

Guidelines for Preparing Thesis Work Regional and Environmental Economics MSc

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Contents

Requirements on Thesis seminar I and II	3
I. Content of the thesis	3
I.1. Purpose of the thesis work	3
I.2. Structure of the thesis	3
II. Formal requirements with regard to the research-based thesis	5
II.1. Table of contents	5
II.2. Figures and tables	5
II.3. Citations	5
II.4. References	6
Publicity	6
Evaluation aspects of the thesis work	7

Requirements on Thesis seminar I and II

General requirements to be fulfilled by the students who have registered for Thesis seminar I:

1. You have to prepare a 12-15-page long paper (including title page, table of contents, possible outline, the chapters and the list of references) about the chosen topic which gives an overview of a part of the relevant literature.
2. The paper should include:
 - a. The title of the thesis (only working title which does not have to be the final one)
 - b. Name of the student
 - c. An introduction to the relevance of the topic and the justification of the choice
 - e. A theoretical introduction based on the relevant literature and statistical sources
 - f. List of references according to the formal requirements indicated in the official guideline; at least 8-10 sources are recommended.
 - d. An outline of the thesis (a draft table of content)
3. The paper has to be sent electronically, in Word format to the seminar leader. It will be evaluated and graded by the leader of the Thesis seminar (supervisor). Detailed evidence shall be provided by the supervisor upon the request of a student if the final mark would not be the best grade.
4. We encourage you to contact your supervisor regularly, but at least two occasions of consulting with your supervisor is necessary (in person or via e-mail). These consultations shall be initiated by the students.

Submission deadline: by the end of the first week of January

In order to get evaluation students have to do any corrections or modifications required by the supervisor after the submission by a deadline defined also by the supervisor.

General requirements to be fulfilled by the students who have registered for Thesis seminar II:

If someone who registered was not going to submit his/her thesis then he/she should submit a draft version of the future thesis that is in line with the thesis requirements and reaches 80% of the required volume. Otherwise evaluation cannot be earned.

The following requirements have been prepared in keeping with the *Study and Exam Regulations of Corvinus University of Budapest* and are valid for students of Regional and Environmental Economics MSc programme. The theses must comply with the following structural and formatting guidelines. Theses should be written in coherent English using exclusively either British or American spelling. For British spelling we recommend 'The Oxford Style Manual', for American 'The Chicago Manual of Style'.

I. Content of the thesis

I.1. Purpose of the thesis work

The aim of the Thesis Work is to finish the master's programme with an independently prepared, written work of fixed length and structure that covers a specific field related to the programme in which the student:

- applies and synthesises the theoretical knowledge acquired in the frame of the programme;
- demonstrates his/her ability to do individual research and use the relevant literature;
- proves his/her methodological knowledge;
- after summarising the theoretical background of the given topic, he/she uses an appropriately chosen methodology to analyse a practical problem.
- The topic of the dissertation should include a problem related to economics.

I.2. Structure of the thesis

The expected length of the thesis (without attachments) is a minimum of 45, maximum of 80 pages AND a minimum of 80,000 characters (including spaces) which is divided as follows:

- Introduction (approx. 1-5 pages)
- Theoretical introduction (approx. 5-20 pages)
- Methodological introduction (approx. 1-15 pages)
- Analysis of a practical problem (approx. 10-35 pages)
- Conclusion (approx. 1-6 pages)
- Summary (approx. 1-8 pages)

We would like to draw the attention of our students that the list above is only a logical division and not the titles of the chapters.

The title of the chapters and the design of their content may be chosen and defined by the student in accordance with the given topic described in the Introduction part.

a. Introduction

In the title of the chapter, the student refers to what research question(s) he/she wants to answer and discuss detailed in the further chapters.

Possible contents of the Introduction chapter: reasons of the choice, relevance of the topic, scope of research, explanation of relating concepts, questions and hypotheses.

b. Theoretical introduction

In the title of the chapter, the student refers to the topic which is critically analysed through literature review. In this chapter, the student specifies the theoretical background of the topic, mentions its most important authors and positions.

c. Methodological introduction

The title of the chapter refers to the methodology applied. The student explores the facts and data related to the research question(s) and also the methodology of analysis.

d. Analysis of the practical problem

The title of the chapter refers to the results of the student's empirical research that are explained and analysed thoroughly in the chapter.

e. Conclusion

The title of the chapter refers to the essence of the final chapter of the work as well as the set of results. It is to contain a conclusion (joint inventory of the results), and optionally a discussion (further interpretation of the results and their possible benefits) and further opportunities of examination in the given subject.

f. Summary

Summary of the thesis is to cover all chapters. The student classifies his / her thesis based on JEL (Journal of Economic Literature) and refers to this classification in the summary.

