

Corvinus University of Budapest
Institute of World Economy

GUIDANCE

for preparing

Thesis Work

MSc in International Economy and Business

Please keep this document until the defense of your thesis work.

STUDY REQUIREMENTS

Successful completion of comprehensive exam is the prerequisite for completing the program and the Thesis Defense.

PURPOSE OF THE THESIS WORK

The aim of the Thesis Work is to finish off the master program with an individually prepared written work of fixed length and structure that covers a specific field within the program, in which the student:

- applies and synthesizes the theoretical knowledge acquired in the frame of the program;
- demonstrates his/her ability to do individual research and use the relevant literature;
- provides proof of his/her methodological knowledge;
- after summarizing the theoretical background of the given topic uses an appropriately chosen methodology to analyze a practical/relevant problem;
- gives new approaches, novel methodology to the existing literature,

The practical problem analyzed by the student in the Thesis Work can be (but does not necessarily have to be) connected to internship / placement.

STRUCTURAL CHARACTERISTICS OF THE THESIS WORK

The Thesis Work should be 60-80 pages in length (not counting any Appendices), and should be structured as follows:

- Introduction / Relevance (approx. 4-5 pages)
 - Mention your research objective here
- Theoretical and methodological background (approx. 10-15 pages)
 - Also mention and argue for your research question or hypothesis here
- Analysis of the practical problem (approx. 30-40 pages)
- Conclusions (approx. 2-3 pages)
- References/Literature

OFFICIAL STATEMENTS TO BE INCLUDED IN THE THESIS WORK

The two pages of text given in Appendix must appear on the page following the inside title page of the Thesis Work (before the Table of Contents) and must be filled in fully and signed by the student submitting the Thesis Work.

Thesis Works that do not include the above two statements will not be evaluated.

SUBMISSION OF THE THESIS WORK AND EVALUATION

The Thesis Work has to be submitted in one printed and hardbound copies and in electronic format (.PDF or .DOC(X) format) on a CD disk or a USB stick.

FORMAL REQUIREMENTS

Thesis papers should be original work by the students and should meet scientific standards of citation and documentation. Information provided by outside contacts – if necessary – should be handled on a confidential basis.

If students are found to have plagiarized their work the University Disciplinary Committee may decide to issue a warning, suspension or expulsion.

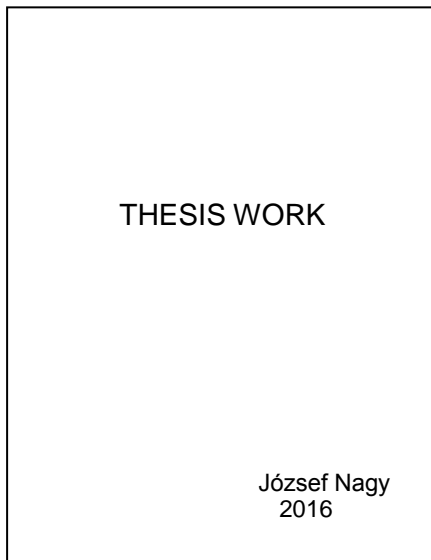
Title page

Outer cover: must not contain any information beyond the following:

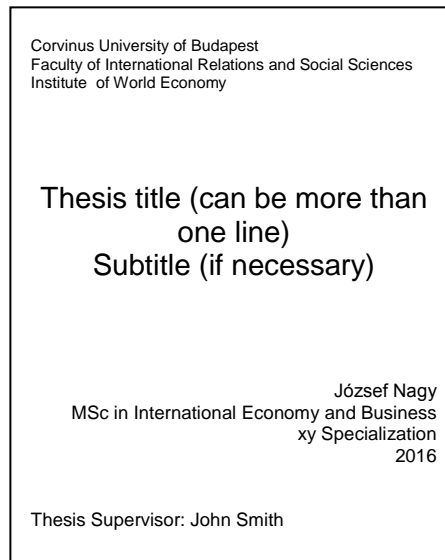
- “Thesis Work”
- the author’s name
- the year of submission

EXAMPLE

Front Cover



Title Page



The inside title page should include:

- the name of the University
- the name of the Faculty,
- the name of the Institute
- the author’s name and the master program’s full name
- his/her major and specialization
- the title of the Thesis Work
- the name of the Thesis Work supervisor and the year of submission.

Table of contents

The inside cover page is followed by the Statement About the Originality- and the Statement About the Publicity of the Thesis Work and then by the Table of Contents.

