

THESIS WRITING GUIDE

Social Pedagogy MA

1. GENERAL INFORMATION

1.1. In the Master's degree program in Social Pedagogy (MA), students are required to prepare a thesis. The purpose of the thesis is to deepen the professional knowledge of the curriculum and to demonstrate independent, comprehensive problem-solving skills based on the acquired knowledge.

1.2. The topics of the thesis are determined by the departments, from which students can choose. When requesting an independently initiated topic, department approval is needed.

1.3. The Departments make the thesis topics public.

1.4. The students register their chosen topic at the department.

1.5. The department appoints supervisors for the thesis preparation.

1.6. After selecting the topic, students, with the assistance of their supervisors, prepare an outline.

1.7. Students prepare the manuscript while continuously consulting with their supervisors. Students are required to consult at least three times per semester.

1.8. Semester credits are only granted if the official consultations have taken place.

1.9. Students submit their theses in the prescribed format, in two copies, to the department by the designated deadline.

1.10. Deadlines and tasks to be completed each semester:
for full-time and part-time students

Topic announcement, choosing and registering a topic:

- June 30 in semester II

Submitting the thesis outline and title after consulting with the supervisor:

- April 30 in semester IV

Requirements for the “Thesis I.” practical course:

- Submission of the topic selection and the thesis outline
- Gathering and comprehensive processing of relevant literature
- Description of research (method, sample etc.)
- Submission deadline: Dec 15.

Requirements for the “Thesis II.” practical course:

- Evaluation of the research, drawing conclusions, and making recommendations,
- Compilation of the thesis (presentation of the completed document),
- Submission of the finalized thesis in 1 copy + online!
- Submission deadline: April 30

Changing the topic or the title:

- Modifying the approved topic is only possible with the official permission of the institute director before enrolling in the "Thesis II." course.

1.11. The topic of the thesis can also be discussed in scientific student circles.

1.12. The TDK (Scientific Student Circle) paper, supplemented (revised) according to the formal requirements, can also be submitted as a thesis.

2. CONTENT REQUIREMENTS

- 2.1. The student must independently prepare the thesis under the guidance of the supervisor.
- 2.2. The thesis should demonstrate the preparatory, processing, and evaluative work of the student, as well as their synthesizing ability. At least 50% of the thesis should consist of descriptions of independent evaluative work (on-site inspections, measurements, observations, data collection and processing, program or operational plans, conclusions, and recommendations).
- 2.3. The suggested structural composition of the thesis:
 - a. Introduction of the problem and formulation of objectives (1-2 pages),
 - b. Literature review and evaluation (20-25 pages). The literature review should include at least 8-10 references, 50-60% of which should be professional publications and journals. A significant portion of the literature should be recent (within the last 10 years), and foreign-language references should also be included.
 - c. Presentation of research and task definition (2-3 pages),
 - d. Detailed description of the work performed (location of the experiment, methods), Data analysis (5-6 pages),
 - e. Evaluation of the work's results, interpretation of results, drawing conclusions, and developing improvement recommendations (12-18 pages),
 - f. Summary (1-2 pages),
 - g. Bibliography,
 - h. Declaration by the student,
 - i. Appendices.
- 2.4. The suggested length of the thesis is 50-60 pages, but it should not be less than 40 pages.
- 2.5. The thesis must be formulated in a sophisticated style, adhering to the rules of social science language.

3. FORMATTING REQUIREMENTS

3.1. The thesis must be written on A4 standard-sized white paper, in hardcover, and prepared in one copy.

The text should be typed with a text editor, with 1.5 line spacing, with a left margin of 3 cm, a right margin of 2 cm, and top and bottom margins of 2.5 cm, in justified format.

Text editor font size: 12. Font type: Times New Roman CE.

3.2. The cover of the thesis (outer cover in black) should be prepared according to Appendix 2, and the title page (inner front page) according to Appendix 3.

3.3. The thesis outline sheet can be obtained from the departmental administration office, which is the same as the outline submitted in the 5th semester.

3.4. The consultation form (Appendix 5) must be verified with the supervising professor in all cases.

3.5. The table of contents (Appendix 6) should follow the document verifying at the beginning of the thesis.

3.6. The thesis starts on page 1 after the table of contents. The pagination of the thesis should be centered at the bottom of each page.

3.7. Each chapter and its subsections should be separated by appropriate spacing. Chapter titles and the first paragraph following them should start at the left margin, and subsequent paragraphs should be indented by 0.5 cm.

3.8. Decimal classification (main topic number, subtopic number) should be used for numbering chapters and subsections. The decimal breakdown should not exceed triple subdivision (e.g., 3.2.1. A...). Titles and subtitles should be highlighted from the text (**bold**, font size 14). **Single-digit chapters should start on a new page.**

3.9. Tables should be designed following the rules of table-making, numbered and titled. **Their numbering and title should be left-aligned above the table.** The source of the data in tables and figures (experimental site, year, etc.) should be indicated in every case (Appendix 7) (under the table and figure with font size 10), e.g., Source: SZENDRŐ (1999), 197 p. Tables of smaller size (max. A4 size) should preferably be placed on the same page as the relevant text by adjusting the text. Tables exceeding A4 size should be placed as numbered appendices in a pocket on the inner side of the back cover of the thesis. They should be referenced in the text according to their numbering (e.g., as per Appendix 5).

