

Thesis guide

BA in International Relations
for the 2025/2026 academic year

Budapest, 2025



**Regulations and procedures
for the 2025/2026 academic year
BA in International Relations
Corvinus University of Budapest**

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1 General Information and Process Overview

This document provides essential information on the thesis writing process, including:

- General guidelines for successfully navigating the thesis writing process
- The objective and purpose of the thesis
- A step-by-step outline of the thesis research process
- Substantive requirements for your thesis
- Format-related guidelines to ensure your thesis meets academic standards
- Contact information for key support personnel
- Checklists for Thesis Writing Seminars I and II

Thesis Writing Seminars and language requirements

In their third academic year, all BA students must participate in a dedicated course (seminar) to prepare their theses, under the guidance of the thesis supervisor. Students are required to register in Neptun for **Thesis Writing Seminar I** (Autumn semester) and **Thesis Writing Seminar II** (Spring semester).

The thesis must be submitted within the student's enrolled programme (International Relations) and must be written in **clear, correct academic English**.

Thesis submission guidelines

Supervisor approval. Students must submit their final draft to their supervisor for approval **no later than ten working days** before the official submission deadline. For the current academic year, this means the draft must be sent by **4 May 2026** at the latest. Deadlines set by individual supervisors may be earlier.

Online submission via Neptun. Final theses must be uploaded to Neptun between **4 May 2026 at 10:00** and **15 May 2026 at 12:00**, in accordance with the University's official schedule for the 2024/2025 academic year; see the [University Schedule for the 2025/2026 academic year](#).

Important note. Please be aware that Neptun often experiences high traffic close to the submission deadline. **Avoid waiting until the last moment** to upload your thesis to prevent technical difficulties or missed deadlines.

Administrative process of thesis submission

The thesis submission process is governed by Section 79 of the [Study and Examination Regulations](#) of the University (see Annex 1). In addition to the official regulations, students will receive important updates and reminders, such as deadlines for topic selection, progress report submission, supervisor approval, and final submission, via **Neptun and Microsoft Teams messages**.

Students are **strongly advised to regularly check** these communication platforms to stay informed.

However, please note that it is ultimately the **student's responsibility** to comply with all relevant rules and deadlines as outlined in:

- the Study and Examination Regulations,
- the University schedule for the 2025/2026 academic year, and
- this information note.

Disclaimer

This information is accurate as of 18 September 2025.¹

¹ I would like to express my gratitude to the Department of International Relations for their collective effort in the preparation and evaluation of earlier versions of this guide. A special thank you to those colleagues who guided me through the complexities of Artificial Intelligence. I would also like to thank the Secretariat for providing the necessary background information, and the students for highlighting the missing points. Any remaining errors are, of course, my own.

2 Objective and Purpose of the Thesis

The thesis serves as the capstone of the bachelor's programme, representing an **individually prepared, research-based written work** of fixed length and structure. It must address a specific topic within the student's field of study.

The overarching aim of the thesis is to **develop students' critical thinking and research skills**, and to demonstrate their ability to acquire expertise and conduct academic research independently, though under supervision. With guidance from their supervisors, students are expected to make an original contribution to scholarly discourse by identifying relevant sources, analysing data, and presenting their findings in a structured and coherent manner.

Through the thesis, students are expected to demonstrate that they:

- are familiar with the broader academic context and prior research related to their topic,
- can identify and collect additional scholarly sources, materials, and data necessary to address their research questions,
- are capable of analysing sources using a methodologically sound approach, and
- can present their findings in written form, applying appropriate theoretical frameworks and adhering to the conventions of academic writing.

3 Thesis Writing Process

Application for and allocation of topics

In the Spring semester of the second academic year, students must apply electronically via Neptun to the thesis topics announced by the lecturers of the Department. Further details will be provided in a separate information note to be uploaded later.

Registration for Thesis Writing Seminars I and II in Neptun

Students must register in Neptun for the relevant Thesis Writing Seminar in both semesters.

- Thesis Writing Seminar I is available for registration only in the Fall semester.
- Completion of Thesis Writing Seminar I is a prerequisite for enrolling in Thesis Writing Seminar II.
- It is not permitted to take both seminars in the same semester.

