



JNU GAMF Faculty of Engineering and Computer Science

DEAN'S ORDER

ON THE PREPARATION OF THE BSc/MSc THESIS

EDITION No. 2.

DATE OF ENTRY INTO FORCE: 12 SEPTEMBER 2025

IN FORCE: UNTIL REVOKED

NO. OF ORDER:	DU 10/2025
REFERENCE NUMBER:	NJE/350/9/2025





Preparation of the BSc/MSc Thesis

1. General Requirements

1.1. Scope of the Instruction

The scope of this instruction extends to

- those students who will submit their BSc/MSc thesis in December 2025,
- the staff members and external lecturers of the JNU GAMF Faculty of Engineering and Computer Science.

1.2. Regulations Repealed by the Instruction: Dean's Order No. DU 3/2025. – Edition No.1.

2. Selection of the BSc/MSc Thesis Topic

2.1. Purpose of the BSc Thesis

The purpose of the thesis is to apply and summarize the knowledge acquired during university studies. By independently and creatively preparing the thesis, students demonstrate their ability to solve complex tasks independently, to apply the theoretical and practical knowledge and methods acquired during their studies, and to be familiar with the relevant academic literature. The general regulations related to the thesis are contained in Sections 35–37 of the Academic and Examination Regulations.

2.2. Purpose of the MSc Thesis

The purpose of the MSc thesis is to apply and summarize the knowledge acquired during university studies. By independently and creatively preparing the MSc thesis, the students demonstrate their ability to solve complex tasks independently, their knowledge and application of engineering design methods, their ability to interpret the project brief, as well as to evaluate and analyze the chosen solution. The students are able to use the theoretical and practical knowledge and methods gained during their studies and are familiar with the relevant academic literature. The general regulations related to the MSc thesis are contained in Sections 35–37 of the Academic and Examination Regulations.

2.3. Topic Proposal

The topic of the BSc/MSc thesis must correspond to the student's field of study. It is the student's responsibility to find a suitable thesis/ diploma work topic (Academic and Examination Regulations §36), ideally in the semester preceding the final examination semester.

2.3.1 Student Obligations

In the semester before the final examination, the student and the internal supervisor discuss the proposed topic (if necessary, also with the company and the external supervisor) and record it in writing (there are no formal requirements; it may be in electronic format).

During the semester in which the thesis is prepared, the student must register the topic proposal — previously agreed upon with the supervisor — through the <https://forms.office.com/e/4CK5jYUNhn?origin=lpLink> link, no later than between 8:00 a.m. 15 September 2025 and 11:59 p.m. 29 September 2025.

2.3.2 Departmental Obligations

After the topic proposals have been submitted, the data reported by the students will be forwarded by the Dean's Office to the departments. The head of the department reviews the submitted information and, if necessary, modifies the title of the topic, the task descriptions, and/or the assigned internal supervisor. The approved (or modified) topic proposals are uploaded to the Neptun electronic study administration system by the Directorate of Academic Affairs, from which the student can download the thesis assignment sheet. The deadline for the process is the last working day of the 6th week after the registration week.

If the department indicated by the student is not competent in the given topic area, it will recommend that another department take over supervision of the topic. If no department is able to meaningfully support the topic, a new topic will be assigned by the department responsible for the student's specialization (e.g., for the BSc programme in Mechanical Engineering, specialization in Manufacturing Informatics: Department of Innovative Vehicles and Materials).

2.3.3 Responsibilities of Directorate of Academic Affairs

Directorate of Academic Affairs uploads the topic proposals sent by the departments to the Neptun electronic study administration system and notifies students of their validity. Topics may be modified based on a request submitted to the Directorate of Academic Affairs, which must be done no later than the date on which the assignment sheets are downloaded!

3. Supervisors

The student's BSc/MSc thesis is supported by an internal (faculty) supervisor. If the topic is provided by an external party (e.g., a company), it is recommended to appoint an external supervisor as well. An external lecturer may act as either an internal or external supervisor, provided they meet the conditions outlined below.

3.1. Internal (University) Supervisor

An internal (university) supervisor can be a lecturer, researcher, engineering teacher or departmental engineer who, in the case of a BSc thesis, holds at least a college or BSc degree, and, in the case of a MSc thesis, holds at least a master's degree, and is employed full-time or as an external lecturer at the faculty.

The responsibilities of the internal (university) supervisor include:

- regularly consulting with the student,
- monitoring the student's time management and reminding them of deadlines,
- assisting with the use of academic literature,
- handling administrative tasks,
- supporting the development of the content and structure of the thesis,
- deciding whether the thesis is ready for submission.

3.2. External (Industrial) Supervisor

An external (industrial) supervisor may also guide and support the student in preparing the BSc/MSc thesis. The external supervisor is a professional designated by the workplace, holding a degree (at least a college or BSc degree for a BSc thesis, and at least

a master's degree for a MSc thesis) and having a minimum of 5 years of professional experience. The external supervisor provides a review of the completed BSc/MSc thesis.

4. Enrollment in the BSc/MSc Thesis Subject

Enrollment in the subject titled *BSc/MSc Thesis* is subject to the completion of the number of credits specified in the curriculum of the respective program. Completing this subject is a prerequisite for obtaining the *absolutorium* (pre-degree certificate). Based on a recommendation from the department or the supervisor, the course may be considered completed even if the BSc/MSc thesis (or in programmes where the thesis is divided into parts, the course *Thesis II*) has not been submitted. This is because the *BSc/MSc Thesis* course is not the same as the final written BSc/MSc thesis document itself.

