

## MAIN INFORMATION REGARDING THE PREPARATION OF BACHELOR'S AND MASTER'S THESES

<p><b>Criteria for the thesis topic proposal</b></p>	<p>The Bachelor's and Master's thesis topics announced by the Department are assigned to specific lecturers (supervisors). The topics of Bachelor's and Master's theses prepared at the Department must be related to the Department's research areas.</p> <ul style="list-style-type: none"> <li>• Issues of educational planning and language pedagogy in the teaching of Hungarian as a native and as a foreign language, as well as Ukrainian as the state language.</li> <li>• The linguistic situation in Transcarpathia</li> <li>• Development and Change in Literature in Multilingual Transcarpathia</li> <li>• Foreign language (FL) learning in a multilingual higher educational environment and the implementation of pedagogical translanguaging in FL language classes</li> <li>• Digital technologies in e-learning and the application of artificial intelligence in foreign language learning</li> <li>• Multimedia as one of the main trends in the development of contemporary English- language literature</li> <li>• Translation as a means of cross-cultural communication. Using artificial intelligence in translation</li> <li>• Folklore research in Transcarpathia with special emphasis on the various genres and forms of textual folklore (oral folklore genres and folk manuscripts)</li> <li>• Development of the curriculum for the National Multisubject Test (NMT) and External Independent Evaluation (ZNO) in the Hungarian language</li> <li>• Investigation of Primary School Students' Attitudes Toward the State Language and Their Language Proficiency Level</li> <li>• Identifying Best Practices in State Language Education Renewal in Countries Neighboring Hungary (Slovakia, Ukraine, Romania, Slovenia)</li> </ul>
<p><b>The role and responsibilities of the supervisor</b></p>	<p>The supervisor must be a faculty member of the department holding an academic degree.</p> <ul style="list-style-type: none"> <li>- As a rule, the supervisor of a Bachelor's thesis must hold an academic degree. If necessary, a lecturer holding an MA degree (or an equivalent qualification) may act as supervisor provided that they have at least three years of relevant professional and academic teaching experience.</li> <li>- The supervisor of a Master's thesis must hold a scientific degree (PhD/DSc).</li> </ul> <p>Responsibilities of the supervisor:</p> <ul style="list-style-type: none"> <li>- Providing academic consultation to the student regarding the chosen topic.</li> <li>- Determining the schedule and format of individual consultations.</li> <li>- Evaluating the completed thesis by issuing a supervisor's report and proposing a grade.</li> <li>- The supervisor is required to inform the student of the supervisor's report at least three days prior to the thesis defence.</li> </ul>
<p><b>The duration of thesis preparation</b></p>	<ul style="list-style-type: none"> <li>• The preparation period for Bachelor's and Master's theses is two academic years.</li> </ul>

**Forms of monitoring the progress of the work**

During the preparation of the thesis, students must fulfil their consultation obligations with the supervisor:

- At the end of the first academic year, students present a report on the progress of their work at a Student Bachelor’s or MA Scientific Conference.
- Participation in the conference is MANDATORY for all students in the third year of the BA program and in the first year of the MA program.
- A prerequisite for participation in the conference is the submission of a summary of the thesis, approved by the supervisor.
- Conference presentations are evaluated based on the recommendations of an evaluation committee composed of lecturers from the department.

**The role and responsibilities of the reviewer**

The opponents are appointed by the department to evaluate the theses taking into account professional considerations:

- As a rule, the opponent of a Bachelor’s thesis must be a faculty member holding an academic degree. If necessary, a lecturer holding an MA degree or an equivalent qualification may serve as opponent provided they have at least three years of relevant professional and academic teaching experience.
- The opponent of a Master’s thesis must be a faculty member holding a scientific degree.
- The opponent provides a written evaluation of the student’s performance and scores the thesis according to the specified criteria.
- The student must receive the opponent’s written report at least two days before the defence.
- Theses of students participating in the Double Degree program are evaluated by one opponent from the home institution and one from University of Miskolc.

**Requirements for admission to the thesis defence**

- For both Bachelor’s and Master’s theses, the requirements for admission to the defence are:
  - Submission of the completed thesis (including covers, table of contents and appendices) along with the required accompanying documents by the deadline.
  - A scientific ethics statement regarding the use of artificial intelligence, specifying which AI tools the student used and for which tasks.

