

## Dissertation (PhD) – requirements

### ***I. Structure***

The candidate should keep *the following order of structure* (but it is possible to use other elements depending on the content of the dissertation and the method of processing):

|   |  |
|---|--|
| a) Inner title page                             | obligatory element   |
| b) Table of Contents                            | obligatory element   |
| c) List of photos, maps, tables                 | if needed  |
| d) List of abbreviations                        | if needed  |
| e) Main text of the dissertation                | obligatory element, divided into at least chapters and subchapters |
| f) Bibliography – list of sources and materials | obligatory element   |
| g) Table of laws and other legal acts           | if needed  |
| h) Table of cases                               | if needed  |
| i) Appendices                                   | if any   |

### ***II. Formal requirements (1-6), lack of which the dissertation cannot be admitted***

1) The length of the dissertation should be between 400.000 n and 800.000 n (including characters and spaces). Only maximum of 40,000 characters of the combined length of parts f), g) and h) under point I. can be counted towards the minimum length.

2) The dissertation should be printed on A4 size white paper with black letters but the photos, maps and diagrams can be colourful. The dissertation must be printed single-sided, with one side (back side) of the pages remaining blank.

3) The pages of the dissertation should be numbered consecutively in increasing Arabic numbers starting from 1 and the numbers should be displayed on the top or at the bottom of each page.

4) The dissertation should be submitted in bound version that can be black or other dark colour with a hard cover.

5) On the title-page „Doctoral (PhD) Dissertation” should be written with an appropriate size of letters along with the full title of the dissertation, full name of the author, supervisors’ names and academic titles, date and place of submission (Szeged).

6) Notes should be inserted as footnotes in the dissertation.

### ***III. Other requirements (1-7)***

7) A 3-4 cm margin should be left on the left hand side and 2,5 cm margin should be left on the other sides of the paper.

8) The dissertation should be written in Times New Roman letter type, with 1,5 line spacing. Bold letters should only be used in case of titles! *Cursive letters* should only be used with titles and if the author wishes to put emphasize on a word, expression or part of the text. Avoid underlining!

9) Letter size 12 should be used except for the following :

- a) letter size is not regulated on the title page and on the inner title page
- b) in case of (chapter) titles and subtitles at least letter size 13 should be used with the maximum of size 15;
- c) letter size 10 should be used with footnotes ;
- d) a minimum letter size of 10 with the maximum of 12 should be used with photos, maps, tables;
- e) inside a table or a diagram a minimum letter size of 8 should be used with the maximum of 12.

10) Titles of chapter and subchapters may be emphasised by using greater letter sizes and/or heavy type and/or curved type. Chapters and subchapters should be put into order by using Arabic and/or Roman numerals. For titles at the same level the same letter size and format should be used along with consecutive rising numbering.

11) For tables, diagrams, photos and maps ordinals and titles should be provided along with reference for the source if needed. Tables, photos, maps and diagrams that do not fit into the body of the text should be put in the Appendix section.

12) Appendices should be provided with titles and – if there is more than one – an ordinal.

The dissertation can be given back to the candidate for revision by the Doctoral School if it does not fulfil these requirements (7-12).

#### ***IV. Material requirements***

The dissertation must include:

- a) the reasons for writing the dissertation and the objectives of the dissertation (introductory part);
- b) the explicit identification of the research questions, research tasks, or the scientific hypotheses forming the starting point of the dissertation (introductory part);
- c) the identification of the scientific methods used during the research (introductory part);
- d) itemized, summary listing of the new scientific findings, conclusions, and results reflected in the dissertation (in the final part of the dissertation);
- e) the possible application and effects of the new scientific findings, conclusions, and results set forth in the dissertation in solving some practical or theoretical problems (primarily in the final part).

#### ***V. Dissertation submitted to preliminary debate***

a) The above mentioned requirements should be applied to the interim version of the dissertation submitted to preliminary debate except for the following:

- ad 2) can be printed on both sides of the sheets;
- ad 4) should not be submitted with hard cover;
- ad 5) on the title page the author should indicate the fact that this is a version of the dissertation prepared for preliminary debate.

b) Note ad 1): the requirements for the length of the dissertation also apply to the dissertation submitted for preliminary debate (90% completion rate is not a length requirement, but a quality requirement).