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| ud-also-hun-vilagoshatterre.png | |  | | --- | | Debreceni Egyetem  Műszaki Kar  Gépészmérnöki Tanszék  University of Debrecen  Faculty of Engineering  Department of Mechanical Engineering | |  |

**GUIDANCE FOR PREPARING**

**Thesis (BSc)**

Debrecen

1. **Introduction**

This guide is designed to set the requirements regarding content and format of thesis and assist the candidate in successfully preparing and submitting it.

1. **General principles**

In order to complete their studies Mechanical Engineering students are supposed prepare thesis. The successful elaboration and submission of thesis is the precondition for taking the state exam. The aim of writing thesis is to systematize, fix and apply the theoretical and professional knowledge of the candidate, study the selected topic in a profound way and prove the acquired skills in the field of constructing and seizing procedures. Thesis is the resolution of a real technical problem and an individual engineering task. The candidate proves by preparing thesis that he/she is capable of working on an engineering task independently. This is why 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. Consequently, the appropriate solution of the engineering task can be useful for the aforementioned institutes, as well. Full- and part-time students can obtain thesis topics from external companies. A National Scientific Students’ Association Conference (“OTDK”) topic may become a thesis topic, as well.

The candidate is supported by the internal tutor (supervisor) and the external tutor (supervisor), however the task must be solved individually. The supervisors cannot provide the candidate with the solution of the task but they assist him/her in 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 individual work.

Sub-tasks to be solved are specified by the supervisors. These sub-tasks along with the title of thesis and the name of the supervisors are indicated on the Thesis Topic Announcement Form. The profoundness of the elaboration and the proportion of the parts are specified by the supervisors, primarily by the internal one. Thesis is said to be appropriate for submission by the supervisors if it is entirely elaborated and meets the requirements of form and content.

**3. Structure and the length of thesis**

**Structure** **of thesis**:

- external, bound, black fabric cover, letters in gold (see Appendix 1)

- internal cover page (see Appendix 2)

- original Thesis Sheet signed (must be bound into thesis!)

- Supervisor’s Declaration (must be bound into thesis!)

- Plagiarism Declaration (must be bound into thesis!)

- Table of contents (see Template for Thesis)

- List of abbreviations, symbols, notations (if applicable, see Template for Thesis)

- Text (introduction, main part, conclusion)

- List of references/Bibliography

- Drawings, Appendices

- Abstracts (Max. 1 page abstract in Hungarian and in English containing the name of the student, the title of thesis and the brief summary of the topic. The abstracts are not bound into thesis!)

**Length of thesis (Text without appendices):**

Thesis (BSc): min. 30, max. 70 pages

DIN A4, 1500 characters/page, line spacing: 1

Font and font size: Times New Roman 12, full justification, line spacing: 1 (For more details please see Template for Thesis)

Calculations, budgets etc. in form of tables should be included in the Appendices part.

**4. Layout of thesis**

The layout of thesis has to be nice and reflect a uniform appearance. This is why the following formal specifications have to be followed.

**4.1 Text and figures in the text**

The text is supposed to start with the Table of contents. The Table of contents (on a separate page) is followed by the List of the abbreviations and symbols. You should start the main text with an introduction that briefly and clearly outlines the topic of your work and the survey of the specialized literature. The candidate has to prove his/her proficiency in the topic.

The text should be concise, clear and contain correct technical terms. It should be divided into chapters. Chapters, sections and sub-divisions should be marked with max. three decimal digits. Main chapters should always start on separate pages. The paper format should be DIN A4 with 40 mm page margin on the left to allow printing and binding. Thesis must be printed single-sided.

Stressing and sizing procedures must be explained in the text in a way that can be followed by a non-professional reader, as well. The meanings of letters which stand for concepts or quantities should be included in thesis. Formulas are to be written first with symbolic signs (Latin and Greek letters, and numbers), then the proper quantities are to be replaced. Calculated and measured data should be inserted into a table located either in the text or in the Appendix with proper numbering and referring. Tables should also contain the units of measurement.

Formulas appear in separate lines in the middle. Formulas are centred, and numbered continuously on the right in rounded parentheses, like this (1). Figures are to be located between the paragraphs of the text. The text is not allowed to appear around the figures. Figures are to be numbered and captioned underneath. Tables are placed in the same way as figures with the exception that numbers and captions appear above the tables. Figures and tables are numbered independent from each other. There should not be any empty spaces before and after formulas, figures and tables.

