Thesis guide

BA in International Relations

For the 2024/2025 academic year

Regulations and procedures for the 2024/2025 academic year BA in International Relations Corvinus University of Budapest

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1 General information

In this document you will find the following information:

- General information regarding the thesis writing process
- The objective of the thesis
- A step-by-step description of the thesis research process
- Substantive requirements of the thesis
- Format related requirements of the thesis
- Information on contact persons
- Checklists on Thesis Writing Seminars I and II

Thesis Writing Seminars and language of the thesis

In the third academic year, each BA student shall participate in a special course (seminar) to prepare their theses, under the guidance of the thesis supervisor. Students must register on Neptun for Thesis Writing Seminar I (Autumn semester) and Thesis Writing Seminar II (Spring semester). The BA thesis may only be submitted in the programme to which the student is admitted (International Relations).

The thesis must be written in correct academic English.

Submission of the thesis

- *Approval by the supervisor*. Students must present their theses to the supervisor for approval by the deadline set by the supervisor, but no later than ten working days before the submission deadline. In this academic year, this means that students have to send their final draft to the supervisor on 5 May 2025 at the latest.
- *Submission by uploading to Neptun*. Theses must be submitted between 5 May 2025, 10:00 and 16 May 2025, 12:00 via Neptun; see the University schedule for the 2024/2025 academic year.
- Please note that Neptun is extremely overloaded in the last minutes before the expiry of the deadline. You are advised not to leave it to the very last moment.

Further considerations

The administrative process of thesis submission is covered by Section 79 of the Study and Examination Regulations of the University (see Annex 1). In addition, students will be informed and reminded about the most important deadlines (application period for the topics, deadlines for the submission of progress report, for the approval by the supervisor, for the final submission, etc.) in separate Neptun and Teams messages. Thus, you are advised to frequently check the University communication channels. That said, please note that **the primary responsibility rests with the student to respect the rules and deadlines**

set out in the Study and Examination Regulations, in the University schedule for the 2024/2025 academic year and in this information note.

Disclaimer

The information provided is correct as of 13 September 2024.

2 Objective of the thesis

The objective of the thesis is to finish off the bachelor programme with an individually prepared, research based written work of fixed length and structure, that covers a specific field within the programme.

The general aim of the thesis work is to develop students' thinking and research skills and demonstrate that they can gain expertise and carry out supervised, but independent academic-level research in the given topic of their theses. Assisted and guided by their supervisors, students are expected to produce an independent contribution to scholarly discourse and knowledge by finding the relevant materials and sources, analysing data and systematically presenting the findings.

By writing the thesis, the student is expected to demonstrate that s/he

- is familiar with the broader academic discourse and earlier research framing of the research topic,
- is able to collect further scientific sources, materials and data that are needed for answering the specific research questions,
- is able to analyse the sources in a methodologically rigorous way, and
- can present the findings in a written form by using the relevant theories and theoretical concepts in line with the standards of academic writing.

3 The thesis writing process

Application for and allocation of topics

In the Spring semester of the second academic year, students shall apply electronically via Neptun to the thesis topics announced by the lecturers of the Department. (See separate information note to be uploaded later.)

Signing up for the Thesis Writing Seminars I and II in Neptun

Students shall sign for the respective Thesis Writing Seminar in Neptun in both semesters.

Thesis Writing Seminar I is open for registration only in the Fall semester of the academic year. Accomplishment of Thesis Writing Seminar I is a requirement for

Thesis Writing Seminar II. It is not possible to enrol in Thesis Writing Seminars I and II in the same semester.

Change of topic

If you want to change the topic of your thesis after the allocation procedure, the suggested steps are as follows. First, consult with your current supervisor, s/he might be prepared to accept slight adjustments in the original topic.

If you still wish to have another topic, consult with a prospective supervisor, whether s/he is able to accept you and your suggested topic. If so, apply for a topic change through Neptun until the fifth week of the Fall semester. Please note that there is a charge for such a request; see the see the fees related to thesis submission (link, p. 7).

Decision on your request is made by the Programme Director, in consultation with the Head of Department. The decision is made within 15 days from the submission of the request. The student is notified of the decision via Neptun.

Please note that a change of topic is an option only in exceptional, well-justified cases.

