

UNIVERSITY OF VETERINARY MEDICINE BUDAPEST  
HUTYRA FERENC LIBRARY, ARCHIVES AND MUSEUM



## GUIDE TO WRITING A THESIS

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## **1. INTRODUCTION**

### **1.1. Definition of the thesis**

The thesis (graduation thesis) is a scientific paper based on independent student research, in which the student synthesizes their professional knowledge, demonstrates their theoretical and practical competence acquired in the chosen field of study, and the proper use of professional terminology.

At the same time, the thesis is also a document supporting the evaluation of student performance. Its preparation is a compulsory element of university studies; submission by the deadline is a prerequisite for admission to the final examination. The thesis approved by the department is defended by the student before a committee as part of the final examination (defence).

### **1.2. Regulations governing the preparation of the thesis**

The regulations governing the preparation of the thesis are laid down in Volume III of the Rules of Organization and Operation of the University of Veterinary Medicine Budapest: the Code of Studies and Examinations (CSE). The CSE regulates:

- the tasks and competences of departments and the Students' secretariat related to informing students about theses;
- the deadlines for the selection of the thesis topic, the writing, and the submission of the thesis;
- the formal, linguistic, and submission requirements;
- the conditions for changing the thesis topic;
- the rules of the thesis defence;
- the conditions under which a paper submitted to the Scientific Students' Conference (SSC / TDK) may be recognized as a thesis.

The thesis must be written in compliance with copyright regulations. During the research work underlying the thesis, the provisions of the [University's Code of Ethics](#), as well as scientific and professional ethical standards, must be observed.

### **1.3. Courses and supporting materials for thesis preparation**

Preparation for writing the thesis is supported by the Hutyra Ferenc Library and several departments through courses of varying duration, including

- a) compulsory,
- b) optional,
- c) extracurricular

courses. More detailed information is provided in the model curricula, the academic year information guide, course descriptions, and on the [Library's website](#). The Library's website provides open-access [supporting materials](#) for preparation and thesis writing. Access to the course available on the university's [e-learning platform](#) is granted to fourth-year veterinary medicine students by enrolling in the *How to write a thesis?* course; others may request individual access from the person responsible for education at the Library.

The Library's information service provides individual assistance in the use of databases and other sources, as well as in obtaining documents.

## **2. TOPIC SELECTION**

The research work required for writing the thesis is usually carried out within the framework of research conducted at one of the departments. Based on their research activities, departments announce thesis topics and appoint supervisors.

The declaration of topic selection is made using the designated declaration form available in the [Neptun](#) system. Submission of the topic declaration takes place at the department, in compliance with the deadline specified in the CSE.

### **2.1. Sources of the topic**

- a) Topics announced by the departments.
- b) A topic proposed by the student, the acceptance or rejection of which is decided by the head of the given organizational unit (department, institute).

### **2.2. Changing the topic**

A topic already declared or the appointed supervisor may be changed only in justified cases and with special permission, in accordance with the provisions of the CSE.

### **3. CONTENT AND FORMAL REQUIREMENTS OF THESIS**

Theses submitted to the University must comply with strict content and formal requirements. As the thesis is a document supporting the evaluation of student performance, it undergoes review prior to the defence.

#### **3.1. Content requirements**

##### **3.1.1. Document type of the thesis**

- a) The student records in the thesis the scientific research conducted at the department or, with the department's consent, at another research institution, together with its results. At our University, the document type of the thesis may be Original Research or Clinical Cases / Case Study.
- b) Alternatively, the student records a critical analysis of the professional literature of a given field through a comprehensive review of the relevant literature. In this case, the document type of the thesis is a systematic review, as accepted in the field of evidence-based medicine. A detailed guideline is available on the Library's website.

