

**ORGANISATIONAL AND OPERATIONAL REGULATION
OF THE UNIVERSITY OF MISKOLC**

VOLUME 3

ACADEMIC REQUIREMENTS

ACADEMIC REQUIREMENTS OF

THE FACULTY OF LAW

REGULATIONS FOR PREPARING THE THESIS



Miskolc, 2018

Academic Regulation 1.3.4.2.



ORGANISATIONAL AND OPERATIONAL REGULATION OF THE UNIVERSITY OF MISKOLC

VOLUME 3

ACADEMIC REQUIREMENTS

ACADEMIC REQUIREMENTS OF THE FACULTY OF LAW OF THE UNIVERSITY OF MISKOLC

REGULATIONS FOR PREPARING THE THESIS

SENATE RESOLUTION NO./2018 OF THE UNIVERSITY OF MISKOLC

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Chapter I¹

Common provisions for the preparation, submission and evaluation of a thesis

Section 1

SCOPE OF REGULATIONS

- (1) The scope of the present regulations covers Juris Doctor undivided, Bachelor (BA), Master (MA) and legal higher vocational trainings at the Faculty of Law of the University of Miskolc.
- (2) The present chapter of the regulations sets out the provisions to be applied to theses submitted in all programmes. The different provisions for each programme are set out in Sections 2 to 4 of the present regulations, while those governing the preparation of the term paper for the undivided training are set out in Chapter V.

Section 2

OBJECTIVES OF PREPARING A THESIS

- (1) A thesis is a written composition, the student's independent work investigating a theoretical-general topic related to the programme of study (specialisation) or a practical topic related to the placement.
- (2) Apart from demonstrating the student's appropriate knowledge of the Hungarian and international literature, the thesis also presents evidence of the student's capacity to apply the knowledge gained from the literature, to draw conclusions and to formulate recommendations in an independent manner.

Section 3

GENERAL PROVISIONS

- (1) The prerequisite for the final examination is the successful defence of the thesis.
- (2) The list of research topics and the supervisors' names assigned to them are announced by the departments until the beginning of the exam period. Announced topics are published on the departmental website and on bulletin boards.
- (3) There is no possibility to extend the deadline for submission of the thesis defined in certain degree programmes; therefore, it is not possible to justify the failure to meet the deadline, and there are no grounds for the application for special consideration. In such a case, the thesis may only be submitted in the following semester.²

¹ Adopted by the Senate Resolution No. 45/2013, effective as of 18 February 2013.

² Adopted by the Senate Resolution No. 452/2014, effective as of 18 December 2014.

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- (4) ³In one semester, a tutor can undertake supervisory tasks for a maximum of fifteen theses. The tutor determines the number of theses he or she will supervise for each degree programme, but the total number cannot exceed fifteen including all programmes. When selecting the thesis topic, a Thesis Consultation Record shall be completed according to the annex to the regulations. The selected thesis topic shall be registered after the first consultation at the latest by the competent administrator at the Dean's Office until the beginning of the exam period. When preparing the thesis, the student is required to consult the designated supervisor at least four times, which is certified by the supervisor on the Thesis consultation record. The first consultation shall take place within one month of selecting the topic. The second consultation shall take place at the time of preparing an outline, the third one after producing the first draft, and the fourth one before completing the thesis. In the absence of the required number of consultations or the minimum length, the thesis may not be proposed for submission. During the same final examination period, the shortcomings may only be remedied by the dean's special consideration. The Thesis Consultation Record shall be bound as the first page following the inside cover of the thesis.⁴
- (5) In the semester of submitting the thesis, the student shall enrol in the thesis-writing course with a weighted credit value in the Neptune system in the last active semester.⁵

