

**GUIDE
TO WRITE THE THESIS/DIPLOMA**

**OE RKK TTI
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Table of contents

Technical requirements for the preparation of the thesis/diploma	3
1. Subject of the Thesis/Diploma	3
1.1. Consultations.....	3
1.2. Pre-presentation	4
2. Appearance of the thesis/diploma	4
3. General and technical requirements and internal structure of the thesis/diploma.....	5
3.1 Front page	7
3.2 Thesis/diploma assignment sheet.....	7
3.3 Student's declaration.....	7
3.4 Request for confidentiality (if required)	7
3.5 Table of contents.....	8
3.6 Introduction	8
3.7 Development of task points	8
3.8 Summary	10
3.9 Bibliography.....	10
3.10 Annex.....	11
4. Submission of thesis/diploma.....	12
4.1. Assessment of the thesis/diploma	12
5. Preparation for the state exam	13
5.1 State examination information	13
5.2 Tasks after the submission of the thesis/diploma.....	13

Technical requirements for the preparation of the thesis/diploma

The requirements for the thesis/diploma (hereinafter referred to as the "THESIS") are set out in the Study and examination regulations of Óbuda University <https://uni-obuda.hu/wp-content/uploads/2020/06/study-and-examination-regulations-of-obuda-university.pdf>.

The Hungarian higher education system may be very different to the educational system of stipendium students, see the regulations here: <https://uni-obuda.hu/rules-and-regulations/>

In order to obtain a degree, students must prepare a thesis for a bachelor's degree and a master's degree.

The aim of the THESIS is to enable the student to solve a complex task independently at the end of his/her studies, in accordance with the nature of the programme/specialisation, and thus to demonstrate that he/she has the professional knowledge and skills required by the educational objectives and is well informed in the literature. The task of preparing the THESIS gives the student the opportunity to develop his/her own creative work and to demonstrate his/her knowledge of the relevant links between the different parts of his/her field of specialisation and the practical, technical and economic requirements involved.

1. Subject of the Thesis/Diploma

The weekly number of hours, the number of credits and the prerequisites of the course are specified in the curriculum of the degree programme. The subject is assessed by a mark (BSc E curricula) / mid-year mark (BSc F curricula). Completion of the course is a prerequisite for the award of the final certificate (absolutorum).

1.1. Consultations

The signature/interim grade is obtained by attending at least four consultations, certified by the consultant in the CONSULTATION LOG and by the appropriate level of completion of the THESIS (whether or not it can be submitted). Attendance can be

certified by the consultant if the student arrives prepared for it, i.e. there has been a meaningful consultation.

The deadlines for the preparation of the THESIS are set out in the table available on the website.

<https://eng.rkk.uni-obuda.hu/information-about-thesis-writing-for-industrial-design-engineering-students/>

The thesis supervisor is available to students outside the timetable during consultation hours or at an agreed time in advance to help them solve problems in the thesis.

The assignment outline and an updated version of the thesis at any stage must be brought to all consultations.

Consultation diaries are kept by the subject supervisor and after each substantive consultation, an outline of the student's work to that point is recorded.

1.2. Pre-presentation

In order to obtain the signature/intermediate mark, the student has to participate in a pre-presentation organised by the Institute by presenting a PPT presentation, material experiments, models. The date of the pre-presentation will be set by the Institute before the submission of the manuscript, in the second half of November for winter final examinations and in the second half of April for summer final examinations. Participation in the TDK replaces the pre-presentation.

Students who have completed 2/3 of the thesis - i.e. 40.000 characters - and presented it to their supervisor are eligible to participate in the pre-presentation.

2. Appearance of the thesis/diploma

The thesis/diploma may be bound in a hardback binding with black artificial leather covers and lettered in gold letters as recommended below:

- In the upper third of the page is the heading 'Thesis' in the case of undergraduate studies and 'Master's thesis' in the case of Master's studies, in large type, centred, bold, 30 point font, Arial.
- In the bottom left-hand corner is the university and faculty code (OE-RKK) and the year of submission of the thesis (in 20-point font, large type, bold Arial).

- In the bottom right-hand corner is the student's name, with the student's registration number below (in 16-point font, bold Arial).
- On the spine of the cover is the student's name and the year of submission.

3. General and technical requirements and internal structure of the thesis/diploma

It is not compulsory to include the THESIS in the application form as described in point 2, but the following requirements apply to theses submitted in electronic form.

The BSc thesis must be at least 40 pages long and contain at least 60.000 characters (including spaces).

The MSc diploma must be at least 60 pages long and contain at least 80.000 characters (including spaces).