- The table of contents should include the titles of the individual chapters and sub-chapters and should be followed by the appropriate page number. All pages in the Thesis (except for the inner title page and the appendices) must be numbered.
- The chapters and sub-chapters should be numbered with Arabic numerals. The creating of sub-chapters requires that there be a minimum of two subchapters. The table of contents should show the chapters and sub-chapters to the third level (e.g. 2.3.1)

Formal requirements for the body text

- The Thesis Work can be printed either single- or double-sided (N.B.: please remember to set the gutter margin!)
- Margins to be used:
 - Left (binding edge): 3,5 cm
 - Top: 2,5 cm
 - Bottom: 2,5 cm
 - Right: 2,5 cm
- A margin of 2 – 2.5 cm should be used on all sides (top, bottom, left, right), with a further 1 cm gutter margin on the left.
- While there is no formal requirement as regards the font used, however, it should be easily legible and a traditional type font and should be equivalent in size to Times New Roman 12 pt.
- The line spacing should be 1.5 which means approximately 30-35 rows of text per page.
- The page numbering of the Thesis Work should start on the page where the “Introduction” is written.
- For easier readability the text should be written in paragraphs.

Figures and tables

- Figures and tables should be numbered separately and consecutively.
- Please remember to reference any figures or tables that are not your own work.
- While it is not obligatory, the preparation of a table of contents of figures and tables is recommended.

Citations

- If more than one paragraph (approx. 3-4 sentences) is applied word-for-word or in a very similar manner (with simply some words changed) from another work without appropriate citation, it will be considered to be an attempt at plagiarism and will result in an immediate “Fail” grade.

- A series of citations cut together (even if properly referenced) will also be treated as an attempt at plagiarism.
- All contents of the Thesis Work (sentences, paragraphs, data, ideas) written based on someone else's work or publication must be cited clearly. Example:
... The author also points out that one of the most efficient persuasion techniques available to executives is making reference to a higher authority (Lincoln-Grant, 1864, pp. 38–39). ...
- The citation should be given after the text part in question in parenthesis by giving the author(s) and the year (e.g.: Lincoln-Grant, 1864). If the cited text has more than three authors (e.g. Lincoln-Grant-Washington-Clinton, 2004), then from the second citation onwards it is sufficient to abbreviate the reference by simply giving the name of the first author and then et al. (e.g. Lincoln et al., 2004). If there are references to different publications that were published by the same author and in the same year, then they should be marked with “a” and “b” (e.g.: Lincoln, 1864a). Optionally, the citation can also be given in the footer (in the same way as described above).
- When citing enumerations, translations, tables or figures “word for word”, the exact page number within the given document (article, book, etc.) must also be given. (e.g. Lincoln-Grant, 1864, p. 23.)

References

- The “References” part of the Thesis Works contains the detailed specifications of the literature – including tables and figures, statistical data and estimates, appendices, etc. – to which the reference is made. (Books that the student may have read as background material for the Thesis Work, but the content of which is not cited or not referred to in any way does not have to be included amongst the “References”. The “References” can contain only publications (or websites) to which a specific reference is made within the Thesis Work itself.
- The publications included in the “References” part should appear in alphabetical order (based on the name of the - first - author).
- In the “References” the author's name should be given first (for Hungarian authors: family name and full first name, for foreign authors: family name and full first name). This is to be followed by the year of publication in parenthesis. After a colon, comes the title of the publication, the publisher's name and the place of publication. In the case of articles, the volume and page numbers should also be given. For examples, pls see Appendix 1/C.) In cases where only the editor of the given publication (e.g. book) is known, the editor should be listed as the author with “ed” after his/her name.
- In cases where a publication with no author is cited, the name of the author should appear as “Anonymous”. Students are, however, urged to find out the author or editor of the given text.
- When the cited text or information was obtained from the internet and no author and title can be given, the following information must be given:
 - the internet or portal website
 - the URL
 - the precise date when the information was downloaded

Any text cited from the internet must be downloaded / printed so that it is available, should the Thesis Work supervisor or the evaluator decide to check it.

- In certain cases it may be useful to include a Glossary and/or Subject Index. This should be placed before the “References”.
- The Thesis Work should not build on another work over more than one page (even if it is referenced appropriately) as this will be considered to be a form of plagiarism.

References examples

Book by Hungarian authors

Bél Ferenc – Derék János – Ügyes Béla (1997): *A jó gazdaságpolitika a számok tükrében*. Közgazdasági és Jogi Könyvkiadó, Budapest.

Same Hungarian author, same year, two different publications (the first one: an article in a journal, the second a book)

Buda Elemér (1999a): *A madarvándorlás hatása a vállalatok versenyképességére*. Műszaki-ornitológiai tájékoztató, 12. évf. 3. sz. március, pp. 21-45.

Buda Elemér (1999b): *Madarat tolláról? (A párhuzam szerepe a közgazdasági elemzésben)*.

Közgazdasági és Jogi Könyvkiadó, Budapest.

Reference to a former student's thesis work

Rich, M. (2007): *A sikeres üzleti döntések közgazdaságtani és pszichológiai alapjai*. Szakdolgozat, Budapesti Corvinus Egyetem, Gazdalkodástudományi Kar.