A brief summary or an abstract in Hungarian is highly recommended to be included in the Thesis (its text can be positioned after the English language summary). This Hungarian language summary/abstract is not required to be a translation of the English language summary or to be as comprehensive as the English language summary, but it shall contain the title of the thesis in Hungarian.

II. Formal requirements with regard to the research-based thesis

The general formal requirements for the thesis are set out in **Annex 3(1) of the [Study and Examination Regulations](#)**.

II.1. Table of contents

- The inside title page is followed by the Table of contents.
- The Table of contents should include the titles of the individual chapters and subchapters and should be followed by the appropriate page number. All pages in the Thesis (except for the inner title page, and the appendices) must be numbered.
- The chapters and sub-chapters should be numbered with Arabic numerals. For creating sub-chapters, at least two subchapters are required. The table of contents is to show the chapters and sub-chapters to the third level max. (e.g. 2.3.1)

II.2. Figures and tables

- Figures and tables should be numbered separately and consecutively.
- Please remember to reference any figures or tables that are not your own work (see later).
- While it is not obligatory, when the number of figures and tables is more than 5-6, adding a table of contents of figures and tables is recommended.

II.3. Citations

- All statements (ideas, sentences, paragraphs and data) taken from or based on other sources must be clearly cited.
- The citation must be included in the body text right after the cited part in parentheses by giving the author's last name and the year of publication (e.g. KOVÁCS 2016).
- If you are citing two different works of the same author published in the same year, distinguish between the two by adding an "a" or "b" after the year (e.g. KOVÁCS 2016a, KOVÁCS 2016b).
- Exceptionally, the citation can be given in the footnote – but in the same format. Mentioning further explanation in relation to the cited literature can be an example for acceptable application of citations as footnotes (can occur especially in the cases of describing the sources of tables and figures).
- In the case of any word for word citation, translation, table or figure the citation must necessarily include not only the author's last name and the year publication, but also the exact page number (e.g. KOVÁCS 2016b, p. 85.)

II.4. References

-recommended format of the references: APA

- The “References” part of the Thesis Works contains the detailed specifications of the literature – including tables and figures, statistical data and estimates, appendices, etc. – to which the reference is made.
- The “References” should contain the publications (including websites) to which a specific reference is made within the Thesis Work itself. (Any publications which served only as background reading and which are not cited within the Thesis Work do not have to be included in the References part. The References should only contain works/publications that are officially cited within the Thesis Work.)
- The publications included in the “References” part should appear in alphabetical order based on the family name of the author/first author.
- In cases where a publication with no author is cited, the name of the author should appear as “Anonymous”. Students are, however, urged to find out the author or editor of the given text.
- When the cited text or information was obtained from the internet and no author and title can be given, the following information must be given: the internet or portal website; the URL; the exact date when the information was downloaded. (The name of the internet or portal website and the year of publishing or purchasing shall be indicated in the citation among the text, e.g.: [WIKIPEDIA, 2020]). This type of literatures and their references/citations ought to occur only occasionally, it is not recommended to be used in a significant extent.
- In certain cases, it may be useful to include a Glossary and/or Subject Index. It is best to place this before the “References”.

Publicity

Students shall be aware that all defended thesis will be publicly available through the Internet. Permissions for writing thesis closed to the public can be requested from the teacher responsible for the whole REE master programme in written form (Márton Péti). Students are highly recommended to choose topics that can be openly published, thesis closed to the public is allowed to be prepared and defended only in very rear cases.

Evaluation aspects of the thesis work

Evaluation of the choice of the topic:

Evaluation of the structure of the thesis:

Evaluation of the form of the thesis:

Evaluation of the summary and the foreign language summary:

Evaluation of the introductory considerations of the thesis:

Evaluation of the theoretical introduction:

Evaluation of the methodology:

Evaluation of the application of the methodology and presentation of the results:

Evaluation of the summary and conclusions:

Summary of the evaluation:

Grade:

Questions to be asked from the candidate (*they must not appear on the student's sample*):

1.

2.