FAQ – Frequently asked questions about the thesis and final exam

Dear Student,

Before writing an email, please read the questions and answers below carefully to see if you can find the answer to your question.

As a business informatics student, can I only choose an internal supervisor from the Department of Informatics?

No, the internal supervisor can be from other department but only from the Faculty of Mechanical Engineering, Informatics and Electrical Engineering.

How can I start the "Thesis Consultation I" course?

Before the planned starting semester of the "Thesis Consultation I" course, you need to find a suitable topic, an internal supervisor, and an external supervisor (not obligatory). If your internal and external supervisors accept your thesis topic proposal, you need to submit the "Data Sheet for authorization diploma thesis" document (https://it.sze.hu/en_GB/diploma-thesis). Please send the signed document to Gabriella Pusztai via email at pusztai.gabriella@sze.hu. The deadline will be available here: https://it.sze.hu/kezdolap. (The deadline is usually around the middle of the exam period.)

What are the requirements and expectations for the Thesis Consultation I course?

The following general expectations can be formulated within this course:

- at least the elaboration of theoretical overviews and the exploration of the relevant literature should take place this semester;

- planning the framework of the thesis work;

- provide at least 15-20 pages using the thesis template (https://it.sze.hu/en_GB/diploma-thesis);

- please read the diploma thesis guide as well (https://it.sze.hu/en_GB/diploma-thesis);

- document(s) should be sent to the supervisor via email

- the fulfilment of the above must be assessed by the consultant (supervisor) at the end of the study period (the signature and the grade to be recorded must be determined by the end of the study period), therefore **these parts must be completed and sent at least two weeks before the end of the study period**. (As a supervisor, I need at least two weeks to review and evaluate thesis-related document submissions.)

- consultations are organized according to the individual needs of the students

Please note that these expectations apply to students under my supervision only. The expectations of other supervisors may be slightly different, so please consult about it with your supervisor at the beginning of the semester.

What are the requirements and expectations for the Thesis Consultation II course?

Your thesis's final camera-ready version (ready for official submission) needs to be created and sent for a final review **at least three weeks before the official thesis submission deadline**. (As an internal thesis supervisor, I need at least two weeks to review and evaluate the camera-ready version of a thesis document, and the student may also need to make corrections based on the review, which also takes time.) The official thesis submission deadline will be announced here: https://it.sze.hu/, but it is usually the end of the study period. The formal and other criteria for the documents are the same as the Thesis Consultation I course.

Can the deadline for the Thesis I or Thesis II document submission be extended?

Since the requirement type (assessment type) of Thesis Consultation I. and II. courses are continued report*, there is no way to extend the submission deadline!

*continued report = continuous evaluation: students receive a mid-term grade, where the grade earned during the study period is based on the student's progress in the study period (submitted thesis-related documents in the study period). For further details, please check the Education and Exam Regulations of the University.

What are the requirements and expectations when I send a thesis-related document for review?

Only Word documents are accepted. (Please don't send a PDF or other format.)

Even the first version of the document (for example the documents of the Theseis Consultation I course) must be properly formatted, following the template: https://it.sze.hu/en_GB/diploma-thesis

Formally or grammatically incorrect documents will be rejected without any review. Students should have it proofreaded by a native English speaker or run Grammarly or any other similar AI-based solution on the text before sending it for review. Please use British English. All thesis-related documents received will be subject to a plagiarism check. If the similarity index is higher than 25%, your document is rejected without any review! (https://lib.sze.hu/en_GB/turnitin)

If you submit a formally or grammatically incorrect document with a high similarity index for review, it will negatively affect your Thesis Consultation course grade!

I have sent you my thesis / a part of my thesis. When can I expect feedback?

I can usually review thesis-related documents within two weeks. Therefore, please be patient and do not resend the email during this time interval. Response time may be longer in exceptional cases (conference absences, end of the study period, etc.).

How can I apply for the final exam?

According to the Education and Exam Regulations of the University 78.§ (6) students can apply for the final exam electronically in the student information system (Neptun) during the period open for applications for Final Exam (For this deadline please check the application period for the final examination in the Schedule for the academic year).

For a valid final exam application, you need to officially submit your thesis documents (on the website of the Library **AND** on the website of the Department of Informatics) as well. This deadline and further details will be available here: https://it.sze.hu/en_GB/home (This deadline is usually around the end of the study period.)

Library upload link: https://lib.sze.hu/degree-thesis-uploading-

The upload link of the Department of Informatics will be available here: https://it.sze.hu/en_GB/home

When will my final exam be organized?

You can check the final examination period in the schedule for the academic year (https://munkatars.sze.hu/tanevi-idobeosztas). Final exams are organized within this range. The scheduling will be announced under the department news (https://it.sze.hu/; https://it.sze.hu/en_GB/home) 1-2 weeks before the final examination period. **Please don't email me connected the scheduling, I don't have any influence on it, I won't know the scheduling earlier, and I will be informed from the above link as well.**

How the final exam will be organized?

The scheduling will include 2 appointments for each student:

- "Start of Preparation Time" - This is the time at which the student must arrive at the designated room (It is recommended to arrive at least 30 minutes before the "Start of Preparation Time".)
- "Start of Exam Time" – The time at which the student will take the final exam in front of the Committee.

The duration of the final exam before the Committee takes approx. 20 minutes, and consists of two blocks of 10 minutes each. In the first block, the student defends his/her thesis. A maximum 8-minute PowerPoint presentation of 5-8 slides is required for the defense. The Presentation template is available here: https://it.sze.hu/en_GB/diploma-thesis Information described in the notes section for the slides will help you to prepare and structure your presentation. Please bring the presentation to the final exam uploaded on a USB stick.

Further good advice for your presentation:

- Start at the end! Show the end result right away! (Topic selection and objective slide)
- Describe the tasks you have completed independently, the problems you have encountered in your work and their solutions. Feel free to leave out the general descriptive parts.
- Do not read the information on the slide, it should be just a help for you!
- Try the presentation at home, even several times, in front of an "audience" at the end. This will make you more confident in the defense.

In the second block, the Committee will engage the student in a professional discussion about the thesis, asking questions from the student. It is often in this section that the questions of the external examiner (reviewer) are answered.

At the end of the final exam, the committee evaluates the student's work (complex exam) and oral defense, and then announces the marks and the grade of the diploma to the student.