Reference to an oral presentation at a conference or congress

Langes, M. (2006): *Data and information on the internet – the art of searching and choosing*. Lecture at the X. annual congress of the Hungarian Association of Internetfriends, September 12, 2006

Reference to an edited book

Koester, M. – Flower J. (eds., 2005): *Basic Business Terms*. Important Publ., Budapest.

Reference to a chapter in an edited book

Vetkatraman, N. (1991): *IT-induced Business Reconfiguration*. In: Scott Morton, M. S. (ed.): *The Corporation of the 1990s: Information Technology and Organizational Transformation*. Oxford University Press, New York, pp. 231-258.

Reference to a citation from an internet site

Weicher, M. – Chu, W. W. – Lin, W. Ch. – Le, V. – Yu, D. (1995): *Business Process Reengineering*.

Analysis and Recommendations. <http://www.netlib.com/bpr1.htm#isit>, Retrieved: February 23, 2008

Reference to a journal article

Wernerfelt, B. (1984): *The Resource Based View of the Firm*. *Strategic Management Journal*, Vol. 5. No. 2, pp. 171-180.

References to information retrieved from the internet

European Central Bank. (n.d.). All glossary entries. Retrieved 8 May, 2009, from <http://www.ecb.int/home/glossary/html/glossg.en.html>

Anonymous (2001, November 26). Economists call it recession. Retrieved 20 January, 2009, from [money.cnn.com](http://www.money.cnn.com): <http://www.money.cnn.com/2001/11/26/economy/recession/>

Reference to your lecture notes

Mousley, B. (2010). Statistical Methods. *Corvinus University of Budapest*.

Do not quote from general websites like wikipedia, yahoo, msn etc (where the credibility and reliability of the source(s) are unknown) for your thesis.

You can find further information on how to format references in the ***Publication Manual of the American Psychological Association***, which is available in the CUB Central Library. Alternatively search for APA referencing examples/styles on the internet (there are numerous usable examples online, as well).

You can also check here in addition for referencing:

https://education.exeter.ac.uk/dll/studyskills/harvard_referencing.htm

OTHER REQUIREMENTS, MATERIALS TO BE SUBMITTED:

- a) Approval of Thesis Supervisor – at the beginning of the 3rd semester
- b) Thesis Submission Form
- c) Declaration of Own Work
- d) Declaration of Publicity
- e) Final Exam Application Form
- f) A 2-page “executive” summary of the Thesis Work
- g) 1 black hardbound copy of the Thesis Work
- h) 1 printed copy of the Thesis Work
- i) One electronic copy of the Thesis Work on CD or USB stick in .PDF and .DOC(X) format

CRITERIA FOR THE EVALUATION OF THE THESIS WORK

The relevance and actuality of the chosen topic (max. 2 points)

- How relevant and important the topic is?
- Does the student explain the reason for the choice of topic?

The elaboration of the topic (max. 2 points)

- Is the topic fairly new, had already been worked or had already been elaborated?

The usage of the national and international literature related to the topic of the thesis (max. 5 points)

- Is the author fine at utilizing, evaluating, and analyzing the most important literature?
- The author use both international and national books, studies, articles etc. which are the most important in related to the topic?
- Are the sources are reliable?
- Can the author connect it to his/her own thoughts?

The scientific and professional level of the thesis (max. 3 points)

- Is the thesis is flawless and accurate scientifically?
- If the thesis contains several severe professional flaws (e.g. incorrect use of professional terms, definitions, literature, methodology, has wrong/incorrect/not punctual conclusions), student will get 0 points.

The originality and new results of the thesis (max. 5 points)

- Does the thesis reflect a serious professional preparation?
- Is it of high quality, whose aims presented in the title are realized, following a correct methodology and arriving at a genuine and independent solution and adequate conclusions?

References and citations (max. 3 points)

- Correct and flawless use of references and citation

The structure of the thesis (max. 3 points)

- Does the “Introduction” include the logic of the structure of the Thesis Work?
- Is the structure of the thesis clear and transparent, coherent, containing all the elements required, with an excellent title?
- Is the structure of the thesis logical and the ideas are in the right order?

The linguistic and stylistic quality of the thesis (max 3 points)

- Are the language and style of the thesis appropriate, the professional terms are well used and written, the figures and tables are nice and clearly interpretable?

Outlook of the thesis (max. 1 point)

- The typography of the thesis should be nice, finely edited, with no or just few mistakes and a clear language.

The grade to be given for the Thesis Work will be determined in keeping with the table below:

0-10 points	fail (1)
11-14 points	sufficient (2)
15-18 points	medium (3)
19-22 points	good (4)
23-27 points	excellent (5)

.....
Signature of the author