

Eötvös Loránd University
Bárczi Gusztáv Faculty of Special Needs Education

GUIDELINES
for the Preparation of BA/MA Theses

The preparation of the thesis is regulated by Volume II of the Organisational and Operational Regulations of Eötvös Loránd University (in force since 1st September 2012), Sections 76–80 of the Student Requirements System (HKR), and Section 296 of the Faculty’s Special Provisions.

[ELTE SZMSZ II EN:pdf](#)

The Faculty-level regulation of the thesis (Sections 296–296/E of the Faculty’s Special Provisions) can be found in Appendix I.

The Guide approved by the Faculty’s Committee on Research and Research Ethics provides professional guidelines, beyond the elements regulated in the ELTE OOR Student Requirements System (HKR), regarding the content, format and additional requirements of BA/MA theses, and it also defines the criteria for their evaluation. The provisions of the Guide must be applied to all BA/MA theses prepared at the Faculty.

The process of writing the thesis is understood as a guided and supported academic endeavour that provides a framework for students to conduct critical and reflective research in areas that are of personal interest and significance to them, and that hold relevance for people with disabilities. Such research may lie within the domains of special needs education, pedagogy, psychology, linguistics, the arts or disability studies, or in the interdisciplinary fields at the intersections of these disciplines.

Topic selection

In the BA/MA programmes, students study within a single major (and within the one or two specialisations they have chosen). Selecting a topic from the field of Special Needs Education means that any institute within the Faculty may offer thesis topics. Thesis topics are published in the Neptun system, and the selection of topics also takes place within Neptun.

In the case of complex topics, cooperation between professional groups and institutes is recommended, including joint tutor and the division of reviewer (opponent) responsibilities.

After the topic has been selected, the supervising instructors inform students of the requirements for preparing, evaluating and defending their thesis, as well as the system of thesis consultation sessions. Thesis consultation provides continuous professional guidance and supervision (15 hours/semester). Participation in the consultation process is an essential requirement for completing the thesis. Consultations may be held in a format agreed upon in advance by the instructor and the student, including partially online arrangements. If the student fails to attend the agreed consultation sessions or makes insufficient effort to engage in professional cooperation, the tutor will not certify the work.

Participation in the consultation process is certified in the Neptun system under the relevant courses (Thesis III, Thesis IV, and the supervisor's approval for thesis submission).

Main types of theses, without claiming to be exhaustive

A/ Processing experiences

a) Empirical work based on own research (even as part of a research group)

It includes special needs education, as well as pedagogical, sociological, psychological or other types of studies, as well as processing the antecedents found in the literature. It may take the form of a situation assessment, competence, ability or knowledge level assessment, document analysis, content analysis, questionnaire or interview survey, or testing of tools for these purposes (a pilot study), comparison of groups based on the results obtained or exploration of correlations on a narrow sample, as a preliminary study.

b) Case study

It is based on a specific case from the student's own experience, which (unlike a case study) is analysed by the student with an interpretative and explanatory approach that takes into account broader natural science and/or social science contexts. In frequently chosen case studies presenting developments in special needs education, describing a specific complex condition or of a social science nature (presentation of the organisation and process, identification of stakeholders and their involvement using appropriate methods, or mapping of good practices and possibilities for adaptation), the following aspects are emphasised: selection and justification of examination and engagement methods, presentation of procedures, precise indication of the duration of development and exploration of biological, psychological and environmental background, etc.

It may also include professional and theoretical aspects related to the case, as well as subjective factors affecting the author of the case study, which may be presented in a professional manner under supervision.

The following requirements also apply to this type of thesis:

- references to similar experiences in the literature;
- precise identification of sources and data related to the case, while preserving the anonymity of individuals;
- continuous maintenance of observation records (or other registration documents) based on predetermined criteria; and
- assessment of any changes/impact/processes.

B/ Processing based on literature research

a) Preparation of a systematic review, for example, according to PRISMA guidelines, following the methodology for compiling systematic reviews (recommended primarily at MA level).

