courses

If the professor you have contacted agrees to be your thesis supervisor, you have to fill in the form "Approval_for_Individual_Thesis_Consultation_form_BA_B_M" (attached to this letter) and write a short topic description – a provisional title, one or two paragraphs in which you explain your topic and a proper reference list of 4-5 books you are planning to use when writing your thesis work. Your supervisor has to approve your application and your topic description by either

- signing the printed version of the approval form, or
- sending an e-mail from his/her e-mail address ...@uni-corvinus.hu with the following wording:
„I, (supervisor's name) as supervisor hereby confirm that I undertake the thesis consultation of (student's name) in the topic specified in his/her Topic Description.”

Deadline for uploading approved Topic Descriptions is 20 September 2020.

Upload your Approval form and your Topic Description to Moodle under your thesis consultation course (specified in step 2)

- If you have a printed and signed version, scan and upload it.
- If you have a confirmation e-mail from your supervisor, take a screenshot, insert it to the document and upload.

and (if personal attendance at the University is permitted) submit the Approval form and your Topic Description till 12.00 hrs (noon) September 21, 2020 at program coordinator's office to Rita Fehérpataky (room E 385).

Please note that in case you miss the deadline to upload it in Moodle, then you will receive a „signature denied” entry in Neptun for the course (unless you deregister from it until the last day of the fall semester course registration period). Please note also that Professor Márta Aranyossy, the program director of BA in Business and Management will either approve your choice of the thesis topic and thesis consultant or will send you a remark or a question if she needs further information in order to be able to approve your choice.

2. Registration for Thesis Work Consultation 1 (293NTHECONS1) or Thesis Consultation (293NTHECONS) course

If you started your studies in September 2017 or later, you have to take Thesis Work Consultation 1 (293NTHECONS1) course in Neptun for the 2020 fall semester. Please register for the subject in the preregistration period in June. According to your program curriculum, you must complete the Thesis Work Consultation 1 (293NTHECONS1) and Thesis Work Consultation 2 (293NTHECONS2) courses (two semesters) in order to be able to submit your thesis work and graduate.

In order to complete the Thesis Work Consultation 1 course, you **must attend the thesis methodology sessions offered in the 2020 fall semester, held by Prof. Mónika Miskolczi-Gábor**. The syllabus of the Thesis Work Consultation 1 course, which includes detailed information on these sessions will be uploaded in Moodle before the start of the spring semester.

Apart from attending the thesis methodology sessions, your grade for the three-credited Thesis Work Consultation 1 course will be based on your performance during the semester (whether you regularly consulted with your thesis supervisor, how professionally you completed the Thesis Work Plan and the Theoretical Chapter of your thesis work and overall how efficiently you worked during the semester).

If you fail to complete this subject in the 2020 fall semester, you will have to register for it again in the following semester. Like all other courses, Thesis Work Consultation 1 can only be taken max. three times.

If you started your studies in September 2016 or earlier, you have to take Thesis Consultation (293NTHECONS) course in Neptun for the 2020 fall semester. Please register for the subject in the preregistration period in June. According to your program curriculum, you must complete the Thesis Consultation (293NTHECONS) criteria course (one semester) in order to be able to submit your thesis work and graduate. In order to complete the Thesis Consultation course, you can also attend the thesis methodology sessions offered in the 2020 fall semester, held by Prof. Mónika Miskolczi-Gábor. The syllabus of the Thesis Consultation course, which includes detailed information on these sessions will be uploaded in Moodle before the start of the spring semester. Your signature for Thesis Consultation course will be based on your performance during the semester (whether you regularly consulted with your thesis supervisor, how professionally you completed the Thesis Work Plan and the Theoretical Chapter of your thesis work and overall how efficiently you worked during the semester), evaluated by your supervisor. If you fail to complete this subject in the 2020 fall semester,

you will have to register for it again in the following semester. Like all other courses, Thesis Consultation can only be taken max. three times.

3. Preparation of a Thesis Work Plan

You start working on your thesis work at the beginning of 2020 fall semester. Consult regularly with your supervisor (5x50 minutes is recommended during a semester).

