

Dissertation information / dissertation writing

Here you will find information about the dissertation writing process, related tasks and deadlines. Due to changes in the operational curriculum, the dissertation submission procedure for students enrolled before 2017 will differ this semester. Please follow instructions for your check-in date.

If you started the International Management course in 2016 or earlier:

You must complete the one-semester Vocational Seminar (7NK40NGK53B) course, which is a 0-credit criterion subject. Attendance is verified at the end of the course. Please read the brochure:

- Information about the two-semester dissertation writing process:
 - o [Szakdolgozati teendők 2016-ig 2019-20 tavasz](#)
- Seminar topics:
 - o [Szakszeminárium Tematika 2020 tavasz](#)
- Topic and dissertation consultant selection with the use of Neptune (student guide):
 - o [szakdolgozat jelentkezés hallgatói](#)
- Choice of topic for dissertation consultants:
 - o [NG Szakszeminárium információk konzulenseknek 2020 tavasz](#)

If you started the International Management course in 2017:

You must complete the following two subjects in order to submit your dissertation:

- Vocational Seminar 1 (2SZ74NAK07B)
- Vocational Seminar 2 (2SZ74NAK08B).

Attendance in both subjects is verified at the end of the course. Please read the brochure:

- Information about the two-semester dissertation writing process:
 - o [Szakdolgozati teendők 2017-től 2019-20 tavasz](#)
- Professional seminar Topic 1
 - o [Szakszeminárium 1 Tematika 2020 tavasz](#)
- Topic and dissertation consultant selection with the use of Neptune (student guide):
 - o [szakdolgozat jelentkezés hallgatói](#)
- Choice of topic for dissertation consultants:
 - o [NG Szakszeminárium információk konzulenseknek 2020 tavasz](#)

For students who began studies from September 2017

Instructions for students due to submit their thesis in October, 2020

If you plan to start writing your thesis in the 2020 spring semester and graduate in January 2021, please follow the steps below:

1. Choose a topic for your thesis from the list attached. Contact the professor offering the topic and request him / her to be your thesis supervisor. Assuming this is granted please also inform the professor of the following information:

The deadline to upload the filled-in “[Approval for individual thesis consultation – BA IB](#)” Form in Moodle, under the 293NTHECONS1 Thesis work consultation I. course, signed by your thesis consultant is Thursday, 13th February, 2020. Please note that the form is available in <http://isp.uni-corvinus.hu/index.php?id=55379> and in case you miss the deadline to upload it in Moodle with the relevant signatures (ie your own and your thesis supervisor’s), then you will receive a “signature denied” entry in Neptune for the course (unless you deregister it until the last day of the fall semester course registration period). Please also note that Professor Mónika Miskolczi Gábrriel, who is responsible for the Thesis work consultation 1 course will either approve your choice of the thesis topic and thesis consultant or provide comments or questions if she requires further information in order to be able to approve your choice. Please also note:-

- o the deadline to upload the thesis outline in Moodle is 12th March, 2020
- o the deadline to submit the thesis is the middle of October, 2020
- o if you are a student in the English-language BA in International Business program you need to devote at least 10×50 to consultation with your supervisor during your 2-semester thesis consultation course.

Find a supervisor from the given list as quickly as possible. Several hundred students write their thesis work every semester at the Faculty and they also need a supervisor! If you are not quick enough, the professor will begin work with other students and you may not find an available supervisor.

2. November 11-17: You must register for the 293NTHECONS1 Thesis Work Consultation I. subject in Neptune for the 2020 spring semester. Please register for the subject in the preregistration period in November. If you fail to complete this subject in the 2020 spring semester, you will have to register for it again in the following semester. As with all other courses, Thesis Work Consultation can only be taken at a maximum of three occasions.

IMPORTANT: Students who began the BA in International Business program in September 2017 or later, must complete the Thesis Work Consultation I. (293NTHECONS1) and Thesis Work Consultation II. (293NTHECONS2) courses (two semesters) in order to be able to submit their thesis work and graduate.

3. If the professor you have contacted agrees to be your thesis supervisor, you have to write a two-three page (minimum two full pages) thesis outline; the proposed title, your name and your supervisor’s name must be on the first page. The outline (thesis plan) must contain the following information about the chosen thesis work topic: its importance, research question (s), the methodology to be used, the planned structure of your thesis, the scientific support required. At the end of the thesis outline please give a proper reference list of 4-5 publications you are planning to use when writing your thesis work and the name and signature of your supervisor.

The deadline to upload the thesis outline in Moodle WITH the signature of your thesis supervisor is 23:59, 12th March, (Thursday), 2020. Please note that this is a final deadline, and no late submission is possible! Make sure that your thesis supervisor signs your thesis outline before you upload it to Moodle, otherwise it will not be accepted.

4. After you have uploaded your thesis outline to Moodle, please continue thesis consultation with your thesis supervisor. You need to consult for at least 10×50 minutes with your supervisor during your thesis consultation courses in the spring and fall semesters.

Please also note that in order to complete the Thesis Work Consultation I. course, you must also attend the thesis methodology sessions offered in the 2020 spring semester, held by Prof. Mónika Miskolczi Gábrriel. The syllabus of the Thesis Work Consultation I. course, which includes detailed information on these sessions will be uploaded to Moodle before the start of the spring semester.

Apart from attending the thesis methodology sessions, your grade for the three-credited 293N THECONS1 Thesis Work Consultation I. course will be based on your performance during the semester. This consists of whether you regularly reviewed with your thesis supervisor, how professionally you completed the theoretical part of your thesis work and how efficiently you worked overall during the semester.