Change of thesis topic

If you wish to change your thesis topic after the allocation, the following steps are recommended:

- First, consult your **current supervisor**, who may agree to modify or slightly adjust the existing topic.
- If a topic change is still preferred, contact a **prospective supervisor** to confirm whether they are willing to supervise you and your proposed topic.
- If the new supervisor agrees, **submit a topic change request via Neptun** by the fifth week of the fall semester.

Please note:

- A **processing fee** applies to this request (see *Fees Related to Thesis Submission*, [link](#), p. 7).
- The request is reviewed by the **Programme Director**, in consultation with the **Head of Department**.

- A decision will be made **within 15 days** of submission, and students will be notified via Neptun.
- Topic changes are only approved in **exceptional, well-justified cases**.

Methodology lecture (joint session for all students)

A **mandatory** methodology lecture will be held for all students enrolled in the Thesis Writing Seminar. **The date and venue will be announced later.**

Attendance is compulsory. Students who do not attend this lecture cannot register for Thesis Writing Seminar II. Students with certified and approved absences (e.g. illness or study abroad at a higher education institution) may attend online. Attendance (both in-person and online) will be recorded.

Make-up class for certified absentees. A make-up session will be held later for students with certified and approved absences who missed the original lecture. The date will be announced via Neptun at least one week in advance.

Submission of the certificate of absence. Students unable to attend the lecture must submit appropriate documentation to the Department's Secretariat. In case of illness, an original doctor's certificate is required.

Research and consultations (general considerations)

Thesis supervision is a **shared responsibility** that relies on active cooperation and a constructive working relationship between the supervisor and the student.

Supervisors are expected to be **accessible**, to provide **timely and meaningful feedback**, and to ensure the **academic and research integrity** of the thesis process.

Students, in turn, are expected to **proactively seek guidance**, follow the supervisor's advice and instructions, complete assigned tasks on time, and arrive **well-prepared** for each consultation.

Consultation requirements

Students must consult with their supervisors **at least three times per semester**, whether in person, online, or via email, as mutually agreed. This means a minimum of:

- three constructive consultations during Thesis Writing Seminar I, and
- three during Thesis Writing Seminar II.

Additional meetings may be scheduled at the supervisor's request or upon the student's initiative, depending on the needs of the project.

Roles and responsibilities

Supervisors will:

- provide ongoing academic and methodological guidance,
- monitor progress,
- offer strategic input on the direction and scope of the research, and
- define expectations regarding meeting frequency, submission of work, and feedback format, in consultation with the student and within the framework of the University and the IR Programme.

The overall research plan and timeline, the division of tasks, and the submission schedule should be agreed upon early in the supervision process.

Supervisors are required to respond to email inquiries within five working days.

Supervision may be conducted individually or in small groups, including as part of a course-based seminar format.

Thesis Writing Seminar I (Autumn Semester): Progress reporting and thesis development

Students are required to submit at least one progress report at the end of the semester. Additional reports may be requested by the supervisor, depending on the agreed research plan and timeline.

Minimum requirement

By the end of Thesis Writing Seminar I, each student must submit a written report demonstrating the progress made toward the thesis.

Submission deadline: 9 December 2025 (Tuesday), 12:00 a.m.

Required content:

- A detailed outline of the thesis structure
- A bibliography and reference list, categorized as follows:
 - Primary sources
 - Secondary academic sources
 - Professional literature
 - Other relevant materials
- Additional elements as specified by the supervisor (e.g. a draft chapter of at least 10 pages containing the research question and methodology).

Method of submission: submit via email, Teams, or another platform as specified by your supervisor.

Additional reports

At the start of the semester, supervisors will inform students about any additional reporting requirements, including deadlines and format. Students are expected to follow these instructions closely.

Thesis Writing Seminar II (Spring Semester): Independent research

In the spring semester, no formal progress reports are required. The primary focus is on the completion and submission of the final thesis. Final submission deadline: upload to Neptun between **4 May 2026 at 10:00 and 15 May 2026 at 12.00** at the latest.