Methodology lecture (held jointly for all students)

A joint methodology lecture is held on **25 September 2024, 17:20 in Lecture hall C.VII (for the English language BA programme)**, for all the students attending the Thesis Seminar. Participation is mandatory, students cannot sign up for Thesis Seminar II in case of non-attendance. Those with certified and approved absence (e.g. sickness, or taking courses at a higher education institution abroad) can join the presentations *online*. Both in-person and online attendance will be recorded.

Make-up class for certified absentees. In addition, there will be a make-up class later for those certified and approved absentees who could not participate in the regular Methodology class. Dates will be announced later via Neptun message a week before the scheduled date.

Submission of certificate of absence. If the student cannot participate in the lecture due to one of the reasons mentioned above, the documents justifying his/her absence (in case of sickness, the original copy of the doctors' certificate) should be submitted to the Department's Secretariat.

Hungarian language BA programme. The same rules apply to the Hungarian language programme except for the date and venue of the methodology class. For them, it will be held on 26 September 2024, 11:40 in Seminar Room C.203.

Research and consultations (general considerations)

> Supervision is a shared responsibility. The consultation process is based on the cooperation and good relationship between the supervisor and the student. Supervisors shall be accessible, will provide feedback and ensure academic and research integrity. Students shall seek and follow the advice, instructions and special guidance of the supervisor. Students shall complete the specified tasks on time and prepare for the supervision meetings.

Students shall consult with supervisors on their research progress **at least three times per semester** (in person, online or via e-mail, as agreed with the supervisor), i.e. three constructive meetings during Thesis Writing Seminar I and three constructive meetings during Thesis Writing Seminar II.

Additional consultation sessions may be required if the thesis supervisor deems it necessary, or the student requests more consultations.

The supervisor shall provide guidance through the thesis project, will check in on the progress and will give advice on the direction of the research. Based on good and open communication, the supervisor, having consulted with the student and within the framework set by the University and the IR Programme, shall decide on the time and frequency of the meetings (at least three), on the overall plan and timeline of the research, on the division of duties, if and when the supervisor would like to see the student's work, and the method of feedback.

The supervisor is required to respond to email inquiries within 5 working days. Thesis supervision may take place individually or in groups (in the form of a course work).

Progress report(s) / Thesis Writing Seminar I (Autumn Semester)

Students are required to submit at least one (end-of-semester) report. Further progress reports might be required by the supervisor.

Minimum requirement

In the first semester (Thesis Writing Seminar I), students are required to submit a report at the end of the semester to provide evidence on their progress.

- Deadline for submission: **10 December 2024, 12:00 a.m.**
- Content:
  - Detailed outline
  - Bibliography and reference list broken down into subcategories (primary , secondary academic, professional and other)
  - Other elements (e.g. one chapter of minimum 10 pages containing the research question and the methodology) to be drafted according to the specific instructions of the supervisor.

- Submission by email, Teams or any other method as specified by the supervisor.

Further progress report(s) as required by the supervisor

At the beginning of the semester, the supervisor will inform students about the research strategy and any particular report they require from students during the semester. Please, follow their instructions.

Research / Thesis Writing Seminar II (Spring Semester)

In the course of Thesis Writing Seminar II, there will be no requirement for progress reports in the strict sense. The main deadline to observe is the submission date of the final version of the thesis via Neptun by **16 May 2025, 12.00** at the latest.

Although this arrangement secures more freedom to proceed with the research, it also involves great individual responsibility in the planning and scheduling of your work. Supervisors will provide guidance as needed, but students are expected to work as independently as possible.

Thus, it is vital to stay in close communication with the supervisor throughout the semester, following his/her instructions and guidance, and submitting draft versions as requested. **Plan your timeline with responsibility, allowing for unforeseen circumstances as well.**

Prepare for the supervision meetings and submit your work in progress on time. As lecturers have only a limited amount of time/hours allocated for thesis supervision, they can provide meaningful feedback and advice only if students allow their supervisor sufficient time to read and provide comments on the thesis and for any amendments to be made prior to the submission deadline.

Please note that, as stated above, pursuant to Section 79 para. 1 of the Study and Examination Regulations, students must present their theses to the supervisor for approval by the deadline set by the supervisor, but no later than ten working days before the submission deadline (i.e. on 5 May 2025 at the latest).

