



GUIDE TO WRITING THESES

About the

substantive and formal requirements of THESES

for students participating in BSc training

MOSONMAGYARÓVÁR

September 2019



According to the requirements of the curricula, students participating in BSc training must prepare a thesis by the end of the last term-time of their studies. Thesis preparation time: 3 semesters.

The preparation of a thesis is a creative - scientific, economic, engineering, design, research or research and development - task which students prepare based on their studies, by studying the related literature, under the guidance or with the help of a consultant. The consultant certifies that the candidate is able to apply the acquired knowledge in practice, to provide a professional summary of the performed (research) work and results, to solve the task belonging to the topic creatively, and to perform independent professional work.

The full-time and correspondent students of the Faculty of Agricultural and Food Sciences may write theses of one of the following types:

- based on experimental work
- data analysis work (data processing)
- processing professional literature

While processing professional literature, students carry out independent research work with data collection. They conduct literature research in Hungarian and in foreign languages according to the chosen topic. In accordance with the principles of science, during the processing care must be taken to ensure the correct ratio of old (older than 10 years) and newer publications, which should reflect the timeliness of the chosen topic. Efforts should be made to present the current state of science by describing national and international publications on the chosen topic. Literature processing has to be done with a description of a minimum of 30 literature sources / mainly articles and textbooks/. Students may also use the computer database in their work. While preparing theses, only scientific, or perhaps scientific educational materials can be referred to. Newspapers, weekly newspapers, advertising materials, non-scientific websites, etc. cannot be referenced in theses.

The principles of the regulation related to the preparation of theses are laid down in paragraphs 74-78 of the Education and Examination Regulations ('TVSZ') of Széchenyi István University, effective from January 2019. Besides complying with the provisions of the TVSZ, students

participating in BSc training at the Faculty of Agricultural and Food Sciences of Széchenyi István University are obliged to act in accordance with the following thesis preparation rules.

Choice of topics

Students participating in BSc training may choose thesis topics until the end of the 3rd semester.

Students choose the topics of theses, but their supervisors' consent is necessary.

The lecturers of the departments help students to choose topics by preparing a list of recommended topics related to the fields of science that they consider to be professionally important and up-to-date. It is also possible to write theses on topics that are not included in the faculties' recommended topics. Theses may also be prepared on the topics of external institutions if they are related to students' majors. The topic areas can be accepted with the consent of a chosen (receiving) internal supervisor.

The chosen thesis title must be submitted to the supervisor on the form provided for this purpose, titled "Degree Thesis Topic Selection Form", certified by the supervisor's signature, which can be downloaded from our website (<https://mek.sze.hu/diplomamunka>), until the beginning of the exam period of the given semester.

Supervisors

The task of the supervisor is the professional supervision of the preparation of the thesis. During the semester the supervisor regularly checks the completion of the tasks assigned to the student. Accordingly, at the end of the semester he/she gives a grade to the student, taking into account the following, suggested aspects, if an experimental thesis is prepared. In the case of a thesis belonging to another type (analysing or literature processing), a similar but somewhat different schedule is recommended.

Semesters	Tasks assigned for preparing theses
1	Processing literature on the topic. Preparing the introduction, literature review, bibliography. Planning and starting the experimental work.

2	Carrying out experimental work. Starting analytical work, collecting data, starting evaluations. Written elaboration of the material and method.
3	Results and evaluations, summary, final formulation of the chapters. Submitting the completed thesis on time.

In the case of a thesis belonging to another type, a similar but somewhat different schedule is recommended.

The requirements for supervisors are as follows.

Internal supervisor: a lecturer or researcher of the Faculty of Agricultural and Food Sciences of Széchenyi István University with a university degree, who has at least three years of professional experience and undertakes the high quality preparation of the student.

External consultant: if the topic of the thesis is not elaborated in the educational or research institutions of the Faculty, an external consultant must be appointed for the student from the given external institution. The external consultant must have a university degree and at least three years of professional experience in his/her field. The internal supervisor registers the mid-term grade after consulting the external consultant.