While this provides more flexibility in scheduling your work, it also demands a **high degree of independence and responsibility**. Students are expected to manage their time effectively, maintain regular contact with their supervisors, and submit draft sections in line with the supervisor's expectations. **Plan your timeline with responsibility, allowing for unforeseen circumstances as well.**

Guidelines for successful completion:

- Remain in close communication with your supervisor.
- Follow instructions and submit drafts in a timely manner.
- Allow ample time for supervisors to review and provide feedback, and for you to revise accordingly.
- Be prepared for each supervision session, and respect the limited time supervisors can allocate for consultations.

Supervisor approval requirement

In line with Section 79(1) of the [Study and Examination Regulations](#), students must submit their thesis to the supervisor for approval no later than ten working days before the final deadline, i.e., by **4 May 2026** at the latest.

The supervisor reserves the right to **reject** a thesis if:

- It was developed without adequate consultation, and/or
- It fails to meet the minimum academic standards of a BA thesis.

In such cases, the student must **revise and resubmit** the thesis in the following semester, subject to the supervisor's approval.

Assessment of Thesis Writing Seminars I and II

At the end of each semester, students receive a grade from their thesis supervisor based on their overall performance and fulfilment of course requirements. Please note: the grade received for Thesis Writing Seminar II is not the same as the final thesis grade. It reflects the student's engagement and progress during the seminar course.

Requirements for Thesis Writing Seminar I (Autumn semester)

To successfully complete Thesis Writing Seminar I, students must:

- Submit the end-of-semester progress report,
- Submit any additional reports required by the supervisor,
- Attend the mandatory methodology lecture, and
- Participate in at least three consultation sessions (in person or online).

Requirements for Thesis Writing Seminar II (Spring semester)

To successfully complete Thesis Writing Seminar II, students must:

- Continue with independent research,
- Submit draft versions of the thesis as required by the supervisor, and
- Attend at least three consultations during the semester (in person or online).

Failure to meet **all** of these conditions will result in **not passing** the seminar course.

Upon submission of the final thesis via Neptun, the supervisor will electronically confirm that all seminar requirements have been fulfilled.

Thesis submission

Text similarity check (plagiarism detection). All theses submitted to Corvinus University are checked using Turnitin, the official text similarity detection software.

- Improper citation or missing references may result in a plagiarism violation.
- A Student Guide to Turnitin is available on the Neptun opening page.

Supervisor approval. As stated previously, the thesis must be submitted to the supervisor for approval by the deadline set by the supervisor, but no later than ten working days before the final submission deadline (i.e., by 4 May 2026).

Final submission via Neptun. The completed thesis must be uploaded to Neptun during the official submission window from 4 May 2026, 10:00 to 15 May 2026, 12:00.

Note: These rules also apply to students participating in **Erasmus or similar mobility programmes**.

Theses Submitted to the Scientific Students' Association Conference (TDK)

Students who participate in the Scientific Students' Association Conference (TDK) at Corvinus University and whose submitted paper is nominated for presentation in the relevant section of the National Scientific Students' Conference (OTDK) are **automatically awarded an excellent grade** for their thesis. For full details and conditions, please refer to Section 80, paragraphs 7 to 10 of the Study and Examination Regulations.

Important: This automatic grading applies only to the thesis itself. Participation in TDK/OTDK **does not exempt students from the comprehensive exam**, which remains a required component of the final examination.

Access and disclosure of the thesis

According to Section 76, paragraph 2 of the Study and Examination Regulations, confidentiality of the thesis cannot be requested or granted. Upon submission, students must declare whether their thesis should be:

- *Partially disclosed (restricted access)*. The student may request limited access to the thesis. In this case, the thesis will be stored in the Library's Theses/TDK Papers Database (a repository within the Neptun system) and will be accessible only through the library website.
- *Fully disclosed (open access)*. If no restriction is requested, the thesis will be published openly in the same database and will be accessible worldwide via the library website. This applies to all theses, including those submitted to TDK.

The decision on disclosure must be made at the time of submission.