The supervisor is authorized to reject the thesis before submission if it was prepared without consultations and/or if it does not meet the minimum requirements of a BA thesis. In this case, the student must submit his/her modified thesis in the next semester with the supervisor's approval.

Assessment of Thesis Writing Seminars I and II

Students receive a mark at the end of each semester from the thesis supervisor based on their performance and meeting of the course criteria. The grade of Thesis Writing Seminar II is thus not the grade of the thesis.

For the completion of *Thesis Writing Seminar I*, students shall submit the end-of-semester report and any other progress report specified by the supervisor, participate in the methodology lecture, and attend at least three consultation sessions per semester.

For the completion of *Thesis Writing Seminar II*, students shall proceed with the research and submit draft versions as required by the supervisor, through regular consultations, online or in person (at least three per semester).

In the event of failure to comply with all these preconditions, the course is not passed.

The supervisor shall acknowledge compliance with these requirements electronically upon submission of the thesis via the Neptun system.

Submission of the thesis

Text similarity checker. If you miss presenting sources or your references are incorrect, you commit plagiarism. Theses at Corvinus are checked with Turnitin text similarity checker. A Student Guide about Turnitin is available at Neptun opening page.

Approval by the supervisor. As noted earlier, students must present their theses to the supervisor for approval by the deadline set by the supervisor, but no later than ten working days before the submission deadline.

Upload to Neptun. Theses must be submitted between 5 May 2024, 10:00 and 16 May 2025, 12:00, by uploading it to Neptun.

The same rules shall apply to students holding an Erasmus or similar scholarships.

Papers submitted to the competition of the Students' Scientific Association (TDK)

Students can automatically get an excellent grade for their thesis works if they participate in the Scientific Students' Associations Conference (TDK) at Corvinus University and the submitted work is proposed to be presented in the relevant section of the National TDK (OTDK). For details and further requirements, see Section 80 paras. 7 to 10 of the Study and Examination Regulations. However, this shall not exempt from the comprehensive exam part of the final exam.

Access to the thesis: disclosure options

Pursuant to Section 76 para. 2 of the Study and Examination Regulations, confidentiality of the thesis cannot be requested or granted. The student shall make a declaration on the full or partial disclosure of the thesis at the time of submitting it.

- *Partial disclosure (restricted access)*. The student may request access to the thesis to be restricted. In this case, the thesis will be available on the library website in the Theses/TDK papers database (the library repositorium constituting a subsystem of Neptun).
- *Full disclosure (open access)*. If the student does not request access to be restricted, the thesis will be available through the library website in the Theses/ TDK papers ranked in the Students Scientific Association competition (TDK) database (the library repositorium constituting a subsystem of Neptun) and may be accessed from anywhere on the world wide web.

4 Thesis requirements relating to its content. Assessment of the thesis

The thesis should demonstrate that the student is able to identify a research problem, to formulate the research objectives and specific research questions and, in line with it, to select and apply the appropriate qualitative or quantitative research methods or both (mixed methods) that can provide the most reliable and valid answers to the research question

Assessment is based on students' ability

- to formulate clear, specific, answerable research question(s) in the context of earlier research,
- to select the appropriate research methods, to describe and discuss the chosen methods, and
- to write up the research results by demonstrating independent, critical thinking and analytical skills.

The assessment sheet, which is currently under revision, will be disclosed as soon as it is approved.

The typical dissertation structure

The standard dissertation structure generally includes the following sections, but not necessarily all, depending on the topic and the methods of the discipline.

- Title page
- Abstract
- Acknowledgements (where applicable)
- Table of contents
- List of figures and tables, List of abbreviations
- Introduction
  - Background information on the topic
  - The research problem or question
  - The objectives and significance of the study
  - An overview of the dissertation structure
- Methodology (the research design: qualitative, quantitative, or mixed methods)
- Literature review (depending on the supervisor's requirements)
- Results
- Discussion
- Conclusion
- Bibliography
- Annexes (where applicable)

Reliable sources

Where to find credible sources?[1]

- Academic databases
- Educational institutions: universities, colleges, and academic institutions often provide access to lectures, publications, and research findings
- Library resources (e.g. books, encyclopaedias, and scholarly journals)
- Peer-reviewed journals, some of them providing open access
- Government websites, official websites of international organizations
- Professional associations and organisations
- News outlets with established credibility

Further information will be provided in the framework of the Methodology Class.

