

Formal Requirements of Thesis Work

**Guide for BA in Business and
Management 2022/23/1 semester**

September 2022

***Prepared in line with the Study and Exam
Regulations of Corvinus University of
Budapest (10th July 2022)***

PURPOSE OF THE THESIS WORK

The aim of the Thesis Work is to finish the bachelor programme with an individually prepared written work of fixed length and structure that covers a specific field within the program, in which the student:

- ✓ applies and synthesizes the theoretical knowledge acquired in the frame of the program;
- ✓ demonstrates his/her ability to do individual research and use the relevant literature;
- ✓ provides proof of his/her methodological knowledge;
- ✓ after summarizing the theoretical background of the given topic uses an appropriately chosen methodology to analyze a practical problem.

The practical problem analyzed by the student in the Thesis Work can be (but does not necessarily have to be) connected to the internship/placement.

Type of the thesis: **research-based thesis**.

STRUCTURE OF THE THESIS WORK

The body of the Thesis Work must be minimum 30, but no more than 35 pages in length, not including the Title page, the Table of Contents, the References and any Appendices, i.e. the numbering of the pages should start at the "Introduction", and should be structured as follows:

- ✓ **Introduction** (approx. 2-3 pages)
- ✓ **Theoretical background** (approx. 10 pages)
- ✓ **Methodological background and approach** (approx. 5 pages)
- ✓ **Analysis of the practical problem** (approx. 10 pages)
- ✓ **Conclusion** (approx. 2-3 pages)

RULES FOR THE THESIS WORK

The **Study and Examination Regulations** contains detailed rules for the thesis consultation seminar and the thesis work itself (**page 91-101., 74-83.§**).

Some of the rules are highlighted here:

Item	Rule	Ref §
BEFORE SUBMISSION	The student is obliged to present her/his thesis to the supervisor for approval by the deadline set by the supervisor, but no later than 10 working days before the final submission date.	79. § (1)
THESIS SUBMISSION	The thesis must be submitted in 1 electronic copy on Neptun. The submission is also a text match examination submission. Naming convention of the file: Surname_First name_Thesis_BM). Submission will have to be made on the electronic platform defined by the University and given by your program coordinator. Precise details will be given in due time. The electronic archiving and saving of the electronic version of the Thesis Work is the responsibility of the Corvinus Library.	79.§ (5)
THESIS SUBMISSION AFTER ABSOLUTORY	The thesis may be submitted until the former student can complete the final examination by the deadline specified in Article 80 of the Study and Exam Regulations. In the case of a thesis that can be submitted after 2 calendar years , a new thesis must be prepared, or the existing thesis must be updated and resubmitted according to the general rules and based on the decision of the consultant. In this case, the student must submit a request form to update the thesis topic or to select a new topic In the case of thesis writing, thesis updating and thesis correction following the cessation of the student status, the thesis consultation according to the general rules is still required. However, the student must pay a fee according to the RSFB for the thesis consultation.	80.§ (12) 77.§ (5)
CONFIDENTIAL INFORMATION 1.	Since the end of the 2019/2020 academic year, a thesis may no longer be declared a confidential document. However, the student may request restricted access to the thesis. In this case, the thesis is available on the library website in the Theses/Scientific Student Conference (SSC) database, and is only available from the University library and within its online network. If the student does not request restricted access, the thesis is available through the library website in the Theses/SSC	76.§ (3)

	database and can be accessed from anywhere on the world wide web	
CONFIDENTIAL INFORMATION 2.	<p>Any confidential information (related to one or more companies or institutions) can be dealt with as follows:</p> <ol style="list-style-type: none"> 1) If the student or the heads of the examined organisation have reservations about the wide availability of certain economic indicators, they indicate this by changing or scoring out the data in question (possibly with a sequence of 'xxxx', indicating the order of magnitude), provided that this does not jeopardise the interpretation of the thesis. 2) If the student or the heads of the organisation in question so require, it is possible to change or distort the name of the organisation in the thesis. 	76.§ (1)
WITHDRAWING THESIS WORK	Once a Thesis Work has been officially submitted, the student cannot withdraw it.	79.§ (8).
APPEALING THE GRADE GIVEN BY THE THESIS WORK EVALUATOR	Students cannot appeal against the grade given by an evaluator of the Thesis Work: It is not possible to improve the thesis that passed (other than fail).	81.§ (1).

FORMAL REQUIREMENTS

Thesis papers must be **the original work by the students** and **should meet scientific standards of citation and documentation**. Any confidential information provided by outside contacts should be protected by making appropriate changes to it. Make sure to double check with the source on whether you have protected the statement sufficiently.

If the student is submitting a Thesis Work already submitted in the frame of a previous program or a parallel program, the overlap between the two Thesis Works cannot exceed 10% (see Annex 4.).

If a thesis work is **found to have been plagiarized** by one or both of the opponents, then: the given thesis work will automatically receive a "Fail" mark and the student will not be allowed to go for Thesis Defense.

