

**BUDAPEST UNIVERSITY OF TECHNOLOGY AND ECONOMICS
FACULTY OF CHEMICAL TECHNOLOGY AND BIOTECHNOLOGY**

**REGULATIONS OF THE FACULTY RELATED TO BACHELOR
AND MASTER THESES**

(version: 1.1)

Accepted by the Faculty Council on 09th November, 2017.
Valid from 01st December 2017.

General rules

Writing a Bachelor or Master thesis is meant to prove that the student has met the outcome requirements of the curriculum regarding that he/she is able to do independent engineering or research work in given circumstances with the support of a supervisor, and he/she is able to summarize his/her achievements in a way which is understandable for professionals.

To obtain a degree, the student is required to write a thesis on subjects holding specific credits defined in the training and outcome requirements of the curriculum. The student has to write an independent thesis in each programme (training). The topic of the thesis is required to be within the framework of the training and outcome requirements. In case of Bachelor programmes students have to write a Bachelor thesis, while in case of Master programmes students have to write a Master thesis.

1.§. Bachelor and Master thesis project courses

Bachelor or Master thesis project courses are compulsory in each degree programme. As these are regular courses, typical regulations included in the Code of Studies apply.

1. Announcing the thesis project courses with suitable limits is the responsibility of the departments. In principle, students have to register for the thesis project course of the department of their (internal) supervisor
2. The department may add or accept external topics. In case of an external topic the daily work on the thesis is done at a company or institute, not at BME. In case of external topics an internal supervisor must be appointed. His/her task is to ensure that the topic is suitable for a thesis project. Furthermore, the internal supervisor is responsible for the administrative tasks related to the thesis project course.
3. Instructors may announce their topics, accepted by the head of the department, on departmental websites, notice boards or at information forums. The head of the department is responsible for offering a topic for each student of the department's specialization upon the request of the student.
4. Any student of the Faculty is entitled to choose one of the available thesis topics or to suggest a topic of his/her own. However, such a topic can only be developed into a thesis project if an instructor of the Faculty agrees to supervise the topic (internal supervisor).
5. Meeting the requirements of the thesis project course and writing the thesis is supported by
 - a supervisor, or
 - a supervisor and a thesis advisor, or
 - an internal supervisor and an external supervisorOne, and only one (internal) supervisor is required.
6. The (internal) supervisor must hold a higher degree than the one offered in the programme the student is enrolled in or he/she must have at least 10 years of professional experience.
7. The supervisor's task is to help the student with his/her professional work during the thesis project and to offer a consultation at least biweekly. He/she should be familiar with the

regulations related to the thesis project and to thesis submission. The supervisor is responsible for the student to follow the applicable regulations and professional ethics. If no thesis advisor is appointed, the continuous cooperation with the student is also the supervisor's task.

8. The thesis advisor must hold the same or higher level degree than the one offered in the programme the student is enrolled in. The thesis advisor keeps contact both with the student and with the supervisor of the thesis project to ensure smooth communication. The thesis advisor's task is to support the student's work with detailed professional instructions and to support the student in improving his/her problem-solving, evaluating, presenting skills and in his/her development in independent thinking and working.
9. In case of insufficiency of the performance of the supervisor or the thesis advisor, the student may turn to the head of the department the topic belongs to. If the problem cannot be solved at departmental level, the student may ask the course director for help
10. The student may choose a topic at any department of the Faculty. If the thesis project is planned to be performed at another faculty, the student must ask for the course director's opinion in advance .
11. The student is responsible for registering for the thesis projects according to the requirements of the Faculty, namely register for the course in the Neptune system no later than the last day of the registration period and also register the topic (agreed with the supervisor) in the online database of the Faculty before the given deadline.
12. The student acknowledges that the intellectual property rights of the methods used and the results of any research or development described in the thesis belong to the participating researchers and institutions/companies, thus their utilization or publication must not be initiated before the approval of all parties. This acknowledgement must be bound in the written thesis (see Appendix). If the student is not willing to accept this, an individual agreement may be concluded with the supervisor, but the latter may also refuse the supervision of the topic. In case of an external topic the Intellectual Property Rights conditions of the external company or institute apply. In case of a confident thesis project the confidentiality requirement must be stated in the application for the thesis topic.
13. The supervisor must accept or reject the student's application for his/her topic within a reasonably short period, typically 3 working days. Rejection must be justified. If the student is not able to find a thesis topic for himself/herself, he/she should turn to the head of the department no later than the Tuesday of the second week of the semester. If this deadline is missed, the head of the department is not obliged to offer a topic.
14. The performance of the student during the thesis project is evaluated by the (internal) supervisor after discussing it with the thesis advisor and the external supervisor (if any). The subjects related to the writing of a thesis are compulsory subjects, evaluated with mid-term grades. The completion and submission of a thesis until the end of the term is not required for getting a grade other than fail, but a pass or a better grade means that the student has all the results and competences necessary for finalizing his/her thesis on his/her own.