See also the website of the University library on academic writing (link)

Guidelines on referencing can be found in the next chapter.

Plagiarism

Plagiarism means using words, ideas, or information from a source without citing it correctly. Theses at Corvinus University are checked with Turnitin text similarity checker. Further information on plagiarism is available as follows:

- Methodology class
- CUB Study and Examination Regulation, Sections 59 and 82 (see Annex 2)
- CUB Anti-plagiarism regulation
- CUB Code of Ethics

Checking text similarity

Since 2019, all BA, MA theses and PhD dissertations are checked by Turnitin anti-plagiarism software. Turnitin is integrated into Moodle. When the uploading and checking process is finished, an analysis overview will be available within a short time. A Student Guide about Turnitin is available on Neptun opening page. Examples for plagiarism from students' work are available here.

However, not all of the cases are revealed by Turnitin. Translating from another language to another one can also be considered as plagiarism. If the reviewer finds that the work is not original, the programme director examines the case and takes the necessary steps.

See also the CUB Library References FAQ site for guidance.

Artificial intelligenc

The use of AI is allowed; however, students must attribute and explain, i.e., explain how AI was used, and indicate where its input was incorporated. For further information, please consult your supervisor.

If the supervisor or reviewer has a reasonable suspicion that the student was using generative AI to write parts of "their work", the University Disciplinary Committee

[1] https://www.oxbridgeessays.com/blog/how-to-tell-if-a-source-is-reliable/

may decide to issue a warning, to suspend the student or terminate the student status.

In the box below, András Rácz shares his perspective on the use of AI.

> I keep telling my students that they should have such a thesis paper that withstands any type of inquiry even decades later. This means that even if someone, driven by pure malice, political ambitions or any other reason is desperately trying to find the weak spots of the thesis paper, the paper should withstand it. And, *though at present there is no reliable mechanism for detecting the use of AI, there is no guarantee that this will stay so in the future*. Hence, dear students, please, think about your own future: if you use AI *now* to write your thesis, you may get burned decades *later*, if someone, sometime might be able to prove this and turn this against you. I know that my experience can be no ways generalized, but for me this seems to work so far. (Using AI solely for improving the grammar and style is a different issue, of course.)
>
> András Rácz, Senior Lecturer,
> Corvinus University of Budapest,
> Institute of Global Studies

Recommended reading on the thesis writing process

While this guide is on Master thesis, it is useful for BA students as well.

- El-Chaarani, H., & El-Abiad, Z. (2021). How to write a master thesis. Journal of Contemporary Research in Business Administration and Economic Sciences (link)

For those who speak Hungarian:

- Körtvélyesi Zsolt, Bevezetés a tudományos szöveg írásába. Szakdolgozatírók kézikönyve. ELTE Eötvös Kiadó, 2018 (link)

See also the University Library website dedicated to thesis writing (link)

5 Thesis requirements relating to format

Word limit

The main body of a BA-thesis may contain a minimum 60.000 and a maximum 80.000 characters, including spaces, footnotes (approx. 10 000 to 15 000 words). Fringe sections (abstract or preface, table of contents, indexes, summary, reference list and annexes) are not included in the word limit. Theses that exceed the maximum limit will not be evaluated.

Referencing: How to properly reference the sources used

Theses constitute scholarly works, therefore the rules on scholarly works shall apply to them. Referencing styles are a set of instructions on what information should be included in the reference, the order that information should appear, and the way it should be formatted in the thesis. Follow the instructions of your supervisor as to which style s/he expects of you. The keywords are consistency and consideration for the reader (to help readers locate the sources).

The most frequently used referencing styles are the following.

- APA (link)
- Harvard (link)
- OSCOLA (Oxford Standard for the Citation of Legal Authorities) (see here and here)

Whatever system is agreed upon with the supervisor, the page or paragraph numbers must be indicated in all references, whether paraphrase or quote.

Further rules

See also Annex 3 of the Study and Exam Regulation, providing as follows.