4 Thesis Content Requirements and Assessment

The thesis must demonstrate the student's ability to:

- Identify a research problem,
- Formulate research objectives and specific, answerable research questions, and
- Select and apply appropriate research methods, qualitative, quantitative, or mixed, that provide valid and reliable answers to those questions.

Typical thesis structure

While the structure may vary slightly depending on the topic and discipline, a standard BA thesis generally includes the following sections:

- Title page
- Abstract
- Acknowledgements (optional)
- Table of contents
- List of figures and tables, List of abbreviations (if applicable)
- Introduction
 - Background and context
 - Research problem and questions
 - The objectives and significance of the study
 - Overview of the thesis structure
- Methodology
 - Research design (qualitative, quantitative, or mixed)
- Literature review (as required by the supervisor)
- Results
- Discussion
- Conclusion
- Bibliography
- Annexes (if applicable)

Finding reliable sources

Credible sources are essential for academic research. Students are encouraged to use:

- Academic databases (e.g. JSTOR, Scopus, Web of Science)
- University or college library resources (books, encyclopaedias, journals)
- Peer-reviewed journals, including open-access ones
- Government and international organisation websites
- Reputable news outlets
- Professional associations and research institutes

Further guidance will be provided in the Methodology Class.

See also the University Library's website on academic writing ([link](#)).

Referencing guidelines will be discussed in the next chapter.

Plagiarism and academic integrity

Plagiarism is the use of someone else's words, ideas, or data without proper citation. All theses at Corvinus University are checked for text similarity using Turnitin.

More information on plagiarism is available through:

- The methodology class
- The [CUB Study and Examination Regulation](#), Sections 59 and 82 (see Annex 2)
- The [CUB Anti-plagiarism regulation](#)
- The [CUB Code of Ethics](#)

Turnitin text similarity checking

Since 2019, all BA, MA, and PhD theses have been screened using Turnitin, integrated into Moodle.

- After uploading, students receive an analysis overview within a short time.
- A Student Guide on using Turnitin is available on the Neptun opening page.
- Examples of plagiarism from student work can also be accessed [here](#).

Note: Turnitin may not detect all forms of plagiarism. For example, translating a text from another language without proper citation still constitutes plagiarism. If a thesis appears unoriginal, the Programme Director will investigate and take appropriate action.

For further guidance, see the [CUB Library References FAQ](#).

Use of artificial intelligence²

AI tools can support language clarity and correct grammar errors, but must be used with care to preserve the student's authorship and academic integrity. AI should not be used to summarise literature, construct arguments, or develop original content. These tasks must be completed independently by the student.

You should first read and engage with your sources, draft your work independently, and only then use AI for minor editing.

AI may be used for:

- Correcting grammar, spelling, and punctuation
- Making minor syntax adjustments for readability
- Ensuring formatting consistency (e.g., citation styles)

AI must not be used for:

- Rephrasing complex ideas or academic concepts
- Adding, removing, or generating new content
- Altering the structure or logic of an argument

AI use disclosure

Students must include a disclosure statement in the methodology section of their thesis, either within the main text or as a footnote, clearly stating how AI tools were used during the writing process. The disclosure must:

- Explicitly acknowledge the use of AI tools
- Clearly explain the purpose and nature of their use
- Identify the specific sections of the thesis where AI assistance was applied

If you are unsure about appropriate use, consult your supervisor.

If a supervisor or reviewer suspects **unauthorized or undisclosed AI-generated content**, the case will be reviewed by the University Disciplinary Committee, which may impose sanctions ranging from a formal warning to suspension or termination of student status.

For further information please refer [Provisions 6/2025 of the Vice-Rector for Academic Programmes on the Use of Generative Artificial Intelligence Systems in Education](#)

A comprehensive list of useful generative AI tools and additional resources can be found on the University's [website](#).

² **Use of AI Tools.** This guide incorporates content refined with the assistance of artificial intelligence tools. AI was used solely to improve clarity, structure, and academic tone, while preserving the original meaning and content. All substantive content and academic guidance remain the responsibility of the authors.

Thesis review

The thesis is evaluated by a **reviewer** appointed based on the supervisor's recommendation. The reviewer may be a member of the teaching staff of Corvinus University or an external expert in the relevant field.

