

GUIDE TO WRITING THESIS

FOR ENVIRONMENTAL ENGINEERING MSC STUDENTS

**(edited by Department of Environmental Engineering, Faculty of Engineering,
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INTRODUCTION

This guide is designed to set the requirements regarding content and format of thesis and assist the candidate (Environmental Engineering MSc students) in successfully writing and submitting it.

1. GENERAL PRINCIPLES

Submitting thesis is one of the basic preconditions for taking the final exam. Thesis topics are announced and updated until week 4 in the study period of the final semester. Students are permitted to select a thesis topic which is not included in the list and which relates to the program profile. Selection of the thesis topic should previously be approved in writing by the program coordinator.

For the candidate the purpose of writing thesis is to systemize, solidify and utilise theoretical and practical engineering knowledge, familiarize himself/herself with the research field in depth. Writing thesis is an independent work which involves solving a real engineering task. By submitting thesis the candidate proves that he/she is capable of solving engineering tasks independently. Therefore, thesis must be elaborated and compiled with the greatest carefulness adhering to the specific requirements for content and format.

Thesis topics may be provided by companies, firms or research institutes. A National Scientific Students' Association Conference (Hungarian abbreviation: "OTDK") topic might be developed into a thesis topic, as well. Upon the company's special request content of thesis might become confidential. In this case a so-called confidentiality agreement needs to be concluded.

There is a three-hour practical session (as defined in the curriculum) for graduating students in their final semester. It is recommended that students select a thesis topic at the beginning of their studies. Also, measurements (related to the selected thesis topic) should be undertaken during the summer internship period.

The candidate is supported by an internal supervisor (from the university, having a PhD degree) and the external (industrial) supervisor. *The external supervisor does not necessarily have to have a PhD degree, however, high level of practical knowledge and a Master's degree in the particular field is a must. The student selects the external supervisor (in an official way in writing) but the department will decide whether the selected person can act as an external supervisor. The external supervisor may not be a close relative which the student acknowledges in writing.*

The ability to prove that thesis is the candidate's own work is one of the basic preconditions for accepting thesis for submission. The supervisors cannot provide the candidate with the solution of the task but they assist him/her with utilizing the literature read, tutorials and other documentations of the company, pointing out exaggerations, consequences of bad start or wrong calculations, establishing the conditions for independent work.

Sub-tasks to be solved are specified by the supervisors. The profoundness of the elaboration and the proportion of the parts are specified by the supervisors. Thesis is considered to be appropriate for submission by the supervisors if it is entirely elaborated and meets the requirements of form and content.

The candidate is required to follow all the university rules (ethical rules, work and fire safety rules, rules set by the external workplace) in force related to writing thesis. Before starting to work at the external workplace the candidate is required to obtain information on the legal regulations related to the task to be performed. Also, he/she is liable for any damage (personal or material) caused.

Consultations, deadlines:

In the second semester of the academic year 2021/2022 the document, called Thesis Topic Announcement Form can be modified until 5 March 2022. After the aforementioned deadline modifications are allowed exclusively with the consent of the program coordinator.

Progress with thesis is certified on Thesis Topic Announcement Form and countersigned by the internal and external supervisor. Five consultations should take place in the following manner. Also, sub-tasks should be solved until the below mentioned deadlines:

Consultation 1-2: until 15 March 2022

Consultation 3-4: until 31 March 2022

Consultation 5: until 15 April 2022

If thesis (its quality and quantity) is found to be inappropriate by the supervisors at the time of consultations, the program coordinator and the head of department should be informed about it without delay, as they might make constraints on submitting thesis in the particular semester.

Thesis is considered to be appropriate for submission if:

- **student-supervisor consultation was undertaken, progress with thesis was certified on Thesis Topic Announcement Form**
- **the external supervisor (if there is any) agrees with the content of thesis, his/her approval is countersigned on Thesis Topic Announcement Form**
- **thesis is entirely elaborated, acceptable in terms of content and format**

Thesis (ready for submission, submission previously confirmed by the supervisors) is to be submitted in person to the Department of Environmental Engineering (room 312, Faculty of Engineering) in one bound copy (this copy must include a photo of the candidate) and one electronic copy (to upload on e-Learning task of Diplomawork II).

Electronic copy must contain:

- **Thesis in MS Word and PDF format**
- **Thesis Topic Announcement Form**
- **Colour scan of Supervisor's Declaration and Plagiarism Statement with original signature**
- **Photo of the student**
- **Colour scan of Confidentiality Agreement (if applicable) with original signature**

The file names must contain the mdocument's title and the student's name (for e.g. thesis_topic_announcement_form_XY)