John von Neumann University

JNU GAMF Faculty of Engineering and Computer Science

DEAN'S ORDER

ON THE PREPARATION OF THE BSC/MSC THESIS

EDITION NO. 2.

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AMF

Preparation of the BSc/MSc Thesis

1. General Requirements

1.1. Purpose of the Order

The purpose of this Order is to uniformly regulate the procedure for the selection of topics, preparation, submission, acceptance, and evaluation of BSc and MSc theses in all degree programmes offered by the GAMF Faculty of Engineering and Computer Science of John von Neumann University, as well as the duties of the persons and organizational units involved in these processes. This Order shall be applied in conjunction with the provisions defined in the Academic and Examination Regulations (hereinafter referred to as the TVSZ).

1.2. Scope of the Order

The scope of this Order extends to

- students preparing their BSc or MSc thesis in any of the GAMF Faculty of Engineering and Computer Science's degree programmes;
- staff members involved in the preparation of BSc or MSc theses, including those performing supervisory, reviewing, or committee duties;
- external contributors participating in the process, within the scope of their duties and involvement as defined in this Oeder.

1.3. Purpose of the BSc and MSc Thesis

The purpose of the BSc thesis is to enable students to apply the theoretical and practical knowledge acquired during their studies independently and creatively, and to demonstrate their professional competence by solving a complex professional problem.

The purpose of the MSc thesis is to enable students to apply the theoretical and practical knowledge acquired during their studies independently and creatively, solve a complex engineering problem related to their field of study, apply the methods of the relevant discipline, and professionally evaluate and analyse the chosen solution. The solution of a complex engineering problem shall be demonstrated through independent engineering work, particularly in terms of the complexity of the problem, the soundness and depth of the engineering methods applied, the quality of the design, engineering calculations, modelling, simulation, measurement, or experimental work, and the depth of the analysis and professional evaluation of the results obtained.

Both BSc and MSc theses shall reflect the student's independent work, knowledge of the relevant literature, and ability to apply the competencies acquired during the degree programme.

1.4. Regulations Repealed by this Order

Dean's Order No. DU 3/2026. – Edition No. 1.

2. Selection of the BSc and MSc Thesis Topic and Topic Registration

2.1. Topic Selection

The selection of a BSc or MSc thesis topic is the responsibility of the student. It is strongly recommended, but not mandatory, that the topic be selected in the semester preceding the semester in which the student takes the final examination.

A topic may be selected in one of the following ways:

- by choosing from the list of topics announced by the Department; or

- by proposing a topic identified by the student at an external organisation or company.

The topic must be relevant to the student's degree programme and suitable for meeting the requirements applicable to a BSc or MSc thesis. The student shall discuss the selected topic and their professional ideas related to it in advance with the relevant internal supervisor or, in the case of an external topic, with the host Department and the external supervisor.

2.2. Topics Selected from the Department's List of Available Topics

Departments shall maintain a continuously updated list of BSc and MSc thesis topics. Each topic on the list shall have an assigned internal supervisor. An internal supervisor may be a lecturer, researcher, teacher or departmental engineer who holds at least a college-level qualification or a BSc degree in the case of a BSc thesis, or at least a master's degree in the case of an MSc thesis, and who is employed by the University or engaged by the University as a part-time lecturer.

Before registering a topic selected from the Department's list, the student shall consult with the internal supervisor assigned to that topic. During the consultation, the student and the internal supervisor shall define the specific professional tasks to be addressed in the BSc or MSc thesis. When registering the topic, the student may designate as internal supervisor only a lecturer with whom they have previously discussed the topic and who has agreed to undertake the supervisory role.

2.3. Student-Initiated External Topics

Students may also select, on their own initiative, a topic arising at an external organisation or company. In the case of an external topic, the involvement of an external supervisor is mandatory. The external organisation or company shall appoint the external supervisor, who must be a professional holding a degree (at least a college-level qualification or a BSc degree for a BSc thesis, and at least a master's degree for an MSc thesis) and have at least three years of professional experience.

