

UNIVERSITY OF SZEGED FACULTY OF AGRICULTURE



INSTRUCTIONS FOR WRITING A THESIS

AGRICULTURAL ENGINEERING BSC

Hódmezővásárhely
2020

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Legal background, reason and purpose of preparing the Thesis

The Act CCIV. of 2011 on National Higher Education prescribes the preparation of a Final Thesis for all the graduating students in the higher education. The purpose of writing the Thesis is the professional deepening of the curriculum and also to get to know the future work fields of the students, and to practice solving an individual task.

The Final Thesis is a task that corresponds to the students' profession and it leans on the students' studies. It is an engineering, economic or developmental task, prepared with the guidance of a supervisor or a consultant. Its written elaboration shows that the candidate has the adequate skill in applying the studied knowledge. They are capable in their chosen topic – with professional guidance – to make a literature review and summarize it, to plan and carry out an experiment, to collect data, to evaluate the results, to draw conclusions, to form the right opinion as well as to compare and analyse the preceding academic knowledge and their own results in a professional way.

Preparing the Thesis is the individual work and responsibility of every student.

Dr. habil. Levente Komarek

Vice-dean for Education

3rd December, 2020. Hódmezővásárhely

1. Selecting a topic for the Thesis

The thesis topics are compiled by the institutes (departments); the students can select a topic from this list. Institutes may take in topics brought by the students.

The thesis topic has to be chosen in such a way that its expected results should be based on individual research, measurement and experimental work. If it is possible, it should deal with the current operational and corporate problems affecting the agriculture in general.

Announcing the topics: the end of November, every year

Students are bound to choose a topic and according to it, choose a supervisor at the beginning of the *fourth semester*.

If the course has a specialization (e.g. agricultural engineer), the student has to choose the topic and the supervisor according to it. The Institutes admit the *Thesis topic registration form* signed by both the supervisor and the student (*See Appendix 1.*)

After the student has fulfilled the preconditions, they are bound to take up the Degree Thesis course (under the name of their supervisor) in the Neptun system, until the end of the course registration period.

The deadline for choosing the topic is the end of the course registration period of the 4th semester.

2. Evaluating and grading the Thesis work

The supervisor records the work of the student on a „*Thesis consultation form*”. (*See Appendix 2.*)

The form contains the name of the student, the potential title of the Thesis, the draft of the topic, the topic of the consultation with the date as well as the signature and indorsement of the supervisor that the Thesis is good for a peer review.

The student is bound to visit the consultations and according to the supervisor’s professional advice, go step by step along a certain schedule.

The general and minimum requirements of the thesis-writing necessary to obtain the credits are the following:

- 4th Semester: selecting a topic, drafting, literature;
- 5th Semester: experiments, data collection;
- 6th Semester: processing the results, making conclusions;
- 7th Semester: finalising the Thesis;

The fulfillment of each Thesis course is the precondition of the next Thesis course uptake.

The work should begin with making a well-founded draft of the Thesis, it should be coordinated by the supervisor and written on the *Thesis consultation form*. This procedure has to be done by the end of the *fourth semester*.

In order that the topic be continuously processed, the full-time student has to take part in the regular consultations appointed by the supervisor, in the fifth, sixth and seventh semesters. The

appointments and topics of the consultations have to be written down on the *Thesis consultation form*.

At the end of the semesters the supervisor evaluates the achievements with a term mark on a five-point scale (excellent (5), good (4), satisfactory (3), pass (2), fail (1)) and signs the semester. The accepted fulfillment of the Thesis courses is a total of 15 credits (for four semesters).

3. Writing a Thesis

Students can submit the Thesis until the **deadline** appointed in the schedule of the semester in the following ways:

- According to the instructions one bound copy of the Thesis must be handed in to the Student Registration Office with the signed appendices.
- The signed appendices - *Thesis consultation form (Appendix 2.)* and *Plagiarism statement (Appendix 4.)* - should not get tied into the printed copy, they should be submitted at the same time as the printed copy.
- After **maximum 10 days** of the deadline appointed in the schedule, the Thesis (in a PDF file) must be uploaded into the Modulo system as an annex of the *Thesis defence (submission form)*. The photo of the *Plagiarism statement* has to be attached in an individual file as well. *Thesis consultation form* should not be uploaded into the Modulo system.

The printed copy will be handed back to the student after the thesis review and defence, on the final exam. The appendices will be archived in the files of the student by the Student Registration Office.

The supervisor checks whether the Thesis (in PDF) in the Modulo system is identical with the printed version.

Theses, uploaded into the Modulo system, will be transmitted to the Klebelsberg Library, University of Szeged where they will be available (online) for those who enrolled.

