

Szent István University, Faculty of Food Science
GUIDELINE for the submission of BSc and MSc thesis
2019-2020. academic year, spring semester

This guideline for the submission of BSc and MSc thesis (in the followings called as thesis) was created in accordance with the following laws and regulations:

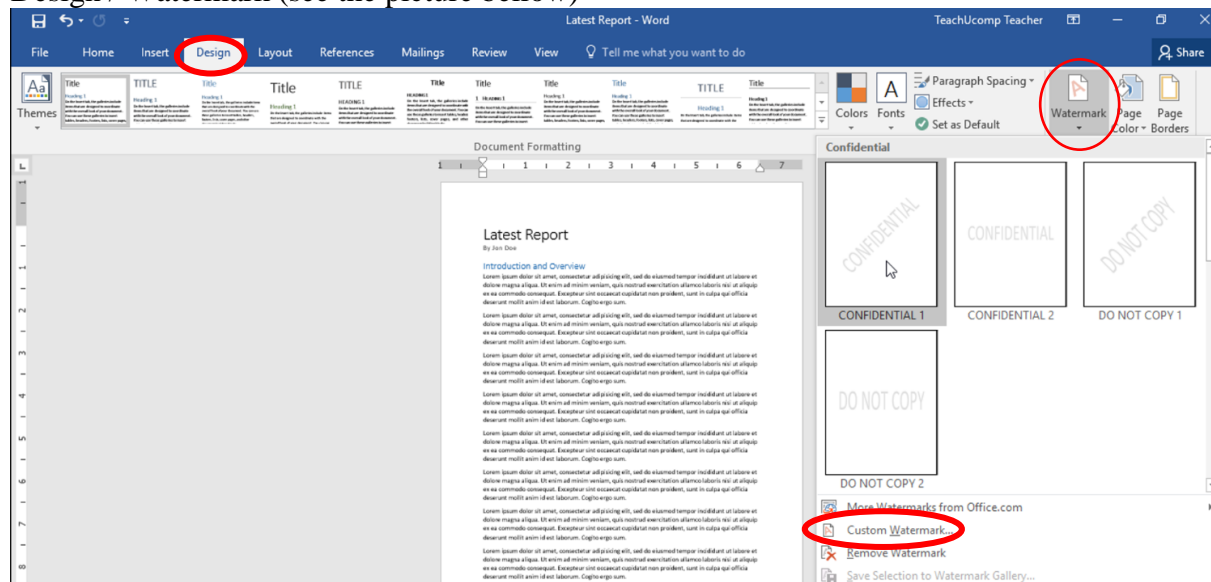
- law on the national higher education (2011 year, CCIV. law)
- government regulation on the emergency issues (No. 40/2020, issued on March the 11th)
- government regulation on the emergency issues in relation to higher education institution and students (No. 101/2020, issued on April the 10th)
- rector's instruction on the temporary rules of thesis submission during the emergency period (No. 4/2020, issued on April the 22nd)

Form of thesis submission:

The thesis and the 2 page summary should be submitted **ONLY IN ELECTRONIC FORM**, in **pdf** format. The thesis file should contain a watermark.

To apply watermark in Microsoft Office Word (may vary from the version of the Word software):

Design / Watermark (see the picture below)



The text of the watermark should be: the name of the Student and BSc thesis or MSc thesis.

The files should be e-mailed to the Department, which is responsible for the specialization of the Student. At every Department there is a **responsible contact person** who receives these files. The e-mail should contain the following files:

- the thesis in electronic format (pdf file)
- the 2 page summary of the thesis in electronic format (pdf file)

The list of the **responsible contact people**, who will receive these e-mails, is accessible at the homepage of the Faculty on the following link:

https://etk.szie.hu/sites/default/files/files/ETK/Szakdolgoz_diplomamunka/etk_szakdolgozat_felelosok_20191014.xlsx

Those students who belong to the **Food safety and quality engineer MSc** program and those who are at the **Food biotechnology specialization** of the **Food Engineering MSc** program should submit their thesis to the contact person of the Food safety, quality and Nutrition Institute (Zsuzsa Szűcsné-Tóth, Szucsne.Toth.Zsuzsanna@etk.szie.hu).

Submission criteria of the electronic thesis files:

- a **single pdf file**, containing all the annexes (*if you have more than 1 pdf file, you can merge it online e.g. type in any search engine “merge pdf”*)
- the **official statements** should be in the same section of the thesis. These statements are: a, for the library (for public access or restricted access), b, author statement and c, confidentiality statement (if it is necessary)
- the **file name** should be: the Student’s name (without special characters) and any 2 characters of your Neptun code. E.g. Nora_Sample_J6.pdf (if you have a thesis which is confidential: CONFIDENTAL_Nora_Sample_J6.pdf)
- the pdf file should contain **watermark** to protect the author’s copyright
- the document should not be protected with password
- the document should contain the **official thesis cover page**.

The signature of the supervisor, the head of department, etc. is not absolutely necessary in the electronic version of the thesis. In order to confirm, that the supervisor accepts the thesis, and agrees that it can be submitted for evaluation, the supervisor should sign the cover page of the thesis and send it electronically to the appropriate contact person of the department. The supervisor should send this document in 2 days after the thesis submission (until 06th of May 2020, 24:00). If this document is missing, the thesis cannot be submitted for evaluation.

Those colleagues who are also responsible for the reception of thesis submission will upload the submitted thesis files to the university’s electronic storage platform.