IMPORTANT: In conformity with § 41 (3) of the Study and Exam Regulations, students who start Thesis Work Consultation I. in the fall semester of the 2019/2020 academic year or subsequently, do not have the option of declaring their Thesis to be “Confidential” / “Not Public”.

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.

5. Friday May 15, 2020; final day of teaching: Deadline to upload the theoretical part of the thesis work to Moodle

Upload it to Moodle. The theoretical part should form 1 / 3rd of your entire thesis work.

6. Friday June 19, 2020; final day of the exam period

By this time your grade for the Thesis Work Consultation I. (293N THECONS1) course must be entered in Neptune. If necessary, make sure to remind your thesis consultant in due time to complete this task!

7. Register for the Thesis Work Consultation II. course in Neptune in the course registration period (either in the course preregistration period in April, or in the final registration period in September at the latest).

8. September 18, 2020: The final content (a 90% finished version) of your thesis work must be uploaded in Moodle and must also be sent to your thesis supervisor by email.

Your thesis work must meet the requirements as stated in the Thesis Work Guidance B&M and IB, which is available on the ISP website at <http://isp.unicorvinus.hu/index.php?id=55379> (Current students / Thesis Work). Your grade for the 7-credited Thesis Work Consultation II. (293N THECONS2) course will be based on the uploaded 90% version of your thesis work.

9. Mid-October, 2020, the exact date is yet to be announced: deadline to upload the thesis work on an electronic platform and submit it to the ISP Office

Students who wish to defend their thesis work in December, 2020 must upload the final version of their thesis and the executive summary on an electronic platform (either Neptune or Moodle – precise information will be given in due time) and must also submit a hardbound copy and a hardcopy of the executive summary before the deadline in Room 134. 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 Section.

By signing this form the thesis supervisor declares that you have regularly reviewed your thesis work with him/her and that your work meets the general requirements of the Thesis Guidance document. Please make sure to read the Guidance document 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, or have not met with your supervisor regularly or have not met the quality requirements of the Thesis Guidance document, the supervisor has every right not to sign your thesis approval form. Furthermore, please note that you cannot withdraw your submitted thesis.

Your thesis must meet requirements as stated in the Thesis Work Guidance B&M and IB documents, which are available on the ISP website at <http://isp.uni-corvinus.hu/index.php?id=55379> (Current students / Thesis Work). The deadline to submit the thesis work will be around the middle of October, 2020; We will inform you about the exact date in due course.

The graduation requirements of the BA in International Business program are available on the ISP website at <http://isp.uni-corvinus.hu/index.php?id=55468>.

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

Thesis information / thesis submission

Things to do for the May 2020 dissertation submission

In order to make submission of your dissertation smooth, we try to inform you concisely and accurately at each stage. In this document, we review tasks and deadlines due in the semester, and we will inform you about the exact details of the thesis submission in a later document. Please read the information below carefully and proceed accordingly.

1. Early March 2020: Completion of the questionnaire entitled "Preliminary survey – submission of dissertation spring 2020 NG"

By filling out the questionnaire, you indicate that you wish to submit your dissertation in the spring semester. We need the information you need in order to start organizing the evaluation process and final exams, so please do not miss filling out the questionnaire.

You will receive a link to the questionnaire by e-mail from Rita Fehérpataky during March or on our website.

2. By April 12, 2020: upload the 90 per cent completed dissertation to Moodle

Completion of 90 per cent of the dissertation should form the essential part of the main chapters (literature review, methodology, practical problem analysis). These chapters do not have to be complete, and the 90% version does not have to include the Introduction, Summary chapters, and final formatting. However, check whether the previous part of the dissertation meets the content requirements prescribed by the Faculty and referencing rules (available here: <http://www.uni-corvinus.hu/index.php?id=21373> – No. 2 Annex).

Submission of 90 per cent of the dissertation as a requirement was first included in the topic of the Vocational Seminar in the spring semester of 2017/18, so if you have previously completed the Vocational Seminar, you do not need to upload the 90 per cent version.

If you completed the Vocational Seminar in the spring semester of 2017/18 or later, and if you do not upload the 90 per cent dissertation version, you cannot submit the dissertation in the spring semester!

Deadline: Sunday, April 12, 2020, 11:59 PM

Place of upload: Moodle, Thesis submission International Management Center course (the course opens at the end of March)

3. May 4, 2020: deadline for submission of the completed dissertation

The completed dissertation must be submitted in both printed and electronic form.

- Printed thesis. 1 bound copy, which contains the two obligatory appendices (Declaration of student's own work and the supervisor's declaration). The Declaration on the public availability of the dissertation, can be downloaded here: <http://gazdalkodastudomány.uni-corvinus.hu/index.php?id=zrvizsgasszakdolgozat0>

- Thesis in electronic format. A dissertation in pdf format that perfectly matches the printed dissertation, in which the 2 statements stated in the printed dissertation are scanned with an annotation that briefly summarizes the aim, methodology, structure and results of the dissertation in pdf format.

Deadline: Monday, May 4, 2020; 4:00 p.m.

Place of submission: International Management Center, E.385

Upload location: Moodle or Neptun (still under negotiation)

4. May 4, 2020: deadline for application for the final examination

You must apply for the final examination in writing at the same time as submitting the dissertation by submitting the form titled "Application form for the final exam". The form can be downloaded [LINK!](#)

5. May 11, 2020: Deadline for late submission of the dissertation and application for the final examination

Delay in application is subject to a daily surcharge from May 4! Please see this link for the process of late submission – Dates for the fall semester are not yet available but will be provided later.

Following submission of the dissertation it is awarded a critical grade. Marks and assessment details will be made available to you prior to the final examination. Based on what is summarized in the review, you will be able to prepare for the defense, where you will have the opportunity to defend your work before of a three-member committee. The final examination will take place between June 15-19.