The final examination can only be taken when the Thesis has already been submitted, judged and accepted (graded a minimum of „2” – „pass”).

4. The structure of the Thesis

The Thesis is made up of the following parts:

- Title page
- Contents
- Introduction
- Literature review
- Material and method
- Results

- Conclusions and suggestions
- Summary
- References
- Acknowledgement
- Appendices (if any)

The structure above can only be altered in justified case and only after a consultation with the supervisor. In this case, the results of the own experiments and the literature sources must be well separated.

4.1. Title page

See *Appendix 3*.

4.2. Introduction

Introduce the topic, give reasons why this topic was selected, and the Introduction is closing with specifying the objectives.

4.3. Literature review

The elaboration of the literature (minimum 15) must be in close connection with the topic. The aim of this chapter is to investigate the antecedents and to present the domestic and international achievements of the field of study. During the investigation the student should review and summarize the relevant literature according to their logical order. Literal quotes should be enclosed in quotation marks.

The method of citations:

- in case of one author: (Smith, 1999) or Smith (1999),
- two authors: (Smith and Brown, 2000) or Smith and Brown (2000)
- several authors: (White et al., 2001) or White et al. (2001)
- multiple authors for one finding (Smith, 1999; Brown, 2004; White, 2006)
- in case the author has more than one articles/books in a year: (Smith, 2003a; Smith, 2003b) it should be noted with the letters of alphabet, presented before.
- internet reference: [1], [2] etc.

4.4. Material and method

In this chapter the place of experiment, the examined material or stock and the applied methods are presented. When evaluating the experiments, the applied statistical analysis methods must also be described.

4.5. Results

The results of the experiment are presented in details, and analyse them with mathematical, statistical or mathematical-statistical methods. The same data do not have to be shown both in a table and in a graph, it must be decided which one is more suitable.

4.6. Conclusions, suggestions

Conclusions are drawn based on the results of the experiment. Our findings are compared to the findings of others, published in the professional literature, and then, based on the conclusions, a suggestion is made for the practical application of the results.

4.7. Summary

A brief summary of the completed work, the results and the important findings.

4.8. References

In this chapter students have to list the sources they worked from during preparing the Thesis. Sources in the reference list have to be cited in the text body of your Thesis.

Every reference has to be written in a new line. Each of them has to be numbered, one after another. The names of the authors need to be in alphabetical order. If you have more works cited from one author, they need to be in chronological order.

When the student prepares the bibliography, it is fundamental that the titles and the names should be punctual, very precise so that the works could be checked or searched back.

The correct, complete form of citations are given in the example below:

e.g.

1. EDWARDS, W. (2000): Farm financial statements. www.extension.iastate.edu/Publications/FM1824.pdf (date of download: 24. 04. 2003.)
2. MAKRA, L. (2004): The history of ragweed in Hungary. Hungarian Agriculture. Vol. 3. pp. 66-79.
3. SKEWES, O. - RODRÍGUEZ, R. - JAKSIC, F. M. (2007): Trophic ecology of the wild boar (*Sus scrofa*) in Chile. Revista Chilena de Historia Natural. Vol. 80. pp. 295-307.
4. WATOLA, G. - FOX, S. - LAMBERT, M. - COATS, J. - MASSEI, G. - COWAN, D. (2010): The spatial and temporal scale of wild boar rooting in English woodlands. 8th International Symposium on Wild Boar and Other Suids. Book of Abstracts. pp. 45-48.
5. [1]: www.google.com

4.9. Acknowledgements

Acknowledgements means the appreciation of the work of everyone helping to write the Thesis, therefore it is polite to mention them at the end of the paper.

4.10. Appendices

The large tables and figures that can be presented only in a “landscape” orientation page can be placed here for technical reasons.

4.11. Plagiarism statement

Students declare and sign here that the Thesis is their own work (*See Appendix 4.*).

Depending on the nature of the topic, the proposed chapters can be divided into subchapters or combined, but the scope of the part presenting the own research (material and method, results, conclusions and suggestions) should reach at least 70% of the Thesis. The Thesis may contain 30-50 typed pages. The suggested length of each chapter is as follows.

	Suggested volume (pages)	
	minimum	maximum
The main chapters of the Thesis:		
Introduction	1	2
Literature review	5	8
Material and method	4	6
Results	10	16
Conclusions, suggestions	7	12
Summary	1	2
References	2	4
Volume (pages)	30	50

5. Word processing requirements

The size of the Thesis should be 20 x 30 cm, bound in black semi-hard cover, with the title “THESIS” written in the upper 1/3 in the middle, and the name in the right lower corner and the year, written in golden letters. The first page and the mirror page are white. The inside title page should be made as specified in *Appendix 3.*

The Thesis should be written on one side of A/4 size white paper, using word processor, 1.5-spaced, Times New Roman font, font size 12.

