

ELTE Bárczi Gusztáv Faculty of Special Needs Education

Orientation and Mobility Instructor for Individuals with Blindness or Visual Impairment

Thesis preparation guide

During the final phase of the post-graduate programme, students prepare a thesis. The thesis is a written work on a subject relevant to the field of study or specialisation, which demonstrates the student's ability to apply the knowledge acquired during the post-graduate programme in a creative way, based on his/her studies, the relevant national and international literature and practical or empirical research experience.

The Organisational and Operational Regulations (SZMSZ) of ELTE (Volume II Student Requirements System, Student Requirements (HKR) 76-86§ and the Faculty Special Section 296§ provide for the preparation of a thesis (also known as a diploma thesis). All rules concerning plagiarism can be found in paragraphs 74/B and 296/B of the Code of Conduct. The Guidelines approved by the Academic and Research Ethics Committee of ELTE, in addition to the elements regulated in the Code of Conduct, define the content, form and other requirements for the thesis to be written in the context of the post-graduate programme, and include the criteria for assessment.

Case description:

In their thesis, students are required to elaborate a case description.

Content of the thesis: the thesis describes a case of a student of orientation and mobility. The thesis starts with an introduction, followed by the introduction of some relevant literature, which forms a solid professional background for the case described.

- The case description contains the following elements:

personal data of the orientation and mobility student (providing full anonymity and taking into consideration all aspects of privacy),

description of baseline O&M abilities,

goal of instruction,

chosen relevant methods-techniques,

description of the instruction frame and process.

Strengths and weaknesses,

difficulties (expected and unexpected),

results, evaluation of the process,

further goals/future plans if not closed process.

Methodological requirements:

The title of the thesis, the literature review and the case description are coherent. The structure of the thesis meets the requirements of the genre

2. The key scientific concepts are clearly defined (the author describes precisely his/her observations).

3. Student is expected to use primary sources and use the referencing system of the American Psychological Association (APA), 7th. version .

4. The thesis must comply in all respects with the Principles of Research Ethics in Special Needs Education (informed consent, assent, anonymity, etc.).

Parts of the thesis:

- Introduction: a short description of the scope and purpose of the research, and the significance of the topic.
- Literature review: a synthesis of relevant (preferably primary) resources which contextualise the case description,
- Method: description of the case,
- **Discussion: reiteration of the findings, comparison of findings to literature,**
- **Conclusion: outlines the case study, summarises most important findings and their possible implications, documents the limitations of the case study and any need for further investigation into the topic,**
- **Appendices: all observation diaries, declaration of no plagiarism, any other relevant appendix.**

Plagiarism:

1. Legal regulations:

Act V of 2013 on the Civil Code

Act LXXVI of 1999 on Copyright

ELTE's Terms of Service Volume II Student Requirements (21 Oct 2016) § 74/A - § 74/C

Research Ethics Principles of ELTE Bárczi Gusztáv Faculty of Special Needs Education

2. If the student notices any misuse of his/her thesis or other intellectual product (essay, translation, statistics, figures, etc.) as his/her intellectual property, he/she may report it to the Director of the Centre for Continuing Education in Special Needs Education.

Formatting:

The thesis is of a minimum of 35000, a maximum of 40000 characters,

Times New Roman,

1,5 line spacing.

Submission of the thesis:

The student uploads the thesis to Neptun *until 24.00 PM, May 15*. In addition to the requirements for the submission and formatting of the thesis as described in § 296/B of the Code of Conduct for the submission of theses, the student must also submit the final version of the thesis to the supervisor in electronic form as a Word document.

The title page of the thesis includes the following information:

- full name of the University and institute,

- title of the thesis,

-address of faculty

author's name,

full title of specialisation,

year of submission of the thesis

- name of the thesis supervisor.

The table of contents of the thesis includes page numbers.

The figure/table/table of figures must be displayed in the appendix.

Assessment of the thesis:

The thesis is assessed in accordance with the provisions of Article 296/C of the Code of Conduct as follows. The opponent, appointed by the thesis supervisor, and the thesis supervisor prepare a written opinion on the thesis. At least one week before the final examination, the written opinion(s) must be uploaded to the Electronic Tutorial System, (Neptun) which, in addition to the textual evaluation of the thesis, will include the proposed grade and acceptance/refusal of the thesis. Student introduces his/her thesis as part of the final examination. Copies of the opinions and the minutes of the examination must be handed in to the Examination Office after the final examination.

A five-grade mark for the thesis is proposed separately by the supervisor and the opponent. If the two examiners' opinions differ by only 1 mark, but one of the marks is unsatisfactory, the student will not be allowed to sit the examination. If there is a difference of 2 marks or more between the two assessments, a second opponent is appointed. If one of the marks is unsatisfactory and the second opponent confirms the unsatisfactory mark, the student will not be allowed to sit the examination.

Revision of an unsuccessful (unsatisfactory) thesis or preparation of a new thesis or a new thesis which is unsuccessful (unsatisfactory) or unworthy of evaluation (refused grade) according to Article 74/C(1) of the Code of Conduct

Assessment criteria:

- Clarity of the choice of case, formulation of the problem.
- Awareness and professionalism in presenting relevant literature (national and international).

- : Validity of the description, the introduction of the client and abilities, relevant goal setting, and description of chosen methods/techniques. Well structured introduction of the process, strengths and weaknesses, overcoming difficulties, etc.
- Presentation, analysis and interpretation of results.
- synthesis of content.
- Accuracy of referencing literature, quotations and references used appropriately.
- Structure, wording, layout.