

**UNIVERSITY OF SZEGED
FACULTY OF LAW AND
POLITICAL SCIENCES

THESIS REGULATIONS**

Szeged, 1 September 2021

FACULTY OF LAW AND POLITICAL SCIENCES
THESIS REGULATIONS

These Thesis Regulations shall cover all training programmes offered by the Faculty of Law and Political Sciences, where the qualification requirements or university regulations lay down the preparation and the defence of the thesis (degree attainment work) as a study obligation.

1. Choosing a thesis topic and the preparing the thesis

- 1.1 The thesis is a written piece of work on a topic related to either a compulsory or a compulsorily elective subject. The defence of the thesis shall form part of the final examinations in accordance with the study plan for the given training programme.
- 1.2 The thesis may be written on any topic announced by the departments/institutes of the Faculty. The thesis may also be written on a topic of the student's choice, if it is approved by the head of department/institute and undertaken by the consultant. The departments/institutes shall publish the thesis topics to be selected on their websites in both Hungarian and English.
- 1.3 In order to choose a thesis topic, the student shall contact their supervisor or, should the student request the appointment of a supervisor, the head of department/institute via e-mail. If the supervisor agrees to supervise the thesis, the topic choice shall be proposed to the head of department/institute for approval or, in case of their absence, forwarded to the lecturer deputising for them. If the head of department/institute approves the thesis topic, the following data shall be recorded in the thesis register kept by the given department/institute: the student's name, the topic of the thesis, the scheduled time limit for submission and the consultant's name. The topic choice shall be deemed valid upon its entry into the register at the given department/institute, and such entry shall then be confirmed to the student by the administrator of the department/institute via e-mail.
- 1.4 A thesis consultant in Master's degree training programmes shall be a lecturer holding at least a doctoral (PhD) degree. Subject to the decision of the head of department/institute, the consultant may also be a lecturer not holding a doctoral degree provided that a lecturer holding a doctoral degree is also appointed as a co-consultant. A lecturer not holding a doctoral degree may also be appointed as the sole consultant of a thesis based on the discretion of the head of the department/institute responsible for the training programme in Bachelor's programmes and the programme leader in postgraduate programmes.
- 1.5 The head of department/institute may grant permission for a co-consultant during the choice of the thesis topic. Lecturers employed by other faculties may also be selected as co-consultants subject to the permission of the head of department/institute.
- 1.6 A lecturer may be responsible for the supervision of a maximum of ten thesis papers simultaneously or, also including mid-term papers, a maximum of fifteen academic papers awaiting submission and/or defence. Where a lecturer has reached such limit based on the thesis register, such lecturer shall not undertake the supervision of any more thesis papers and the head of the department/institute shall appoint another lecturer as a consultant for the topics concerned. The department/institute shall keep a record of how many thesis and mid-term papers are supervised by a lecturer in accordance with Section 1.3.

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- 1.7 Students writing a thesis paper shall have at least two consultations with their consultants, which shall be certified by the consultant once the thesis is approved for submission in line with the provisions stipulated in Section 6.1.

2. General formal requirements for the thesis

- 2.1 The thesis paper shall be subject to the following requirements. The institute/department may determine additional formal requirements regarding the thesis.

a) The length of the thesis shall be at least 80,000 characters (spaces included) in Bachelor's and Master's programmes and, subject to the decision of the programme leader, at least 40,000 characters (including spaces) in postgraduate training programmes, including footnotes and the table of contents. The inner title page, the bibliography, annexes, appendices, pictures, maps and diagrams shall not be included in the length of the thesis.

b) The thesis shall be written in the language of the given training programme; any deviation shall be subject to the proposal of the head of department/institute and the permission granted by the dean.

c) The pages of the thesis shall be numbered consecutively with increasing Arabic numerals beginning with one. Page numbers shall be placed at the top or at the bottom of the pages.

d) On the left-hand side of the pages a margin of 3 cm is required while on all the other sides a 2.5 cm margin shall be left.

e) The thesis paper shall be written in Times New Roman font with 1.5 line spacing. Bold, italic or underlined font types shall only be applied to titles or highlighting. A font size of 12 shall be used for the thesis with the following exceptions:

- for (chapter) titles and sub-titles the font size shall be 13-15;

- the font size of 10 shall be used for footnotes;

- for titles of pictures, maps, diagrams and tables, the font size shall be 10-12; and

- for internal text of tables and diagrams the font size shall be 8-12.

f) Tables, diagrams, pictures and maps shall be both numbered and titled and a reference to their source shall also be provided. Tables, pictures, maps and diagrams covering a whole page or not fitting into the body of the text shall be placed in the appendix or annex.

g) Annexes or appendices shall be titled and if there is several of them, they shall also be numbered.

