



****Requirements for the Preparation of Bachelor's Thesis in the Undergraduate Business Programmes****

1. Topic Selection

The topics reviewed and, where necessary, updated each academic year are published by the Study Department in Neptun under Studies/Thesis/Thesis Application.

Topic selection takes place through the NEPTUN System (hereinafter: NEPTUN) in the semester preceding the thesis submission. Students select their thesis topic from the list of topics offered. Current and technical information related to topic selection is available at:

[Thesis | University of Pécs - Faculty of Business and Economics](#)

Students may check the result of the topic selection in NEPTUN.

If the modification of the thesis topic requires a new supervisor to be assigned, the change can be made only with the consent of both the original and the new supervisor, and with the approval of the programme director or the Vice Dean for Education. This must be documented using the officially signed "Request for Topic Modification" form.

In the Business Administration and Management programme, it is recommended (but not mandatory) that students prepare their thesis on a concrete organisational topic or practical business problem related to their professional internship.

2. Writing the Thesis: Research Methodology and Supervision

The undergraduate curriculum allocates **10 credits** to the thesis. These credits are earned by completing two distinct phases:

3 credits for the Research Methodology course in the semester preceding thesis submission (the semester of topic selection),

7 credits for Thesis Consultation in the semester of thesis submission.



The Research Methodology course provides methodological consultation for thesis-writing students, focusing on: methods of thesis writing: research and literature review techniques, preparation for thesis writing: citation requirements and the unified formal guidelines for theses.

Written methodological guidelines are also available on the Faculty website, and all thesis-writing students are expected to be familiar with their contents.

The primary aim of the thesis consultation is to provide professional support for the preparation of the thesis (hereinafter: academic supervision).

Supervisors record the completion of consultations and the evaluation of semester work in Neptun. In the English-taught programme, organised methodological consultations take place similarly over two semesters (5th and 6th), ending with a grade assigned by the supervisor based on consultation activity.

3. Submission of the Thesis

In business undergraduate programme, thesis submission takes place at the end of the 7th semester, after the completion of the professional internship.

The thesis may also be submitted in a semester different from the model curriculum, provided the necessary conditions are met.

The thesis must be uploaded to the electronic platform designated by the Faculty by the deadline set by Faculty leadership. The electronic system records the exact date and time of submission.

Late submission is accepted only with special permission and only if the delay does not exceed one week, in accordance with the University's Code of Studies and Examinations (TVSZ).

Permission may be granted by the programme director or, on their behalf, the Vice Dean for Education or the Head of the Study Department. In case of late submission, a late fee must be paid as defined in the Code of Charges and Benefits. For the assessment of late fees, the later of the electronic or printed submission dates is considered.

4. Evaluation of the Thesis

These are evaluated electronically. Each thesis is assessed by two reviewers:



the student's supervisor, and a second reviewer appointed by the programme director (or the Vice Dean for Education on their behalf), who may be a Faculty instructor or an external expert.

Reviewers access the theses through the electronic platform and complete the evaluation form online by the deadline. Afterwards, each reviewer prints one copy of their evaluation (including the questions intended for the final examination), signs it, and submits it to the Study Department. The student may view the evaluation in the electronic system (excluding the proposed questions).

5. Length, Formatting, and Content Requirements

In undergraduate programmes, the required minimum length of the thesis is 30 pages, following all formal requirements (font type, font size, spacing, margins), which corresponds to at least 54,000 characters (excluding spaces).

Detailed formatting and content requirements are specified in the methodological guide published on the Faculty website. If the thesis does not meet the minimum length requirement or the prescribed formatting rules, it may be returned to the student as “unassessable”.

6. Requirements for Uploading the Electronic Version

The thesis must be uploaded to the electronic system (NEPTUN) in accordance with the guidelines published on the Faculty website.

The file name must follow this format: NEPTUNCODE_TD.pdf, where NEPTUNCODE is the student's Neptun code in capital letters (e.g. YX65UA_TD.pdf).

Upon uploading, students must complete an online declaration confirming that: the thesis is their own work, and whether or not they used artificial intelligence tools in its preparation.

7. Thesis Evaluation Criteria

Criterion	Points
1. Relevance of the topic, clarity of problem definition and objectives	8
2. Theoretical foundation and quality of literature review	12
3. Presentation of the problem studied and applied research method	10
4. Quality and depth of analysis; practical solutions / application of the research method	15



5. Quality of results, conclusions, and recommendations	15
6. Structure of the thesis	10
7. Style, language use, correct terminology, grammar	8
8. Formal quality (presentation, figures, tables, appendices)	8
9. Adherence to formal citation requirements	4
10. Overall impression of the thesis	10
Total	100

If a reviewer assigns 0 points in any category, the thesis is considered unacceptable and must be graded as fail (1).

Grading scale:

0–50: fail (1)

51–65: pass (2)

66–75: satisfactory (3)

76–85: good (4)

86–100: excellent (5)

8. Confidentiality of the Thesis

Students must declare whether their thesis is confidential at the time of uploading it to Neptun.

TVSZ: 60. § (2) A thesis defence is public, except in the case of a confidential thesis.

In such cases, only the supervisor, the reviewers, and the committee members may access the thesis after signing a confidentiality statement. At the defence, only the examination committee, the supervisor, and the student may be present. Confidential theses are stored confidentially in the University Archives.

9. Plagiarism Procedure

According to the relevant provisions of the University Code of Studies and Examinations (TVSZ §59):

If the difference between the grades proposed by the two reviewers exceeds two scale points, or if one reviewer assigns a failing grade, a third reviewer may be appointed.



If at least two reviewers assign a failing grade, the thesis cannot be defended. The student must prepare a new thesis by the deadline set by the programme director.

If the submitted thesis violates copyright regulations, it must be graded as fail (1), and disciplinary proceedings are initiated.

In practice:

- A. If a reviewer identifies plagiarism, they assign a failing grade.
- B. The programme director decides whether a third reviewer is needed.
- C. The programme director forwards the evaluations to the Dean and initiates disciplinary proceedings.
- D. The Dean, based on prior procedural agreements, determines copyright infringement and excludes the student from taking the final examination for one academic year (two semesters).
- E. The student may appeal to the Disciplinary Committee, which conducts a full investigation of the case.

10. Further Information

Detailed methodological guidelines for thesis writing, as well as current tasks and deadlines, are available on the Faculty website: [Thesis | University of Pécs - Faculty of Business and Economics](#)

Pécs, 23 September 2025

Study Department