

BSC AND MSc DIPLOMAWORK CONTENTS AND FORMAL REQUIREMENTS

1 MAIN REQUIREMENTS OF PREPARATORY COURSE FOR BACHELOR THESIS PROJECT / BACHELOR THESIS PROJECT AND MASTER THESIS PROJECT

In BSc program the Diplomawork assignment covering the topics of both the Preparatory Course for Bachelor Thesis project and the Bachelor Thesis project. The title of the completed thesis is Diplomawork, the Diplomawork presentation has to be done during the Final Exam.

In MSc program the Diplomawork assignment covering the topics of Master Thesis project. The title of the completed thesis is Diplomawork, the Diplomawork presentation has to be done during the Final Exam.

2 TOPICS OF THE DIPLOMAWORK, CONSULTANTS AND CONSULTATIONS

The topic of the diplomaworks is in large variety regarding the wide range of structural specialization.

Choosing the topic and the consultant of the thesis is based on students' request in agreement by the consultant. The topic and the consultant must be notified before starting to write the thesis. Before starting the thesis, the responsible Department registers the title of the diplomawork, the task to be completed, name of consultant(s), contact information of student and consultant(s) and the student opens the consultation diary (sample can be found at the end of this document).

Consultant(s) can be the academic staff of the University and experts working out of the University. In case of BSc diplomawork one consultant out of the responsible Department is required. For both BSc and MSc thesis one consultant from the Department of the Structural Engineering is required.

3 INSTRUCTING THE DIPLOMAWORK STUDENT

The consultant provides min. 5 max. 1/week personal consultation during the diplomawork writing period. The diplomawork diary should include the questions and answers during the consultation, remarks, recommendations, requests of the consultant

on the completed tasks. For BSc students minimum 3 consultations are compulsory during the 1-7 weeks of the semester completing the Preparatory course of BSc thesis project. Later on minimum 3 more consultations are required during the semester. For MSc students minimum 5 personal consultations are compulsory. If the student does not complete the minimum required number of consultation the diplomawork is not accepted for submission and it will not cover by the reviewing process. Consultation attendance is verified by the signature of the consultant on the diplomawork diary. The diplomawork diary must be submitted as the part of the diplomawork.

4 FORMAL REQUIREMENTS OF DIPLOMAWORK

Like every work completed by an engineer the diplomawork and plan have formal requirement to ensure the aesthetic appearance of the documentation. By obeying the formal regulations summarized in the following lines elegant and aesthetic works can be completed.

- The diplomawork has to be submitted in one printed hard copy with black cover.
- On the cover has to be written: DIPLOMAWORK for both BSc and MSc thesis.
- On the right lower corner of the cover student's name and the year of submission has to be written.
- Diplomaworks must be submitted in digital format, as well. The digital format can be submitted by uploading it to the website of the subject on edu.epito.bme.hu or on USB device. The digital format of the diplomawork has to be identical with the hard copy, the file format is non-editable (pdf) for both the text and the drawings.
- The text should be printed on A/4 white paper. Print on both sides of the paper is accepted.
- The margins should be set by the followings: aesthetic arrangement, type of binding, location of page number etc. The sum of the two margins width is maximum 5 cm.
- Text should be maximum 1,5-line spacing, 12 points, (chapters heading larger fonts, footnotes smaller fonts).
- The allowed maximum pages of the text including content list, references, list of figures and table, list of symbols, excluding appendix is 100 page for MSc thesis and 120 pages for BSc thesis; including appendix 130/150 pages for BSc and MSc thesis, respectively.
-

- Minimum required pages are 80 (BSc) and 70 (MSc), less pages may be accepted by written approval of the consultant in consultation diary.
- The chapter(s) of the study (design project) or the literature review (research project) should not exceed, in general case, the 30% of the thesis.
- The design plans have to be signed by the student and also by the department consultant (the signature of industrial consultant is not compulsory).
- The text of the diplomawork need to be written in chapters; the chapters need numbered, left aligned headings. Maximum four levels of sub chapters are preferred.
- The figures, pictures, tables, diagrams should be numbered (e.g. Figure 5.1: Statical system.) and has to be referred in the text (e.g. „The statical system is shown in Figure 5.1.“). The tables should not break at the end of the page.

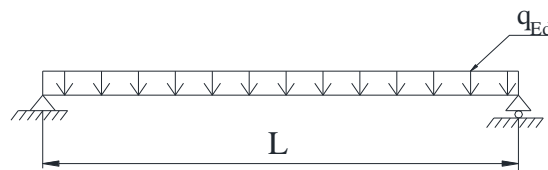


Figure 5.1: Statical system.

- The referred equations and formulas has to be numbered in bracket on the right side of the page together with the chapter number (chapter#.equation# e.g.(1.1). The reference for the formula in the text is: “based on the equation (1.1)”.