Changing the topic or the supervisor

If the student wishes to choose a new topic / supervisor for any reason, he/she must notify his/her internal consultant. The student can do so by filling in the form titled 'Thesis Topic and/or Consultant Change Sheet', which can be downloaded from our website (<https://mek.sze.hu/diplomamunka>) and must be submitted to the new consultant. The previous internal supervisor must also certify the application form by signing it.

Formal requirements for theses

Cover design and caption:

Outside cover:

- hardbound with black colour cloth boards; caption with gold letters (Appendix 1 shows the sample):

- Thesis
- author's name
- place and year of submission

Captions of the inside title page: (typed; Appendix 2 shows the sample)

- name of university, faculty, department,
- supervisor's name and position
- title of thesis
- author's name
- denomination of major
- place and year of submission

Student's Declaration

It is compulsory for everybody to fill in and sign the Student's Declaration shown as Appendix No. 18 in the TVSZ (Appendix 3), and bind it in the thesis after the inside title page and before the table of contents. In the case of an encrypted thesis, this shall be preceded by the encryption statement in Appendix 4 of the present regulations.

Formatting requirements

- The typing must be double sided, on white, A/4 size paper, with 1.5 line spacing, font type Times New Roman, font size 12, and 2.5 cm margin around.
- The length of the thesis must be minimum 30 pages, and possibly not more than 50 pages.
- It is obligatory to number the pages at the bottom of the sheets.
- The main chapters must always begin on new pages.
- All tables, diagrams and pictures must be given a title and serial number, and each of them must be referred to in the text.
- The tables may be as large as integer multiples of size A/4.
- Please indicate the sources of figures, tables and pictures if they are not your own work.

Table of contents

The Student's Declaration must be followed by a table of contents numbered in the decimal system.

The expected structure of the thesis (with decimal numbering):

1. Introduction and Objectives
2. Literature Review
3. Material and Method
4. Examination Results and their Evaluation
5. Conclusions, Recommendations
6. List of References

In the case of theses containing the review of professional literature, a different structure is also acceptable.

In the chapter '**Introduction and Objectives**', students deal with the theoretical and practical significance of the topic and briefly describe the objectives of the work presented in the theses. In the chapter '**Literature Review**', students present the history of domestic and international research. Appendix 5 involves details on how to refer to sources.

When processing literature, literal quotes should be included only in justified cases and up to a few sentences in length.

Internet resources have to be retrievable, identifiable, and preferably have an author and title. They have to appear in the text with a URL and index number. Such publications may be given if they were available on the public Internet at the time of writing the thesis. If an Internet source is indicated, the author(s), title, page number, web address (URL) and the exact time of the download have to be provided, in the following form: 'Time of download: 05/09/2019' As the continuous availability of Internet resources cannot be guaranteed (not even in the archives of

Internet search engines), the author have to be able to present the saved source document at the request of the supervisor or external reviewer.

The chapter ‘**Material and Method**’ has to include the following:

- the material (database) and method of the examination,
- the place, time, circumstances and conditions of the experiments and surveys, taking into account the reproducibility (repeatability),
- the description of materials and treatments used (arrangement, number of repetitions, sampling method, etc.),
- in the case of economic topics: the characterization of the features, workforce and assets, production structure and level of the examined economy or sector,
- precise description of research methods,
- in the case of known methods, reference to literature sources.

In the chapter ‘**Examination Results and their Evaluation**’, it is expedient to summarize the results in tables, illustrate them with figures, and to prove the reliability of the results with mathematical methods. This is where the results are explained and compared with other examination results.

The part ‘**Conclusions, Recommendations**’ shall include the conclusions that can be drawn from the results, as well as the statements concerning the necessity of further research and practical application. This is where the achievement of the set objective is examined.

The ‘**List of References**’ shall be drawn up in accordance with Appendix 5.

The submission of theses

Students get a Neptune message about the deadline for submitting their theses. Theses have to be prepared in two bound copies, of which one copy must be handed over to the supervisor and one copy to the Department that organizes the Final Examination. In addition, students are obliged to submit a 3-5 page summary to the Department in 5 copies, which will be given to

the members of the Final Examination Board. Theses must also be uploaded electronically to the website of the University Library. Detailed information about this can be read on neptun.sze.hu.