The student shall discuss the external topic and their professional ideas related to it in advance with the host Department and the internal supervisor proposed by the Department. If the student is unable to find an internal supervisor, the Head of Department shall appoint one.

2.4. Definition of Individual Tasks

The professional work to be addressed in a BSc or MSc thesis shall consist of several interrelated and specifically defined individual tasks.

The student shall define the individual tasks of the BSc or MSc thesis in cooperation with the internal supervisor. In the case of an external topic, the tasks shall be defined jointly by the student, the external supervisor and the internal supervisor. The individual tasks must specify the concrete professional activities to be carried out as part of the BSc or MSc thesis.

When defining the individual tasks, the supervisor shall ensure that they specify concrete, achievable and assessable tasks that are appropriate to the requirements of the degree programme, the level of the BSc or MSc thesis, and the selected topic.

Depending on the nature of the task, each individual task shall clearly specify:

- the professional activity to be carried out;
- the subject or scope of the activity;
- where necessary, the method to be applied, the conditions to be met or the requirements to be fulfilled;

- the expected result or the evaluation of the outcome of the activity.

When formulating individual tasks, it is advisable to use clear action verbs, such as: design, calculate and size, model, implement, carry out, determine, analyse, compare, evaluate, develop, test and validate.

Taken together, the individual tasks must cover the entire scope of the professional work to be completed as part of the BSc or MSc thesis. When defining the tasks, care shall be taken to ensure that their completion can be clearly traced in the structure and content of the thesis.

The student shall submit the individual tasks using the electronic topic registration form (Forms) specified by the Faculty.

2.5. Finalisation of the Topic and Individual Tasks

Before the Neptun assignment sheet is created, the host Department shall review the submitted topic and individual tasks from a professional perspective. The review shall examine, in particular, whether the tasks are clearly defined, professionally appropriate, achievable and assessable.

During finalisation, the Head of Department may amend the title of the topic, the overall task, the individual tasks or, where justified, the identity of the internal supervisor, in consultation with the programme coordinator, the coordinator responsible for the relevant specialisation and the Heads of Subject Groups, where their responsibilities are concerned. The Department shall inform the student of any changes made to the finalised topic, overall task or individual tasks.

The thesis assignment sheet shall be entered into the Neptun system and made available to the student on the basis of the individual tasks reviewed and finalised by the Department.

2.6. The BSc/MSc Thesis Assignment Sheet

The thesis assignment sheet relating to the finalised topic, overall task and individual tasks shall be entered into the Neptun system and made available to the student.

The BSc/MSc thesis assignment sheet entered into Neptun and made available to the student constitutes the official specification of the tasks to be completed for the BSc or MSc thesis.

The preparation, submission, acceptance and assessment of the BSc or MSc thesis shall be based on the overall task and individual tasks specified in the assignment sheet.

Changes to the data of a BSc or MSc thesis recorded in Neptun may be initiated in the Neptun system by submitting the request form entitled "Course-linked request for thesis data change" (Tárgyról indítható szakdolgozat adatváltozást bejelentő kérvény), in accordance with the deadline specified by the Directorate of Education and Training.

3. Preparation of the BSc and MSc Thesis

3.1. The Internal Supervisor

The preparation of each student's BSc or MSc thesis shall be supported by an internal supervisor. The duties of the internal supervisor shall include, in particular:

- providing ongoing professional guidance to the student and ensuring regular consultations;
- providing professional feedback on the student's work;
- supporting the development of the professional content and structure of the BSc or MSc thesis;

- checking that the student adequately addresses the overall task and individual tasks specified in the thesis assignment sheet.

During the preparation of the BSc or MSc thesis, the student shall make the completed parts of their work and the results obtained available to the internal supervisor at intervals agreed upon in advance. On this basis, the internal supervisor shall monitor the student's progress to an extent that enables them to provide substantive professional feedback before submission.