Margins:

- left 3 cm,
- right 2 cm,
- up 2 cm,
- down 3 cm.

The page numbers should be at the bottom of the page, located on the right side, continued. There is no page number on the front page.

The chapters and sub-chapters are titled, numbered continuously in decimal system.

The main chapters should have one number each (1., 2., 3. etc.), while the sub-chapters should have two or three (1.1., 1.2. or 1.1.1., 1.1.2. etc.). Photos, figures and tables must be numbered, and they can be placed in the text where necessary.

Whole-page statements and graphs can also be placed as an annex. The number and title of tables must be written above the tables, while the numbers and titles will get under the figures and photos. The tables, figures and photographs are referred to in the text with these numbers.

If the data or illustrations are taken from another author, the source must always be stated.

In case of units of physical quantities of the SI (Système International d'Unités) markings shall be applied.

The Thesis uploaded into Modulo system (PDF file) should be the equivalent in every respect of the printed and bound copy.

6. Thesis grading

The head of the educational department organizes the Thesis peer review, and makes sure that it will arrive back in writing - with grade indication – together with the Thesis to the Student Registration Office by the deadline, not later than five days before the final exam.

The head of the institute asks a reviewer to evaluate the Thesis (evaluation criteria, see *Appendix 5.*). An external reviewer can only be invited if there is no internal reviewer on the subject.

Thesis grading will be carried out by scoring. During the evaluation of the Thesis, the reviewer can ask questions on the evaluation form, which the candidate must answer in the final exam. Not the judging, but the questions asked by the judge can be known to the candidate before the defence. The thesis defence takes place on the day of the final examination, as part of it.

The Final Examination Committee is entitled to do the final approval or rejection, or the final classification of the Thesis.

Clause

This document was accepted by the Faculty Board of the University of Szeged, Faculty of Agriculture by the decree No. **5/2020-2021** on 3rd December, 2020. The regulations will enter into force on the date of approval by the Faculty Board.

**Thesis topic registration form
20..... /20..... academic year**

Name, NEPTUN code, course and year of the student:

.....
.....

Mother's name of the student:

Student's address:

Student's e-mail address:

Potential title of the Thesis:

.....
.....

Institute:

Name and position of the supervisor:

.....

Hódmezővásárhely, 20.....

.....

supervisor(s)

student

If the student wants to change the supervisor or the topic of the Thesis, he/she must report it to the original supervisor!

I agree on changing the topic:

Hódmezővásárhely, 20.....

.....

supervisor

I agree on supervising the student:

New Thesis title:

.....
.....

Hódmezővásárhely, 20.....

.....

supervisor

Supervisor:

Institute:

Deadline for submission:

Hódmezővásárhely,

.....
Candidate's signature

Consultancy dates		
Date	Topic of consultation	Supervisor's signature

The Thesis is suitable for submission and peer review.

Hódmezővásárhely

.....
Supervisor's signature

UNIVERSITY OF SZEGED
FACULTY OF AGRICULTURE
INSTITUTE OF

.....
.....

(THE TITLE OF THE THESIS)

THESIS

Written by:
(FULL NAME)

Supervisor:
(Name)
(position)

HÓDMEZŐVÁSÁRHELY
.... year

PLAGIARISM STATEMENT

I, the undersigned, (FULL NAME)
declare, that the submitted Thesis is the result of my own work and I handled the professional
literature sources correctly.

The Thesis uploaded to Modulo system (PDF file) is the equivalent in every respect of the printed and
bound copy I have submitted.

Date:

.....
Candidate's signature

CRITERIA FOR SCORING THE THESIS

Editing and style of the Thesis: max. 10 points

The structure and transparency of the Thesis, the overlapping of the title and subtitle within the chapters, i.e. the formal requirements can be evaluated. The wording and comprehensibility of the text and the correction of typographical errors are very important.

Processing of the literature on the topic: max. 8 points

Prerequisite is the processing, analysis and summary of the most important Hungarian or/and foreign literature related to the topic.

Assessment of the method used: max. 5 points

Depending on the nature of the topic, the student is expected to use a modern or improved research method.

Evaluation of the result: max. 15 points

We primarily evaluate analytical skills and their comparison with individual results, research and literature data.

Practical applicability of the proposals, drawing conclusions: max. 12 points

We evaluate the personal conclusions drawn from the data processed in the Thesis.

The proposed grade of the Thesis is based on the total score

44-50 points	excellent	(5)
37-43 points	good	(4)
31-36 points	satisfactory	(3)
25-30 points	pass	(2)
0-24 points	fail	(1)