Care must be taken to ensure that the language used in the THESIS is the correct technical and/or economic one. Avoid unnecessary abbreviations and jargon. A professional but readable and fluent style should be used. Spelling mistakes greatly detract from the quality of the essay. The symbols used in the THESIS should conform to the relevant national standard.

The thesis/diploma should be A4 size, and should be printed on white paper of min. 80 g/m², with single-sided print.

Size of the margins: binding margin (left side) 35 mm (25 mm margin + 10 mm for glue binding), opening margin (right side) 25 mm, head margin 40 mm, foot margin 25 mm.

Page numbering at the top, centre of page, 20 mm from the edge of the page.

Times New Roman font, 12 point size, 1,15 line spacing, justified. In the main text, line spacing is compulsory and Hungarian accents must be used, i.e. hat and wavy double accents are prohibited. The use of a spell-checker is mandatory to avoid spelling mistakes.

All main chapters (Table of contents, Introduction, the 4 main task points, Summary, Bibliography, Annexes) must start on a new page with the title. Chapter headings should be numbered in Arabic numerals, consisting of 14 point bold capital letters, centred and placed at the top of the page. Subchapter titles should be numbered to a maximum depth

of three digits, in 12-point boldface characters, left-aligned. To automatically edit the table of contents, chapter headings should be set to heading style.

Chapter headings and the text below them start immediately after the title. Text should be justified so that there are at least three full lines of text before or after the title, at the bottom or top of the page.

Recommended contents of the THESIS in the order in which they are presented:

- **Title page** (downloadable in Word format from the Institute's website.)
- **Assignment sheet** (Prepared by the Institute and distributed to the student.)
- **Student's declaration** (in Word format, downloadable from the Institute's website)
- **Request for confidentiality** (if necessary)
- **Table of contents** (with page numbering)
- **Introduction** (title without serial number) (formulation of the problem to be solved)
- **Detailed elaboration of the 4 task points** of the thesis (numbered in decimal order)
 1. Analysis of the problem, development of the specification, review and analysis of possible approaches and solutions based on the literature.
 2. Technology and form experiments. / Material use and design solutions. / Market research. List of requirements.
 3. Design concept formulation. Preparation of design variations, justification of choice.
 4. Description and documentation of design phases, experience and implementation. Analysis of the implementation, its application and possibilities for further development.
- **Summary** (title not numbered) of contents
- **Bibliography** (title not numbered)
- **Annexes** (if applicable) (title without number)

3.1 Front page

The following text should appear on the inside front cover:

- the title of the thesis/diploma (font Times New Roman, size 24 point, bold, ornate, line spacing 36 point, centre-closed, placed in the optical centre of the page),
- the abbreviated name of the institution and the year of submission of the THESIS should be placed in brackets to the left below each other, the name of the student and the student's registration number should be placed in 18 point font, Times New Roman, to the right below each other.

A sample cover page in word format can be downloaded from the Institute's website.

3.2 Thesis/diploma assignment sheet

The Institute prepares and distributes the thesis/diploma assignment form to the student by 31 October for winter final examinations and by 31 March for summer final examinations.

The assignment form is invalid without an official stamp and signature. The thesis/diploma must be signed by the Director of the Institute, the Institute's supervisor and the external supervisor.

The signed and stamped assignment form must be bound into the THESIS or scanned and edited into the electronic version of the thesis.

3.3 Student's declaration

The Student's Declaration must be placed after the thesis/diploma assignment form and signed by the student.

The Student Declaration can be downloaded in word format from the Institute's website.

3.4 Request for confidentiality (if required)

The student may apply the secrecy of his/her THESIS by submitting a REQUEST FOR CONFIDENTIALITY addressed to the head of the department responsible for the admission of the THESIS and a certificate from the keeper of the secret by 31 October for winter final examinations and by 31 March for summer final examinations. The procedure for the confidentiality procedure and the necessary forms are set out in the Academic Regulations in force since 01. 08. 2024 (Part 8, Chapter 4).

3.5 Table of contents

The Table of Contents is a page-by-page list of the chapters and main subchapters of the thesis/dissertation. Automatic table of contents editing should be used to create chapter headings set in the heading style. It is advisable to save the document after the final table of contents has been updated.

3.6 Introduction

The Introduction should explain the presentation, justification, necessity and objectives of the thesis/diploma task formulated in the Thesis/Diploma Task sheet. It should be 1-2 pages in length.

3.7 Development of task points

The breakdown of the content of the task items defined in the task descriptions should be done in decimal numbering. It is recommended that each part of the task be developed proportionally.