The submission of the thesis by the deadline is a condition for admission to the final exam.

The assessment of theses

The thesis has an external reviewer who is an external specialist not belonging to the staff of the given Faculty, who is invited by the head of the department, following the proposal of the department.

In case of suspicion of plagiarism, the regulations described in Appendix No 19 of the TVSZ are authoritative.

The supervisor(s) and the external reviewer assess the thesis by filling in the forms in Appendices No 7 and 9 of the TVSZ, and their assessment will be a proposal for the Final Examination Board.

The defence of the thesis is part of the final examination. The final grade of the thesis is decided by the Final Examination Board on the basis of the thesis and the defence.

Summary

The (full-time and correspondence) students of all majors taking a final examination prepare a short (3-5-page long) **Summary** of their thesis in 5 copies, which must be submitted together with the thesis to the Department organizing the final examination. Its role is to enable the Chairman of the Final Examination Board, the members of the Board and the examiners to get acquainted with the thesis in advance - before the defence.

The Summary includes the purpose and method of the investigations, as well as the results and findings (conclusions) of their own research. It is also possible to add some tables or diagrams

to complement the message. The title page (cover) of the Summary should be prepared in accordance with Appendix 6.

Mosonmagyaróvár, 5th September 2019



Appendix No 1

THESIS

Written by:

KÁROLY ÓVÁRI

engineer candidate

Mosonmagyaróvár

2019



SZÉCHENYI ISTVÁN UNIVERSITY
FACULTY OF AGRICULTURE AND FOOD SCIENCES
DEPARTMENT

Supervisor:

DR. ÖDÖN MOSONI
associate professor
PhD

THE EFFECT OF SYNTHETIC OESTROGENS ON THE
CALCIUM CONTENT OF
THE BLOOD OF RUMINANTS

Written by:

SÁRA ÓVÁRI
engineer candidate

Major:

Mosonmagyaróvár
2019

**SZÉCHENYI ISTVÁN UNIVERSITY
FACULTY OF AGRICULTURE AND FOOD SCIENCES
MOSONMAGYARÓVÁR**

STUDENT'S DECLARATION

By signing this declaration, the undersigned
(Neptun code:) declare, that the

THESIS

titled

(hereinafter: thesis) is **a work of my own**. When writing the thesis, I complied with the rules of *Act LXXVI of 1999 on Copyright*, as well as the regulations prescribed by the university regarding writing theses, especially those concerning references and citations¹.

I also state that during the preparation of the thesis **I did not mislead** the supervisor or the lecturer issuing the project regarding the clause on independent work.

By signing this thesis, I acknowledge that if it can be proved that **I did not prepare** the thesis myself or that there is a fact of copyright infringement in connection with the thesis, Széchenyi István University **refuses to accept the thesis and may initiate disciplinary proceedings against me**.

The refusal to accept the thesis and the initiation of disciplinary proceedings do not affect other legal (civil law, infringement law, criminal law) consequences due to copyright infringement.

Mosonmagyaróvár, 20...

student

¹**§34 (1) of Act LXXVI of 1999** A detail of the work - to the extent justified by the nature and purpose of the receiving work, and faithfully to the original - may be cited by anyone, indicating the source and the author.

§36 (1) Details of public lectures and other similar works, as well as political speeches, may be used freely for information purposes, to the extent justified by the purpose. In the case of such use, the source must be indicated, together with the name of the author, unless this proves impossible.

DECLARATION

According to the request of(company),
the thesis titled,
written by (Neptun code:.....)

- may not be disclosed to the public
- may not be stored in libraries
- may only be received by the consultants, opponents and the Final Examination Board,
- may not be multiplied.

Széchenyi István University undertakes to jointly accept and comply with the above.

Student is responsible for the inclusion of this statement as the opening page of the completed thesis.

