

Thesis Requirements for The Human Resource Counsellor Programme

Valid from the academic year 2019/2020 and for those starting their studies in or after Sep 2018.

Content Requirements	
Thesis Aims	A thesis is a written document at the end of the studies. Its content is regulated by the programme's training and certification requirements. It is compulsory for every student to write a genuine thesis that follows the scientific reference standards along with the faculty's own regulations.
Type and Topic	<p>A thesis is a scientific document that can be</p> <p>(A) empirical,</p> <p>(B) theoretical,</p> <p>(C) concerned with development and innovation.</p> <p>A thesis topic is selected by the student from:</p> <ul style="list-style-type: none"> - Annually updated topics recommended by Institute of Research on Adult Education and Knowledge Management. - any topic that raises the interest of the student from the Human Resources field. <p>Prior to submitting the thesis topic form, students must obtain the signature of the head of the relevant institute who is in charge of the programme. The head of the institute assumes responsibility with the given signature.</p>
Requirements regarding the structure and corpus of the thesis	
Cover	See <i>Formal requirements</i> under <i>Binding</i>
Front Page	<p>At the top of the Front Page the following information must be present: <i>Name of the Institute, Faculty and Programme.</i></p> <p>The Middle section must contain the <i>Title of the Thesis.</i></p> <p>The lower third of the page must include the following: <i>Name of the Author</i> (left aligned), <i>Name and Title of the Supervisor</i> (right aligned), <i>Year</i> (at the bottom of the page; centre aligned).</p>

<p>Declaration of Authenticity</p>	<p>The Front Page is followed by a statement, in which the student declares that the work handed in for assessment is his/her own and any researched work is correctly referenced. The statement has to be signed by the student.</p> <p>The Declaration form can be downloaded from <link></p> <p>Disciplinary actions may be initiated against those students who plagiarise.</p> <p>With this statement the student also consents that the results of his/her work may be used for further research or education by the university.</p>
<p>Documentation of Consultations, Supervisor's statement</p>	<p>The following page must contain a document that certifies the participation of the student at consultations with the supervisor. Furthermore, this page must also include the supervisor's permission that the thesis is submissable. In case the supervisor does not give his/her consent, the student can still submit the thesis for review.</p> <p>The forms can be downloaded from <link></p>
<p>Table of Contents, Page numbering</p>	<p>The thesis should be structured by reasonable headings and subheadings, appendix and a detailed Table of Contents. Page numbering should be continuous.</p>
<p>Structure and Headings</p>	<p>A) The structure of an empirical research thesis that is concerned with a problem in Human Resource Counselling</p> <ul style="list-style-type: none"> - Introduction: Relevance of the topic/problem, main goals of the current research, reasons for choosing the topic - Literature Review: presenting the topic from a theoretical perspective, summary of research material, pinpointing connections within the theoretical framework. A minimum of 20 properly referenced literature entities are required. 12 out of these 20 literature items should be scientific-quality - Minimum 3, maximum 5 research questions/hypotheses - Methods: Description of participants, organisations and sampling methods. - Presentation of Data: Descriptive and more complex Multivariate Analyses. - Conclusion: Matching research findings against the relevant literature in terms of similarities and differences. - Summary: Reflecting on and evaluating the research questions and hypotheses. The author should also formulate his/her recommendation for solutions and further research. - References - Appendix: any research documentation should be

presented in this section including, but not limited to, questionnaires, interview questions, images, statistical calculations etc. Participant answers should not be included in the appendix; however one must provide access to these data upon request.

B) The structure of a theoretical/historical research thesis that is concerned with a problem in Human Resource Counselling

- Introduction: Relevance of the topic/problem, main goals of the current research, reasons for choosing the topic.
- Literature Review: presenting the topic from a theoretical perspective, summary of research material, pinpointing connections within the theoretical framework. A minimum of 20 properly referenced literature entities are required. 12 out of these 20 literature items should be scientific-quality
- Theoretical framework and methodology: identifying and describing the problem, researching sources of references in the literature, selecting appropriate method of analysis.
- Research questions
- Analysis: analysing the selected problem with a multifaceted approach using the relevant literature as a support.
- Conclusion: Matching research findings against the relevant literature in terms of similarities and differences laying emphasis on the novelty and usability of the research results.
- Summary: Reflecting on and evaluating the research questions and hypotheses. The author should also formulate his/her recommendation for solutions and further research.
- Appendix: any research documentation should be presented in this section including, but not limited to, questionnaires, interview questions, images, statistical calculations etc. Participant answers should not be included in the appendix; however one must provide access to these data upon request.