The review and the grade must be made available to the student via Neptun at least **five working days** before the final examination.

Assessment criteria for the thesis include:

- Relevance and clarity of the research question
- Appropriateness of the methodology
- Depth of analysis
- Quality of conclusions
- Structure and formal requirements

Thesis defence

The final exam consists of two parts:

(1) Presentation of the assigned topic, i.e. the topic drawn from a pre-defined list. This part is not covered in this guide.

(2) Thesis defence

The final examination is conducted before a **Final Examination Board**, composed of a chairperson and at least two additional members.

During the thesis defence, the student must:

- Introduce the thesis, including the motivation for topic selection, the research question(s), applied methodology, and key findings.
- Answer questions from the Examination Board, which may address:
 - Clarification of certain aspects of the thesis
 - Deeper elaboration on the topic
 - Verbal correction of specific errors
 - Explanation of ambiguous or unclear points

Assessment of the final exam

The final grade is determined based on the following components:

- The grade awarded for the elaboration of the assigned topic (**counted twice**)
- The grade given by the **reviewer** for the thesis
- The grade awarded by the **committee** for the thesis defence

Each of these elements contributes to the overall final grade, reflecting both the written thesis and the student's performance during the examination.

Recommended reading on the thesis writing process

The following guide is primarily intended for Master's theses, but it also provides valuable insights and practical advice for BA students.

- El-Chaarani, H., & El-Abiad, Z. (2021). How to write a master thesis. Journal of Contemporary Research in Business Administration and Economic Sciences ([link](#))

For those who speak Hungarian:

- Körtvélyesi Zsolt, Bevezetés a tudományos szöveg írásába. Szakdolgozatírók kézikönyve. ELTE Eötvös Kiadó, 2018 ([link](#))

See also the University Library website dedicated to thesis writing ([link](#))

5 Thesis Formatting Requirements

Word limit

The main body of a BA-thesis must contain between **60,000 and 80,000 characters**, including spaces and footnotes (approximately 10,000 to 15,000 words). This limit applies only to the core text. **Fringe sections**, such as the abstract or preface, table of contents, indexes, summary, reference list, and appendices, are excluded from the word count.

Important: Exceeding the maximum word limit may lead to a deduction of marks during the thesis assessment.

Referencing: proper use of sources

A thesis is a scholarly work and must adhere to academic standards of referencing. Referencing styles provide structured guidance on what information to include, the order of that information, and how to format it within the text.

Your supervisor will advise you on the preferred referencing style. Regardless of the chosen system, you must maintain consistency and prioritize clarity for the reader, enabling them to easily locate your sources.

Common referencing styles include:

- APA ([link](#))
- Harvard ([link](#))
- OSCOLA (Oxford Standard for the Citation of Legal Authorities) (see [here](#) and [here](#))

Note: Whichever referencing system is used, you must always indicate page or paragraph numbers for all references, whether you are quoting directly or paraphrasing.

Additional regulations

For more detailed formatting and submission requirements, consult Annex 3 of the Study and Exam Regulations.

Format requirements with regard to the research-based thesis

a) Name of the thesis file:³ NAME_NEPTUNCODE_thesis_study programme_year

example: SAMPLEMARCELL_KLMN34_THESIS__IEB_2024

b) Cover page:

ba) First cover page: may not include anything besides the word “thesis”, the name of the author and the year.

bb) Second cover page: includes the name of the University, the name of the author, his/her study programme and subspecialisation, the title of the thesis, as well as the name of the supervisor and the year.

c) The table of contents shall come after the second cover page of the thesis.

d) Format requirements with regard to the text:

The thesis shall be submitted in 12-point font with a decorative stroke (“serif”), using 1.5 line spacing in justified paragraphs (with the exception of lists), the structural levels shall be marked consistently, page numbering shall be continuous, with the appropriate indication of the appendices.

e) Figures and tables:

ea) The figures and tables shall be numbered.

eb) If necessary, a list of figures shall be added.

f) References:

Theses constitute scholarly works, therefore the rules on scholarly works shall apply to them. The most important thing in this respect is to use sources of appropriate quality and to apply appropriate citation rules (APA).⁴

g) List of references:

The list of references is the detailed specification of the bibliographical references and papers, to which reference is made in the thesis, including inline figures and tables, statistical data and estimations, as well as the contents of the annexes.