Any source of information should be referenced appropriately. Numbering should be designated in square brackets: [4]. The numbers referenced throughout the text should be equivalent to the numbers indicated in the List of references. Numbering in square brackets should be continuous and should start with 1. An entry in the List of references is supposed to follow this order: family name of the author, first name of the author or his/her initial, title and publisher of the book, date of publication. Names and titles in Cyrillic letters should be written in letters of the Latin alphabet, like this:

[1] Hutton, D. V.: *Fundamentals of finite element analysis*, McGraw-Hill, 2004.

[2] Prezenszki J. (szerk.): *Logisztika I. (Bevezető fejezetek)*, Budapesti Műszaki Egyetem Mérnöktovábbképző Intézet, 1998.

[3] Bokor J. – Balas, G.: Linear parameter varying systems: A geometric theory and applications, In *16th IFAC World Congress, Prague*, 2005.

In the following you can see some examples for different types of referencing:

**Books with one or more author:**

* family name and first name of the authors abbreviated, in case of more than one author the names are to be separated with hyphens, comma after the family name of a foreign author: Kovács J. – Takács G. – Takács M.
* title of the work (in italics): *Analízis*
* name of publisher: Nemzeti Tankönyvkiadó
* place of publication: Budapest
* date of publication: 2007.

Example:

4 Kovács J. – Takács G. – Takács M.: *Analízis,* Nemzeti Tankönyvkiadó, Budapest, 2007.

**Chapter from book/conference proceeding**

* author(s): Hajdu S. – Gáspár P.
* title of the chapter from book/conference proceeding: Investigation of the influence of lifted load on dynamical behavior of stacker cranes through unstructured uncertainties
* after the note „In”, the whole bibliographical data in italics is provided (for e.g. title of the conference proceeding: *CINTI 2013: Proceeding of the 14th IEEE International Symposium on Computational Intelligence and Informatics*, place of publication: *Budapest*, name of publisher: *IEEE Hungary Section*)
* page numbers of the study: p. 179–184.
* date of publication: 2013.

Example:

5 Hajdu S. – Gáspár P.: Investigation of the influence of lifted load on dynamical behavior of stacker cranes through unstructured uncertainties, In *CINTI 2013: Proceeding of the 14th IEEE International Symposium on Computational Intelligence and Informatics, Budapest: IEEE Hungary Section*, p. 179–184., 2013.

**Articles from journals**

* name of the author: Tiba Zs.
* title of the article: Dinamikai szimulációs program fejlesztése
* after the note „In”, title of the journal (in italics): *Gép*
* year of publication: 2008
* volume number: 59
* month (or part) number: 8
* page numbers: p. 28–32.

Example:

[6] Tiba Zs.: Dinamikai szimulációs program fejlesztése, In: *Gép*, 2008, 59(8), p. 28–32.

**Standards**

* reference number of the standard: MSZ EN 13155:2004
* title of the standard: Daruk. Biztonság. Oldható teherfelvevők
* in force from: 1 April 2005
* date of withdrawal, if applicable
* publisher: Magyar Szabványügyi Testület
* place of publication: Budapest
* year of publication: 2005

Example:

[7] MSZ EN 13155:2004 Daruk. Biztonság. Oldható teherfelvevők, Hatálybalépés időpontja: 2005. április 1., Magyar Szabványügyi Testület, Budapest, 2005

**Product descriptions**

* manufacturer (author): Freudenberg-Megulastik
* title: Standard Components for Vibration Isolation
* publisher: Carl Freudenberg
* place of publication: Weinheim
* year of publication: 2001

Example:

[8] Freudenberg-Megulastik: Standard Components for Vibration Isolation, Carl Freudenberg, Weinheim, 2001

**Online sources**

* author: Lévai Z.
* title: Dízelmotorok keverékképzése
* after „In”, title of the website: Gépjárművek szerkezettana
* followed by {online}
* Website address (URL): <http://www.lezo.hu/szerkezettan/hajtas/motor/dizel/dizel.html>
* date on which the resource or website was accessed: day, month, year, hour, minute (in round brackets): Accessed 31.03.2017, 8.20 a.m.

Example:

[9] Lévai Z.: Dízelmotorok keverékképzése, In: Gépjárművek szerkezettana {online} <http://www.lezo.hu/szerkezettan/hajtas/motor/dizel/dizel.html> (Accessed 31.03.2017, 8.20 a.m.)

**4.2 Drawings**

Drawings are to be made by computer on a max. A/1 drawing sheet. Drawings must be numbered. The drawing number consists of two parts. The first part corresponds to the serial number of thesis (placed at the top right corner of the Thesis Sheet). The second part corresponds to the number of the drawing according to the rules of drawing numbering (assembly drawing, part assembly drawing, shop drawing). The drawings must be fold into A/4 size and put into the bag formed in the internal side of the cover at the back. It is expedient to inform the bookbinder about the amount of drawings attached to thesis.