Work related to a specific area of special needs education and related disciplines, in which the student undertakes to present a specific theoretical, theoretical or professional historical issue. The student attempts to synthesise what they have read, identify fundamental problems, explore connections, compare theoretical models, and, in addition, formulate and justify their own theses.

b) Historical analysis

Types include: institutional history, portrait history, problem history, comparative history of special needs education, history of disability, historical analysis of social policy, etc. The method of processing is determined by the chosen topic. General working methods and procedures include: archival and library research, document analysis, interviews and collection and processing of sources. In the case of this type of thesis, the conclusion must contain new information.

c) Online tool development (application, software, measuring device, etc.), film and other tools.

In the case of this type of thesis, it is also possible to compile electronic document archives and create online professional materials and films, under the close professional supervision of the thesis supervisor. A short (minimum 20,000 characters) theoretical and methodological summary is prepared to accompany the product, and these two elements together constitute the thesis.

Methodological requirements for the thesis

1. The title, topic, and summary of the thesis must be consistent, allowing the content to be clearly identified. (The reader will find in the thesis what can be assumed based on these elements; preferably only that, or not just part of it.)

2. The cognitive process (the scientific approach to and exploration of the problem raised in the thesis) should be prepared and planned as necessary (specific topic definition, problem raising, question raising or hypothesis, realistic goal setting and specific scientific background). The student should be able to ask questions within the given topic in such a way that a new perspective or a new approach is formulated. The key concepts used should be clearly defined. (The student should describe precisely the phenomenon they intend to observe, how they examined and analysed it, and show the relationship between the key concepts and the phenomena to be examined. The student should also be able to explore and present scientifically accepted domestic and international literature closely related to the topic and based on this, formulate questions or hypotheses. The review of domestic and international literature related to the topic should primarily rely on original sources, and the reference system should comply with the requirements of APA7.

The review of domestic and international literature related to the topic, as well as all elements of the thesis, must comply with the requirements of referencing and legal compliance (ELTE SZMSZ Volume II, HKR 74/A-C. §).

3. The selection and application of research methods/research techniques must be sufficiently well-founded and appropriate to the topic and the research questions/hypotheses.

The thesis may include a case study or empirical research based on a limited sample, a quasi-preliminary study, a detailed critical (theoretical, historical) analysis of a topic or a review of the literature. The chosen procedure must meet the criteria of research methodology.

When testing hypotheses, methods appropriate for verifying the hypothesis must be selected; the supervisor can provide assistance in this regard. The hypotheses should be derived from the literature review. When presenting the hypotheses, students should specify the conditions for their fulfilment or non-fulfilment, which they will examine in their research.

In exploratory research, there are no hypotheses, but the research questions must be precisely formulated.

When using qualitative methodology, basic content analysis is expected at BA level. At MA level, multi-level, more complex content analysis, including quantitative elements, is expected. The steps involved in applying the methodology should be presented exactly. The description of the cognitive process should be so precise that it allows for repeatability (verification). The author of the thesis should be aware of and present the possibilities and limitations inherent in the tools and research methods used. (What does the specific tool selected and created examine and document? To what extent can the results be generalised and be applied to other people?) If the author's work is part of a larger research project by a research group, it must be indicated which part constitutes the author's own work.

4. The presentation of the results revealed by the research should be concise and structured (for example, organised according to hypotheses) and may include visual illustrations (figures, tables, photographs, etc.) to aid understanding of the results. The discussion should include interpretation of the results, comparison with the literature and other research results and possible explanations for similarities and differences, conclusions, as well as presentation of the limitations of the research and recommendations, including suggestions for further research.

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

For details, see.

http://www.barcsi.elte.hu/media/0b/45/8efc5b98152222446f59e50216ed8e493f3e49dff37edd4ba9c7869b10d0/BGGYK_Kutatasetikai_elvek.pdf

Thesis length and format requirements

The minimum length of a BA thesis is 60,000 printed characters, including spaces. The maximum length is 90,000 characters.

At MA level, the minimum length is 110,000 characters and the maximum length is 150,000 characters. The maximum length may be exceeded by up to 10% with the permission of the supervisor. The length limits do not include the bibliography or appendices.

The title page of the thesis must contain the following:

- the full name of the university and faculty,
- the title of the thesis,

- the name of the student who has written the thesis, their department and the name of their major or specialisation,
- the location of the Faculty,
- the year the thesis was submitted, and
- the name of the thesis supervisor.