³ When uploading your thesis, the name of the PDF file you upload to Neptun.

⁴ As stated above, the supervisor may require other referencing style.

6 Further Information

For additional assistance, please refer to the appropriate contact based on the nature of your inquiry:

Administrative questions

(e.g., deadlines, submission procedures, or technical issues with Neptun or Moodle)

Secretariat of the Department of International Relations

✉ gti_emp@uni-corvinus.hu

Academic or content-related questions

(e.g., thesis topics, supervisor selection, or other substantive matters)

Adrienne Komanovics, Thesis Seminar Coordinator

✉ adrienne.komanovics@uni-corvinus.hu

Annexes

Annex 1 Study and Examination Regulations on “Finalising and submitting the thesis”

Section 79 Finalising and submitting the thesis

- (1) The student is obliged to present his/her thesis awaiting finalisation to the supervisor for approval by the deadline set by the supervisor, but no later than ten (10) working days before the submission deadline.
- (2) The supervisor approves the submission of the thesis by signing the supervisor's declaration. The approval process takes place in Neptun. The thesis may only be validly submitted if approved by the supervisor.
- (3) In case the academic calendar is divided into semesters, a thesis may be submitted until Friday noon of the eighth (8th) week of instruction of the study period of the autumn semester if the student takes an early final exam in the semester in question. If the student does not take an early final exam in the autumn semester, the submission deadline of the thesis shall be Friday noon of the twelfth (12th) week of instruction of the study period in case the academic calendar is divided into semesters. In case the academic calendar is divided into semesters, a thesis may be submitted until Friday noon of the twelfth (12th) week of instruction of the study period of the spring semester. The exact deadlines for submitting the theses are specified in the calendar of the academic year.
- (4) The deadline for submitting teacher portfolios shall be the first working day of the last week of the study period.
- (5) The thesis must be submitted in one (1) electronic copy on the dedicated electronic interface. The student shall simultaneously declare that the submitted thesis is the result of his/her own work, as well as confirm that the overlap between the theses of a student participating in two or more simultaneous programmes at the University does not exceed 10%. In case of an overlap exceeding 10%, the student may not take a final examination.
- (6) The submission is accompanied by a text match check. The detailed rules for submitting the thesis are contained in provisions issued by the Vice-Rector for Education.

(7) The submission of the thesis does not constitute an application for the final examination. The latter shall be declared by the student via Neptun.

(8) Once submitted, a thesis may not be withdrawn, except in cases defined in Section 80.§(7).

(9) The thesis must be submitted at the latest until a date that leaves enough time for the student/former student to complete the final examination by the deadline specified in the SER.

(10) If the student/former student wishes to submit his/her thesis and has already successfully completed Thesis Seminar 2 or an equivalent subject, he/she must in any event file a request for submitting the thesis, provided that the thesis may be handed in pursuant to Subsection (9). The request shall be subject to paying the fee set out in the RSFB.

(11) If the applicant is still has student status, the study programme leader shall not examine the thesis for its timely relevance as provided in Subsection (12), but the submission and evaluation of the thesis may be started on the basis of the application.

(12) If the applicant is no longer a student and two (2) calendar years have elapsed since the date of obtaining the final certificate (absolutorium), the study programme leader, after hearing the opinion of the supervisor, shall examine the timely relevance of the thesis, taking into account the following:

- a) the thesis may be submitted in the form in which it is presented at the time the application is submitted, or
 - b) the previously started thesis needs to be completed, corrected, or
 - c) a new thesis on a new topic should be prepared,
- and may then be resubmitted under the general rules.

(13) If the applicant is no longer a student and two (2) calendar years have elapsed since the date of obtaining the final certificate (diploma), the study programme leader, after hearing the opinion of the supervisor, shall examine the relevance of the thesis, taking into account the following:

- a) the previously started thesis needs to be completed, updated, corrected, or
- b) a new thesis on a new topic should be prepared,

and may then be resubmitted under the general rules.