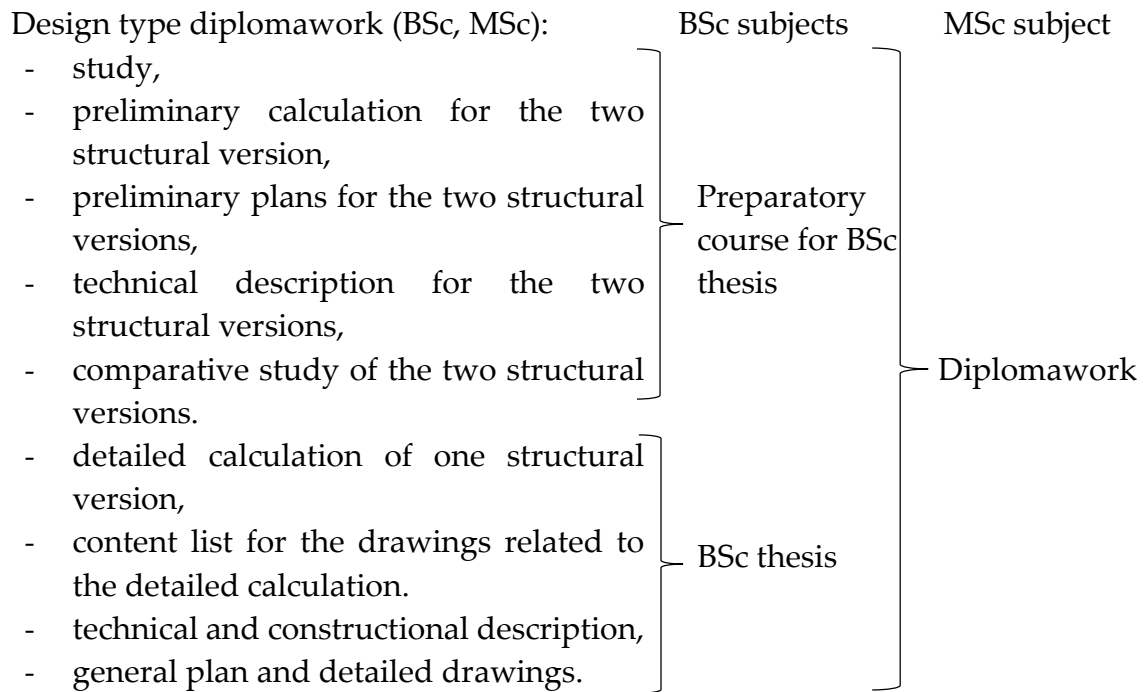
$$M = \frac{q \cdot L^2}{8} \quad (1.1)$$

- The references have to be written in standard way, it must be consistent, in logical order and detailed. The data of the referred literature should be in order and following the formal requirements of reference standard. Applicable reference standards: IEEE, APA, Harvard, etc.
- The language of the diplomawork is British or American English following the grammar and spelling rules. Grammar check is compulsory before submission.

5 CONTENT REQUIREMENTS OF DIPLOMAWORK:

1. Cover (BME logo, title, year of submission, name of student, NEPTUN code, name of consultant(s)).
2. Diplomawork assignment (with original signatures).
3. Abstract (1 page).
4. Acknowledgement (optional).
5. Student declaration about the originality of the diplomawork and self-activity.

6. Content list.
7. Body of the diplomawork.



Research type diplomawork (MSc):

- literature review,
- research strategy, aims and methods of the research,
- detailed description of the completed analysis,
- documentation of the analysis results,
- summary and evaluation of the results.

8. References.
9. Diplomawork diary.

Contents:

- date and topic of consultations,
- modification of the diplomawork tasks (if any)
- details of the tasks given by the consultants,
- acceptance of the diplomawork proved by the signature of the department consultant.

6 REVIEWING AND GRADING OF THE DIPLOMAWORK

The diplomawork is graded in a five step grading system. If the grade is failed, the diplomawork must be rewritten or corrected or a new topic is issued based on the decision of the Chair of the Major. The submission of the rewritten or corrected diplomawork and the defence of the diplomawork is in the next final exam period (in general 1 semester later) as the earliest.

The diplomawork is evaluated by the reviewer(s), although the grade is given by the Final Exam committee.

The reviewer reports need to be completed on the question-sheet provided by the Department. The student receives the textual evaluation part of the reviewer report one week prior to the final exam.

7 DEFENCE OF THE DIPLOMAWORK

The date of the defence of the diplomawork and the final exam is assigned by the Department based on the final examination period defined by the University (any student's request is denied).

The defence of the diplomawork is part of the final exam (same day). The topic of the diplomawork should be presented in a 10-minute presentation. For the presentation student should prepare slides, the technical background is provided by the Department.

8 FURTHER NOTICE

- The Department store the diplomawork only in digital way by pdf files uploaded to the edu.epito.bme.hu.
- The hard copy is handed back to the student after the final exam, or it will be given to the Department consultant.
- The consultation diary and the folded plans should be place in the inner back pocket of the hard copy.
- Two separate volumes of the diploma work (one volume for the documentation and one for the plans) are not recommended, however, it will be accepted for submission only if they are attached together in one folder.

STUDENT DECLARATION ABOUT THE ORIGINALITY OF THE DIPLOMA WORK AND SELF-ACTIVITY

Undersigned (Neptun code:)

by my signature hereby I declare that the diploma work with the title

.....

.....

(in the following: diploma work) is my own work, during the preparation of the diploma work I complied with the regulations of Act LXXVI of 1999 on Copyright and the regulations of the University regarding the preparation of the diploma work, with special regard to the references and citations.

I also declare that I did not mislead my supervisor nor the professor issuing the diploma description concerning the originality of my work.

I also declare that my diploma work was not submitted to any other institute nor faculty as a diploma work or thesis.

I declare that the hard copy and the digitally uploaded documents which form the basis of evaluation are completely identical.

By signing this declaration, I accept that if it is proved that the diploma is not my own work or any issues regarding copyright infringement is found out, then the Budapest University of Technology and Economics refuses the acceptance of the diploma work and disciplinary actions can be initiated.

Refusal of the acceptance of the diploma work and initiation of disciplinary actions do not affect other legal consequences of copyright infringement (civil law, infringement law, criminal law).

.....

Date, (place, date)

.....

(student)

CONSULTATION DIARY (SAMPLE)

Student name, NEPTUN code:

Title of the diplomawork:

#	Date	Topic of consultation	Signature of consultant
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
...		insert more lines to continue	

The diplomawork ready to submission:

(signature of Department consultant)

Budapest,