3.2. The External Supervisor

In the case of an external topic, the preparation of the BSc or MSc thesis shall also be supported by an external supervisor. The external supervisor shall be responsible for guiding the professional work carried out at the external organisation or company and providing professional support to the student.

The external supervisor shall review the completed work from a professional perspective and state whether they recommend it for submission on professional grounds.

The involvement of the external supervisor shall not replace the duties of the internal supervisor or affect the Department's authority regarding the submission and acceptance of the BSc or MSc thesis.

3.3. Length and Other Requirements for the BSc and MSc Thesis

The detailed formal and content requirements for the BSc and MSc thesis, the referencing guidelines, and the requirements for documenting the use of generative artificial intelligence are set out in the guidelines published by the Faculty. Deviations from the Faculty guidelines shall be permitted where the relevant programme coordinator specifies otherwise.

The required length of the BSc or MSc thesis, excluding appendices and supplementary materials, shall be as follows:

- Bachelor's programmes (BSc, BProf) and postgraduate specialist training programmes: 36–45 pages;
- Master's programmes (MSc): 40–55 pages.

The literature review shall account for no more than one-third of the total length of the thesis. In addition, the thesis shall draw on at least five foreign-language literature sources.

The use of artificial intelligence in preparing the BSc or MSc thesis shall be governed by the provisions of the Rector's and Dean's Orders in force at the time.

3.4. Authorisation to Submit the Thesis

The student shall submit a near-final version of the BSc or MSc thesis to the internal supervisor at least five days before the Faculty's submission deadline.

The internal supervisor shall review the submitted thesis from both professional and formal perspectives and provide the student with professional feedback on the corrections and additions required before submission.

Based on the internal supervisor's feedback, the student shall make the necessary corrections, additions and amendments, and shall send the final version of the thesis to the internal supervisor no later than 12:00 noon on the submission deadline date. On this basis, the internal supervisor shall either authorise or refuse authorisation for the thesis to be uploaded.

4. Submission of the BSc and MSc Thesis

4.1. Submission Method and Deadline

The BSc or MSc thesis shall be submitted electronically through the Neptun system, in accordance with the procedure and by the deadline specified by the Faculty. The submission deadline shall be determined by the Dean's Order on the academic schedule for the current semester. The student may upload the thesis only after receiving authorisation to do so from the internal supervisor.

When authorising submission, the internal supervisor shall verify, in particular, the following:

- whether the individual tasks specified in the thesis assignment sheet have been adequately addressed;
- whether the thesis meets the prescribed formal requirements;
- whether the required literature references are included, including the prescribed references to foreign-language sources;
- whether the required foreign-language abstract is included;
- in the case of an external topic, whether the external supervisor's professional assessment has been provided.

In consultation with the internal supervisor, the student may request a four-day extension of the submission deadline by 12:00 noon on the original submission deadline date. The request shall be submitted by email addressed to the Head of the host Department and the Vice-Dean for Education.

If an extension is granted, the student shall be entitled to submit the thesis through the Neptun system by the revised deadline.

4.2. Further Procedure for Submitted Theses

A BSc or MSc thesis uploaded to Neptun shall be subject to the acceptance procedure conducted by the Departmental Committee. The Departmental Committee shall be required to make a decision within 10 days of the original submission deadline.

5. Acceptance Procedure Conducted by the Departmental Committee

5.1. Composition of the Departmental Committee

The acceptance of a BSc or MSc thesis shall be decided by a Departmental Committee. The composition of the Committee shall ensure the participation of:

- the Head of Department or the Head of the relevant Subject Group;
- the programme coordinator;
- another lecturer, researcher or other staff member of the Department qualified to perform the task.

