

Dean's Instruction No. 4/2026 (2 July)
on the rules governing the organisation and delivery of the Project Work courses
specified in the standard curriculum

Pursuant to Section 358 (4) of Eötvös Loránd University Organisational and Operational Regulations Volume 2 Academic Regulations for Students of Academic Regulations for Students (in Hungarian: ELTE SzMSz II Hallgatói Követelményrendszer, or HKR for short; hereafter: HKR), the Dean of the Faculty of Economics of Eötvös Loránd University (hereafter: ELTE GTK) hereby issues the following Instruction:

Scope of the Instruction

Section 1

This Instruction shall apply to all persons involved in the organisation and delivery of the Project Work courses and to all students of ELTE GTK.

Determining and publishing deadlines

Section 2

The deadlines relating to the Project Work courses (Preparatory Course for Project Work, Project Work and Thesis Writing) (hereafter: the Schedule) shall be determined by the Vice-Dean for Educational Affairs, taking into account the opinions of the departments. The part of the Schedule applicable to students shall be published on the ELTE GTK website dedicated to these courses for each study level before the course registration period of the given semester.

Project Work courses

Section 3

(1) At ELTE GTK, preparing a thesis is a multi-semester process comprising several subjects. These subjects are hereafter collectively referred to as the Project Work courses.

- a) At bachelor's level, the subjects involved are: Preparatory Course for Project Work, Project Work I, Project Work II, and Thesis Writing.
- b) At master's level, the subjects involved are: Project Work and Thesis Writing.

The purpose of these subjects is for students to prepare and present an assignment that fits a predefined topic area approved by the supervisor(s), in which they independently apply the knowledge acquired during their programme and create meaningful added value.

(2) The aims, content, and assessment and grading system of the Project Work courses shall be published in the Electronic Registration System (hereafter: Neptun).

Project Work courses at bachelor's level

Section 4

(1) All administrative matters related to the Preparatory Course for Project Work, Project Work I and II, and Thesis Writing shall be addressed on the Moodle course page.

(2) Preparatory Course for Project Work, Project Work I and II shall be offered only in the semesters specified in the Standard Curriculum. Thesis Writing shall be offered every semester.

(3) At bachelor's level, students prepare their thesis under the guidance of a supervisor. Supervisors are allocated as part of the Preparatory Course for Project Work course.

(4) The content and formatting requirements for the bachelor's-level Project Work courses are set out in the documents *Guidelines and Requirements for Project Work and Thesis on the Bachelor's Programmes* and the Thesis and Project Template (hereinafter collectively: the Guidelines). The Consultation/Evaluation Forms used to document communication, assessment, and recommendations for development/improvement are essential components of the course completion. All documents related to the Project Work courses are accessible on the ELTE GTK website dedicated to these courses per study level.

Preparatory Course for Project Work

Section 5

(1) The criteria for supervisor allocation are the following,

- a) the score achieved in the midterm of the course; and
- b) the corrected weighted academic average calculated from specified subjects completed in the student's programme.

The two criteria shall each carry a weight of 50% in the supervisor allocation.

(2) By the deadline specified in the Schedule, students shall submit a ranked list of the preferred supervisors, indicating no more than ten instructors. The submission deadline is final and non-negotiable.

(3) Students shall independently study the electronically available methodological materials facilitating thesis preparation and shall demonstrate their knowledge and understanding in a midterm. Passing the midterm requires a score of minimum 50%. The grade for the midterm, which is also the final grade for the course, shall be determined in accordance with the bachelor's-level grade thresholds/limits. At least one retake opportunity shall be offered.

(4) The score achieved in the midterm organised as first in the Schedule shall account for 50% of the supervisor allocation score. Students who do not attend the first scheduled midterm, a score of 0 (zero) points shall be used for this component of the supervisor allocation.

(5) Students shall be ranked for the supervisor allocation on the basis of two components: the corrected weighted academic average for the subjects specified by ELTE GTK and the midterm result, each with a weight of 50%, subject to available instructor capacity. If a student cannot be allocated to any instructor in their ranked preference list, the supervisor shall be allocated by ELTE GTK.

(6) Students who fail to submit a preference ranking list or do not take the first scheduled midterm are allocated a supervisor by ELTE GTK.

(7) The results shall be communicated in accordance with the Schedule: instructors shall be informed by email, while students shall be informed through the Moodle course page and by an official entry in Neptun.

(8) Students may complete Project Work I, Project Work II, and Thesis Preparation only under the guidance of the supervisor appointed by ELTE GTK.

(9) A supervisor appointed either on the basis of the student's preferences or as outlined in paragraph (6) can only be changed in exceptional and professionally justified cases. The Vice-Dean for Educational Affairs shall decide on the student's request, taking into consideration the opinions of the relevant organisational units.

Project Work I

Section 6

(1) In accordance with the Schedule, supervisors shall contact the students registered for the course via a Neptun message and shall provide information on the date and format of the initial consultation. Students may also initiate the contact.

(2) Attendance at the initial consultation, during which the approved thesis topic is confirmed, is compulsory for the students registered for the course. Students who do not attend the initial consultation shall not have an approved thesis topic, may not complete the course, and their performance cannot be assessed.

(3) The topic may be changed once, within the range of topics offered by the supervisor, no later than the beginning of Project Work II.

(4) In addition to the initial consultation, supervisors shall offer two further consultation opportunities, which must be documented. At the initial consultation, supervisors shall inform their students on the arrangements and deadlines of these consultations and shall also record them on the Moodle course page.

(5) If a student attends neither of the two consultation opportunities offered in addition to the initial consultation, the final grade for the course shall be reduced by one grade.