### 3.1.2. Chapters of a scientific publication and the thesis

The titles and order of chapters in life sciences publications are fixed. Accordingly, the chapters of the thesis are as follows:

a) In the case of original research or a clinical case report:

Chapter	Content
Title in Hungarian and English	Usually 5–15 words in length, containing the key terms.
Abstract (summary of contents) in Hungarian and English	Usually 4–10 sentences in length, following the order of the chapters.
Table of contents	Chapter titles and numbering (see also: <a href="#">Formal requirements</a> ) with starting page numbers – generated using a word processor.
List of abbreviations	Required if many abbreviations are used. If only a few are used, it is sufficient to define them at first occurrence.
Introduction	Historical overview, presentation of the significance of the problem, description of the objectives (unless included in the Objectives chapter).
Literature review	Review, summary, and critical evaluation of relevant domestic and international publications.
Objectives / questions	Scientific assumptions (hypotheses/predictions), objectives. May also appear at the end of the Introduction.
Materials and methods	Applied research methods, characteristics of the examined sample, sampling methods, statistical procedures, etc.
Results	Presentation of the obtained results.
Discussion / conclusions	Discussion of the results in comparison with those of others, recommendations.
Summary	A summary of the essence of the thesis, focusing on the results, with a maximum length of one page.
References / bibliography	Bibliographic list of cited and used sources in the prescribed format.
Acknowledgements	Optional chapter.
Declarations ( <i>to be bound into the printed copy</i> )	Declaration of Identity; if the thesis contains business or state secrets, a relevant declaration.

b) In the case of a systematic literature review:

Chapter	Content
Title in Hungarian and English	Usually 5–15 words in length, containing the key terms.
Abstract in Hungarian and English	Usually 4–10 sentences in length, following the order of the chapters.
Table of contents	Chapter titles and numbering (see also: <a href="#">Formal requirements</a> ) with starting page numbers – generated using a word processor.
List of abbreviations	Required if many abbreviations are used. If only a few are used, it is sufficient to define them at first occurrence.
Introduction	Historical overview, presentation of the significance of the problem, description of the objectives (unless included in the Objectives chapter).
Literature review	Review, summary, and critical evaluation of relevant domestic and international publications.
Objectives / questions	Scientific assumptions (hypotheses/predictions), objectives. May also appear at the end of the Introduction.
Methods	Description of the applied selection methods, e.g. sources, search strategies, selection criteria, methods of analysis, and evaluation criteria.
Results	Number and characteristics of the selected documents and their results.
Discussion / conclusions	Comprehensive evaluation of the studies included in the analysis, description of potential errors and risks.
Summary	A summary of the essence of the thesis, focusing on results and conclusions, with a maximum length of one page.
References / bibliography	Bibliographic list of cited and used sources in the prescribed format.
Acknowledgements	Optional chapter.
Declarations ( <i>to be bound into the printed copy</i> )	Declaration of Identity; if the thesis contains business or state secrets, a relevant declaration.

Figures, tables, and diagrams must be placed in the Results chapter (and, if necessary, in other chapters), at the appropriate location within the main text, and not in the appendix/appendices.

### **3.1.3. Use of sources and referencing**

New scientific results build on existing ones; therefore, the source of excerpts or data derived from the literature must be indicated using an appropriate referencing system. Content, ideas, or results taken from other sources must always be incorporated in compliance with copyright and ethical standards, with proper citation. Use without citation constitutes plagiarism.

Only complete professional literature meeting the criteria of scientific publications (books, book chapters, journal articles, conference papers, dissertations, student theses, research data or datasets deposited in data repositories) may be cited, as well as other published documents of importance to the topic that cannot be replaced by conventional literature, such as legislation, standards, patents, etc. A source may be cited if:

- the student has read and understood it;
- it is cited at the appropriate place in the text and in the reference list;
- the cited statement, excerpt, or data is closely related to the content of the citation context.

With proper citation and typographical distinction (quotation marks, possibly a different font), short verbatim quotations are also permitted.

Content such as photographs, where copyright is not held by the corresponding author or editor of the cited publication but where the creator's name or copyright is indicated separately, may be used only with the consent of the rights holder and must be cited in the manner prescribed by them.

Further information is provided in the [Formal requirements](#) chapter. A more detailed referencing guide with examples is available on the [Library's website](#).

Presenting another person's work or parts thereof as one's own is also plagiarism, which is sanctioned by the University in accordance with the CSE. Detailed information on different types of plagiarism is available on the [Library's website](#).