The THESIS is an independent work requiring knowledge and use of the literature. All references to literature should be clearly indicated, making it clear that they are not your own work. When referring to the literature used, it is advisable to include the bibliographic reference number in square brackets at the end of the sentence or phrase. e.g. [4]

The source of figures, images and data used must also be acknowledged.

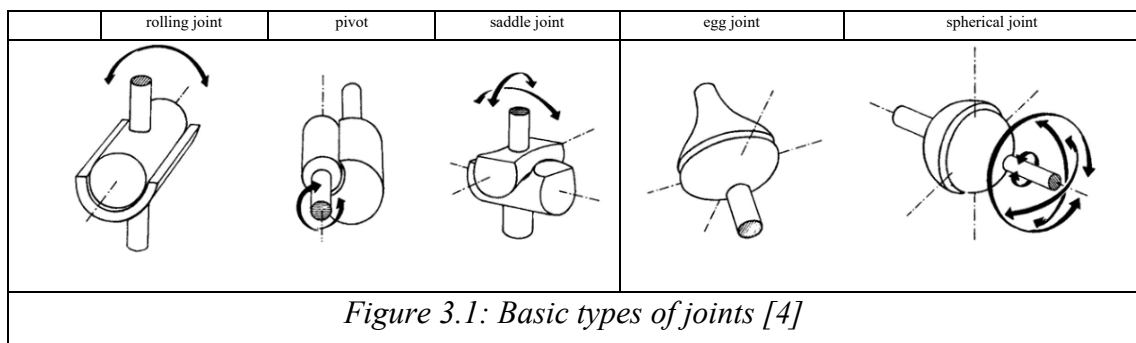
The bibliography may be numbered in the order in which the references occur or in alphabetical order of the authors' names.

Verbatim quotations should be used in quotation marks, with the source indicated in the text or footnote (and, in the case of books, with the exact page number), otherwise the bibliography should indicate the source works used in the standard format.

Figures and tables should be referred to in the text. The reference should precede the figure/table and preferably be on the same page. The figure/table should not slide onto the next page.

Figures and tables should be numbered and titled, with the main chapter number and the number taken from the cursive version of the main text and the title from the normal version of the main text. Figures and tables should be numbered independently of each

other, and their numbering should be continuous, adapting to the number of the main chapter. In each main chapter, the numbering of figures or tables shall be repeated. Figures and tables shall be placed horizontally centred. The titles of the figures should be placed below the figure and the titles of the tables above the table, in the width of the figure or table, centred and separated from the main text by a blank line (*Figure 3.1*).



The design of figures and tables can be:

- computer-edited, word-processed, pasted between text, printed;
- by computer protocol (stand-alone or pasted on paper);
- paper copy of a photograph.

Usual layout of figures and tables:

- In text, with typed text next to a figure that is not full page width;
- In text, with a blank space on both sides of the page next to a non-full-width figure; (*Table 3.1*)
- inserted between text pages, full page;
- collected at the end of the THESIS, stapled in;
- A3 or larger diagrams, programme protocols and other documentation, folded or on electronic media, in a pouch with a back cover (in this case the diagram is framed, with a text box, the title of the thesis, the title of the diagram, the number of the diagram, the student's name and the number of the thesis in the text box).

Table 3.1: Tensile strength and stiffness values for different glass types [2]

Megnevezés	E-üveg	R-üveg	S-1 üveg	S-2 üveg
Húzó szilárdság [MPa]	1900-2500	3100-3400	3800-4100	4300-4600
Húzó rugalmassági modulus [GPa]	69-80	86-89	85-87	88-91

In-text bullet points should be placed one below the other, followed by a dash, with a small initial after the dash, separated by a comma at the end of each thought, and ending with a full stop after the last thought.

Only those formulas which are referred to elsewhere in the text must be numbered.

Numbering should be repeated from chapter to chapter (e.g. 3.1).

Any clear, aesthetic design and technical specifications other than those described above, but not in conflict with the standards, which the consultants consider appropriate, are acceptable.

3.8 Summary

Short summary of contents min. 1500-2500 characters.

The Summary section should summarise the Literature section of the THESIS and the results and conclusions of the Investigation section, and may indicate directions for further development. It is 1-2 pages in length.

3.9 Bibliography

The Bibliography contains all the printed and electronic literature sources used by the student in the preparation of the thesis/diploma.

The sources used should be referred to in the contents of the THESIS, with a number in square brackets [3].

Methods of citation:

- in the case of a book:

Name of author: title of book; name of publisher, place of publication, date of publication.