C) The structure of a thesis that is concerned with development and innovation in Human Resource Counselling

- Introduction: Relevance of the topic/problem, main goals of the current research, reasons for choosing the topic.
- Literature Review: presenting the topic from a theoretical perspective, summary of research material, pinpointing connections within the theoretical framework. A minimum of 20 properly referenced literature entities are required. 12 out of these 20 literature items should be scientific-quality

	<ul style="list-style-type: none"> - Precursors and justification of the development (based on relevant literature and experience) - Aims, plans, procedures of the development initiative and experiences. - Findings, effects and benefits of the innovation. - Conclusion: Matching research findings against the relevant literature in terms of similarities and differences laying emphasis on the novelty and usability of the research results. - Summary: Reflecting on and evaluating the research questions and hypotheses. The author should also formulate his/her recommendation for solutions and further research. - Appendix: any research documentation should be presented in this section including, but not limited to, questionnaires, interview questions, images, statistical calculations etc. Participant answers should not be included in the appendix, however one must provide access to these data upon request.
<p>Notes, References, Bibliography</p>	<p>The thesis must follow the APA guidelines (https://apastyle.apa.org/index):</p> <ul style="list-style-type: none"> - In case of <i>inline citation</i>, all statements, cases, data, images, not originating from the author of the thesis, must be referenced. The citation must contain the original author's name, the year of publication. Further details of the referred work should be given in the References section. - <i>Verbatim citations</i> must contain the name of the original author, the year of publication and the page number in parentheses. The author of the thesis should pay particular attention to indicating these types of citations with <i>quotation</i> marks, even if the citations are part of a sentence. - In case of <i>Citations from the Internet</i>, the name of the author and title should also be given. If not applicable, the title of the web page or portal (institute). Furthermore, a document-level URL and the date downloaded must also be added. - Notes should be presented in footnotes in a coherent way. - The References Section should be at the end of the thesis in a coherent way

Writing and Submission	
Choosing and Submitting the Research Topic	<p>The research topic submission form should contain the following:</p> <ul style="list-style-type: none"> • A declaration of approval from the supervisor • Approval of the head of the educational organisational entity or his/her agent responsible for the programme. <p>The submission form should have 3 copies:</p> <ul style="list-style-type: none"> • One for the Student's Affairs and Registrar's Office • One for the Institute of Research on Adult Education and Knowledge Management • One for the Student <p>Deadlines for submissions:</p> <ul style="list-style-type: none"> - When the final examination is in the spring semester: 15th May of the preceding year - When the final examination is in the fall semester: 15th November of the preceding year <p>According to the Student Requirements Standards Article 77. §subpara. (6), should the author require his/her thesis to be classified, the student should approve his/her request the head of the educational organisational entity along with the submission form. According to the Student Requirements Standards Article 80. §subpara. (1) classification can be asked in case of State secret, professional or commercial secrecy.</p>
Supervisor	<p>The supervisor can be:</p> <ul style="list-style-type: none"> - University lecturers employed by ELTE - Academics employed by ELTE <p>If the professional is not employed by ELTE, an approval from the head of the educational organisational entity is required. In this case, an internal (faculty) supervisor should also be required.</p>
Consultation	<p>The Student should consult with the supervisor at least 3 times and these occasions should be registered in the appropriate form. (see also: <i>Requirements regarding the structure and corpus of the thesis</i> section)</p>
Submission of the thesis	<p>The thesis should be produced in two typed copies:</p> <ul style="list-style-type: none"> - a hard bound copy - a spiral bound copy <p>In addition, the thesis should also be submitted electronically following the guidelines of the Student's Affairs and Registrar's Office. The deadline for electronic submissions: before the exam period of the semester in which the Student has the final examination.</p>

	<p>Deadlines for thesis submission:</p> <ul style="list-style-type: none"> - Fall term: 20th November - Spring term: 20th April
Evaluation	
Examiners, Process of evaluation	<p>The thesis is evaluated by the supervisor and a professional who is specialised in the research field of the thesis. The examiners are invited and appointed by the head of the educational organisational entity. The examiners assess the thesis with a grade. The final grade is the average of the two grades given by the examiners. If any of the examiners evaluate the thesis as <i>unsatisfactory</i>, or the difference between the given grades are more than 2, the head of the educational organisational entity should appoint a third examiner. If the final grade is <i>unsatisfactory</i>, the Student cannot progress to take the final examination. The Student receives the evaluations of the examiners electronically two weeks prior to the final examination.</p>
Formal Requirements	
Length	<p>The length of the thesis should be a minimum of 40-50 pages (90 000 – 110 000 characters with spaces). Printing method should be single page printing.</p>
Fonts and Spacing	<p>The only acceptable font is <i>Times New Roman 12</i>, 1.5 spacing.</p>
Margins	<ul style="list-style-type: none"> - Left margin (place of binding) 3.5 cm - Right margin, bottom and top: 2.5 cm
Language	<p>English</p>
Binding	<p>The thesis should be submitted in 2 copies (see section <i>Writing and Submission</i>): a hard bound and a spiral bound copy. The thesis must be submitted to the Student's Affairs and Registrar's Office.</p> <p>The cover page should contain the following:</p> <ul style="list-style-type: none"> - At the top of the cover: Name of the Institute, Faculty, Programme - Middle section should contain the title "Thesis" - The lower third of the cover: name of the author (left hand side) - Bottom section in the middle: Year
Electronic Format	<p>The thesis should be submitted electronically following the guidelines of the Student's Affairs and Registrar's Office.</p>