- 2.2 Should the thesis fail to not meet the requirements stipulated in Section 2.1 a), b) and c), it shall be graded as unsatisfactory/failing without substantive examination or consideration. Violation of other formal requirements may be considered as a basis for grading the thesis as unsatisfactory/failing depending on their gravity or otherwise taken into account in its assessment.

3. Structuring the thesis

- 3.1 Students shall follow the following structure in the order below when preparing their theses.

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- a) Inner title page (mandatory)
- b) Table of contents (mandatory)
- c) List of tables, pictures, maps, diagrams (where appropriate)
- d) List of abbreviations (where appropriate)
- e) Introduction (mandatory)
- f) Presentation of the thesis topic (divided into chapters and sub-chapters at least), (mandatory)
- g) Summary of findings and conclusion (mandatory)
- h) Bibliography, list of literature and sources used (mandatory)
- i) List of legislation and/or cases cited (where required by the institute/department)
- j) Annexes and/or appendices (if any)

In the introduction of the thesis, the author shall refer to the issue(s) to be resolved, the questions to be answered and the methods applied in the thesis paper. In the conclusion, the findings and conclusions arrived at in the thesis shall be summarised.

- 32 The following pieces of information shall appear on the title page of the thesis using the appropriate font size:
 - the full title of the thesis both in Hungarian and English;
 - the author's full name and the name of the training programme;
 - the name of the department and the consultant; and
 - the year of submission.
- 33 In the table of contents, the title of all the main parts of the thesis shall be listed together with their corresponding page numbers. The structure of the thesis shall be presented in the table of contents up to at least two levels (e.g. chapter and sub-chapter titles).
- 34 Chapter and sub-chapter titles shall always start a new line and they shall also be distinguished from the rest of the text by using a greater bold or italicised font size. Chapter and sub-chapter titles shall also be arranged using Arabic or Roman numerals. Titles at the same level shall be formatted in exactly the same manner using the same font size, format and the same type of numbering.
- 35 The text of the thesis paper shall be divided into paragraphs.
- 36 The bibliography is intended to provide the opponent or the reader with a clear overview of the literature cited in the thesis. Therefore, only the sources shall be listed in the bibliography which were actually referenced or cited in the thesis by the author.

4. Content requirements of the thesis

- 4.1 Content requirements of the thesis, including the thesis topic, shall be determined by the department/institute.
- 4.2 The following shall be prohibited:
 - a.) The author of the thesis attributes to themselves any thought, idea, finding or conclusion taken from another source (plagiarism), including the fact that the thesis paper or any part of it is not written by the person whose name is indicated on the title page as the author;

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- b.) The use of any thought, idea, finding or conclusion or their inclusion in the thesis if the author does not refer to the source or the source cannot be clearly identified based on the reference provided (plagiarism and/or violation of the rules of referencing);
 - c.) The use of data, facts, pictures, maps or diagrams taken from other sources or their inclusion in the thesis if the source is not indicated, the reference is omitted or the source cannot be clearly identified based on the reference provided (plagiarism and/or violation of the rules of referencing);
 - d.) Direct quotations taken from academic works, documents or any other source consisting of at least seven consecutive words if quotation marks are not used around the quote or otherwise made clear by the author that it is a direct quotation, and the author fails to refer to the source in a clear way (plagiarism and/or violation of the rules of quotation).
- 43 The above rules shall also be applied if someone else's thoughts, ideas, findings or conclusions are included in the thesis in a paraphrased, summarised or abbreviated form or translated from a foreign language.
- 44 In the event of grave violation of the rules stipulated in Section 4.2, the thesis shall be graded as unsatisfactory/failing without substantive examination or consideration. Upon applying these Regulations, the author of the thesis commits serious violation of the above rules:
- a) if the thesis paper or part of it is not written by the person whose name is indicated on the title page as the author;
 - b) if the author takes direct quotations from other sources in the thesis at least three times in violation of Section 4.2 d);
 - c) if the author takes direct quotations from other sources in the thesis at least two times, if the quoted text consists of at least two consecutive sentences in violation of Section 4.2 d);
 - d) if the author takes a direct quotation from other sources, if the quoted text consists of at least five consecutive sentences in violation of Section 4.2 d); and/or
 - e) if the author uses someone else's thoughts, ideas, findings or conclusions in the thesis at least five times in a manner that it violates the rules of referencing.
- 45 Violation of other requirements not listed in Section 4.4 but stipulated in Section 4.2 may be considered as a basis for grading the thesis as unsatisfactory/failing depending on their gravity or otherwise taken into account in its assessment.
- 46 Grave violation of rules stipulated in Section 4.2 shall constitute conduct unworthy of a student and may be considered as the basis for opening disciplinary proceedings against the student.