Format requirements with regard to the research-based thesis

a) Name of the thesis file:[2] NAME_NEPTUNCODE_thesis_study programme_year

example: SAMPLEMARCELL_KLMN34_THESIS__IR_2024

b) Cover page:

ba) First cover page: may not include anything besides the word “thesis”, the name of the author and the year.

bb) Second cover page: includes the name of the University, the name of the author, his/her study programme and subspecialisation, the title of the thesis, as well as the name of the supervisor and the year.

c) The table of contents shall come after the second cover page of the thesis.

d) Format requirements with regard to the text:

The thesis shall be submitted in 12-point font with a decorative stroke (“serif”), using 1.5 line spacing in justified paragraphs (with the exception of lists), the structural levels shall be marked consistently, page numbering shall be continuous, with the appropriate indication of the appendices.

e) Figures and tables:

ea) The figures and tables shall be numbered.

eb) If necessary, a list of figures shall be added.

222 When uploading your thesis, the name of the PDF file you upload to Neptun.

f) References:

Theses constitute scholarly works, therefore the rules on scholarly works shall apply to them. The most important thing in this respect is to use sources of appropriate quality and to apply appropriate citation rules (APA).[3]

g) List of references:

The list of references is the detailed specification of the bibliographical references and papers, to which reference is made in the thesis, including inline figures and tables, statistical data and estimations, as well as the contents of the annexes.

6 Further information

Questions relating to administrative issues (deadlines, submissions, issues with Neptun or Moodle, etc.)

Secretariat of the Department of International Relations

Gabriella Bertalan, Head of Secretariat

✉ gabriella.bertalan@uni-corvinus.hu

Zsófia Határ, Institute Referent

✉ zsofia.hatar@uni-corvinus.hu

Questions relating to topics, supervisors, and other substantive issues

Adrienne Komanovics, Thesis Seminar Coordinator

✉ adrienne.komanovics@uni-corvinus.hu

3 As stated above, the supervisor may require other referencing style.

Annexes

Annex 1 Study and Examination Regulations on "Finalising and submitting the thesis"

Section 79 Finalising and submitting the thesis

(1) The student is obliged to present his/her thesis awaiting finalisation to the supervisor for approval by the deadline set by the supervisor, but no later than ten (10) working days before the submission deadline.

(2) The supervisor approves the submission of the thesis by signing the supervisor's declaration. The approval process takes place in Neptun. The thesis may only be validly submitted if approved by the supervisor.

(3) In case the academic calendar is divided into semesters, a thesis may be submitted until Friday noon of the eighth (8th) week of instruction of the study period of the autumn semester if the student takes an early final exam in the semester in question. If the student does not take an early final exam in the autumn semester, the submission deadline of the thesis shall be Friday noon of the twelfth (12th) week of instruction of the study period in case the academic calendar is divided into semesters. In case the academic calendar is divided into semesters, a thesis may be submitted until Friday noon of the twelfth (12th) week of instruction of the study period of the spring semester. The exact deadlines for submitting the theses are specified in the calendar of the academic year.

(4) The deadline shall for submitting teacher portfolios shall be the first working day of the last week of the study period.

(5) The thesis must be submitted in one (1) electronic copy on the dedicated electronic interface. The student shall simultaneously declare that the submitted thesis is the result of his/her own work, as well as confirm that the overlap between the theses of a student participating in two or more simultaneous programmes at the University does not exceed 10%. In case of an overlap exceeding 10%, the student may not take a final examination.

(6) The submission is accompanied by a text match check. The detailed rules for submitting the thesis are contained in provisions issued by the Vice-Rector for Education.

(7) The submission of the thesis does not constitute an application for the final examination. The latter hall be declared by the student via Neptun.

(8) Once submitted, a thesis may not be withdrawn, except in cases defined in Section 80.§(7).

(9) The thesis must be submitted at the latest until a date that leaves enough time for the student/former student to complete the final examination by the deadline specified in the SER.

(10) If the student/former student wishes to submit his/her thesis and has already successfully completed Thesis Seminar 2 or an equivalent subject, he/she must in any event file a request for submitting the thesis, provided that the thesis may be handed in pursuant to Subsection (9). The request shall be subject to paying the fee set out in the RSFB.