5.2. Assessment for Acceptance

As part of the acceptance procedure, the Departmental Committee shall examine, in particular, the following:

- whether the tasks specified in the thesis assignment sheet recorded in Neptun have been completed;
- whether the essential parts of the assigned work have been adequately developed;
- the academic and professional standard of the thesis;
- whether at least five foreign-language sources have been used and a one-page abstract in English or German has been included;

- whether the thesis complies with the prescribed formal requirements;
- whether the thesis is suitable for external review and admission to the final examination.

The acceptance procedure shall not require the student to make corrections or additions to the thesis.

6. Assessment of Accepted BSc and MSc Theses

6.1. Assessment

Every accepted BSc or MSc thesis shall be assessed in accordance with Section 37 of the Study and Examination Regulations (TVSZ). The purpose of the assessment is to evaluate the academic and professional standard of the thesis, the fulfilment of the assigned task, and the student's independent professional work, and to provide information to the final examination committee.

The BSc or MSc thesis shall be assessed according to a uniform set of criteria. The thesis shall be evaluated against the following six criteria, for a total of 100 points. Based on the score out of 100, a grade shall be awarded in accordance with the provisions of the TVSZ.

Assessment criterion	Points
Fulfilment of the assigned task	10
Professional content and methodology applied	30
Independent professional work and problem-solving	30
Results and conclusions	10
Literature and professional foundations	10
Formal quality and communication	10
Total	**100**

6.2. Appointment of Reviewers and Preparation of Reviews

Each accepted BSc or MSc thesis shall be evaluated by an internal review committee and an external reviewer.

The composition of the internal review committee shall ensure the participation of:

- the Head of Department or the Head of the relevant Subject Group;
- the programme coordinator;
- another lecturer, researcher or other staff member of the Department qualified to perform the task.

The external reviewer shall be appointed by the host Department. The external reviewer must not have participated in the preparation of the thesis as a supervisor or monitored its preparation.

The host Department shall ensure that both the internal and external reviews are completed in sufficient time for the final examination and are made available to the final examination committee.

6.3. Preparation of the External Review

The external review shall include:

- an assessment of the thesis using the uniform set of criteria specified in Section 6.1, for a total of 100 points;
- the grade determined on the basis of the 100-point assessment, in accordance with the provisions of the TVSZ;
- a written professional assessment of the thesis;

- at least three questions relating to the professional content of the BSc or MSc thesis.

The external reviewer shall have three weeks from the date on which the BSc or MSc thesis is sent to them to prepare the review.

7. Admission to the Final Examination and Thesis Defence

Acceptance of the BSc or MSc thesis is one of the conditions for admission to the final examination. The additional conditions for admission to the final examination are set out in the TVSZ and in the Dean's Order in force governing the conduct of final examinations.

The accepted BSc or MSc thesis shall be defended during the final examination.

The following documents and materials shall be made available to the final examination committee:

- the BSc or MSc thesis;
- the internal review and the grade awarded on the basis of that review;
- the external review and the grade awarded on the basis of that review;
- the questions formulated by the external reviewer.

During the thesis defence, the student shall present the purpose of the thesis, the main steps taken to solve the assigned task, and the results achieved. The student shall also answer the professional questions raised by the reviewers and those formulated by the final examination committee.

The final grade for the BSc or MSc thesis shall be determined by the final examination committee following the defence. The detailed rules governing the determination of the final thesis grade and the overall result of the final examination are set out in the dean's order on the conduct of final examinations.

8. Confidentiality

The Faculty does not generally provide for BSc and MSc theses to be classified as confidential for commercial or other reasons. Students and all persons involved in supervising the thesis shall make every effort to ensure that the thesis does not contain trade secrets or other protected information belonging to the external organisation.

Exceptions to the provisions of this Section 8 shall be permitted only with the Dean's authorisation, which may be requested in writing by the Heads of Department. The written request for authorisation shall describe the arrangements proposed by the Head of Department for ensuring the confidential handling of the thesis.

9. Temporal Validity

This order is valid from 26 October 2026 until revoked.

Dated: Kecskemét, 22 October 2026



Dr. Lóránt Kovács
Dean