Students must upload their thesis to Neptun as follows:

<https://barczy.elte.hu/content/szakdolgozat-feltoltese-a-neptunba.t.1927>

The table of contents of the thesis must include page numbers. The appendix must include a list of figures/tables/images.

In addition to the provisions of HKR 296/B.§ regarding the submission and formal requirements of the thesis, students are also required to submit the final version of their thesis to their supervisor in electronic form, in Word document format.

Main aspects of the thesis opponent's review

- Justification of the choice of topic and formulation of the problem
- Knowledge of and familiarity with the relevant (domestic and international) literature
- Correctness and accuracy of hypotheses, research questions and assumptions
- Correctness of the research methods used
- Presentation, analysis and interpretation of results.
- Drawing novel conclusions, demonstrating independent and creative thinking, and synthesising content.
- Accuracy of the literature, quotations and references used
- Structure, wording, organisation and form.

The thesis evaluation form can be found in Appendix III.

For issues not covered in the Guidelines, the provisions of the ELTE SZMSZ HKR General Section and the Faculty Special Section shall apply.

These Guidelines apply to thesis preparation processes starting in the first semester of the 2021/2022 academic year.

The Guidelines were approved by the ELTE BGGYK Scientific and Research Ethics Committee in September 2021.

Approved by: ELTE BGGYK Faculty Council on 1st December 2021.

ELTE Organisational and Operational Regulations (OOR) Volume II Student Requirements (SR) BGGYK Faculty Special Section (296-296/E. §)

Appendix I

THESIS / PORTFOLIO

Section 296

(1) The thesis is a written work appropriate to the given subject, which certifies that the student is capable of independently applying the knowledge acquired during their studies for scientific purposes, based on the relevant domestic and international literature and their practical or empirical research experience. The student is supervised by one or more supervisors in the preparation of the thesis.

CHOICE OF TOPIC, CHANGE OF TOPIC

Section 296/A

(1) The topics for theses to be announced shall be compiled by the organisational units responsible for education and forwarded to the Study Office by the heads of the organisational units. The topic of the thesis may be chosen from the list of proposed topics, but in exceptional cases, an individual topic may also be chosen. The deadline for submitting the list of topics is 15th September of each academic year.

(2) The list of topics shall be published by the Study Office in the Electronic Study System. The deadline for announcing the list of topics is 15th October of each academic year.

(3) The thesis supervisor may be a faculty member, a researcher or an external expert. Teaching assistants without an academic degree or external experts may supervise theses under the guidance of a qualified instructor.

(4) The topic and supervisor of the thesis shall be approved by the head of the organisational unit responsible for education in the case of external supervisors and/or individual topic selection, and by the person responsible for the field of study in the case of specialised further training. If, during the topic selection period, the student approaches the instructor with an individual topic proposal or a request for an external supervisor, the new topic must be approved by the head of the organisational unit responsible for education or, in the case of specialised further training, by the person responsible for the specialised field, before it is entered into the Electronic Study System.

(5) Deadlines for selecting thesis topics:

a) for students starting their fifth semester in full-time and part-time undergraduate programmes: 15 November

b) for students starting their first semester in master's programmes: 15 November

c) in specialised further education

ci) in the case of two- or three-semester programmes, in the first semester of the curriculum: 15th November.

cii) in the case of four-semester programmes, in the second semester of the curriculum: 15th April.

ad 77. § (8)

(6) Changes to the approved topic shall be approved by the head of the organisational unit responsible for education or, in the case of specialised further training, by the person responsible for the subject, with the written consent of the teachers concerned. In this case, the topic change form available on the website must be completed and, after approval by the designated heads, forwarded to the Study Office in order to change the topic in the Electronic Study System.

(7) The Faculty Council, the Faculty Committee for Academic and Student Affairs and the Committee for Scientific and Research Ethics may also formulate recommendations and mandatory requirements regarding the content and form of the thesis. The guidelines and appendices containing the recommendations and mandatory requirements shall be made available to students on the faculty's website.

(8) In the case of portfolio preparation, the content requirements shall be published on the faculty's website in accordance with the guidelines of the given training programme.

FORMAL REQUIREMENTS, SUBMISSION

Section 296/B

(1) If the thesis is in a non-traditional format (for example, multimedia content), the minimum length of the written portion shall be determined on an individual basis. In such cases, the multimedia content forming part of the thesis shall be treated in the same manner as the thesis in terms of content requirements.

