

# MA Thesis Information

For the students of the  
Architecture Institute, the  
Design Institute, and the  
Media Institute

# The most important tasks and deadlines

Submission of the working title and topic of the thesis:

September 29, 2023 (Friday)

- Diploma application forms can be found in the attachment to this email.
- The completed forms must be submitted to the secretariat of the institute responsible for the student's field of study (Design Institute, Architectural Institute, Media Institute).
- The thesis consultant can be requested from the faculty of the Institute for Theoretical Studies. The list of faculty members can be found in the attachment. Students are responsible for approaching their potential consultant.

Submission of the thesis with at least 90% completion to the supervisor and thesis consultant:

December 8, 2023 (Friday)

- Regarding the 90% completion of the thesis, feedback is provided by the supervisor and thesis consultant to the student.
- The thesis can be further developed during the period between the submission and the presentation.

## Thesis presentation:

January 3-11, 2024

- After the thesis is at least 90% complete, it will be presented in front of the designated committee of the Institute for Theoretical Studies.
- Students will be notified of the presentation date before.
- The supervisor and the consultant of the diploma project will be invited.
- A protocol will be prepared following the presentation. The document has to be signed by the student.
- The outcome of the presentation can be as follows: A) the committee accepts the thesis without changes and deems it suitable for final submission and opponent evaluation; B) the committee suggests certain improvements or additions to the thesis, and with these revisions, deems it suitable for submission; C) the committee does not accept the thesis and requires the student to give a supplementary presentation.
- In case of an unsuccessful thesis presentation, the final deadline for the supplementary presentation is January 18, 2024.

Final submission of the thesis:

March 4, 2024 (Monday), 15.00

- The final thesis must be submitted electronically (in PDF and Word formats) via the [diplup.mome.hu](http://diplup.mome.hu) website. Individual Institutes may also require the submission of a physical copy of the thesis.

# Course enrollment related to the thesis process

The course M-AE-301 Thesis Seminar and Communication Training, covering thesis consultations, will be added to the students' profiles in Neptun by the Secretariat of the Institute for Theoretical Studies following the submission of thesis application form. In case the thesis is not submitted by December 8, the student will not have completed the course. Another requirement for completing the course is a successful thesis presentation. The method of assessment is based on obtaining a signature.

In the spring semester (!), everyone who submitted a thesis application form in the fall must register for the course titled Thesis in Neptun. Assessment method: five-grade scale.



# Requirements for the thesis

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The length of the thesis: minimum of 30,000 keystrokes; recommended length is between 30,000-40,000 keystrokes (including spaces, without footnotes and attachments).

The generally accepted thesis format:

- A4 page format
- chapter headings in 16-point font, subheadings in 14-point font, main text in 12-point font, footnotes in 10-point font, all in black
- justified text formatting
- 1.5 line spacing
- left margin of 4 cm
- different formats are possible, but must be agreed with the supervisor and the thesis consultant.

The external cover of the thesis must include the inscription "Thesis," the author's name and field of study, the year of completion, and the name of the university. The inside cover should include the inscription "Thesis," the author's name, field of study, the year of completion, the name of the university, the title and subtitle of the thesis, and the name of the supervisor and consultant(s).

The thesis is a written work that adheres to the standards of academic writing, contains logical arguments based on research, and uses precise terminology.

A thesis that does not accurately attribute the literature and the thoughts of other authors by proper citation will not be accepted, as unattributed thoughts taken from others without proper referencing are considered plagiarism and a violation of intellectual property rights. Every thesis must include a plagiarism declaration signed by the student, which should be attached as the last page of the thesis. MOME follows the Chicago Manual of Style Author-Date citation principles. We kindly ask students to prepare the references of their theses according to the instructions on the following website:

[https://www.chicagomanualofstyle.org/tools\\_citationguide/citation-guide-2.html](https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-2.html)

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The thesis may include visual or illustrative material to complement the text.

Every thesis must include a table of contents and a bibliography, webography, videography, image list.

The complete text of conducted interviews, or detailed results of questionnaire surveys, may be included in the appendix of the thesis; these do not form part of the main text. Graphs and illustrative images may be included in the main text when justified; however, in cases of larger amounts, it is recommended to use the appendix.

We consider it necessary that during the thesis process the student, the supervisor, the thesis consultant, and the consultant of the diploma project discuss together at least once the main questions and methods of the thesis; these joint consultations can be conducted multiple times if needed.

Options for  
students who  
submitted their  
thesis last year

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Options for students who submitted their thesis last year but did not graduate are as follows:

A) Maintain last year's thesis without any changes; indicate this by submitting the diploma application form (by December 8); upload the thesis without any content changes (by March 4).

B) Maintain last year's thesis but make minor modifications to it; indicate this by submitting the diploma application form (by December 8); consult with the supervisor and thesis consultant about the extent of the changes; upload the thesis with minor modifications (by March 4). In the case of significant changes, it is recommended to deliver a new thesis presentation!

C) Do not maintain last year's thesis. In this case, the procedure is the same as for this year's thesis students.



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# Wishing you a successful academic year!

For any questions related to the thesis process, please feel free to contact the Secretariat of the Institute for Theoretical Studies at [elmeleti@mome.hu](mailto:elmeleti@mome.hu)!