

UNIVERSITY OF SZEGED FACULTY OF AGRICULTURE



INSTRUCTIONS FOR WRITING A THESIS

AGRICULTURAL ENGINEERING BSc

**Hódmezővásárhely
2024**

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Legal background, reason and purpose of preparing the thesis

The Act CCIV. of 2011 on National Higher Education requires all graduating students in higher education to write a thesis. The purpose of the thesis is to deepen the professional knowledge of the course material, to familiarise students with their future fields of work and to practice solving an individual problem.

The thesis is an engineering, economic or developmental project, based on the student's studies, which can be carried out under the guidance of a supervisor or a consultant. Its written elaboration demonstrates that the candidate has developed sufficient competence in the application of the knowledge acquired. 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.

The preparation of the thesis is the individual work and responsibility of each student.

Dr. habil. Levente Komarek

Vice-dean of Education

Hódmezővásárhely, 06 June 2024

1. Choosing a thesis topic

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

The topic of the thesis must be chosen in such a way that the expected results are based on independent research, measurements and experimental work, and preferably addresses a highly topical farm or enterprise problem affecting the agricultural economy in general.

Deadline for publication of topics: the end of November, each year

Students are required to choose a topic and according to it, a supervisor no later than in the fourth semester. Their choice is recorded by the Student Registration Office by entering their details in the *Thesis Supervisor and Topic Registration Form* (Appendix 1.) signed by both the student and the supervisor, who declares that he/she accepts the student for consultation. After the student has fulfilled the preconditions, must register for the Degree Thesis course in the semesters concerned (IV, V, VI, VII), under the name of the supervisor in the Neptun system, at the latest by the end of the course registration period.

Deadline for choosing a topic: end of the course registration period of the fourth semester of the study programme.

2. Thesis evaluation and grading

The supervisor records the work of the student on a *Thesis Consultation Form* (Appendix 2.).

The form contains the name of the student, the expected title of the thesis, the outline of the topic, the list of topics at the time of the consultations, and a statement from the thesis supervisor approving the quality of the thesis to be submitted for evaluation.

The student is obliged to carry out the professional work and to attend the consultations in accordance with the professional advice and the planned schedule of the supervisor.

The general and minimum requirements for writing a thesis and obtaining credits are as follows:

- 4th Semester: choosing a topic, outlining, literature review;
- 5th Semester: experiments, data collection;

- 6th Semester: processing the results, drawing conclusions;
- 7th Semester: completing the Thesis.

The fulfilment of each thesis course (I, II, III, IV) is a prerequisite for the following thesis course.

The thesis work should begin with the careful preparation of the outline of the topic, which students are required to discuss with the thesis supervisor(s) appointed by the institute and chosen by the student and to record it on the *Thesis Consultation Form* by the end of the fourth semester at the latest. The full-time student is obliged to consult the supervisor regularly in the fourth, fifth, sixth and seventh semesters, as agreed, in order to ensure the continuous processing of the topic. The date and topic of the consultations must be recorded on the *Thesis Consultation Form*.

At the end of each semester, the supervisor evaluates the performance with the practical grade on a five-point scale (excellent /5/, good /4/, satisfactory /3/, pass /2/, fail /1/). The total number of credits obtained with the degree thesis courses (for four semesters) is 15.

3. Thesis writing and submission

Students submit their theses by the deadline specified in the Academic Calendar of the given semester in the following ways:

- One bound copy of the thesis, as described in the thesis instructions, together with the signed appendices, at the Student Registration Office.
- The signed appendices (*Thesis Consultation Form*, *Plagiarism Statement*) should not be included in the printed copy of the thesis, but must be submitted at the same time as the printed copy.
- The thesis (PDF file) must be uploaded to the Modulo system as an attachment of the *Thesis defence submission form* (MGK TTO menu). The photo of the *Plagiarism Statement* must be attached as a separate file. The *Thesis Consultation Form* should not be uploaded to the Modulo system.

The supervisor signs the *Thesis Consultation Form* to certify that the thesis is suitable for evaluation, that it is ready for submission and that it has been checked by a matching software (e.g., plag.hu). Only theses that have been checked can be defended.

The bound copy of the thesis will be handed back to the student at the Final examination after the evaluation and defence. The appendices will be filed in the student's personal file.

The theses uploaded to the Modulo system will be sent to the University's Library after the evaluation and the defence, where they will be available in digital format to all those registered.