(11) If the applicant is still has student status, the study programme leader shall not examine the thesis for its timely relevance as provided in Subsection (12), but the submission and evaluation of the thesis may be started on the basis of the application.

(12) If the applicant is no longer a student and two (2) calendar years have elapsed since the date of obtaining the final certificate (absolutorium), the study programme leader, after hearing the opinion of the supervisor, shall examine the timely relevance of the thesis, taking into account the following:

a) the thesis may be submitted in the form in which it is presented at the time the application is submitted, or

b) the previously started thesis needs to be completed, corrected, or

c) a new thesis on a new topic should be prepared,

and may then be resubmitted under the general rules.

(13) If the applicant is no longer a student and two (2) calendar years have elapsed since the date of obtaining the final certificate (diploma), the study programme leader, after hearing the opinion of the supervisor, shall examine the relevance of the thesis, taking into account the following:

a) the previously started thesis needs to be completed, updated, corrected, or

b) a new thesis on a new topic should be prepared,

and may then be resubmitted under the general rules.

(14) The request specified in Subsection (10) may be submitted until the end of the registration period of the semester in which the thesis is submitted. The decision on the request shall be taken by the study programme leader after hearing the opinion of the supervisor.

(15) The decision shall be taken within ten (10) working days of the submission of such request. In the case of a decision pursuant to paragraphs (12)b) or (12)c) of Subsection (12) and paragraphs (13)a) and (13)b) of Subsection (13), the study programme leader shall decide on confirming the former supervisor or on appointing a new supervisor after having consulted with the Head of Institute. The decision shall be recorded in a resolution. In addition to specifying the supervisor, the decision must provide for the mandatory thesis consultation and, in the case of paragraph (12)c) of Subsection (12) and paragraph (13)b) of Subsection (13), the new topic.

(16) In the case of a decision pursuant to (12)c) and (13)b), the student shall also submit a request for changing the topic pursuant to Subsection 78.§ (3) of Section 78.§

(17) If the former student must revise/re-write his/her thesis according to paragraphs (12)b)-(12)c) of Subsection (12) and paragraphs (13)a)-(13)b) of Subsection (13), once the revision/re-writing has been completed, the student may submit the

thesis in the semester in which the request was submitted pursuant to SER without the need to file a new request. If he/she does not submit the thesis in the semester in which the request was filed, he/she must submit a new request for submitting the thesis pursuant to Subsection (10).

(18) In double degree programmes. multiple degree programmes, joint degree programmes leading to the award of a joint diploma, it is possible to derogate from the provisions of the present section. This must be provided for in the relevant cooperation agreement.

Annex 2 Study and Examination Regulation rules on plagiarism

59.§ - General rules on the assessment of student performance

[…]

(15) A student shall refrain from breaching the rules of scientific referencing in his/her works covered by copyright. In the case of breaching the rules on scientific referencing and/or plagiarism, an ethical procedure shall be initiated by the relevant lecturer against the student in accordance with the provisions of the Anti-plagiarism Regulation and the Code of Ethics. If the Ethics Committee establishes an ethical abuse, and finds the act, the conduct or the omission to be of such gravity, it may at its discretion institute a disciplinary procedure against the student on the basis of the Student Disciplinary and Compensation Regulations.

82.§ - Plagiarism checks

(1) The text of the thesis must be checked with the university software used for identifying text matches. The thesis may not be graded without first having undergone a text match examination. The rules on the self-review procedure with regard to the thesis are set out in the Anti-plagiarism Regulation.

(2) If plagiarism is suspected, the supervisor, the referee or the study programme leader shall initiate an ethical procedure against the student. If plagiarism is of a very minor nature in the unanimous opinion of the supervisor or the referee and the study programme leader, and if it is acknowledged by the student, the student may request it to be graded as fail and to waive the appointment of a third referee.

(3) If as an outcome of checking the thesis an ethical procedure is launched against the student due to suspected plagiarism, the thesis must be considered temporarily invalid until the ethical procedure is closed, and this must be recorded in Neptun.

(4) The conduct of the ethical procedure shall be the competence of the Ethics Committee. The Ethics Committee shall consider the suspected plagiarism in accordance with the provisions of the Code of Ethics and the Anti-plagiarism Regulation.