**5. Requirements regarding the content of thesis**

First, it is straightforward to make a sketch for the structure of thesis (preliminary table of contents), then write the introduction part and set the objectives, which can guide the candidate during thesis writing and assist him/her in preparing the Thesis Topic Announcement Form.

Obligatory parts of thesis

Title

Table of contents

1. Introduction, objectives (Introduction: 1-3 pages, objectives: 1 paragraph at the end of the Introduction part)
2. Evaluating the literature read
3. Methods
4. Results
5. Consequences (evaluation)
6. Summary or conclusion

List of references/Bibliography

Appendices/Annexes

The **Introduction** is designed to present the tasks, problems to be solved. **Evaluation of the literature read** is an essential part of thesis in which other works - which have been used for writing thesis - related to the topic are introduced. You should reference any source of information (data, statements, pictures, etc.) mentioned in the first two chapters. Preferably, word-by-word citation is to be avoided. If it is still unavoidable, please indicate that those are someone else’s words and refer to the exact source. It is recommended to reference publications only in Chapter 1 and 2. From Chapter 3 onwards the content of thesis should reflect the candidate’s own work. Of course, referring to other works by indicating the source is permitted. Referencing (and of course the whole thesis) should be prepared in accordance with the formal thesis requirements previously defined by the department.

The chapter, called **Methods** is designed to present the applied methods which assisted the candidate in working out the problem, solving design, modelling, simulation or measurement tasks and utilizing the results of the measurement tasks.

The chapter. entitled **Results** presents the achieved results in a factual way, the chapter, called **Consequences** contains their consequences. These two aforementioned chapters can also be combined. As you can see, the main part of thesis - which is the candidate’s own work - is comprised of the chapters **Methods-Results-Consequences.** Candidates may deviate from the aforementioned chapter designations (because these can be tailored to the specific topic) but are supposed to adhere to the content elements (outlined above) behind those labels.

**6. Submitting and evaluating thesis**

Candidates are expected to give account of the work done on thesis in the framework of **consultations**, which is one of the requirements for the course, called **Thesis**. The minimum number of (personal, face-to-face) consultations (not including the very first one when the candidate selects/presents the topic) throughout the semester is supposed to be three. Consultations (participation and progress in work) are certified on the so-called Consultation Sheet (see Appendix 3). If there is a lack of progress in the work between two consultations, the particular entry on the Consultation Sheet cannot be signed by the supervisor and the candidate is supposed to appear in the consultation meeting again. Thesis can only be submitted if consultations are properly kept record of on the Consultation Sheet which should not be bound into thesis. The course, called Thesis can be signed and marked on Neptun only after the submission of thesis and the completed consultation sheet.

Thesis (prepared according to the requirements concerning content and format of thesis) is to be submitted in one copy to the internal supervisor until the deadline provided on the thesis topic announcement form. The approval of the internal supervisor is certified on the Supervisor’s Declaration form. An electronic version of thesis (on CD/DVD in MS Word or PDF) must also be submitted. The review of thesis is made by an internal and external expert. It is the state examination board which decides on the final thesis grade.

1. **Abstracts**

A 1-page long Abstract in Hungarian and a 1-page long Abstract in English (see Appendix 5 and 6) are also to be submitted with thesis. The abstracts are not to be bound into thesis. The abstract is supposed to contain the title of thesis, the name of the company which provided the candidate with the topic/task, the objectives, the sub-tasks completed, the methods applied, the applicability of the results, the conclusion or evaluation. The abstracts are not identical with the “Summary” chapter of thesis (for reasons of restrictions on length), though obviously similar to its content. The abstracts are to be written in a way if someone reads this single page, he/she should get an overview of the whole work.

Before submission abstracts in English and in Hungarian are previously proofread by the program-coordinator. As the proofread abstracts are to be submitted along with thesis, therefore, it is recommended to send the abstracts (in electronic version) to the program-coordinator on time.

The maximum length of the abstracts should be one page (DIN A/4) with 2400-2500 characters (the plain text without candidate’s name, title of thesis, date, signature). Please see font, font size, margin, etc. in the appendix.

If the candidate’s abstracts are not suitable even after the third proofreading, he/she does not meet the requirements of submitting thesis.