4. The structure of the thesis

The thesis is divided into the following parts:

- Title page
- Contents
- Introduction
- Literature review
- Material and method
- Research results
- Conclusions and suggestions
- Summary
- References
- Acknowledgement
- Appendices (if any)

The structure above may only be altered in justified cases and only after a consultation with the supervisor.

In this case, too, the results of the own analysis should be well separated from those of the literature source.

4.1. Title page

See Appendix 3.

4.2. Introduction

Here students explain the background to the topic, the reasons for the choice of topic, and conclude with a precise definition of the objective(s).

4.3. Literature review

The literature (minimum 15) should be closely related to the topic. The aim of this chapter is to explore the background to the topic and to present national and international achievements in the field. In the course of the work, the student should carry out a summary review of the literature related to the topic, organise it according to his/her own logical order, and put any literal citations in quotation marks.

The method of literary reference:

- one author: (Smith, 1999) or Smith (1999),
- two authors: (Smith and Brown, 2000) or Smith and Robinson (2000)
- several authors: (Smith and colleagues, 2001) or Smith and colleagues (2001)
- multiple authors for one finding (Smith, 1999; Robinson, 2004; Cooper, 2006)
- the author has more than one articles/books in a year: the name of the author, the years with letters "a", "b", "c", etc. (Smith, 1999a; Smith, 1999b)
- internet reference: [1], [2] etc.

4.4. Material and method

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

4.5. Research results

The results of the study are presented and evaluated in sufficient detail using mathematical, statistical or mathematical-statistical methods. The same data need not be presented in tabular and graphical form too, it is up to the user to decide which is more appropriate in the particular case.

4.6. Conclusions and suggestions

Conclusions are drawn based on the results of the study. We compare our findings with the findings of others, published in the literature, and use the conclusions to suggest practical applications of the results.

4.7. Summary

Here students briefly summarise the work done, the results and the main findings.

4.8. References

In this chapter students have to list the sources they have used in the preparation of the thesis. Only those references have to be included that are referred to in the body of the thesis. All literature must be written in a separate paragraph.

The entries must be numbered and in alphabetical order. The works of the same author are also listed chronologically. When compiling the literature used, it is essential that the literature references contain accurate and verifiable information to ensure retrievability.

The literature citation of references should be complete, standardised and should follow the format commonly used in academic papers, 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 who have helped in the preparation of the thesis, and therefore should not be omitted from the end of the thesis.

4.10. Appendices

The content of this section can be varied. It is not mandatory for the thesis to include appendices. For technical reasons, large tables and figures that can only fit in a lying position are usually placed here.

4.11. Plagiarism statement

Here the student declares and signs that the thesis is his/her own work (Appendix 4).

4.12. Volume of the thesis

The proposed chapters may be divided into subchapters or merged depending on the nature of the topic, but the section presenting the student's own research (material and methods, results, conclusions and suggestions) should cover at least 70% of the total volume. The thesis may contain 30-50 typed pages. The recommended length of each chapter is as follows.

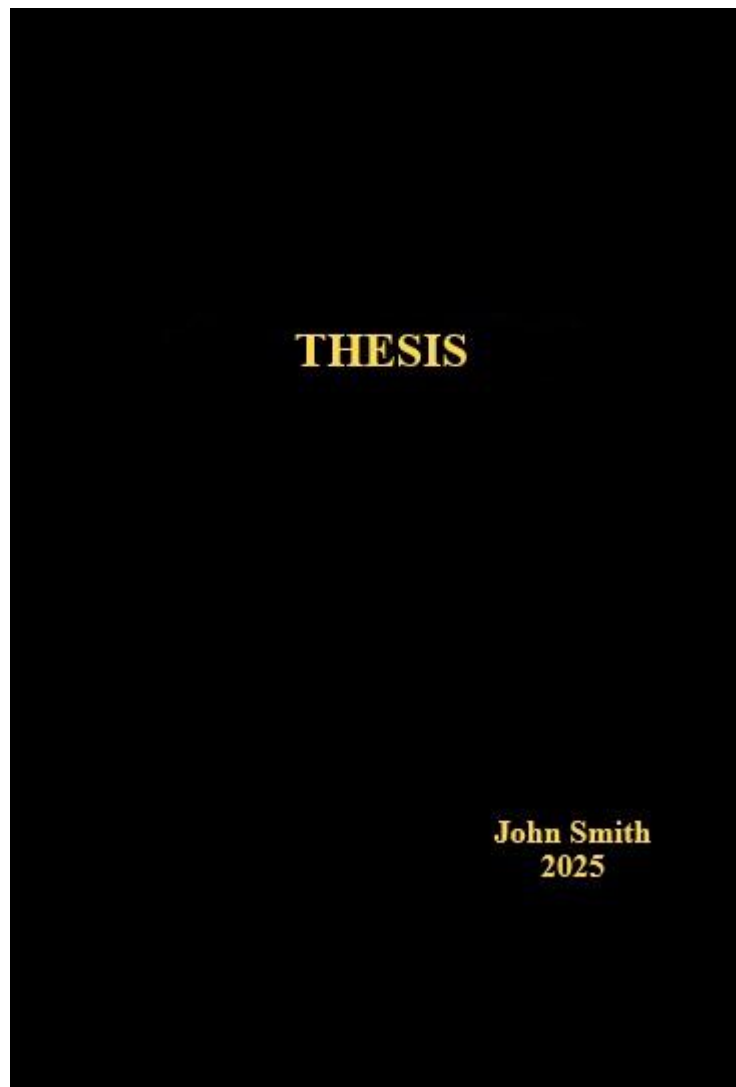
	Suggested volume (pages)	
	minimum	maximum
The main chapters of the Thesis:		
Introduction	1	2
Literature review	5	8
Material and method	4	6
Research results	10	16
Conclusions and suggestions	7	12
Summary	1	2
References	2	4
Volume (pages)	30	50