3.10. Graphs, diagrams, drawings, photographs, etc., should be considered as figures, numbered and titled. The same rules apply for referencing them in the text (with figure number) and their

placement as for tables (Appendix 7). Their numbering and title should be placed below the figure, centered.

3.11. Placement and notation of equations and formulas in the text should be as follows:

$$\eta_k = \frac{E_{ike} - E_{ikv}}{E_{ike}}$$

(1)

to determine the efficiency of the catalyst where

E_{ike} - the concentration of the pollutant entering the catalytic converter for the exhaust gas components,

E_{ikv} - the concentration of the pollutant leaving the catalytic converter in relation to the exhaust gas components.

3.12. The bibliography related to the thesis should be included at the end of the thesis as the final section (References).

The bibliography should be prepared alphabetically by the authors' last names (surname first, with initials for first names). After the author's name(s), include the title of the work, the name of the publisher, place of publication, and year of publication. If the entire reference material is important for citation purposes, page numbers may be omitted. However, if only specific pages of the referenced material are used, they should be indicated in the bibliography, for example:

[1] BAKOS I. (1991): The mechanization of tree care and fruit harvesting. Agricultural Publisher, Budapest.

[2] KOVÁCS A. - SUBA I. (1999): The annual culling rate of a pig farm, its causes, and possibilities for increasing the results. Hungarian Veterinary Journal, 9: 621-624. p.

In case of foreign authors:

[3] SALEWSKI, A. - REISS, P. (1998): Kraftfutter, 12. 714-716. p.

In the case of works by the same author, published in the same year, they should be distinguished from each other by lowercase letters added next to the year.:

pl.: KOVÁCS G. (2006. a),
KOVÁCS G. (2006. b).

Internet sources:

In the **bibliography**, they should be presented separately at the end of the list. (INTERNET 1: [www.agrogep.hu/.....](http://www.agrogep.hu/))

REFERENCING IN THE THESIS:

Depending on the field of science, referencing can be done in two different ways.

1. In the field of agricultural science (agricultural engineer, agricultural and food industry mechanical engineer).

In literary references or during literature review, citations should be made with the author's last name and the year, for example:

ANTAL (2009) concluded that freeze-drying improves the quality of fruit.

The author can also be listed at the end of the sentence, for example:

The quantity of scattered fertilizer is significantly influenced by the traveling speed (SOÓS, 2003).

When there are multiple authors, it is sufficient to list the name of the first author:

BENEDEK et al. (2008), or MARTIN et al. (1996), (KOVÁCS, 1999; SZABÓ, 2006).

If the cited author appears in a work that is not their own, reference must also be made to the original publication:

pl.: KURNIK, 2001 (in Hungarian Plant Breeding, 2005).

The same rule applies to indicating the sources of figures and tables.

2. Field of technical sciences (mechanical engineer, transportation engineer).

In the literature review chapter, or in any part of the thesis, references should be made only at the end of the sentence, enclosed in square brackets with the corresponding number,

e.g.,

The performance of gear drives is influenced by several technical parameters [4].

If we wish to cite at the beginning of a sentence, it is necessary to provide the author's last name as well, for example:

KOVÁCS [4] concluded that gear drives ...

The same rule applies to indicating the sources of figures and tables.

Internet sources should be cited separately, numbered accordingly (e.g., INTERNET 1, etc.).

3.13. Scientific (Latin) expressions and names mentioned in the thesis should be *italicized*. It is advisable to provide separate explanations for foreign expressions.

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4401 Nyíregyháza
Sóstói út 31/b

Tel.: 42/599-400
Fax: 42/402-485

THESIS DATA SHEET
for MA and MSc programmes

Thesis author: _____

NEPTUN code: _____

MA/MSc programme : _____

Thesis title: _____

Thesis supervisor:

name

signature

Person responsible for the programme at the institute:

name

signature

Institute, department: _____

Nyíregyháza, _____ (day) _____ (month) 20 _____ (year)

student signature

The data sheet is to be completed in 3 copies: 1 copy to be submitted to person responsible for the programme at the institute, 1 copy to be submitted to the study administrator, 1 copy remains with the student.