(2) The author of the thesis must declare that the thesis meets the conditions specified in Section 74/B (1). According to the declaration, the thesis is invalid in the event of plagiarism.

(3) The deadline for uploading the thesis to the Electronic Study System is:

a) 1st March in the spring semester,

b) 2nd November in the autumn semester,

c) in specialised further education, as specified in the thesis guidelines for the programme

ca) in the case of two or three semesters of training, in the 1st semester of the curriculum: 15th November.

cb) in the case of four-semester training, in the 2nd semester of the curriculum: 15th April.

(4) Within two weeks after the submission deadline, students may still submit their thesis with the written consent of their supervisor, subject to payment of a fee.

(5) In the case of portfolio preparation, the formal requirements and submission deadlines shall be published on the faculty website in accordance with the guidelines of the given training programme.

OPINION AND EVALUATION

Section 296/C

(1) The head of the organisational unit responsible for education, or in the case of specialised further training, the reviewer appointed by the person responsible for the subject and the thesis supervisor shall each prepare a separate written opinion on the thesis. In the case of an external supervisor, an internal reviewer is required. In the case of multiple supervisors (for example, a supervisor and an internal consultant or an external and an internal supervisor), a single supervisor's review shall be prepared based on the agreement of the supervisors. No later than one week before the defence, the written opinion(s) must be uploaded to the Electronic Study System, which, in addition to the textual evaluation of the thesis, shall include the proposed grade and whether the thesis is eligible for defence. Copies of the opinions and the minutes of the defence must be submitted to the Study Office after the defence or final examination.

(2) The supervisor and the reviewer shall make separate proposals for the five-point grading of the thesis. If the opinions of the two reviewers differ by only one grade, but one of the grades is unsatisfactory, the student shall not be allowed to defend the thesis. If there is a difference of two grades or more between the two reviews, a third reviewer must be invited. If one of the grades is unsatisfactory and the third reviewer confirms the unsatisfactory grade, the student cannot be admitted to the defence.

(3) A thesis that has been deemed unsuccessful (failed) or that cannot be evaluated pursuant to Section 74/C (1) (rejected) may only be revised or replaced with a new thesis once.

(4) In the case of portfolio preparation, the criteria for assessment and evaluation shall be published on the faculty website in accordance with the guidelines of the given training programme.

DEFENCE

Section 296/D

(1) The thesis defence, in bachelor's and master's programmes, as well as in specialised further education programmes of bachelor's programmes, shall take place at a separate time, before the oral part of the final examination. Only those who have successfully defended their thesis may participate in the oral part of the final examination.

(2) In a separate procedure, the dates for thesis defences organised before the final examination are:

a) 1st March to 30th May in the spring semester,

b) 2nd November to 20th December in the autumn semester.

(3) In bachelor's and master's programmes, as well as in specialised further education programmes within bachelor's programmes, the thesis defence takes place before a committee of at least three members organised by the relevant organisational unit, which also includes the thesis supervisor. The chair of the committee is the head of the organisational unit or a qualified instructor appointed by him or her. The Student Affairs Office shall notify the student of the date of the defence set by the organisational unit.

(4) The thesis defence is oral. The student first summarises the main points of the thesis, then responds to the comments and questions posed by the committee. During this process, the student has the opportunity to report on the knowledge they have acquired in the scientific fields related to the topic of the thesis. After the defence, the committee determines the grade of the thesis, taking into account the grades proposed by the reviewers. In the event of a dispute, the chairperson decides on the grade. The grade is recorded electronically by the Study Office on the basis of the defence minutes.

(5) Of the defended theses, only those with a grade of 4 (good) or 5 (excellent) are preserved in electronic form in the library. The thesis evaluation sheet and the defence protocol shall be archived in the Study Office as attachments to the final examination protocol. The deadlines for this are:

a) 5th June in the spring semester,

b) 5th January in the autumn semester.

(6) In specialised further training courses, not including specialised further training courses in the basic programme, the person responsible for the programme may decide, within five working days of the deadline for submitting the thesis in the given semester, that the thesis defence should take place at a different time from the oral part of the final examination. The head of the Academic Office shall be notified of this decision in writing. In specialised further training courses (excluding specialised further training courses in basic programmes), the defence to be held at a separate date shall be organised by the Academic Office.