5. Thesis formatting and layout

The thesis should be 20 x 30 cm in size, in a semi-hard black binding. The title “THESIS” should be placed at the top 1/3 of the sheet, printed in gold capital letters, font Times New Roman, size min. 28 with centre alignment.

The name and the year should be placed in the right bottom corner in font Times New Roman, size 14-16. The first page and the mirror page are white. The inside title page should be made as specified in Appendix 3.

The design of the Cover



The thesis should be written on A/4 size white paper, using a text editor computer program, with 1.5 line spacing, Times New Roman font, size 12, on one side of the paper.

Margins:

- left 3 cm,
- right 2 cm,
- top 2 cm,
- bottom 3 cm.

Page numbering is at the bottom of the page, on the right-hand side, and is continuous. The title page is not numbered.

The chapters and subchapters are titled and numbered in a continuous decimal system. The main chapters are numbered with one numeral (1, 2, 3, etc.), the subchapters with two or three numerals (1.1., 1.2., or 1.1.1., 1.1.2., etc.).

Photos, figures and tables must be placed in the text in numbered order, as necessary. A full-page statements and graphs can be attached as an appendix. Tables must be numbered and titled above the table, and figures and photographs must be numbered and titled below them.

Tables, figures and photographs are referred to in the text by their numbers. If data or illustrations are taken from another author, the source must always be stated.

For units of physical quantities, the SI (Système International d'Unités) notation must be used. The thesis uploaded to Modulo system must be identical in all respects to the formal requirements of the thesis submitted.

6. Thesis evaluation and grading

The Head of the Institute organises the evaluation of the thesis and ensures that it is submitted in writing, together with the thesis and the grade, to the Student Registration Office by the deadline, at the latest 5 days before the Final examination. The Head of the Institute shall appoint a tutor to evaluate the thesis. The thesis reviewer must have at least a bachelor's degree or a college degree and must be a professional with knowledge of the topic. External experts may be invited only if there is no internal reviewer for the given topic.

The thesis is evaluated on the basis of the scoring criteria (Appendix 5.). The thesis reviewer may check the thesis using a matching software (e.g., plag.hu) before evaluating the thesis. The result of the software is the individual decision of the thesis reviewer to accept and take into account in the evaluation. When evaluating the thesis, the thesis reviewer may ask questions on the *Thesis Evaluation Form* (Appendix 6.), which the candidate must answer in the Final examination. The student is not allowed to know the evaluation, but has the opportunity to know the questions asked by the thesis reviewer before the Final examination.

Final examinations can only be taken with an evaluated and accepted thesis and with a minimum grade of satisfactory (2).

If the thesis reviewer considers the thesis unsatisfactory because it does not meet the formal or substantive requirements or because of plagiarism, the head of the Institute will appoint another thesis reviewer. If the two reviewers' opinions differ, the thesis can be defended and the candidate may be admitted to the Final examination. If the second thesis reviewer also gives an unsatisfactory grade, the candidate may not be admitted to the Final examination. The student may only submit a new thesis in the next Final examination period.