2.§. Bachelor or Master thesis as a writing

The thesis is similar to scientific writings or engineering reports. Special requirements at the Faculty:

1. The student writes a thesis based on his/her work during the thesis project course, taking into account the suggestions of his/her supervisor.
2. The manuscript may be written in English, Hungarian, German, French, or Russian. However, the basic rule is to write the thesis in the language of the programme the student is enrolled in. Any deviation from this may only be planned with the written preliminary approval of the head of the department responsible for the topic.
3. If the supervisor does not instruct otherwise, the following structure is suggested:
 - Index
 - Introduction (short overview of the topic)
 - Literature (summary of the open literature relevant to the topic in a form which supports the understanding of the work performed)
 - Materials and methods (the materials used, their main properties, safety regulations, measurement and evaluation methods, the software used etc.)
 - Results and their evaluation
 - Conclusions
 - References
 - Appendix (supporting information)
4. A Bachelor thesis is typically 20-40 A4 pages long, including figures but excluding references and appendices.
5. A Master thesis is typically 50-80 A4 pages long, including figures but excluding references and appendices.
6. The writing must be prepared electronically in A4 size. The requested number of printouts (in hardcover) and the electronic version must be submitted to the organiser of the final examination. Place and date of submission is announced by the organiser.
7. The thesis can only be submitted if both the hardcover and the electronic version contain
 - a) the completed and signed statements of the supervisor(s) and the thesis advisor regarding the submission
 - b) the completed and signed statement of the student.The statement forms are available in the Appendix.

The organiser of the final examinations must refuse the submission of the thesis if any of the required statements is missing.
8. The student has to present and defend the thesis during the final exam. The student has the right to request a predefence at the department with the same timeframe as the defence. The supervisor has the right to request the student to present his/her thesis in a predefence before agreeing with the submission of the thesis.
9. The reviewing process of the thesis is regulated elsewhere.

Appendix

The Appendix contains samples of the statements to be bound in the hardcopy and included in the electronic version as well.

Two statements are required:

- 1 statement of the student
- 1 statement of submittability depending on who the student was helped by
 - supervisor
 - supervisor and thesis advisor
 - internal and external supervisor

If you have one supervisor (internal only)

Statement of the supervisor

I,.....(name) as supervisor, hereby declare that the thesis written by(name of student), (Neptune code:). titled
.....(title of the thesis) is his/her own writing prepared under my supervision. I also declare that the thesis meets the formal and professional requirements of the Budapest University of Technology and Economics and those of the Faculty of Chemical Technology and Biotechnology, thus I support its submission.

(Date and place)

.....
(supervisor)

If you have an internal supervisor and an advisor as well

Statement of the supervisor

I,.....(name) as supervisor, hereby declare that the thesis written by(name of student), (Neptune code:).
titled
.....(title of the thesis) is his/her own writing prepared under my supervision. I also declare that the thesis meets the formal and professional requirements of the Budapest University of Technology and Economics and those of the Faculty of Chemical Technology and Biotechnology, thus I support its submission.

(Date and place)

.....
(supervisor)

Statement of the advisor

I,.....(name) as thesis advisor, hereby declare that the thesis written by(name of student), (Neptune code:).
titled
.....(title of the thesis) is the work of the student supported by consultation. Based on its professional merits, I support its submission.

(Date and place)

.....
(thesis advisor)

If you have both an internal and an external supervisor

Statement of the internal supervisor

I,.....(name) as internal supervisor, hereby declare that the thesis written by(name of student), (Neptune code:) titled(title of the thesis) is his/her own writing and that I supported his/her work with regular consultations. I also declare that the thesis meets the formal and professional requirements of the Budapest University of Technology and Economics and those of the Faculty of Chemical Technology and Biotechnology, thus I support its submission.

(Date and place)

.....
(supervisor, internal)

Statement of the external supervisor

I,.....(name) as external supervisor, hereby declare that the thesis written by(name of student), (Neptune code:) titled(title of the thesis) is his/her own writing prepared under my supervision. Based on its professional merits, I support its submission.

(Date and place)

.....
(supervisor, external)

Statement of the student

I(name) (Neptun code:) as author of the thesis hereby declare that my thesis titled
.....(title of the thesis) is my original writing and I have not plagiarised any other work. All third party materials including published and unpublished sources were referenced.

I acknowledge that the intellectual property rights of the methods used and the results of any research or development described in the thesis belong to the participating researchers and institutions/companies, thus their utilization or publication must not be initiated before the approval of all parties.

I also declare that during the preparation and writing the thesis I did not mislead my supervisor(s) and thesis advisor.

(Date and place)

.....
(student)