Front Cover and Title page

Front cover: must not contain any information beyond the following:

- “Thesis Work”
- the author’s name
- the year of submission

The inside title page should include:

- the name of the university
- the author’s name and the bachelor program’s full name
- the title of the Thesis Work (this should be a brief one, if the brief title does not sufficiently reflect the topic covered in the Thesis Work, then a subtitle elaborating this is required)
- the name of the Thesis Work supervisor and the year of submission.

Front Cover

<p style="text-align: center;">THESIS WORK</p> <p style="text-align: right;">Peter Aaron 2022</p>
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Title Page

<p>Corvinus University of Budapest</p> <p style="text-align: center;">Thesis title (can be more than one line) Subtitle (if necessary)</p> <p style="text-align: right;">Peter Aaron BA in (your program's name) 2022</p> <p>Thesis Supervisor: John Smith</p>

Table of Contents

The inside cover page is by the Table of Contents.

- The Table of Contents should include the titles of the individual chapters and sub-chapters and should be followed by the appropriate page number.
- The chapters and sub-chapters should be numbered with Arabic numerals. The creating of sub-chapters requires that there be a minimum of two subchapters. The table of contents should show the chapters and sub-chapters to maximum the third level (e.g. 2.3.1)

Formal requirements for the body text

- Margins to be used:
 - Left (binding edge): 3,5 cm
 - Top: 2 - 2,5 cm
 - Bottom: 2 - 2,5 cm
 - Right: 2 - 2,5 cm
- While there is no formal requirement as regards the font used, **the thesis must be submitted with a font type “Sheriff”, font size 12 and with 1,5-line spacing** (except for the lists), consistent marking of structural levels, continuous page numbering and appropriate marking of the appendices. (i.e. when calculating the total number of pages of the Thesis Work, please note that half pages and pages with only a few rows will not be considered to be full pages!)
- The page numbering of the Thesis Work must start on the page where the “Introduction” is written.
- For easier readability the text should be written in paragraphs.

How to avoid possible plagiarism

All statements (sentences, paragraphs, and data) in the Thesis Work taken from or based on someone else’s work or ideas must be cited clearly.

The thesis work is considered to be scientific work and the rules applicable to scientific works should therefore apply. The most important is the use of resources of the appropriate

quality and the use of the appropriate reference system (APA). Further information on how to format references can be found in the **Publication Manual of the American Psychological Association**, which is available in the CUB Central Library. Alternatively use the summary of the guidelines here: https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html or search for APA referencing examples/styles on the internet (there are numerous usable examples online, as well).

In text citations:

When using APA format, follow the author-date method of in-text citation. This means that the author's last name and the year of publication for the source should appear in the text, like, for example, (Jones, 1998). One complete reference for each source should appear in the reference list at the end of the paper.

If you are referring to an idea from another work but NOT directly quoting the material, or making reference to an entire book, article or other work, you only have to make reference to the author and year of publication and not the page number in your in-text reference.

On the other hand, if you are directly quoting or borrowing from another work, you should include the page number at the end of the parenthetical citation. Use the abbreviation "p." (for one page) or "pp." (for multiple pages) before listing the page number(s). Use an en dash for page ranges. For example, you might write (Jones, 1998, p. 199) or (Jones, 1998, pp. 199–201). This information is reiterated below.

Reference list:

Your reference list should appear at the end of your paper. It provides the information necessary for a reader to locate and retrieve any source you cite in the body of the paper. Each source you cite in the paper must appear in your reference list; likewise, each entry in the reference list must be cited in your text. The listed sources shall be in an alphabetical order (by the first name of the first author).

Books:

Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle*. Publisher Name. DOI (if available)

Stoneman, R. (2008). *Alexander the Great: A life in legend*. Yale University Press.

Journal articles:

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of Periodical*, volume number(issue number), pages. <https://doi.org/xx.xxx/yyyy>

Baniya, S., & Weech, S. (2019). Data and experience design: Negotiating community-oriented digital research with service-learning. *Purdue Journal of Service-Learning and International Engagement*, 6(1), 11–16. <https://doi.org/10.5703/1288284316979>

Online sources:

Group name. (Year, Month Date). *Title of page*. Site name. Retrieved Month Date, Year, from URL Perreault, L. (2019). Obesity in adults: Role of physical activity and exercise. *UpToDate*. Retrieved January 12, 2020, from <https://www.uptodate.com/contents/obesity-in-adults-role-of-physical-activity-and-exercise>

Do not quote in the Thesis Work from general websites like wikipedia, yahoo, msn etc (where the credibility and reliability of the source(s) are unknown).

Figures and tables (Appendix)

- Figures and tables should be numbered separately and consecutively.
- Reference/cite any figures or tables that are not your own work.
- While it is not obligatory, the preparation of a table of contents of figures and tables is recommended.

Appendices

To avoid possible misunderstandings and problems regarding the length of the body text, we suggest that the following (unless it is absolutely essential that it appear in the body text) be placed in the “Appendix”:

- documentation related to the methodology (e.g. questionnaire, list of questions posed at the interview, calculations, etc.)
- figures and tables that are essential in understanding the Thesis Work, but which cannot be tied to any specific part of the work itself;
- figures and tables that are closely tied to a specific part of the work, but which – due to their size (A3 or take up a whole page or more) – cannot be included in the body text.