It is not necessary to cite facts or evidence that are common knowledge to the general public, such as "water boils at 100 °C" or "nights are cooler than days."

### **3.2. Formal requirements**

#### **3.2.1. Formatting of the cover, title page, and main text**

Page size	A4
Font size	12
Font	Times New Roman
Line spacing	1.5 – the reference list may be single-spaced
Alignment	Justified
Margins	2.5 cm
Page numbering	Bottom center; the cover and title page are not numbered
Title page formatting	The title page must include the name of the University and the department, the name of the author and the supervisor, their positions and affiliations, and the title of the thesis. A sample and Word template are available on the Library's website.
Numbering of chapters and subchapters	Must be logical and clear, using decimal numbering with Arabic numerals (e.g. Chapter 1, Subchapter 1.1, Sub-subchapter 1.1.1). Chapter titles must not appear at the bottom of a page.
Tables	Numbering (e.g. Table 1, Table 2, etc.) and title above the table. Reference in the text at the appropriate place, e.g. (Table 1). Positioned within the text, centered on the page.
Charts/ diagrams	Numbering (e.g. Figure 1, Figure 2, etc.) and title below or beside the figure; explanations or notes also below or beside it. Reference in the text at the appropriate place, e.g. (Figure 1). Positioned within the text, centered on the page.
Notes	In footnote
Electronic format	PDF
Printing	Single-sided or double-sided
Binding	Black hard cover; gold lettering centered: THESIS, with the author's name and year of submission at the bottom right.

### **3.2.2. Formatting of references**

More than 10,000 [citation styles](#) are used in scientific publishing, prescribing different formats for in-text citations and reference list entries.

The University requires the *Springer Basic numeric, brackets, no “et al.”* citation style, as used by Magyar Állatorvosok Lapja, which can also be generated using reference management software. A detailed description of the citation style and illustrative examples are available in the [Author Guidelines](#) of Magyar Állatorvosok Lapja and in the Referencing Guide on the [Library’s website](#). The use of reference managers (e.g. Zotero) is also supported by library courses and video tutorial published on the [Library’s website](#).

## **4. COPYRIGHT AND PUBLIC ACCESS**

The full text of the student’s thesis is uploaded to the University’s [HuVetA repository](#).

If the content of the thesis contains business secrets, data affecting national security, or personal data, access to the content may be restricted for a specified period, and a closed defence of the thesis may be requested. Access to the content must be ensured for the persons participating in the review and defence. The request for restriction must be submitted at the department.

At the Library, one non-copyable copy of the thesis may be consulted on-site, in accordance with the previously submitted copyright declaration—except for restricted theses—and in compliance with archival research regulations.

Further details on copyright are available on the Library’s website in the document entitled Copyright in a nutshell for beginners.

## **5. PLAGIARISM SCREENING**

TDK papers and theses submitted to the University are subject to mandatory plagiarism screening prior to final submission.

For examining the originality of theses, the University uses Turnitin Originality, a software suitable for similarity checking. In order to conduct plagiarism screening, students are required to upload their thesis to the Neptun academic administration system by the deadline specified for the given semester.

After the upload deadline has passed, the theses are forwarded centrally to the plagiarism screening system. The result of the similarity check becomes available

within a few hours of upload, and the supervisor may review it in the Neptun system without receiving a separate notification.

The supervisor reviews the results of the similarity check and either informs the student that no further action is required or, if necessary, consults with the student regarding whether modification of the thesis is justified and what changes should be made. The result of the similarity check is also expressed as a percentage; however, during evaluation, it is not the similarity rate itself that is decisive, but whether the thesis contains improperly indicated borrowings, i.e. plagiarism.

If plagiarism is detected, its correction is mandatory in all cases. Determination of the necessary measures falls within the competence of the supervisor. If modification of the thesis becomes necessary, re-uploading to the Neptun system is possible upon a separate request.

Please note that even in the case of modification, strict compliance with the final submission deadlines is mandatory.

## **6. ARTIFICIAL INTELLIGENCE (AI)**

The University addresses issues related to student use of AI in a separate regulation. A link to the current AI regulation and several supporting materials are available on the [Library's website](#) to promote ethical and effective use of AI.