(7) In the case of portfolio preparation, the dates and procedures for the defence, as well as the regulations concerning the preservation of the portfolio, shall be published on the faculty website in accordance with the guidelines of the given training programme.

SUPERVISION OF TASKS RELATED TO THE THESIS AND PORTFOLIO

296/E. §

The supervision of the preparation and defence of theses and portfolios is the responsibility of the vice dean appointed by the dean. In the event of a problem related to the defence, the student may submit a written report to the vice dean appointed by the dean no later than the third academic (teaching) day following the defence.

Annex II

Guide to preparing references for a thesis

This annex contains the basic bibliographical requirements for writing a thesis. Under the guidance of their supervisor, students shall prepare the bibliographical references for their thesis as specified below, which must be applied throughout the entire thesis. The guide contains reference elements based on Version VII of the American Psychological Association (APA) reference system. References must be indicated in two places: in a simplified form in the text of the thesis and detailed in the bibliography.

General information about individual bibliographical data:

Author

The author's surname should be given first, followed by the initial of their given name. For non-Hungarian authors, the surname should be separated from the initial of the given name by a comma. Only the surname should be given in the text. Academic degrees and titles associated with the names should be omitted.

Year

The year of publication of the document, written in Arabic numerals.

Title

The titles of books, journals and their volumes, and the titles of manuscripts (manuscripts, PhD theses or dissertations) are written in italics regardless of the form of publication (printed or electronic). The subtitles are not mandatory.

Edition

The first edition does not need to be indicated, only subsequent or expanded editions, etc. For example, 2nd edition, revised edition.

Publication details

If a detail cannot be determined, indicate it as follows: n.p. (no publisher), n.d. (no date).

- 1. Reference:** if we do not quote a thought verbatim from another work. The details of the original work must also be provided in the case of simple references. The text must include the name(s) of the author(s) and the date, and the bibliography must include the details necessary to identify the work.

EXAMPLES:

For a single author, in the text:

a., If the referenced author is not directly mentioned, discussed or referred to in the text:

The results of our latest research in cognitive science in autism show how different experimental methods can be used to study cognitive heterogeneity (Györi, 2009).

b., If the referenced author is directly mentioned, discussed or referred to in the text:

In his study summarising the results of his latest research in cognitive theory, Győri (2009) observes that....

In the bibliography:

Győri M. (2009). The variability of theory of mind abilities in autism – and its implications for atypical cognition and learning. *Gyógypedagógiai Szemle*, 37(2-3), 96-111.

If we refer to several works by the same author published in the same year, we distinguish between them in the reference and in the bibliography by using consecutive letters after the year. Works published in the same year are arranged in alphabetical order by title.

EXAMPLE:

In text: first (Csányi, 1992b), later (Csányi, 1992a).

In bibliography:

Csányi Y. (1992a). Planning and implementing therapy based on the diagnosis of speech and language learning disorders in hearing-impaired individuals. *Developmental Pedagogy*, 3(3-4), 100-103.

Csányi Y. (1992b). Further education opportunities for the hearing impaired, with special regard to secondary school. *Special Education Review*, 20(1), 58-64.

In the case of two authors in the text:

a., If referenced authors are not directly mentioned, discussed or referred to in the text:
(Kullmann & Tóth, 2012)

b., If the authors of referenced work are directly mentioned, discussed or referred to in the text:
Kullmann and Tóth (2012)

In the case of three or more authors, only the first author is named in the text, and the other authors are replaced by the expression et al.:

a., If the referenced authors are not directly mentioned, discussed or referred to in the text:
(Surányi et al., 2009)

b., If the authors of referenced works are directly mentioned, discussed or referred to in the text: Surányi et al. (2009)

In the bibliography, if there are two or more authors, an & symbol appears before the name of the last author.

Kullmann L., & Tóth K. (2012). Exploration of quality of life goals in individuals with spinal cord injury. *International Journal of Rehabilitation Research*, 35(1), 85-87.

In the bibliography, we list the names of up to twenty authors:

Surányi, Z., Csépe, V., Richardson, U., Thomson, J. M., Honbolygó, F., & Goswami, U. (2009). Sensitivity to rhythmic parameters in dyslexic children: a comparison of Hungarian and English. *Reading and Writing*, 22(1), 41-56.