(5) If the Ethics Committee establishes an ethical abuse, it shall declare the thesis as invalid and shall stipulate any other legal consequences (e.g. improving the thesis, rewriting the thesis, appointing a new supervisor).

(6) If the Ethics Committee declares that an ethical abuse was committed and, in its scope of judgement, considers the act, behaviour, or omission severe enough for taking further action, it will initiate a disciplinary procedure against the student, based on the Student Disciplinary and Compensation Regulations.

(7) The detailed rules on plagiarism are contained in the Anti-plagiarism Regulation.

(8) If the Ethics Committee establishes that the student committed plagiarism while writing the thesis and declares in its resolution that an ethical abuse was committed, the student may not be admitted to the final examination with the thesis affected by the ethical abuse. The student may only be admitted to the final examination if he/she corrects or rewrites and finalises the thesis in accordance with the resolution of the Ethics Committee and the supervisor deems it to be submittable pursuant to the SER (the supervisor shall re-issue his/her declaration), and if the evaluation of the thesis is completed successfully. The correction or rewriting can be done at the earliest during the next thesis submission period, i.e. no specific submission deadlines need to be given to the student.

Annex 3 Thesis title page

The title page and the inside cover should look like as illustrated below:

Title page

THESIS

Author's name
Year

Inside cover

Corvinus University of Budapest

Title
Subtitle

Author's Name
International Relations BA
Supervisor's name
Year

Annex 4 Netiquette

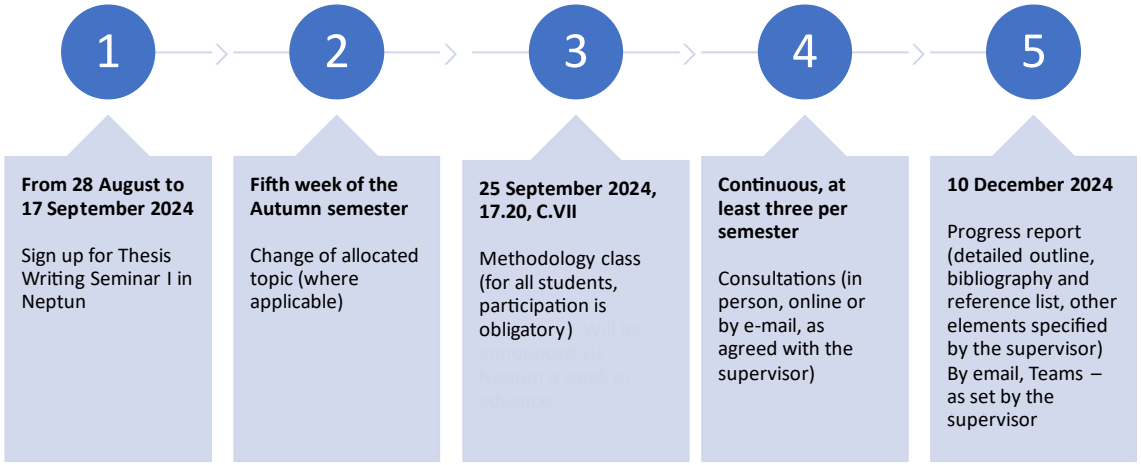
Instructors are often sent a high number of emails per day. To receive timely responses to requests for help, follow these guidelines.

- Check the syllabus or the website to determine if the answer is already there.
- Exchanging information with your classmates can be useful regarding simple practical questions.
- If your question is lengthy or complex, schedule an appointment to discuss the answer.
- Use your official University mail.
- Identify yourself by course / programme as well.
- Include a subject heading that reflects the content of the message.
- Be careful not to use all capital letters – this is equivalent to shouting.