SECTION 4

THESIS SUBMISSION AND UPLOADING

Paragraph 64(8) of HKR

Departments/institutes shall keep diploma works or theses as a document requiring permanent preservation for an unlimited period of time on paper. The determination of the faculty requirements concerning the preparation of the diploma work or thesis and the organisational tasks of the final examination is the right of the organisational units with the stipulation that the electronic submission of the diploma work or thesis shall be made compulsory, and it shall be archived by the Library, Archives and Museum of the University. The Library, Archives and Museum shall ensure that the diploma works or theses are available to the public in a separate database on the University website with the proper consideration of intellectual property rights. Only those diploma works or theses, or only those parts of diploma works or theses shall be an exception to this rule which have been qualified as confidential, cannot be digitalised due to their character or the digitalisation of which would cause undue difficulty. Such an exception shall be made under a contract of confidential treatment entered into with a company/institution concerning the treatment of confidential data included therein. Such theses shall be properly stored in a closed place by the host departments/institutes pursuant to the provisions in the relevant contract of confidential treatment.⁶

- (1) A printed copy of the thesis shall be submitted to the Dean's Office. Before submitting the paper version of the final theses, students are required to upload the electronic version of their

³ Amended by the Senate Resolution No. 281/2017, effective as of 1 January 2018.

⁴ Amended by the Senate Resolution No. 290/2016, effective as of 1 January 2017.

⁵ Adopted by the Senate Resolution No. 452/2014, effective as of 18 December 2014.

⁶ Adopted by the Senate Resolution No. 452/2014, effective as of 18 December 2014.

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theses to the repository of the Library of Miskolc University, Archives, Museum called MIDRA (Digital Repository of Miskolc University). When uploading, students complete a Student's Declaration Form available in Annex 3 of the Regulations, where they declare that the content of the electronic and paper versions of the thesis are identical and also indicate whether they request confidential treatment of the thesis or give free-text access to the thesis. Confidential treatment may be granted by the Dean at the student's reasoned request. The library issues a certification once the thesis has been successfully uploaded.

- (2) The printed versions of the thesis may only be submitted to the Dean's Office along with the certificate issued by the Library, Archives, and Museum which certifies that the thesis has been successfully uploaded to the repository. The actual submission of the thesis may take place after the completion of the credits prescribed in the recommended curriculum of the given programme, the fulfilment of which is checked by the staff of the Dean's Office upon submission of the thesis.
- (3) A copy of the certification pursuant to Annex 3 of the Regulations issued by the library to certify the successful upload shall be bound at the end of the printed copy of the thesis submitted.⁷
- (4) On submission of the thesis, the student is required to declare by filling in the form in Appendix 4 of the Regulations that the thesis represents his or her own, independent work.
- (5) The narrative part of the thesis shall be uploaded in PDF format, not in image format. MIDRA allows for a maximum of two individually uploaded files per thesis: texts in PDF format and all joint attachments in ZIP files. The files must be named in a unique way, but accented letters, spaces, and parentheses cannot appear in the name of file. The files must be named as follows: family name_ the first letters of the first names_year of submission_Neptun code dot extension (for example, pdf, zip).
- (6) ⁸The departments only send electronic notification of thesis defence in the form of a Neptun message.

SECTION 5

THESIS EVALUATION

- (1) The dean invites the relevant department to evaluate the thesis.
- (2) The thesis must be defended by a committee of at least two members, one of whom is a reviewer, appointed by the head of the department at the latest two weeks before the final examination. The relevant department is required to provide the conditions for this. Thesis defence is a public event. A thesis may be defended at a meeting of the Scientific Students' Association (TDK).

⁷ Adopted by the Senate Resolution No. 452/2014, effective as of 18 December 2014.

University of Miskolc⁸ Amended by the Senate Resolution No. 281/2017, effective as of 1 January 2018.

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- (3) The chairperson of the board may be a university professor or an associate professor; or an assistant professor with the dean's permission. An external expert invited by the head of the department may be a member of the board.
- (4)⁹ A Thesis Evaluation Form pursuant to the annex of the Regulations shall be completed and attached to the thesis.
- (5) At the defence, the candidate shall demonstrate his or her knowledge of the relevant literature and sources, as well as experience in the topic.
- (6) The thesis is evaluated by the assessment board with a grade on a 1 to 5 scale. In case the thesis is failed, a new thesis is required by applying the above rules correctly. For the grades 2 to 5, regardless of the grade, the credit value specified in the Recommended Curriculum must be assigned to the thesis.
- (7) After the defence, the thesis shall be registered and deposited in the relevant institution.