For more than twenty authors, list the first nineteen and the last author, replacing the others with three dots.

2. Indirect reference: when a quotation, idea, or statement is taken not from the original work, but from another work that draws on it.

In the text:

a., If the author is not directly mentioned, discussed or referred to in the text:

This made it clear what we mean by functional mechanisms that are the same in every stage. (Piaget, id. Kiss, 1993)

b., If the author is directly mentioned, discussed or referred to in the text:

Piaget (id. Kiss, 1993) thus made it clear what we mean by the same functional mechanisms in every stage...

In the bibliography:

Kiss T. (1993). Jean Piaget, the psychologist. Alex-typo Publishing House.

3. Quotation: A quotation is a passage taken literally from the literature used. The quoted text must be placed in quotation marks and the bibliographical data identifying the original work must be given, together with the relevant page number. The text in quotation marks must correspond exactly to the original text, including punctuation.

In the text, if the author is not directly mentioned, discussed or referred to in the text:

"Failure to cite an important work that overlaps significantly with the content of the given publication may be considered plagiarism in the case of scientific publications." (Beck, 1992, p. 263).

In the text, if the author is directly mentioned, discussed or referred to in the text:

According to Beck (1992), "failure to cite an important paper that significantly overlaps with the content of the given publication can be considered plagiarism in the case of scientific communication" (p. 263).

In the bibliography:

Beck M. (1992). Ethical issues in scientific communication. *Magyar Tudomány*, 99(3), 257-266.

Bibliography:

The bibliography is a list of works used in writing the thesis, arranged in alphabetical order by author. It is placed at the end of the thesis, before the appendices. Different works by the same

author(s) are listed in order of publication. The works listed may be entire books, individual studies taken from books, chapters, journal articles, manuscripts or other special documents.

The details of the listed works must be provided as follows:

Books:

Author. (Year). Title (edition). Publisher.

EXAMPLE:

Gyurgyák J. (1996). Handbook for Editors and Authors. Osiris Publishing.

Individual parts of books (studies, book chapters):

Author. (Year). Title of study. In Editor of book, Title of book (edition, page number within the book, written out in Latin abbreviation: pp.). Publisher.

EXAMPLE:

Farkas M., & Perlusz A. (2000). The education and teaching of hearing-impaired children in kindergarten and school. In Illyés S. (ed.), Basic knowledge of special education (pp. 505-534). ELTE Bárczi Gusztáv Faculty of Special Needs Education.

Journal articles:

Author. (Year). Title of article. Title of journal, volume (issue number), page number.

EXAMPLE:

Papp G. (2002). School integration of children with learning disabilities in light of cooperation among professionals. Magyar Pedagógia, 102(2), 159-178.

Manuscripts, dissertations, theses:

For such documents, indicate the type of document instead of the publisher's name. For dissertations and theses, also indicate the name of the educational institution.

Author. (Year). Title (type). Location.

EXAMPLE:

Kund A. (1823). The Flora of Mecsek (Manuscript). National Széchényi Library.

Garai D. (2005). Turning points in identity formation and the characteristics of coping in the narratives of people with congenital and trauma-induced physical disabilities (Doctoral [PhD] dissertation). Faculty of Arts, University of Debrecen.

Online sources:

In addition to the information already provided, the DOI number (digital identifier for scientific content) of the document must also be given. If there is no DOI number, the URL address must be provided. If the location of the electronic document is subject to change, the date of download is also mandatory information.

EXAMPLE:

Meany-Walen, K. K., Davis-Gage, D., & Lindo, N. A. (2016). The impact of wellness-focused supervision on mental health counseling practicum students. *Journal of Counseling and Development*, 94(4), 464–472. <https://doi.org/10.1002/jcad.12105>

Freud, S. (1911). *The interpretation of dreams* (3rd ed.). Bookair. Retrieved: 2020.12.03. <http://www.psychwww.com/books/interp/toc.htm>

Sometimes, thesis writers use sources that are not typical for scientific publications (for example, institutional websites, PPT presentations or YouTube videos). In such cases, it is particularly important to verify the authenticity and scientific value of the source. The information required for identification (author, date, title, place of publication) must also be provided here.