In the case of multiple-author works, instead of listing the authors, the name of the editor ("Edited by ..."),

- for articles, journals:
Name of the author(s): title of the article; name of the journal, year, volume number, year and month of publication, page number range
- citation of internet content:
Author's name: title of the cited topic; exact internet contact details; date the page was viewed.
- citing an oral communication: name of the author (please), based on oral information provided by the author.

Please indicate the name of the author(s) in the bibliographical references:

Surname, comma, first initial of first name, full stop. The title of the author (e.g. Prof., Dr., etc.) should not be given.

Examples:

- [1] Nagy, M. - Vidák, I.: *Feltmaking*. Planétás Publishers, Budapest, 1997.
- [2] N. Szabó, O. - Szabó, R.: *Technical textiles, composites*. OE RKK-6086 Bp. 2019.
- [3] Lázár, K.: *Geotextiles*. Hungarian Textile Technology LXXV. year 2022/2 11. pp.10-12
- [4] Bodzsár, É. - Zsákai, A.: *Anthropological/human biology exercises*. Eötvös Loránd University, Budapest, 2013
<https://tk.elte.hu/dstore/document/845/book.pdf> (accessed 25.10.2023)
- [5] Verbal communication of István Hemberger, master tailor, 2023.

3.10 Annex

The annexes to the THESIS should be placed at the end. If there are several annexes, it is advisable to prepare a list of annexes.

If illustrations larger than A4 size or bookbinding aids (CDs or DVDs) are to be attached, they should be placed in the Annex section. The Annex may also be placed in a pouch on the inside of the back cover of the THESIS. The material in the Annex must be numbered and referred to in the ANNEX. E.g.: The structure of the equipment used is shown in Annex M.2.

4. Submission of thesis/diploma

Theses and diplomas must be submitted only and exclusively via the Thesis Portal (<https://diploma.uni-obuda.hu/>) (hereinafter referred to as PORTAL) operated by the University.

Once the PORTAL has been opened, all students with a thesis queue are entitled to upload their thesis there.

The deadline for uploading the thesis is 15. December for winter final examinations and 15. May for summer final examinations.

Uploading can be done only once, during which you are allowed to upload 1 file in pdf format. The maximum size of the uploaded essay is 10 Mb of usable file size. For larger files, the resolution of the figures in the essay must be reduced. The uploaded file must contain the complete essay, including the documents specified in point 3.

The internal (faculty) consultant will be automatically notified by e-mail of the upload and the student will be informed of the result.

The internal (faculty) consultant may accept the result of the plagiarism check and decide whether the thesis is ready for peer review. In all cases, the student will be informed of the decision.

4.1. Assessment of the thesis/diploma

If the internal (faculty) adviser decides as described in point 4, he/she will invite an assessor to assess the thesis via the PORTAL by e-mail.

In addition to the evaluation, the assessor must ask at least two or three questions about the THESIS, which the final-year student will answer when the THESIS is defended. The questions should be asked in such a way that their answers will help the final examination board to assess the candidate's professionalism.

The deadline for recording the assessment on the PORTAL is no later than the 10th working day before the final examination.

The internal (faculty) consultant has the right to view the full content of the assessment. The student can see the assessment and the questions asked by the assessor, but not the marks and the marks awarded by the assessor on the THESIS.

5. Preparation for the state exam

The bound thesis/diploma must be handed in to the secretariat of the institute the week following the upload. The method of binding described in point 2 is optional, but the printed thesis must be submitted in a stapled form.

5.1 State examination information

In order to prepare for the state examination, the Institute holds a briefing at a predetermined time during the examination period preceding the final examination. Students will be informed about the examination procedure, the content and format of the presentation required for the thesis, the venue of the final exam and the organisation of the exhibition.

5.2 Tasks after the submission of the thesis/diploma

- The models/prototypes that are an integral part of the thesis must be handed in at least 1 week before the state examination, as explained in the final exam instructions.
- In all ITF specialisations, students must present the solution to the thesis task on a 700 x 1000 mm poster, also to be handed in at least 1 week before the exam. The standard format for the footer of the poster can be downloaded from the website.
- In all cases, an exhibition of the work of ITF students will be produced and the students will be required to put it together under the guidance of their teachers.
- ITF students are required to submit an A/4 sized portfolio of their work at the University no later than 1 week before the examination (The portfolio requirements are available on the TTI website).
- The PPT presentations for the final examination must be prepared with the content and design agreed with the subject leader and sent to the subject leader in pdf format no later than 1 week before the final examination.