Type of Use	Accepted and Supported	Prohibited or Restricted
<b>Idea generation and outlining</b>	Narrowing research topics, proposing logical outlines, refining research questions.	The adoption of an entire research plan or hypotheses without human oversight.
<b>Text editing</b>	Spell-checking, stylistic revision and strengthening the academic register in the student's own text.	Generating entire chapters from outlines, resulting in the loss of the student's voice and style.
<b>Data analysis</b>	Statistical analysis of large volumes of text and pattern detection in philological corpora.	Uncritically incorporating AI-generated interpretations of data into the conclusions.
<b>Translation</b>	Assisting in the interpretation of foreign-language scholarly literature and using terminological dictionaries.	Unedited, unchecked generation of the thesis abstract in a foreign language.

- Possession of a certificate indicating the results of the plagiarism check!
  - The University provides free plagiarism checks for students’ work through the StrikePlagiarism system. However, students may also use another certified plagiarism detection service and submit their work along with the certificate obtained from that service.
  - The purpose of plagiarism detection is to determine the extent to which the text of Bachelor's and Master's theses shows similarity with documents found in databases and on the internet.
  - The check for the possible presence of plagiarism at the department level is carried out by the person responsible for academic plagiarism detection, appointed by the rector. The responsible persons of each organizational unit are appointed by the rector based on the recommendation of the head of the department.
  - For Bachelor's and Master's theses, it is recommended to apply the following evaluation scale based on the quantitative indicator of the level of originality:

<b>In the case of Bachelor's and Master's theses</b>	<b>The level of originality of the work</b>	<b>Recommended assessment</b>
Above 80%	High	The text may be considered original and does not require further measures to prevent unlawful text appropriation. It may be submitted to the department (editorial board).
Between 60%–80%	Adequate	It is necessary to verify whether the cited sections include proper references to the primary sources. The work is submitted to the department (editorial board), which decides whether a repeated check is required.
Between 40%–60%	Low	The material may be accepted on the condition that it is revised, which must be followed by a mandatory repeated plagiarism check.
Below 40%	Unsatisfactory	The material cannot be accepted.

- The presence of written supervisor and opponent reports, as well as at least satisfactory evaluation.

**Form of the defence**

In the case of both types of work, the assessment takes place in the form of *an oral defence* before a professional committee, during which the student presents the hypotheses of the work, its literature background, and research results, and responds to the questions and comments raised by the opponent (s) and the members of the committee.

**Submission of the works**

- Students must submit the completed work both in printed form and in a digital format identical to the original.
- The binding format and number of printed copies:
  - Bachelor's and Master's theses must be submitted in hardcover bound form, in 1 copy.
- The submitted work must include:
  - The signed versions of the supervisor's and opponent's reports, the originality certificate from the plagiarism check, and the student's declaration on research ethics.

**Evaluation**

- The works are evaluated according to the following scale, based on the grades in the written supervisor's (and reviewer's) reports and the recommendation of the professional committee of at least five members present at the defence.

Total score	ECTS grade	Grade according to the national scale	
90-100	<b>A</b>	<b>Excellent</b>	<b>5</b>
82-89	<b>B</b>	<b>Good</b>	<b>4</b>
75-81	<b>C</b>		
64-74	<b>D</b>	<b>Satisfactory</b>	<b>3</b>
60-63	<b>E</b>		
35-59	<b>FX</b>	<b>Fail</b> , with the possibility of a retake exam	<b>2</b>
1-34	<b>F</b>	<b>Fail</b> , with the obligation to retake the course	<b>2</b>

**Storage and archiving of works**

- A printed copy of Bachelor's and Master's theses is stored and archived in the University's Manuscript Archive. Electronic versions are uploaded to the university's library repository.