World Health Organisation. (2019). Ebola virus disease. https://www.who.int/health-topics/ebola/#tab=tab_1

The name of the website must also be given if it does not match the author. The type of source is given immediately after the title in square brackets.

Housand, B. (2016). Game on! Integrating games and simulations in the classroom [PowerPoint slides]. SlideShare. <https://www.slideshare.net/brianhousand/game-on-iagc-2016/>
University of Oxford. (2018, December 6). How do geckos walk on water? [Video]. YouTube. <https://www.youtube.com/watch?v=qm1xGfOZJc8>

For rules on referencing legal materials, see the Appendix.

Note: a short comment, quotation, or reference supplementing the main text. In the case of quotations or ideas or statements taken from another work that are not verbatim, reference must be made to the work quoted or used as a source. The reference may be given as a footnote or endnote. The list of references cannot replace the bibliography used in the thesis.

There are two ways to link a note to the text:

- as a footnote at the bottom of the page, clearly separated from the main text, or
- as an endnote, in the case of longer texts with a large number of notes, placed after the entire text.

The relevant text and the corresponding note are linked by a reference number.

Non-textual attachments and appendices

The paper may be accompanied by illustrations (drawings, photographs or graphs), tables, etc. A small number of illustrations may be included in the text, but if there are more, it is advisable to include them as appendices. The text must clearly refer to the relevant figures and tables (for example, see Figure 3, Appendix 5).

The library staff will be happy to assist students with any other questions not listed in this appendix.

Bibliography:

American Psychological Association. (2020). Publication Manual of the American Psychological Association (7th ed.). American Psychological Association. Gaál Cs. (2007). Szakírás. Medicina Könyvkiadó.

Gyurgyák J. (2018). Handbook for Authors and Editors (3rd revised edition). Osiris Publishing.

Addendum to Appendix II of the Thesis Guide.

Indication of legal sources

When referring to legal sources at different levels (the Fundamental Law or its Transitional Provisions, other laws, municipal and other regulations, and various decisions), the following procedure shall apply:

In the text, the designation of the law shall include the year and serial number of its promulgation, as well as the name and title of the law, which may be done as follows:

The title of the law, the year of its promulgation in Arabic numerals, the number of the law in Roman numerals, and finally the term "law".

With the exception of laws, references to other legislation (for example, decrees) must include the name of the legislator, the serial number of the legislation, the date of promulgation, and the name and title of the legislation (in accordance with the rules for referring to regulations at different levels, the date of promulgation is always indicated in parentheses: for example, 141/2000. (VIII.9.).

The list of sources must specify exactly which section, paragraph, or, if applicable, point of which legal act the reference applies to.

EXAMPLE:

With regard to the reference to the law in the running text:

...Act XXVI of 1998 on the rights of persons with disabilities and ensuring equal opportunities for them, or

Act XXVI of 1998 on the rights of persons with disabilities and ensuring equal opportunities, Section 4(1)(b), or

Act CXXV of 2003 on equal treatment and the promotion of equal opportunities

With regard to references to regulations in the current text:

Government Decree 141/2000. (VIII.9.) on the rules for the classification and review of severe disabilities and the payment of disability benefits, or

Decree 15/2013. (II. 26.) EMMI on the operation of special needs education institutions

Municipal Decree 83/2011. (XII.22.) of the Municipal Assembly of Érd County

With regard to the reference to decisions (decisions of the Government, the National Assembly, the Equal Treatment Authority, the Constitutional Court, the Supreme Court, etc.):

Government Decision No. 1653/2015. (IX. 14.) on the Action Plan for the implementation of the National Disability Programme for 2015-2018

Parliament Decision No. 10/2006. (II.16.) on the new National Disability Programme

Decision No. EBH/558/2016

Constitutional Court Decision No. 3096/2016. (V. 24.) AB

Supreme Court Decision No. 15/2012 on civil principles

Other legal references (for example, reports by the Commissioner for Fundamental Rights, position statements by the Advisory Board of the Equal Treatment Authority, etc.)

The report of the Commissioner for Fundamental Rights in case no. AJB-5442/2016 states that...