Chapter III. /A.¹⁰

Specific rules for the preparation, submission and evaluation of a master's thesis in European and International Business Law

Section 13/A

- (1) A thesis can be prepared on any subject that is within the scope of basic knowledge, professional core material and differentiated professional knowledge. Theses are written in English.
- (2) Students select the topic and shall sign up for the course "Thesis" via Neptun by the end of the registration week.
- (3) Theses may be submitted twice a year after obtaining the pre-degree certificate. In order to participate in the spring or autumn final examinations theses shall be bound and submitted to the Dean's Office and electronically uploaded to the MIDRA repository by the 10th of April or 5th of July respectively in accordance with the common provisions set out in Chapter I of the Regulations.
- (4) The length of the thesis is minimum 2 author's pages (80,000 characters including spaces) using font Times New Roman, font size 12, line spacing 1.5, about 40 to 50 pages, 3.5 cm for the left margin and 2.5 cm for the right margin. In addition, a thesis includes a table of contents, bibliography, list of legislation and references. Other content requirements are determined by the department announcing the topic. On the front cover the word "Thesis" should be printed as well as the student's name, name of the programme and year of

⁹ Amended by the Senate Resolution No. 281/2017, effective as of 1 January 2018.

¹⁰ Amended by the Senate Resolution No. /2018, effective as of 1 January 2019.

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preparation, while on the spine the student's name, year of preparation and the acronym of the programme (EÜL/MA). In addition, the name of the university, faculty and the relevant department, as well as the supervisor's name, the title of the thesis and the student's Neptun code shall be indicated on the inside front cover.

Chapter III./B.¹¹

Specific rules for the preparation, submission and evaluation of a thesis in postgraduate specialist training courses

Section 13/B

- (1) A thesis may be prepared for any general, professional competence subjects as well as subjects of the specialist training. The thesis shall be prepared in the language of the training.
- (2) Students select the topic of the thesis during the registration week in the semester they are to obtain pre-degree certificate and shall sign up for the course "Thesis" via Neptun by the end of the registration week.
- (3) In order to participate in the spring or autumn final examinations theses shall be bound and submitted to the Dean's Office and electronically uploaded to the MIDRA repository by the 10th of April or 20th of November respectively in accordance with the common provisions set out in Chapter I of the Regulations.
- (4) The length of the thesis is minimum 1 author's pages (including spaces) using font Times New Roman, font size 12, line spacing 1.5, about 20 to 30 pages, 3.5 cm for the left margin and 2.5 cm for the right margin. In addition, a thesis includes a table of contents, bibliography, list of legislation and references. Other content requirements are determined by the department announcing the topic.
- (5) On the front cover the word "Thesis" should be printed as well as the student's name and year of preparation, while on the spine the student's name and year of preparation. In addition, the name of the university, faculty and the relevant department, as well as the supervisor's name and the title of the thesis shall be indicated on the inside front cover. The inside front cover shall be translated into English.
- (6) External supervisors may be engaged in thesis preparation with the permission of the person in charge of the programme. Issues not covered by the present regulations shall be governed by the information guide provided by the person in charge of the programme.

¹¹ Amended by the Senate Resolution No./2018, effective as of 1 January 2019.