5. Submission and Acceptance of the BSc/MSc Thesis

5.1. Requirements for Submitting a BSc/MSc Thesis

The mandatory content and format requirements for a BSc/MSc thesis are specified in the BSc/MSc thesis template available at <https://gamf.uni-neumann.hu/oktatasszervezes/>. The completed BSc/MSc thesis must be uploaded to the Neptun electronic study administration system (together with attachments). The BSc/MSc thesis must be submitted in electronic form only. Registration for the final exam takes place in the electronic system designed for this purpose, by the deadline set by the Directorate of Academic Affairs.

Conditions for submission:

- the student has regularly and continuously presented the thesis to their internal (university) supervisor,
- the student has worked through all the tasks in the assignment description in sufficient depth and scope,
- the BSc/MSc thesis has been completed by the deadline in accordance with the prescribed formal requirements,
- the supervisor(s) give a supportive opinion in the Neptun electronic study administration system (grading is not mandatory).

The deadline for submitting the thesis is always the date specified in the dean's order on the current semester's schedule. This may be deviated from by a maximum of 4 days with the permission of the head of department.

5.2. Acceptance of the BSc/MSc Thesis

Based on the opinion of the supervisors and the review of the thesis, a departmental committee of at least three members shall decide on the acceptance of the BSc/MSc thesis within one week of the submission deadline and record the result in the Neptun electronic study administration system. The members of the committee are appointed by the head of the department from among the following persons:

- the head of the department,,
- the programme coordinator,
- the specialization coordinators,
- the internal (university) supervisor,
- lecturers.

If the departmental committee does not accept the BSc/MSc thesis, the student cannot take the final exam. This committee decides whether the BSc/MSc thesis can be supplemented, revised, corrected, or whether it must be rewritten on a completely new topic. Only BSc/MSc thesis accepted by the departmental committee may be submitted for review.

6. Assessment of the BSc/MSc Thesis

The assessment of the BSc/MSc thesis is governed by Section 37 of the Academic and Examination Regulations. Assessment criteria:

- consistency between the assigned task and the solution (max. 30 points),
- professional quality of the work (max. 35 points)
- structure, layout, appearance, and style of the BSc/MSc thesis (max. 25 points),
- processing of the literature related to the topic of the thesis (max. 10 points).

The student's internal (university) supervisor seeks a reviewer for the BSc/MSc thesis. The reviewer should be an external person, if possible, or, if this is not feasible, an internal person may also perform the task. The reviewer must meet the requirements set for the external (industrial) supervisor (see Section 3).

If the supervisor is unable to find a reviewer, the head of the department will request a reviewer. He or she shall inform the program director in writing. The head of department shall inform the vice dean of study affairs within five working days of the deadline for submitting BSc/MSc theses whether a reviewer has been found for all theses.

The reviewer prepares a written review and asks at least three questions related to the BSc/MSc thesis, the answers to which will help in the professional assessment of the student taking the final exam. The student can view the review and questions in the Neptun electronic study administration system.

7. Defense of the BSc/MSc Thesis at the Final Examination

The BSc/MSc thesis is defended at the final examination. The rules governing the final examination are set out in Sections 38-41 of the Academic and Examination Regulations. During the defense, the student must present their own work. It is advisable to prepare illustrative material (e.g., demonstration computer program, models, presentation, etc.) for the defense.

The final grade for the BSc/MSc thesis is determined by the final exam committee based on the reviews and the defense.

If the final examination committee grades the BSc/MSc thesis and its defense as unsuccessful, the student may not continue with the final examination, and the final examination committee will refer the BSc/MSc thesis back to the departmental committee. In this case, the student does not have to re-enroll in the BSc/MSc thesis subject.

8. Institutional Measures following the Abolition of Language Exam Requirements in the first Semester of the 2025/2026 Academic Year, Applicable to Graduating Students (compulsory only for BSc/MSc thesis written in Hungarian)

8.1. In BSc Programmes

- the thesis must include the use of at least 5 foreign-language sources,
- the thesis must contain a 1-page summary in English or German.

Evaluation

- the evaluation of the thesis covers foreign-language literature and the summary in the literature review.

8.2. In MSc programmes

- the thesis must include the use of at least 5 foreign-language sources,
- the thesis must contain a 1-page summary in English or German,
- during the defense, members of the final examination committee may also ask questions in the foreign language specified in the summary.

Evaluation

- the evaluation of the thesis includes the assessment of the use of foreign-language literature and the summary,
- during the defense, if a question is asked in a foreign language (English or German), the use of technical language is also evaluated as part of the defense grade.

9. Confidentiality of the BSc/MSc Theses

The GAMF Faculty of Engineering and Computer Science at John von Neumann University cannot guarantee the confidentiality of the BSc/MSc theses. Therefore, we recommend that students write their theses in such a way that they do not contain information that constitutes a trade secret for the company (e.g., rescaling of data).

Any deviation from point 9 is only possible with the permission of the dean, which must be requested in writing by the head of the department. In the request letter, the head of department must explain how the confidential handling of the BSc/MSc thesis will be ensured.

10. Use of Artificial Intelligence

During the preparation of the BSc/MSc thesis, the use of artificial intelligence is governed by the current rector's and dean's orders in force.

11. Temporal Validity

This order is valid from 12 September 2025 until revoked.

Dated: Kecskemét, 11 September 2025


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Dr. Lóránt Kovács
Dean