THESIS

NAME:

2025

UNIVERSITY OF NYÍREGYHÁZA

Thesis title

Name of the Student
University programme

Supervisor: Name, title

2025

UNIVERSITY OF NYÍREGYHÁZA

NYÍREGYHÁZA

(Times New Roman 12, Bold)

Thesis title

(Times New Roman 14, Bold)

THESIS

(Times New Roman 14, Bold, capital letters)

Prepared by: (Times New Roman 12)

Consultant(s): (Times New Roman 12)

2025 (Times New Roman 12)

UNIVERSITY OF NYÍREGYHÁZA

..... Institutional Department
NYÍREGYHÁZA

THESIS

Title:

Prepared by:

Consultant(s):

OUTLINE OF THE TOPIC

Introduction

- 1. Analysis and evaluation of the literature (technology, machinery and equipment, etc.)
- 2. Operational (laboratory) investigations (methods, conditions)
- 3. Measurement results and their evaluation
- 4. Conclusions, recommendations

Conclusion

Bibliography

Appendices

I approve the title and outline of the thesis.

Nyíregyháza, 20..... year month day

.....
Supervisor

.....
Department Head

CONFIRMATION OF CONSULTATIONS

	Time	Topic of consultation	Consultant
Thesis I.	1.		
	2.		
	3.		
Thesis II.	1.		
	2.		
	3.		

I accept the thesis.

I do not accept the thesis.

(appropriate text to be underlined)

Nyíregyháza, 20.... year month day

Consultant

Submission of thesis:

Nyíregyháza, 20.... year month day

Department Head

TABLE OF CONTENTS

(example)

INTRODUCTION	1
1. MAIN TITLE	3
1.1. Sub-title	7
2. MAIN TITLE	3
2.1. Sub-title	7
2.1.1. Sub-subtitle	12
(Chapters shall not be broken further!!)	
...	
CONCLUSION	60

Table 5. Title of table

Number	n_{mot} [f/min]	$P_{100\%}$ [kW]
1.	2200	99,2

Source: SZENDRŐ (1999), 197. p. (*in the agricultural field*), or Source: [1], 197. p. (*in technical fields*)

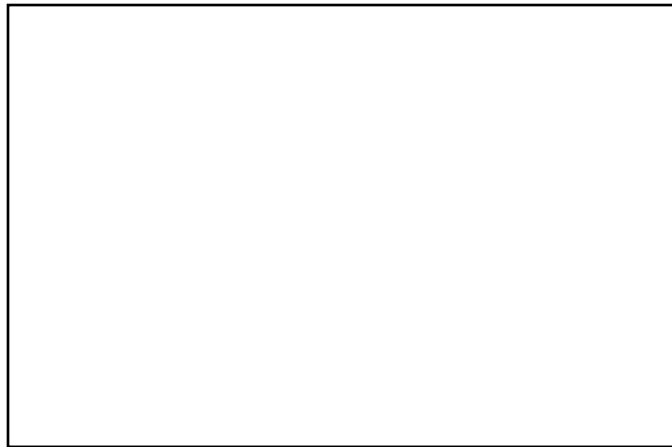


Fig. 6. Trends in poultry meat and other meat production

Source: SIMON (2006), 69. p. (*in the agricultural field*), or Source: [3], 69. p. (*in technical fields*)

5.2. Characterization of production capacity

Poultry farms have been increasing the capacity and production capacity of their facilities year after year. However, there has been no dynamic development in the marketing of layer hybrids.

The introduction of cage housing improves the utilization of available floor space in the rearing of layer hybrids (KISS, 1992). (*in the field of agricultural science*)

Almost 100% of air traffic is international [5]. (*in the field of technical science*)

STATEMENT

Signatory

Name:

Programme:

NEPTUN code:

by signing this document, I hereby state that the thesis titled

.....
.....
.....

is the result of independent effort, my own intellectual product, and I have consistently adhered to the standard rules of referencing and citation. I have not used parts written by others without proper citation. During the preparation of the thesis, I complied with the provisions of Act No. LXXVI of 1999 on Copyright, as well as the rules prescribed by the University of Nyíregyháza regarding the preparation of the thesis.

Furthermore, I declare that neither the thesis nor any part thereof has been previously submitted as a thesis.

Nyíregyháza,

.....
student

FOR YOUR INFORMATION!!!

Criteria for assessment:

1. Editing and style of the thesis (score: 0-10)
2. Literature review of the topic (score: 0-10)
3. Methodology of processing the topic and the level of content development (score: 0-15)
4. Evaluation of results, practical applicability of conclusions and recommendations (score: 0-15)

Based on the total score the suggested grade is:

0-24 points	Fail	(1)
25-31 points	Pass	(2)
32-38 points	Satisfactory	(3)
39-45 points	Good	(4)
46-50 points	Excellent	(5)

(The department will prepare it; it will not be bound into the thesis!)

UNIVERSITY OF NYÍREGYHÁZA

..... Institutional Department
NYÍREGYHÁZA

Evaluation of Thesis

Name of the student:

Title of the thesis:

1. Editing and style of the thesis (points: 0-10):

2. Literature review and analysis (points: 0-10):

3. Methodology of topic processing and level of content development (points: 0-15):

4. Evaluation of results, practical applicability of conclusions and recommendations (points: 0-15):

The specific comments from the reviewer:

Total: pts

Recommended grade:

Nyíregyháza, 2025.

Name of reviewer:

signature

..... **Department**

Recommended topics (questions) for the final exam:

- 1.
- 2.