**GUIDELINES  
FOR THE PREPARATION OF BACHELOR'S AND MASTER'S THESES**

<p><b>Language of the Thesis</b></p>	<p>For both types of work, <b>Hungarian</b> is the language of choice, and the current version of the Hungarian Spelling Rules published by the Hungarian Academy of Sciences (MTA) is the standard. A summary (abstract) in Hungarian, Ukrainian, and English is a mandatory part of the work!</p> <p>For students graduating in <b>English language and literature</b> the thesis must be written English.</p>
<p><b>Formal Requirements of the Thesis</b></p>	<ul style="list-style-type: none"> <li>• Theses must be prepared using a word processor, in a clear and well-structured format, in accordance with the general standards for manuscripts intended for printing. The main parameters are as follows:</li> <li>• <b>Page size and orientation:</b> A4 paper size, portrait format.</li> <li>• <b>Margins:</b> left 3 cm; all other margins 2.5 cm</li> <li>• <b>Font type:</b> Times New Roman</li> <li>• <b>Font size:</b> 12 pt</li> <li>• <b>Font colour:</b> automatic (black)</li> <li>• <b>Line spacing:</b> 1.5</li> <li>• <b>Paragraph spacing:</b> 0 pt before and after</li> <li>• <b>Indentation:</b> 1.25 cm</li> <li>• <b>Alignment:</b> justified</li> <li>• <b>Page numbering:</b> From the Introduction to the List of References, pages shall be numbered consecutively using Arabic numerals, placed at the bottom of the page, either centred or right-aligned.</li> <li>• <b>Headings:</b> <ul style="list-style-type: none"> <li>- Chapter titles: 14 pt font size, bold, uppercase formatting, centred.</li> <li>- Subheadings: 12 pt font size, bold, not in uppercase, justified.</li> </ul> </li> <li>• <b>Numbering of headings (optional):</b> Chapter titles shall be numbered using Roman numerals (I., II., III. CHAPTER), while subchapters shall be indicated with Arabic numerals (1.1., 1.2., 1.3. Subchapter). If a subsection is further divided, a multi-level Arabic numbering system shall be applied (1.1.1.; 1.1.2.; 1.1.3., etc.).</li> <li>• <b>Structure:</b> The main chapters and functional sections of the thesis—Introduction, Chapters I..., Summary, References, and Appendices—shall each begin on a separate page. Subchapters within the main chapters shall follow one another with only a 2–3 line spacing in between.</li> </ul>
<p><b>Structure of the Thesis</b></p>	<ul style="list-style-type: none"> <li>• The sections of the thesis shall appear in the following order: <ul style="list-style-type: none"> <li>- Registration form;</li> <li>- Cover page in Ukrainian and Hungarian;</li> <li>- Table of contents in Ukrainian and Hungarian (preferably automatically generated and active);</li> <li>- Introduction;</li> <li>- Main Body (content chapters);</li> </ul> </li> </ul>

- Summary;
- Bibliography and list of sources;
- Abstract in Hungarian, Ukrainian, and English (**its inclusion is required by the Rector's regulation**).

The abstract (résumé) in each language must include:

- The title of the thesis;
- The author's surname and given name;
- The name of the educational program and the level of higher education;
- The supervisor's surname and given name, academic degree, and title;
- The text of the abstract (résumé), with a length of 2,000 to 6,000 characters;
- 5–8 keywords.

- Appendices
- Certificate of originality (StrikePlagiarism report – free of charge for the university's students)
- Academic ethics declaration regarding the use of artificial intelligence
- The thesis must be submitted as a printed copy in hardcover
- A digital version identical (100%) to the printed thesis must also be submitted to the departmental archive (either sent by e-mail or delivered on a USB drive to the coordinators)

**Reference, source citation**

- Students may use various forms of citation accepted in social science publications (footnotes, in-text citations, endnotes), but the same citation method must be used throughout the paper..
- Footnotes and endnotes are inserted using the insert – reference – footnote/endnote function in the word processor (or the Alt+H key combination) and are numbered consecutively using Arabic numerals.
- The reference basically contains the following information: Author's surname, year of publication, page number, e.g. Csernicskó 1998: 13.
- When using artificial intelligence (AI), students must also indicate that a statement or methodological step was generated with the help of AI. The table below shows the correct citation formats in different contexts.

Context	Reference sample	Remarks
<b>In-text citation</b>	(Developer year) For example: (OpenAI 2023).	It should always appear in parentheses at the end of the sentence.
<b>Bibliography (Text AI)</b>	Developer. Year. <i>Tool name</i> (Version). Type. URL.	The name of the device should be written in italics.
<b>Bibliography (Visual AI)</b>	Developer. Year. <i>Tool</i> . Prompt: "Instruction". Date.	The exact instruction used for generation must be specified.
<b>Data visualization</b>	Software name, version, data source.	Mandatory for graphs and tables.