During the actual writing process, minor changes in the thesis topic will have to be judged by the actual thesis supervisor. Any major changes require prior written approval from the Program Director.

The first milestone of your work is a Thesis Work Plan. The Thesis Work Plan should be prepared in consultation with your supervisor and should also be approved by the supervisor before submission. This is a 4-5 page document, containing:

- the importance of the topic
- aim of the thesis work and research question(s)
- the methodology to be used
- the planned structure of your thesis (outline)
- a proper reference list of approximately 10 literature sources (books and scientific journal articles) that will give the theoretical basis of your thesis work
- a work plan, in which you schedule your research activities and deadlines.

Please indicate the proposed title, your name and your supervisor's name on the first page. Upload your Thesis Work Plan to Moodle.

Deadline for uploading the Thesis Work Plan is 18 October 2020.

Please note that in case you miss the deadline to upload it in Moodle, then you will receive a „signature denied” entry in Neptun for the course.

4. Preparation of the Theoretical Chapter of your thesis work

Keep consulting with your supervisor and write the theoretical part (approximately 10 pages) of your thesis work. Please submit the theoretical part of your thesis work to the supervisor before the deadline, have her/him approve it by signing it, and then upload it in Moodle.

Deadline for uploading the Theoretical Part is 20 December 2020.

Please note that in case you miss the deadline to upload it in Moodle, then you will receive a „signature denied” entry in Neptun for the course.

By the last day of the exam period, your grade or signature must be entered in Neptun. If necessary, make sure to remind your thesis consultant in due time to enter your grade in Neptun!

5. last day of the 2020 fall exam period: Deadline to upload the "Certificate of the completion of thesis consultation" form on Moodle and submit it in the program coordinator's office.

After you have completed the Thesis Work Consultation I. course, at the end of the 2020 fall semester, you must upload the „Certificate of the accomplishment of thesis consultation” form in Moodle, signed and graded by your thesis supervisor, and you must also submit the original version in the program coordinator’s office (Rita Fehérpataky, room E 385). You will not receive a passing grade for the course in Neptun if you miss the above deadline to upload and submit the form.

TASKS FOR 2021 SPRING SEMESTER

6. Registration for Thesis Work Consultation 2 (293NTHECONS2) course – ONLY if you started your studies in September 2017 or later

Register for the course in Neptun in the course registration period (either in the course preregistration period or in the final registration period at the latest).

7. Uploading the 90% finished version of your thesis work

If you started your studies in September 2017 or later, your grade for the 7-credited Thesis Work Consultation 2 (293NTHECONS2) course will be based on the uploaded 90% version of your thesis work. Your supervisor will decide on the submission of your thesis work in 2021 spring semester based on the 90% version.

If you started your studies in September 2016 or earlier, your supervisor will decide on the submission of your thesis work in 2021 spring semester based on the 90% version.

8. Submitting the thesis work

Students who wish to defend their thesis work in June 2021 must upload the final version of their thesis work and the executive summary of the thesis work on an electronic platform and/or in a printed copy in May 2021 (the exact date and platform are to be announced). Submission is only possible if the supervisor approves it by signing the thesis approval part of the Statement on the Originality of the Thesis Work form, available in the Thesis Guidance.

By signing this form the thesis supervisor declares that you have regularly consulted with them and that your thesis work meets the general requirements of the Thesis Guidance. Please make sure to read the Guidance carefully as the evaluators of your thesis work will also work on the basis of this material. Please note that in case you have not met the internal deadlines, have not consulted with your supervisor regularly or have not met the quality requirements of the Thesis Guidance, the supervisor has every right not to sign your thesis approval form. Furthermore, please note that you cannot withdraw your submitted thesis work.

Your thesis work must meet the requirements as given in the Thesis Work Guidance B&M and IB. The graduation requirements of the BA in International Business program are available Thesis Work Guidance B&M and IB on the Corvinus website.

If you have completed all the required courses and the mandatory internship in the program and have two passing grades for the Thesis Work Consultation 1 and 2 courses, your legal status as a student will end.