After the thesis has been evaluated, the student must defend his/her thesis in a "pre-defence" before the Final examination in front of the lecturers of the institute that has published the thesis topics. The student defends his/her thesis again in front of the members of the Final Examination Committee, taking into account the comments received on his/her presentation at the pre-defence.

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

7. Thesis confidentiality

The procedure for thesis confidentiality is initiated at the student's request by submitting the *Request directed at the Dean form* to the Modulo system, no later than 30 days before the thesis submission deadline. The request must be accompanied by a *Confidentiality Agreement* from the party requesting confidentiality, stating that the student is bound by confidentiality (Appendix 7.).

An official decision is issued on the Dean's decision on the request for confidentiality (Appendix 8.).

A *Confidentiality Declaration* (Appendix 10.) is signed by the thesis supervisor and the thesis reviewer. One bound copy of the thesis together with the signed appendices (*Thesis consultation form, Plagiarism Statement*) must be submitted to the Student Registration Office. The form used to upload the thesis in the Modulo system must be submitted, but the thesis must not be uploaded as an attachment. A photo or a PDF file of the *Plagiarism Statement* must be attached to the form, but the *Thesis Consultation Form* must not be uploaded to Modulo.

Only the members of the Final Examination Committee and the Notary, who must sign the *Confidentiality Declaration* (Appendix 11.), are allowed to attend the defence of the confidential thesis.

The Student Registration Office keeps a register of the confidential theses (Appendix 9.), which includes the date of submission, the student's name and Neptun code, course of study, title of the thesis, the registration number of the confidentiality decision, the duration of the confidentiality, the date of evaluation and the person who evaluated the thesis, and the date of the termination or lifting of the confidentiality.

The bound copy of the confidential thesis is not returned to the student after the evaluation and defence, but must be kept in a lockable safe in a sealed envelope, marked with the fact of confidentiality ("Confidential Thesis"), the date, the reference number and the duration of the confidentiality. Confidentiality shall cease at the end of the period specified in the Confidentiality Agreement issued by the party requesting confidentiality.

Clause

The present regulations were accepted by the Council of the Faculty of Agriculture, University of Szeged at its meeting on 6 June 2024 by resolution 54/2023-2024. The regulations shall enter into force on the day of their adoption by the Faculty Council.

THESIS SUPERVISOR AND TOPIC REGISTRATION FORM
20..... /20..... academic year

Name:

NEPTUN code:

Course: Agricultural Engineering BSc full-time

E-mail address:

Potential title of the Thesis:

.....

.....

Institute:

- ☐ Institute of Animal Sciences and Wildlife Management
- ☐ Institute of Economics and Rural Development
- ☐ Institute of Plant Sciences and Environmental Protection

Supervisor's name and position:

.....

Hódmezővásárhely, (day).....(month).....(year)

.....

supervisor(s)

.....

student

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

I agree to the change of supervisor:

.....

supervisor

New title of the thesis:

.....

Supervisor's name and position:

.....

I agree to supervise the student:

.....

supervisor

Hódmezővásárhely, (day).....(month).....(year)

**UNIVERSITY OF SZEGED
FACULTY OF AGRICULTURE
HÓDMEZŐVÁSÁRHELY**

THESIS CONSULTATION FORM

for

.....

(student's name)

Thesis title:

.....
.....

Outline of topic:

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

Supervisor:

Institute:

Deadline for submission:

Hódmezővásárhely, (day).....(month).....(year)

.....
student's signature

Consultancy dates		
Date	Topic of consultation	Supervisor's signature

I have checked the thesis with the Plagiarism Detection Software.

The thesis is the student's own intellectual property, no suspicion of copyright infringement/ plagiarism arose.

The Thesis is suitable for submission and peer review.

Hódmezővásárhely, (day).....(month).....(year)

.....
supervisor's signature

UNIVERSITY OF SZEGED

FACULTY OF AGRICULTURE

..... (INSTITUTE)

AGRICULTURAL ENGINEERING BSc

.....
.....

(Thesis title in CAPITOL LETTERS)

THESIS

Written by:
(Name in CAPITOL LETTERS)

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 identical and equivalent in all respects to
the printed and bound copy I have submitted.

Hódmezővásárhely, (day).....(month).....(year)

.....
student'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.