(14) The request specified in Subsection (10) may be submitted until the end of the registration period of the semester in which the thesis is submitted. The decision on the request shall be taken by the study programme leader after hearing the opinion of the supervisor.

(15) The decision shall be taken within ten (10) working days of the submission of such request. In the case of a decision pursuant to paragraphs (12)b) or (12)c) of Subsection (12) and paragraphs (13)a) and (13)b) of Subsection (13), the study programme leader shall decide on confirming the former supervisor or on appointing a new supervisor after having consulted with the Head of Institute. The decision shall be recorded in a resolution. In addition to specifying the supervisor, the decision must

provide for the mandatory thesis consultation and, in the case of paragraph (12)c) of Subsection (12) and paragraph (13)b) of Subsection (13), the new topic.

(16) In the case of a decision pursuant to (12)c) and (13)b), the student shall also submit a request for changing the topic pursuant to Subsection 78.§ (3) of Section 78.§

(17) If the former student must revise/re-write his/her thesis according to paragraphs (12)b)-(12)c) of Subsection (12) and paragraphs (13)a)-(13)b) of Subsection (13), once the revision/re-writing has been completed, the student may submit the thesis in the semester in which the request was submitted pursuant to SER without the need to file a new request. If he/she does not submit the thesis in the semester in which the request was filed, he/she must submit a new request for submitting the thesis pursuant to Subsection (10).

(18) In double degree programmes, multiple degree programmes, joint degree programmes leading to the award of a joint diploma, it is possible to derogate from the provisions of the present section. This must be provided for in the relevant cooperation agreement.

Annex 2 Study and Examination Regulation rules on plagiarism

59.§ - General rules on the assessment of student performance

[...]

(15) A student shall refrain from breaching the rules of scientific referencing in his/her works covered by copyright. In the case of breaching the rules on scientific referencing and/or plagiarism, an ethical procedure shall be initiated by the relevant lecturer against the student in accordance with the provisions of the Anti-plagiarism Regulation and the Code of Ethics. If the Ethics Committee establishes an ethical abuse, and finds the act, the conduct or the omission to be of such gravity, it may at its discretion institute a disciplinary procedure against the student on the basis of the Student Disciplinary and Compensation Regulations.

82.§ - Plagiarism checks

(1) The text of the thesis must be checked with the university software used for identifying text matches. The thesis may not be graded without first having undergone a text match examination. The rules on the self-review procedure with regard to the thesis are set out in the Anti-plagiarism Regulation.

(2) If plagiarism is suspected, the supervisor, the referee or the study programme leader shall initiate an ethical procedure against the student. If plagiarism is of a very

minor nature in the unanimous opinion of the supervisor or the referee and the study programme leader, and if it is acknowledged by the student, the student may request it to be graded as fail and to waive the appointment of a third referee.

(3) If as an outcome of checking the thesis an ethical procedure is launched against the student due to suspected plagiarism, the thesis must be considered temporarily invalid until the ethical procedure is closed, and this must be recorded in Neptun.

(4) The conduct of the ethical procedure shall be the competence of the Ethics Committee. The Ethics Committee shall consider the suspected plagiarism in accordance with the provisions of the Code of Ethics and the Anti-plagiarism Regulation.

(5) If the Ethics Committee establishes an ethical abuse, it shall declare the thesis as invalid and shall stipulate any other legal consequences (e.g. improving the thesis, rewriting the thesis, appointing a new supervisor).

(6) If the Ethics Committee declares that an ethical abuse was committed and, in its scope of judgement, considers the act, behaviour, or omission severe enough for taking further action, it will initiate a disciplinary procedure against the student, based on the Student Disciplinary and Compensation Regulations.

(7) The detailed rules on plagiarism are contained in the Anti-plagiarism Regulation.