The Equal Treatment Authority's resolution no. 309/1/2011. (II.11.) TT. on the obligation to ensure accessibility

References to some sources of European Union law:

Consolidated version of the Treaty on the Functioning of the European Union (2012/C 326/01)

Charter of Fundamental Rights of the European Union (2012/C 326/02)

Council Directive 2000/43/EC of 29 June, 2000 implementing the principle of equal treatment between persons irrespective of racial or ethnic origin

COMMUNICATION FROM THE COMMISSION TO THE EUROPEAN PARLIAMENT, THE COUNCIL, THE EUROPEAN ECONOMIC AND SOCIAL COMMITTEE AND THE COMMITTEE OF THE REGIONS European Disability Strategy 2010-2020: A renewed commitment to a barrier-free Europe, Brussels, 15.11.2010 COM(2010) 636 final

European Parliament resolution of 25 October, 2011 on the mobility and inclusion of people with disabilities and the European Disability Strategy 2010-2020 (2010/2272(INI))

References to some international legal sources:

Convention for the Protection of Human Rights and Fundamental Freedoms (Rome, 4 November, 1950)

International Covenant on Civil and Political Rights, adopted by the UN General Assembly on 16 December, 1966

For online sources, the location and date of download must be specified as follows:

For example, Downloaded: 28 April, 2017.

https://net.jogtar.hu/jr/gen/hjegy_doc.cgi?docid=99800026.TV

Indication of legal sources in the bibliography

EXAMPLE

Laws:

Fundamental Law of Hungary

Abbreviation: Fundamental Law

Act XX of 1949 on the Constitution of the Republic of Hungary

Abbreviation: Constitution

Act XXVI of 1998 on the Rights of Persons with Disabilities and Ensuring Equal Opportunities

Abbreviation: Fot.

Regulations:

74/2015. (III.30.) Government Decree on the National Rehabilitation and Social Office

Abbreviation: NRSZH r.

15/2013. (II. 26.) EMMI Decree on the operation of educational specialist service institutions

Abbreviation: Pedsz r.

Constitutional Court decisions and resolutions:

11/2014. (IV. 4.) Constitutional Court resolution

Court decisions:

Kiss Alajos v. Hungary, No. 38832/06. Judgment: 20 May, 2010.

European Union documents:

Treaty of Lisbon amending the Treaty on European Union and the Treaty establishing the European Community, signed in Lisbon on 13 December, 2007 (Official Journal C 306, 17 December, 2007).

Charter of Fundamental Rights of the European Union. 2012/C 326/02. OJ C 326/391, 26.10.2012.

Appendix III

Eötvös Loránd University, Bárczi Gusztáv Faculty of Special Needs Education

THESIS EVALUATION

Author of the thesis:

Title of the thesis:

Supervisor of the thesis:

Reviewer of the thesis:

The following review was prepared by the supervisor/reviewer (opponent) *

ASPECTS OF THE EVALUATION	Available points	Score achieved
Justification for the choice of topic, definition of the problem	0-5	
Knowledge and expertise in related (domestic and international) literature on the subject	0-20	
Correctness and accuracy of hypotheses, research questions and assumptions	0-10	
Correctness of the research methods used	0-15	
Presentation, analysis and interpretation of results	0-20	
Reaching new conclusions, presence of independent creative elements, synthesis of content	0-15	
Accuracy of references, quotations and bibliography	0-10	
Structure, wording, organisation, style	0-5	
Total	0-100	

Grading: 0-59 points denote an unsatisfactory score (1); 60-70 points denote a satisfactory score (2); 71-80 points denote an average score (3); 81-90 points denote a good score (4); 91-100 points denote an excellent score (5)

_____*
Underline the appropriate section.

Summary evaluation of the thesis, justification of the given scores:

Recommended topics for discussion during the defence:

- 1.
- 2.
- 3.

The thesis/dissertation may/may not be defended. *

I recommend/do not recommend the publication of the results of the thesis. *

Budapest, _____

Supervisor/Reviewer

_____*
Underline the appropriate section.

Declaration

I, the undersigned, declare that the thesis submitted to the Gusztáv Bárczi Faculty of Special Needs Education at Eötvös Loránd University under the title:

.....

does not infringe on the rights of other persons as laid down in legislation or in the Principles of Research Ethics in Special Needs Education.

My thesis is the result of my own intellectual activity, in which I have not used the theoretical and research results of others without authorisation or without reference.

Date:

Student's signature and Neptun code