Drawing conclusions, practical applicability of the proposals: **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)

**UNIVERSITY OF SZEGED
FACULTY OF AGRICULTURE
HÓDMEZŐVÁSÁRHELY**

THESIS EVALUATION FORM

Author of the Thesis:

Title of the Thesis:

The name of the institute publishing the topic:

Thesis scoring:

1. Editing and style of the Thesis

(max. 10 points)

Explanation:

Points:

2. Processing of the literature on the topic

(max. 8 points)

Explanation:

Points:

3. Assessment of the method used

(max. 5 points)

Explanation:

Points:

4. Evaluation of the result

(max. 15 points)

Explanation:

Points:

**5. Drawing conclusions,
practical applicability of the proposals**

(max. 12 points)

Explanation:

Points:

Total scores: points

Additions:

Suggestion for the grade of the Thesis:

Thesis related questions:

Hódmezővásárhely, (day).....(month).....(year)

.....
Thesis Reviewer's signature

.....
Thesis Reviewer's name

Confidentiality Agreement

I, the undersigned,(Full name), as the person authorised to represent.....(company name) (registered office:....., TAX number:.....), certify that(Full name), (date and place of birth: , mother's name:.....) a student of Agriculture Engineering Bachelor's Degree programme, has concluded a confidentiality agreement with our company for the period of with respect to the data and information obtained in the course of writing his/her thesis entitled (thesis title), which is classified as confidential by the company.

Hódmezővásárhely, (day).....(month).....(year)

.....
.....

name, signature of the authorized representative



University of Szeged Faculty of Agriculture

DEAN



Subject: Decision on thesis confidentiality

Registration number:

Administrator:

Date:

Student's name:

The Dean of the Faculty of Agriculture, University of Szeged has made the following

decision

The request of (name, Neptun ID),
(date and place of birth:, mother's name:
.....) for the confidentiality of his/her thesis entitled
.....and
the confidentiality of the defence of the thesis (conducting the procedure in closed session) is
hereby **approved / denied**.

Justification

The above-mentioned student has submitted a request to the Dean of the Faculty of Agriculture
on (date), for the confidential treatment and private defence of
his/her thesis. He/she attached the Confidentiality Agreement issued by the company.

.....
dean

Register of confidential theses

[illegible]

Confidentiality Declaration

Title of the confidential thesis:

Name of the student writing the thesis:

Neptun ID of the student writing the thesis:

Name of thesis supervisor /reviewer:

Position:

Place and date of birth:

Mother's name:

Permanent address:

1. I undertake to treat the data, information and documents (hereinafter collectively referred to as "data") that come to my knowledge during the consultation/opposition confidentially, not to disclose them to any unauthorized third party and to take all necessary measures to ensure that no unauthorized third party has access to such data in any way.
2. I undertake not to make or keep copies of any written (including electronically received) information that I have learned or come into possession of and not to assist any unauthorized third party in such activity.
3. I undertake not to infringe the statutory rights (in particular rights of privacy, copyright, industrial property rights) of the author of the thesis or of other persons, institutions or business organizations involved in the preparation of the thesis.
4. I acknowledge that the obligation of confidentiality contained in this declaration does not extend to any data which I am required by law, court or public authority to disclose

Hódmezővásárhely, (day).....(month).....(year)

.....

declarant's signature

Confidentiality Declaration
- participation in a private thesis defence -

Title of the confidential thesis:

Name of the student writing the thesis:

Neptun ID of the student writing the thesis:

The exact date of the private defence:

The exact location of the private defence: Faculty of Agriculture

Name of the private person participating in the defence:

Position:

Place and date of birth:

Mother's name:

Permanent address:

The private person participating in the defence is present in the following capacity:

Supervisor / Member of the Final Examination Committee/ Other, such as:

1. I undertake that any data, information, documents (hereinafter collectively referred to as "data") that come to my knowledge in connection with the thesis specified in the subject and which I have become acquainted with, will be treated confidentially, will not be disclosed to any unauthorized third party and that I will make every effort to ensure that no unauthorized third party has access to such data in any way.
2. I undertake not to make or keep copies of any written data (including data received electronically) that I have received or have access to and not to assist any unauthorized third party to do so.
3. I undertake not to infringe the statutory rights (in particular rights of privacy, copyright, industrial property rights) of the author of the thesis or of other persons, institutions or business organizations involved in the preparation of the thesis.
4. I understand that my obligation of confidentiality under this statement does not extend to any data that I am required by law, court or public authority to disclose.

Hódmezővásárhely, (day).....(month).....(year)

.....
declarant's signature