(8) If the Ethics Committee establishes that the student committed plagiarism while writing the thesis and declares in its resolution that an ethical abuse was committed, the student may not be admitted to the final examination with the thesis affected by the ethical abuse. The student may only be admitted to the final examination if he/she corrects or rewrites and finalises the thesis in accordance with the resolution of the Ethics Committee and the supervisor deems it to be submittable pursuant to the SER (the supervisor shall re-issue his/her declaration), and if the evaluation of the thesis is completed successfully. The correction or rewriting can be done at the earliest during the next thesis submission period, i.e. no specific submission deadlines need to be given to the student.

Annex 3 Thesis title page

The title page and the inside cover should look like as illustrated below:

Title page	Inside cover
<p>THESIS</p> <p>Author's name</p> <p>Year</p>	<p>Corvinus University of Budapest</p> <p>Title</p> <p>Subtitle</p> <p>Author's Name</p> <p>International Relations BA</p> <p>Supervisor's name</p> <p>Year</p>

Annex 4 Netiquette guidelines

Instructors often receive a high volume of emails each day. To ensure timely and helpful responses, please follow these guidelines when communicating via email:

- **Check the syllabus, the course website or this Guide** first to see if your question has already been answered.
- **Consult your classmates** for straightforward, practical matters; they can often provide quick support.
- For **complex or detailed questions**, consider scheduling an appointment rather than writing a long email.
- **Always use your official university email address** when contacting instructors.
- **Clearly identify yourself**, including your name, course title, and programme.
- Use a **descriptive subject line** that reflects the content of your message.
- Avoid using **ALL CAPITAL LETTERS**, which can be interpreted as shouting.
- Maintain a **professional tone**:
 - Address the instructor respectfully
 - Use correct grammar, punctuation, and spelling
- **Never write anything in an email** that you would not feel comfortable saying to the instructor in person.

Annex 5 General considerations for the thesis writing process

Time management and submission

- Start early and plan backwards. Begin with your final deadline and work backwards to set internal milestones.
- Set regular working hours. Treat thesis work like a job, schedule consistent writing or research sessions.
- Back up your work regularly. Use cloud storage or external drives to avoid data loss.
- Leave time before the deadline. Build in extra time for unexpected obstacles, feedback, or revisions. Allow buffer time for final editing and formatting.

Working with your supervisor

- Communicate regularly. Maintain consistent contact, even when progress is slow. Don't wait until you have a "perfect" draft.
- Be open to criticism. Feedback is not a personal attack; see it as a tool for improving your work.
- Respect their time. Submit drafts on time and allow reasonable time for responses.

Handling stress

- Acknowledge the pressure. Thesis writing is inherently stressful; it is normal to feel anxious or stuck.
- Avoid perfectionism. Aim for steady progress, not perfection. A submitted, finished thesis is better than an endless draft.
- Seek help when needed. If stress, anxiety, or burnout become overwhelming, consider university counselling services or academic support.

Annex 6 Checklists

Thesis Writing Seminar I checklist (Autumn semester)

From 1 to 21 September 2025	Fifth week of the Autumn semester	Date and venue to be announced	Continuous, at least three per semester	9 December 2025
<ul style="list-style-type: none"> • Sign up for Thesis Writing Seminar I in Neptun 	<ul style="list-style-type: none"> • Change of allocated topic (where applicable) 	<ul style="list-style-type: none"> • Methodology class (for all students, participation is obligatory) Will be announced via Neptun a week in advance. 	<ul style="list-style-type: none"> • Consultations (in person, online or by e-mail, as agreed with the supervisor) 	<ul style="list-style-type: none"> • Progress report (detailed outline, bibliography and reference list, other elements specified by the supervisor) • By email, Teams – as set by the supervisor

Thesis Writing Seminar II checklist (Spring semester)

Continuous throughout the Spring semester	4 May 2026 at the latest	Before submission	Between 4 May 2026, 10:00 and 15 May 2026, 12:00
<ul style="list-style-type: none"> • Continue with the research following the supervisor's instructions and guidance 	<ul style="list-style-type: none"> • At least 10 working days before final submission • Presentation of the final version of the thesis for approval by the supervisor (before official submission) 	<ul style="list-style-type: none"> • As agreed with the supervisor • Text similarity checker (Turnitin) • Approval by the supervisor 	<ul style="list-style-type: none"> • Thesis submission on Neptun