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5. Referencing and quotation

- 5.1 In the thesis references and quotations shall be used in a manner that the sources may be clearly identified.
- 5.2 The source of any reference or quotation shall be indicated in a footnote. As an exception, the source of pictures, maps, diagrams and tables may also be indicated after their titles. Footnotes, numbered with Arabic numerals, shall be placed at the bottom of the page on which the quoted thought, idea, finding, conclusion, data or fact appears.

6. Submitting the thesis

- 6.1 The consultant shall inform the student and the administrator of the department/institute via e-mail whether or not the thesis is eligible for submission. The department/institute shall compile a list of thesis papers eligible for submission based on the statement by the consultants and forward such list to the Academic Office. The Academic Office shall verify the thesis papers uploaded to the MODULO system based on the lists received from the department/institute. Where a thesis paper is not eligible for submission, it shall be returned to the student.
- 6.2 The time limit for thesis submission is determined in the final examinations calendar of the Faculty. The academic prerequisites for thesis submission are stipulated in the study plan and academic regulations of the given training programme. The Academic Board may grant permission for the submission of the thesis following the expiry the time limit. In order to request this, the consultant's opinion shall be obtained in advance which subsequently shall be attached to the request to be submitted by the student.
- 6.3 The thesis shall only be submitted electronically. The thesis and the filled-in and signed statement (Appendix 1) shall be uploaded to the MODULO system to the Application for Final Examination form in PDF format. The only exception to this rule is where the student requests restriction on the access to his/her thesis. In this case, the restricted access to the thesis box shall be ticked on the Application for Final Examination form and the form may be submitted without uploading the thesis. The electronic copy of the thesis with restricted access may be submitted as a password-protected PDF document, but even in this case, the acts of reading and printing the document cannot be rendered dependent upon the knowledge and the use of the password.
- 6.4 The PDF document containing the electronic copy of the thesis shall be named in the following manner:
SZD-training programme-Neptun code.pdf, (e.g. SZD-jog-XX2YY3.pdf)
The abbreviations of training programmes are provided in Appendix 2.

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7. Defending and assessing the thesis

- 7.1 The lecturer appointed by the head of department/institute as the opponent shall prepare a written assessment (with a suggested grade) on the thesis. This document shall be made available to the members of the examination committee prior to the oral thesis defence.
- 7.2 The opponent shall be a lecturer holding a doctoral (PhD) degree if the consultant does not hold a (PhD) degree.
- 7.3 The identity of the opponent shall be revealed to the student two days before the thesis defence at the latest.
- 7.4 Assessment criteria included in the assessment of the opponent shall be as follows:
- choice of thesis topic (the author explores an issue outside the academic curriculum or provides deeper, more comprehensive, academic research/investigation of an issue that is part of the curriculum);
 - quantity and quality of the literature used and reviewed, the selection and application of the analysis method(s);
 - clear distinction between the findings and conclusions of the author of the thesis and the results taken from academic works by other authors;
 - the structure and language/style of the thesis;
 - complexity of the presentation of the thesis topic;
 - originality of the findings and well-established *de lege ferenda* proposals;
 - the structure, logic and clarity of the thesis, inner proportions of the thesis parts; and
 - the appropriate use of references.
- The opponent shall pose at least 3 but a maximum of 5 questions in written form which are asked of the student at the thesis defence. The opponent also suggests a grade for the thesis but shall not be obliged to announce it to the student prior to the thesis defence.
- 7.5 The oral thesis defence shall take place in front of the final examination committee consisting of at least two members. The members of the committee may include the consultant, the opponent conducting the preliminary assessment and any other lecturer appointed by the head of department/institute. The chairperson and the member(s) of the committee holding a doctoral degree shall be appointed by the head of the department/institute which offered the thesis course taken by the student but lecturers from different departments/institutes may also be invited. The presence of either the opponent or the consultant is compulsory at the thesis defence.
- 7.6 During the thesis defence, students are required to give an account of their knowledge on their thesis topic, respond to the questions raised by the opponent and justify the findings and conclusions presented in his or her thesis.
- 7.7 An official record of the thesis defence shall be kept including the preliminary written assessment and the events of the examination (questions, answers and grades). The reason(s) for any significant deviation from the preliminary written assessment shall be mentioned in the official record.
- 7.8 The examination committee shall determine the grade on the basis of the assessment of the opponent and the oral thesis defence. After the thesis defence, the committee shall inform the student of the result (grade) of the thesis defence together with a brief justification.