Appendix 1

(thesis, external, black)

**THESIS**

Name

Year

Appendix 2

(thesis, internal, without page number)

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**Title**

**Thesis**

Name

Automotive Production Process Control Specialization

*or*

Operation and Maintenance Specialization

Debrecen

Year

Appendix 3

**CONSULTATION SHEET FOR PREPARING THESIS (BSc)**

Mechanical Engineering Undergraduate Program

Automotive Production Process Control / Operation and Maintenance Specialization

|  |  |
| --- | --- |
| Student’s name: | ………………………………………………………. |
| Internal supervisor: | ………………………………………………………. |
| External supervisor: | ………………………………………………………. |
| Thesis submission deadline: | ………………………………………………………. |
| Title of thesis: | ………………………………………………………. |
|  | ………………………………………………………. |

|  |  |  |
| --- | --- | --- |
| **Date of consultation** | **Remarks, notes** | **Internal supervisor’s signature** |
| *Consultation 1* |  |  |
| *Consultation 2* |  |  |
| *Consultation 3* |  |  |

Thesis can be submitted: yes / no

Grade earned for the course “Thesis”:

…………………………………………

Internal supervisor

Debrecen, …………………………………………

Appendix 4 (page 2/1)

**EVALUATING THESIS (BSc)**

Student’s name, His/her Neptun-code: .....................................................................................

Title of thesis: .....................................................................................

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

Reviewer’s name, His/her qualification, position: .....................................................................................

Reviewer’s workplace, His/her workplace address: .....................................................................................

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Aspects** | **min.** | **max.** | **SCORES** |
| **Extent to which the topic has been elaborated, level of quality of the engineering task completed, extent to which the elaborated task is up to date**  the completed engineering task is of high quality, up to date, the elaboration is exemplary: 40..45  the completed engineering task is mostly of high quality, the elaboration is a bit scanty: 30..40  the completed task is mostly up to date, the elaboration is of medium or poor quality: 10..35  routine-like task with some up-to-date approach: 25..40  routine-like task with usual problem-solving methods: 15..35  routine-like task with scanty elaboration: 5..25 | 0 | 45 |  |
| **Extent to which the literature in connection with the topic has been utilized**  utilizing national and international literature in a thorough and profound way: 15  utilization of national and international literature is a bit scanty: 9..12  utilizing exclusively national literature in a thorough and profound way: 5..12  utilization of literature is rather scanty: max. 10  no utilization of literature, though the task would require it: 0 | 0 | 15 |  |
| **Referencing figures, tables, equations and bibliographical resources, transparency of referencing**  precise and exact referencing, parts of the document can clearly be identified: 15  figures/tables/equations lack numbering, identification is difficult: 5..10  particular elements entirely lack numbering, identification is not possible: 1..6  scanty or hardly any bibliographical resources: max. 5 | 0 | 15 |  |
| **Division of the main (content) part of thesis, extent to which subdivisions are built upon each other logically, extent to which the task is elaborated**  logical, articulate, transparent structure: 15  minor logical errors may occur, but the text is transparent: 8..12  remarkable logical errors occur throughout the text: 4..10  illogical structure, lack of transparency: max. 5 | 0 | 15 |  |
| **Format, aesthetic design of thesis**  immaculate aesthetic design and language accuracy: 10  minor errors in aesthetic design and/or language accuracy may occur: 7..9  medium level of aesthetic design, grave language accuracy errors: 3..6  poor aesthetic design, poor level of language accuracy: 0..3 | 0 | 10 |  |
| **Exceeding word length**  In case the text (without annexes, appendices) exceeds the max. page numbers (BSc Thesis: 70 pages, MSc Thesis: 100 pages), min. minus 3 scores/extra 10 pages, no more than max. 10 scores can be subtracted. | –10 | 0 |  |
| **Not reaching the minimum word length**  In case the text (without annexes, appendices) does not reach the minimum page numbers (BSc Thesis: 30 pages, MSc Thesis: 50 pages), 15 scores are to be subtracted. | –15 | 0 |  |
| **Total:** |  | **100** |  |

In case the total number of scores is lower than 50, thesis can only be marked with a fail.

Suggested categories of evaluation according to the reviewer’s opinion written in a few sentences: 50..62: pass (2); 63..75: satisfactory (3); 76..88: good (4); 89..100: excellent (5).

Appendix 4 (page 2/2)

|  |
| --- |
| **Reviewer’s evaluation (written in a few sentences)** |
|  |

|  |
| --- |
| **Grade suggested by the reviewer:** |

|  |
| --- |
| **Questions suggested by the reviewer to be answered by the candidate in the state exam.** |
| 1.:  2.: |

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

…………………………………………

Reviewer

|  |
| --- |
| **Internal supervisor’s opinion:** |
| I agree / do not agree with this review and the suggested grade.  Justification: |

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

…………………………………………

Internal supervisor

Appendix 5

**Abstract in Hungarian**

**Title of thesis**

*Student’s name (His/her Neptun-code)*

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Debrecen, ……………………………….

…………………………………………

Name

Appendix 6

**Abstract in English**

**Title of Thesis**

*Student’s name (His/her Neptun-code)*

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Debrecen, ……………………………….

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Name