**Bibliography**

- **The bibliography**
  - is arranged in alphabetical order (Microsoft Office Word has an automatic sorting function)

- items are separated by a 1 cm hanging indent or numbering.
- structure of items:
  - **When referring to a book:**
    - The author's last name followed by the initials of their first name: Csernicskó István.
    - This is followed by the year, then a period or colon: Csernicskó István 1998:
    - If the author had several works in that year: Csernicskó István 1998a, István Csernicskó 1998b
    - If there are two authors: Bárány Erzsébet– Csernicskó István
    - If there are three or more authors, you can abbreviate: István Csernicskó et al. (et alias = and others).
    - The year is followed by the title, which is italicized if it is the title of an independent work: Csernicskó István 1998: *The Hungarian Language in Ukraine (Transcarpathia)*
    - Csernicskó István 1998: *The Hungarian Language in Ukraine (Transcarpathia)*. Budapest: Osiris Publishing House – MTA Minority Research Workshop.

**When referring to a collection of studies:**

– If the article was published in a collection of studies, it is important to indicate the editor or editors, preceded by: In., followed by: ed., eds., publ., publ., where the abbreviations referring to the editor may also be placed in parentheses: For example: Csernicskó István 1995: A kárpátaljai magyarság és a kétnyelvűség (1945–1993). In. Kassai Ilona szerk., *Kétnyelvűség és magyar nyelvhasználat*, MTA Nyelvtudományi Intézete, Budapest. 129–145.

– In the case of articles published in a collection of studies, it is important to indicate the page number of the study within the volume at the end of the reference: For example: Csernicskó István 1995: A kárpátaljai magyarság és a kétnyelvűség (1945–1993). In. Kassai Ilona szerk., *Kétnyelvűség és magyar nyelvhasználat*, MTA Nyelvtudományi Intézete, Budapest. 129–145.

– If there are multiple editors, we can list all the editors of the cited volume: E.g. Gazdag Vilmos 2017: Linguistic interference in Hungarian literary works from Transcarpathia. In Márku Anita és Tóth Enikő szerk. *Többnyelvűség, regionalitás, nyelvoktatás*, Ungvár, „Rik-U”.

– If there are multiple editors, we can also list only the first editor and then add et al. (et alias = and others).

**When referring to a published conference proceedings:**

– Follow the same procedure as for the study volume. Do not indicate the location, date, and title of the conference, but rather the editor(s) **of the published volume**, the place of publication, the publisher, and the page number.: Gazdag Vilmos 2013: Orosz/ukrán lexikai elemek a kárpátaljai magyar nyomtatott sajtóban. In. Gecső Tamás, Sárdi Csilla szerk. *Nyelvhasználat a médiában*, Segédkönyvek a nyelvészet tanulmányozásához sorozat 115. tagja. Tinta Kiadó Budapest, 33–39.

**When referencing a journal article:**

–If the study was published in a journal, it is not the title of the study that should be italicized, but the title of the journal: Balogh Lajos 1993: Néhány megjegyzés a kárpátaljai magyar nyelvhasználatról. *Magyar Nyelv*

– For journal articles, it is also important to indicate the volume, issue number, and exact page number.: Balogh Lajos 1993: Néhány megjegyzés a kárpátaljai magyar nyelvhasználatról. *Magyar Nyelv*. 89. évf. 2. sz. / 1993, 225–229.

– The name of the journal does not need to be included before "In.".

	<p>– No need to add anything before or after the page number: no "old.", "p" or "pp".</p> <p><b>When referring to a text available on the web:</b></p> <p>– Generally, you can use the same criteria as for a study collection: author, year, title. Then add the link copied from the website's search bar and the time of viewing.</p> <p>– If there is no author, simply provide the title of the article, the link, and the time. In such cases, these items are organized under the heading Internet sources.</p>	
	<b>THE TYPE OF THESIS</b>	
	<b>Bachelor's Thesis</b>	<b>Master's Thesis</b>
<b>Credit Value</b>	Related to the final exam – 3 ECTS	12 ECTS for the completion of the work + 3 ECTS for the defence
<b>The length of the work</b> Excluding supplementary parts and appendices!	Minimum 30 pages	Minimum 50 pages