Mosonmagyaróvár, 2019

Dr. Éva Szalka
dean

PROCESSING LITERATURE

1.) The method of literature reference:

- a) With reference to the name of the author: the author's name written in italics shall be followed by the year of publishing the article. E.g.: *Tangl* (1956) experienced a significant decrease of calcium in the serum of oxen and cows.
- b) In the case of two authors, with reference to the name of the author: the names of the two authors are connected with the word "and", then the year of publication is indicated in parentheses. E.g.: According to *Vincze és Tenk* (2007), support of the same size as usual in the EU could create the income-generating capacity of the sector.
- c) In the case of several (three or more) authors, with reference to the name of the author: "et al." shall be written after the name of the first author, followed by the year of publishing the article in brackets. E.g.: In the experiments of *Tóth et al.* (2007), feeding whole grain wheat treated with sodium hydroxide significantly increased the milk production in cows.
- d) With reference to the established fact: the description of the fact, the name of the author in parentheses, comma, the year of publishing the article. E.g.: The calcium level decreased significantly in the serum of oxen and cows. (*Tangl*, 1956).
- e) In the case of several authors, with reference to the established fact: the description of the fact, the names of the two authors connected with the word "and" in parentheses, or the name of the first author, "et al.", followed by a comma and the year. E.g.: Support of the same size as usual in the EU could create the income-generating capacity of the sector (*Vincze and Tenk*, 2007). Or: Feeding whole grain wheat treated with sodium hydroxide significantly increased the milk production in cows (*Tóth et al.*, 2007).
- f) In the case of several articles establishing the same fact: the description of the fact, followed by the authors of the referenced articles and years of publication in parentheses. The different references are separated by semicolons. E.g.: Several authors have found that the calcium decreased in the serum of cows under the effect of oestrogen treatment. (*Brügemann et al.*, 1953; *Tangl*, 1956).
- g) Reference to several articles written by the same author and published in the same year: the name of the author, the years marked with "a", "b", "c", etc. E.g.: *Tangl* (1956a, 1956b) experienced a significant calcium decrease in the serum of cows. Other researchers had also had similar results earlier (*Brügemann et al.*, 1953a, 1953b).
- h) Reference to a database or document available on the Internet: *URL* and the serial number of the Internet link within the article in superscripts: 1,2,3,4,.... etc.

2.) The compilation of the bibliography:

- a) In the case of publications in journals: Surname and first letter of forename (in italics), point, year of publication in brackets, colon, title of article /in the original language/, point, title of journal, point, year or volume number, point, page number, point. E.g.: *Tangl H.* (1966): The effect of synthetic estrogens on the calcium content of ruminants' blood. *Animal Husbandry*. 44. 2. 114-123.

The names of several authors are separated by hyphens.

E.g.: *Vincze J. – Tenk A.* (2007): Efficiency analysis of a sheep farm. *Acta Agronomica Óváriensis*. 49. 1. 103-112.

or:

Tóth T. – Beke K. – Fábrián J. – Schmidt J. (2007): The effect of sodium-hydroxide treatment on ruminal starch degradability of wheat and milk production of dairy cows. *Acta Agronomica Óváriensis*. 49. 1. 43-50.

In the case of a foreign author, a comma must be placed between the surname and the first name.

Brügemann, H. - Kalella, L. - Bartov, J. (1953): Relationship between plasma calcium and level of estrone. *Poultry Science*. 36. 3. 467-468.

(If we refer to several articles of an author or authors published in one year, we write the appropriate letters of the alphabet after the year of publication, as we did in the textual reference.)

- b) In the case of reference to a book: Name of the author(s), year in brackets, colon, title of the book, point, name of the publisher, comma, place of publication. E.g.: *Baintner K.* (1969): *Animal Nutrition*. Agricultural Publishing House, Budapest.
- c) In the case of an Internet link: After the superscript number of the URL, colon and the file name of the document or database available on the website.
E.g.: *URL¹*: www.mete.mtesz.hu/kollokv/osszef_300.pdf

In the bibliography - regardless of the method of reference - the authors have to follow in strict alphabetical order!



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