ASSESSMENT CRITERIA AND GRADING¹

		0: Unacceptable	1: Way below expectations	2: Somewhat below expectations	3: Meets expectations	4: Excellent	5: Outstanding, one of the best	Points (max. 5)
1	The chosen topic is related to the profile of the student's program/specialization, research question is relevant and professional along with its explanation. Importance and relevance of topic is introduced in international context.	Missing.	Brief, superficial.	Incomplete.	Proper, only small mistakes and incomplete parts.	Professional, well-explained.	Excellent, applies multiple perspectives way above expectations.	
2	Form is well-structured and precise, train of thought is clear and understandable, transitions between parts is logical, length of chapters is proportionate.	Unacceptable, rambling.	Difficult to follow, poor.	Below expectations.	Proper, only small mistakes and incomplete parts	Proper.	Excellent, mature work.	
3	Quality of sources and quality of introduction of literature review.	Missing.	Not relevant.	Partly relevant, scarce, general ideas which are not integrated to the research question.	Proper selection and introduction, only small mistakes and incomplete parts	Well-selected sources, good understanding of theory, general ideas are well-integrated to the research question.	Excellent, above expectations with own conclusions and interpretations.	

¹ subject to changes, used only as a guideline

Formal Requirements of Thesis Work

4	Good understanding and proper application of business principles.	Serious mistakes.	Superficial, several mistakes.	There are mistakes and incomplete parts.	Proper, only small mistakes and incomplete parts.	Proper understanding and professional applications.	Excellent, above expectations with high level of professionalism and great depth of knowledge.	
5	Methods to analyze the chosen problem are adequate, their introduction is detailed and relevant.	Missing, unacceptable.	Superficial, incorrect.	There are mistakes and incomplete parts.	Proper, only small mistakes and incomplete parts.	Proper approach, relevant introduction with a good level of details.	Excellent, above expectations with high level of professionalism and complexity.	
6	Specific data gathering tools and methods for the evaluation of the practical problem is professional, valid and deliberate.	Missing unacceptable.	Superficial, incorrect.	There are mistakes and incomplete parts.	Proper, only small mistakes and incomplete parts.	Proper approach, relevant introduction with a good level of details.	Excellent, above expectations with high level of professionalism and complexity.	
7	Analysis of the practical problem is professional, interpretations are clear, contexts of the situation (incl. international) is acknowledged.	Missing, unacceptable.	Superficial, incorrect.	There are mistakes and incomplete parts.	Proper, only small mistakes and incomplete parts.	Proper approach, relevant introduction with a good level of details.	Excellent, above expectations with high level of professionalism and complexity.	
8	Conclusion is comprehensive and purposeful (incl. own research results are compared to theoretical considerations), managerial implications are considered. There are own interpretations.	Missing, unacceptable.	Superficial, incorrect.	There are mistakes and incomplete parts.	Proper, only small mistakes and incomplete parts.	Proper approach, relevant introduction with a good level of details.	Excellent, above expectations with high level of professionalism and complexity.	
9	Correct and precise referencing keeping with the formal requirements.	Missing, unacceptable.	Superficial, incorrect.	There are mistakes and incomplete parts.	Proper, only small mistakes and incomplete parts.	Proper approach, relevant introduction with a good level of	Excellent, above expectations with high level of professionalism and complexity.	

Formal Requirements of Thesis Work

						details.		
10	Style is professional and academic, looks of high standard.	Missing, unacceptable.	Superficial, incorrect.	There are mistakes and incomplete parts.	Proper, only small mistakes and incomplete parts.	Proper approach, relevant introduction with a good level of details.	Excellent, above expectations with high level of professionalism and complexity.	

Grading:

48 - 50 points	outstanding (5)
42 - 47 points	excellent (5)
37 - 41 points	good (4)
31 - 36 points	satisfactory (3)
26 - 30 points	pass (2)
0 - 25 points	fail (1)

OTHER INFORMATION

ELIGIBILITY FOR THESIS DEFENSE

In order to be eligible to defend their Thesis Work, students will have to have completed all the core, core elective and criteria courses and internship as given in their curriculum and have achieved a minimum of 210 ECTS credits.

THE THESIS DEFENSE

Students can defend their Thesis Work if

- they have fulfilled all the academic and internship requirements for graduation,
- they have submitted their Thesis Work and the evaluator(s) accepted it,
- they have no financial debts towards the university.

Thesis consultation

Within the thesis consultation process, students are entitled to work on a flexible basis with their professor within the framework of 10 hours (50 minutes each) of individual consultation. It is not only their right, but at the same time their obligation to attend and make good use of the consultations and at the end of the consultation process students need an approval (via a Neptun request) and permission from their professors to submit the Thesis Work (see Annex 3 of the Study and Examination Regulations, page 100.).

The thesis consultant professor has the right to require systematic information about the student's development. Students should receive methodological and (in the case of an empirical study) partly organizational help from their professor. Problems regarding the consultation process can be discussed with the program director.