(5) Further conditions for completing the course are the submission of the Project Work I submission package and the delivery of the final presentation in accordance with the Schedule. The contents of the Project Work I submission package are specified in the Guidelines. Students who fail to submit the Project Work I submission package by the deadline may not complete the course, and their performance cannot be assessed.

(6) Students shall deliver the final presentation before a two-member committee of instructors. Using the Evaluation Form, the committee shall assess the presentation and the submitted project paper and shall make recommendations to the student concerning the continuation, development/improvement, or revision of the assignment. The committee shall determine the final grade for the course.

(7) Consultations and presentations may be held in groups or individually, online or in person. The supervisor shall provide information on the arrangement of the consultations and presentations.

(8) Students participating in a study-abroad programme cannot be required to attend the sessions in person.

(9) Students who receive a fail (1) in Project Work I may, upon their request, participate in the supervisor allocation process again. The request can be submitted during the course registration

period of the spring semester; the relevant request submission deadline is final and non-negotiable.

Project Work II

Section 7

- (1) In accordance with the Schedule, supervisors shall contact the students registered for the course via a Neptun message. Students may also initiate the contact.
- (2) During the semester, supervisors shall offer three consultation opportunities, which must be documented. At the initial consultation, supervisors shall inform the students on the arrangements and deadlines of these consultations and shall also record them on the Moodle course page.
- (3) Students who attend none of the three announced compulsory consultations may not complete the course, and their performance cannot be assessed.
- (4) If a student attends only one of the three announced consultations, the final grade for the course shall be reduced by one grade.
- (5) Further conditions for completing the course are the submission of the Project Work II submission package and the delivery of the final presentation in accordance with the Schedule. The contents of the Project Work II submission package are specified in the Guidelines. Students who fail to submit the Project Work II submission package by the deadline may not complete the course, and their performance cannot be assessed.
- (6) Student shall deliver the final presentation before a two-member committee of instructors. Using the Evaluation Form, the committee shall assess the presentation and the submitted project paper and shall make recommendations to the student concerning the continuation, development/improvement, or revision of the assignment. The committee shall determine the final grade for the course.
- (7) Consultations and presentations may be held in groups or individually, online or in person. The supervisor shall provide information on the arrangement of the consultations and presentations.
- (8) Students participating in a study-abroad programme cannot be required to attend the sessions in person.

Thesis Writing

Section 8

- (1) Completion of this course is subject to the submission of the Thesis package in accordance with the Schedule. The contents of the Thesis package are specified in the Guidelines. Students who fail to submit the Thesis package by the deadline may not complete the course and their performance cannot be assessed.
- (2) Supervisors shall confirm compliance with the formal requirements, on the basis of which the course result shall be determined. The supervisor shall record the result of the compliance check on the Thesis Evaluation Form.

Project Work courses at master's level

Section 9

(1) At master's level, the Project Work courses comprise Project Work and Thesis Writing. All administrative matters related to the Project Work courses shall be addressed on the Moodle course page.

(2) The master's-level Project Work course shall be offered every semester.

(3) There is no supervisory system on ELTE GTK's master's programmes. Over the two-semester process, students shall attend a total of three consultations before a two-member committee of instructors:

- a) at the first consultation, in the Project Work course, students select a topic;
- b) at the second consultation, also in the Project Work course, students report on their progress/the work completed;
- c) at the third consultation, in the Thesis Writing course, students report on the work completed.

(3) The content and formatting requirements for the master's-level Project Work courses are set out in the Guidelines. The Evaluation Forms used to document communication, assessment and recommendations for improvement are essential components of the course completion. They are accessible on the ELTE GTK website dedicated to the given courses per study level.

Project Work

Section 10

(1) Students shall submit the topic selection documentation package in accordance with the Schedule. The deadline is final and non-negotiable. Students who do not attend the topic selection consultation shall not have an approved thesis topic and may not complete the course.

(2) The proposed thesis topic must be relevant to the student's programme and the module(s).

(3) Student can select a topic from the list published by ELTE GTK; that is, the proposed thesis topic must fall within one of the topic areas included in the list of topic areas. Individual topics may not be proposed.

(4) Following the topic selection presentation, students' topic choice shall be assessed by a two-member committee of instructors.

(5) If the committee approves the selected topic, students may start preparing the assignment in accordance with the instructions set out on the Topic Choice Consultation Form.

(6) If the committee does not approve the selected topic, the student may have one retake/extra topic selection consultation. If the committee still does not approve the topic the student intends to develop, the committee shall assign a topic to the student and record it on the Topic Choice Consultation Form.

(7) Further conditions for completing the course are the submission of the Project Work submission package and delivery of the final presentation in accordance with the Schedule. The contents of the Project Work submission package are specified in the Guidelines. Students who

fail to submit the Project Work submission package by the deadline may not complete the course and their performance cannot be assessed.

(8) Using the Evaluation Form, the committee shall assess the submitted assignment and the presentation and shall make recommendations to the student concerning the continuation, development/improvement, or revision of the paper. The committee shall determine the final grade for the course.

Thesis Writing

Section 11

(1) Further conditions for completing the course are the submission of the Thesis submission package and the delivery of the final presentation in accordance with the Schedule. The contents of the Thesis submission package are specified in the Guidelines. Students who fail to submit the Thesis submission package by the deadline may not complete the course and their performance cannot be assessed.

(2) Using the Evaluation Form, the committee shall assess the submitted assignment and the presentation and shall make recommendations to the student concerning the continuation, development/improvement, or revision of the paper. The committee shall determine the final grade for the course.