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SECTION 19

- (1) The present Regulations constitute part of the Academic requirements of the Faculty of Law of Volume 3 Academic requirements of the Organisational and operational regulation of the University of Miskolc and were approved by the Faculty Council in Resolution No. 60/2013. The present regulations were amended by the Senate Resolution No. 428/2013 on 30 October 2013. The present regulations were adopted by the Senate Resolution No. 452/2014 on 18 December 2014. The regulations shall become effective on the day the senate resolution is adopted. The present regulations were adopted by the Senate Resolution No. 290/2016 on 22 December 2016 repealing the Senate Resolution No. 453/2014 on the Regulations of term papers adopted on 18 December 2014. The present regulation was adopted by the Senate Resolution No. 281/2017 on 21 December 2017 and modified by the Senate Resolution No. .../2018. The last amendment shall become effective on 1 January 2019.
- 2) ¹²The present regulation includes the following annexes:
- a) Annex 1 Thesis Consultation Record
 - b) Annex 2 Thesis Evaluation Form
 - c) Annex 3 Student's Declaration Form for the Library, Archive, Museum of the University of Miskolc
 - d) Annex 4 Declaration of Originality

Miskolc, 20 December 2018

Prof. Dr. Csilla Csák
Dean
Chairperson of the Faculty Council

Prof. Dr. András Torma
Rector
Chairperson of the Senate

¹² Amended by the Senate Resolution No. 290/2016, effective as of 1 January 2017.

ANNEXES

UNIVERSITY OF MISKOLC
Faculty of Law

THESIS CONSULTATION RECORD¹³
for thesis submission
(for students of)

Name:programme (N/L/DL):

Title of the thesis:

.....

Title of the thesis in English:

.....

Approving department:

First consultation: (acceptance of the subject of the thesis, information on literature and other sources)

Miskolc, 20..

.....
supervisor

Filed:

Miskolc, 20..

.....
On behalf of the Dean's Office

Second consultation: (After reviewing the literature, preparing the outline of the thesis.)

Miskolc, 20..

.....
supervisor

Third consultation: (After preparing the first draft.)

Miskolc, 20..

.....
supervisor

Fourth consultation: (before the final version of the thesis)

Miskolc, 20..

.....
supervisor

The thesis consultation record shall be saved and bound in the thesis, failing that the thesis cannot be accepted.¹⁴

¹³ Amended by the Senate Resolution No. 281/2017, effective as of 1 January 2018.

¹⁴ Adopted by the Senate Resolution No. 452/2014, effective as of 18 December 2014.

UNIVERSITY OF MISKOLC
Faculty of Law

Thesis evaluation form
(for students of

Name: programme(N/L/DL):
.....

Title of the thesis:
.....

1 Is the thesis complete?
(Does the elaboration suit the chosen topic?)
.....

2 Evaluation of the literature and sources:
.....

3 Professional quality and evaluation of the thesis
.....
.....

4 Style and apparatus of the thesis (grammar, compactness, accuracy etc.)
(quality of references, bibliography, annexes, figures):
.....
.....

5 Question(s) to be asked at the thesis defence:
1.....
2.....

6 Grade recommended by the assessor:

Date:

.....

thesis assessor

Result of the defence:

Justification for the result of the defence:
.....
.....

Date:

.....
Chair of the assessment board Supervisor Designated member of the committee

The thesis evaluation form shall be saved and attached to the thesis!

APPLICATION FOR CONFIDENTIAL TREATMENT

Student's name:

Neptun code:

Faculty /
programme:

Date (year) of submission:

Title of the thesis

I request my thesis **to be treated confidentially**. (It can only be requested if you have an accepted application for confidential treatment). (Please underline as applicable.)

Yes

No

I allow the university library to publish my thesis as **full text on the Internet**. (Please underline as applicable.)

Yes

No

In full awareness of my liability I declare that the printed version of the thesis and its electronic version are **identical** in every aspect.

....., 20.....

.....
signature of student

Student's contact address:

E-mail:

Telephone number:

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DECLARATION OF ORIGINALITY

In full awareness of my criminal liability I declare that the thesis I submitted solely represents my own, individual work.

The original location of the disclosed or published thoughts and data from others contained in my thesis shall be completely listed in the references (footnotes), bibliography, or sources used.

Miskolc, 20..

Name: _____

Neptun code: _____

Signature: _____