

# Thesis Writing Process

## For BA in Business and Management Students

Thesis consultation information for BA in Business and Management students submitting their thesis work in 2023/2024/1 semester

**May 2022**

## Who needs to read the below details?

- If you are going to start writing your thesis work in the 2023 spring semester and graduate in 2023 autumn semester!

or Thesis Work Consultation 1 (293NTHECONS1), please follow the steps from #1

## Managing your thesis work in Neptun

Summary of the Thesis work process (2 semesters)			
#	WHAT	WHEN	WHERE
0.	Choose your topic and professor in person and agree with her/him that s/he will supervise your thesis	28 <sup>th</sup> November 2022-18 <sup>th</sup> December 2022	in person
1.	Register for 293NTHECONS1 course	January 2023	in Neptun
2.	Register your thesis topic and request an approval from your thesis consultant	2022/2023/1 semester (before registering for the Thesis Work/consultation course)	in Neptun
3.	Follow the methodological lectures/guides on thesis writing	2022/2023/2 semester	classrooms / Teams / Moodle
4.	Submit Thesis Work Plan	2022/2023/2 semester	in Moodle in Neptun
5.	Submit your Theoretical part	2022/2023/2 semester	in Moodle
6.	Register for the Thesis Work Consultation 2 and continue consultations with your supervisor	2023/2024/1 semester	consultations with your supervisor
7.	Submit the 90% finished version of your thesis work	2023/2024/1 semester	in Moodle
8.	Request an approval from your thesis consultant professor	2023/2024/1 semester	in Neptun
9.	Submit your 100% ready thesis work	2023/2024/1 semester	in Neptun

**We will inform you during the spring semester about further details regarding deadlines and the technical process in Neptun.**

### o. Choosing topic and supervisor

Choose a topic for your thesis work. 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 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:

- you are a student in the English-language BA in Business and Management program
- you need to consult 10×50 minutes with him/her during your 2-semester thesis consultation courses

**Eventually in 2023 spring you will already need to have:**

- **a supervisor**, who agreed to consult with you throughout the next two semester and
- **a topic description**: write a short topic description – a provisional title, one or two paragraphs in which you explain your topic.

## TASKS FOR 2023 SPRING SEMESTER

### 1. Registration for the course

#### Thesis Work Consultation 1 (293NTHECONS1)

**If you started your studies in September 2019 or earlier**, you have to take Thesis Work Consultation 1 (293NTHECONS1) course in Neptun for the 2023 spring semester. Please register for the subject in the registration period between **13.02.2023 Monday - 26.02.2023 Friday**. 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 2023 spring semester, by online videos. 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), evaluated by your supervisor.

If you fail to complete this subject in the 2023 spring 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.

#### Thesis Consultation (293NTHECONS) course

**If you started your studies in September 2016 or earlier**, you have to take Thesis Consultation (293NTHECONS) course in Neptun for the 2023 spring semester. Please register for the subject in the registration period. 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 2023 spring semester, by online videos. 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 2023 spring 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.

## **2. Register your thesis topic and request an approval from your thesis consultant**

Guidance on how to request this approval in Neptun will be shared with you.

Please note also that Professor Judit Nagy (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.

## **3. Following the methodological lectures/guides on thesis writing**

You start working on your thesis work at the beginning of 2023 spring semester. Consult regularly with your supervisor (5×50 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 (Dr. Judit Nagy, [judit.nagy@uni-corvinus.hu](mailto:judit.nagy@uni-corvinus.hu)) and submit a request about the change via Neptun.)

## **4. Submitting the Thesis Work Plan**

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: TBC.

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.

## **5. Submitting 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 and then upload it in Moodle.

Deadline for uploading the Theoretical Part is: **May 2023**.

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!

## **TASKS FOR 2023 AUTUMN SEMESTER**

### **6. Registering for the Thesis Work Consultation 2 and continue consultations with your supervisor**

**If you started your studies in September 2019 or earlier**, 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 2022 autumn semester based on the 90% version. 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**

Continue the work you have started in the previous semester and prepare the 90% finished version of your thesis work. You will receive a final grade for this version of your thesis work for the Thesis Work Consultation 2 (293NTHECONS2).

### **8. Requesting an approval from your thesis consultant professor**

By approving the form in Neptun, the thesis supervisor declares that you have regularly consulted with them and that your thesis work meets the general requirements of this 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 approve your thesis approval form in Neptun. Furthermore, please note that you cannot withdraw your submitted thesis work.

Guidance on how to request this approval in Neptun will be shared with you.

## 9. Submitting the thesis work

Students who wish to defend their thesis work **in December 2023** must upload the final version of their thesis work and the executive summary of the thesis work on an electronic platform (in Neptun) in November 2023 (the exact date is to be announced once the academic calendar of 2023/2024 year is published). Submission is only possible if the supervisor approves it by approving the Statement on the Originality of the Thesis Work form in Neptun as per the Student's request.

Guidance on how to request this approval in Neptun will be shared with you.

## Other Information

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. Please note that you will not be able to go to thesis defence, if you do not have all your courses closed in Neptun.