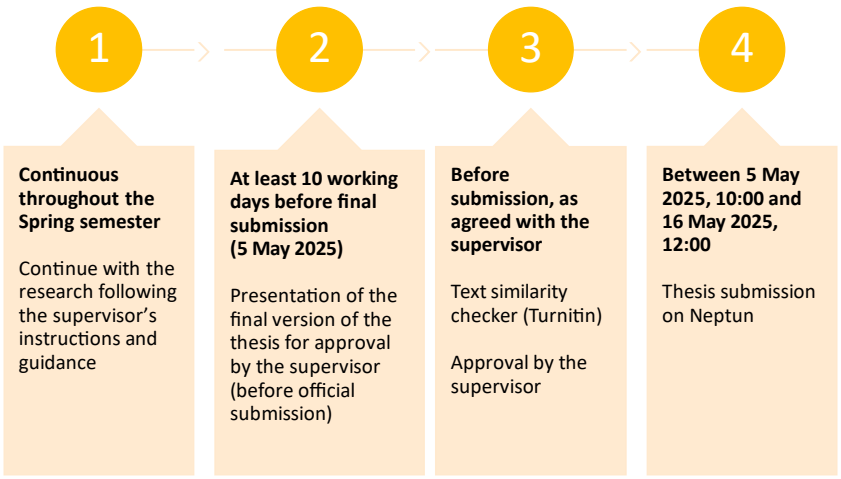
- Use professionalism in your emails: address the instructor appropriately, use proper punctuation and grammar.
- Never write in an email anything you would not say to the instructor in person.

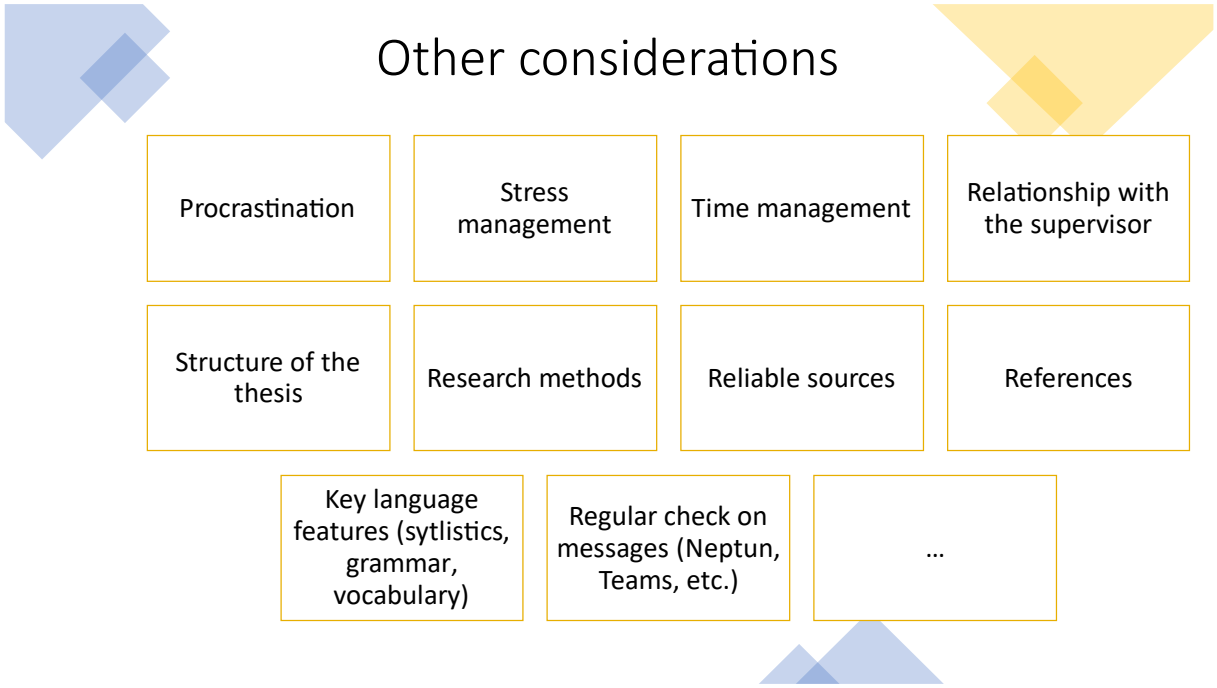
Annex 5 Checklists

Thesis Writing Seminar I checklist (Autumn semester)



Thesis Writing Seminar II checklist (Spring semester)




Other considerations
Procrastination
Stress management
Time management
Relationship with the supervisor
Structure of the thesis
Research methods
Reliable sources
References
Key language features (sytlistics, grammar, vocabulary)
Regular check on messages (Neptun, Teams, etc.)
…