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79 In case of Bachelor's programmes the head of department/institute, while in the case of postgraduate training programmes the programme leader, may decide not to appoint an opponent for the thesis defence. In this case, the aforementioned provisions shall also be applied except that the preliminary written assessment of the thesis shall be prepared by the consultant. The consultant shall be a member of the examination committee and be present at the thesis defence.

8. Miscellaneous provisions

81 These Regulations shall not affect the provisions concerning the thesis stipulated in the Academic and Examination Regulations of the University of Szeged.

82 These Regulations contain the consolidated text accepted and amended from time to time by Resolution No. 76/2020/2021.(V. 27.) KT at the sitting of the Faculty Council of the Faculty of Law and Political Sciences held on 27 May 2021. The provisions of these Regulations as amended shall take effect on 1 September 2021 and shall be applied to thesis proposals and thesis papers submitted as of this date.

83 These Regulations are constantly accessible via the following link: <http://www.juris.u-szeged.hu/karunkrol/szabalyzatok>.

Szeged, 27 May 2021

Prof. Dr. Márta Görög,
dean

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(Annex 1 to the Thesis Regulations)

**Faculty of Law and Political
Sciences, University of Szeged
Szeged**

STATEMENT ON THE THESIS

Title of the thesis:

Title of the thesis in English:

Author's name:

Training programme:

I, the undersigned, as the author and the person submitting this Thesis stated in this Statement, hereby state that this Thesis is completely and solely the result of my own work. Were it otherwise, I have applied the rules of quotation and referencing pursuant to the provisions of the Regulations in effect.

I hereby acknowledge that in the event of any grave violation of the rules on quotation and referencing set forth in Section 4.2 of the Thesis Regulations issued by the Faculty, my thesis paper shall be assessed as unsatisfactory/failing without substantive examination and the violation may also result in instituting disciplinary proceedings.

I also acknowledge that the electronic copy of the Thesis will be uploaded to the repository of the University Library where it will be available to visitors to the library.

Date:

signature of the student

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(Annex 2 to the Thesis Regulations)

Abbreviations of training programmes at the Faculty of Law and Political Sciences:

Bachelor's and Master's programmes

JOG, Law, single-cycle degree programme

MKTB, Employment Relations and Social Insurance Administration Bachelor's and Master's programme

SZMSZI, Employment Relations and Social Insurance Administration Bachelor's programme;
Labour Relations and Social Security Administration Master's programme

NET, International Relations Bachelor's and Master's programme

NET-EN, International Relations in English Master's programme

NET-FRE, International Relations in French Master's programme

POL, Political Science Bachelor's and Master's programme

Postgraduate programmes

IFSZJ, Legal Specialisation in Real Estate Matters

CSSZJ, Legal Specialisation in Family Law

JSZG, Legal Specialisation for Financial Experts

KVPK, Legal Specialisation in Environmental Law

AJPK Legal Specialisation in Anglo-Saxon Law and English Legal Translation

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FJPK, Legal Specialisation in French Law and Legal Translation

NJPK, Legal Specialisation in German Law and Legal Translation

HRSZJ, Legal Specialisation in Human Resources Law

MEDSZJ, General Mediation Training Program

IETILSZJ, Master of Laws [LL.M.] in International and European Trade and Investment Law;
Specialisation in International and European Trade and Investment Law

ÖSZTSZJ, Master of Laws (LL.M) in Comparative Intellectual Property Law; Specialisation in
Comparative Intellectual Property Law

NUKSZJ, Postgraduate Specialization Programme in Nuclear Law