

# Guide for graduating students on submitting Thesis/master's thesis/ or portfolio

Modified: 26 October 2022

Only those students are allowed to submit their Thesis/master's thesis/ portfolio, (hereinafter Thesis) who registered for the final exam until the given deadline.

Thesis has to be uploaded into Neptun, **no printed version is needed.**(It does not have to be sent by post, or submitted in person either). In some cases blueprints or miniatures may be needed (in case of art programmes). Any inquiry related to this case shall be discussed with your supervisor.

After completing the thesis, the following documents have to be completed and signed:

- Declaration on authenticity and intellectual property management
- Statement on consultation practices
- Request for confidentiality (if your Thesis is confidential)

Forms about these declarations are available here:

<http://oig.uni-mate.hu/content/thesis-final-exam>

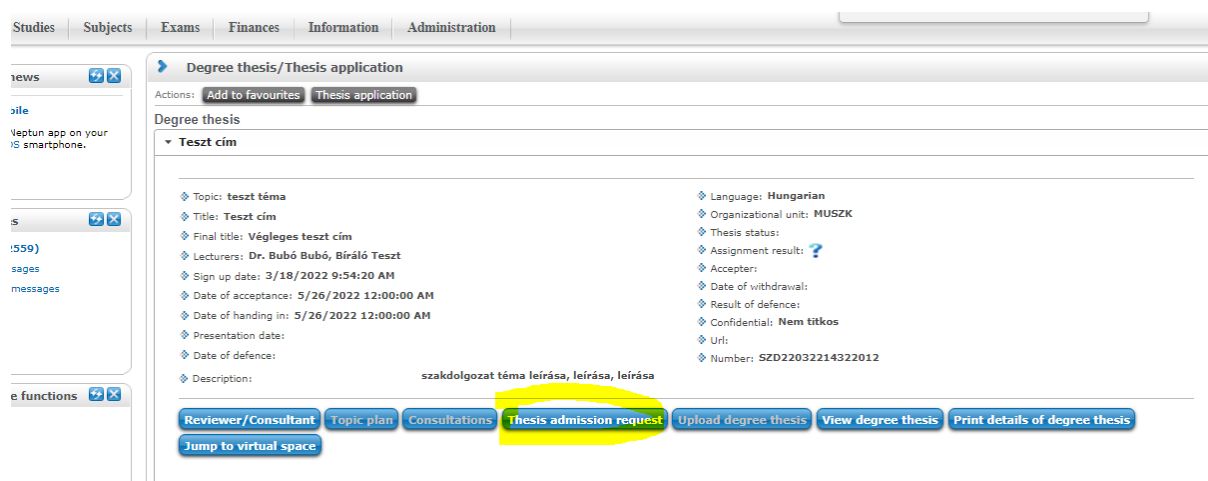
The original, signed in blue ink "Declaration on authenticity and intellectual property management" has to be scanned, then this scanned version has to be inserted after the last page of your thesis. "Statement on consultation practices" document needs to be signed in blue ink by the supervisor, then a scanned version has to be inserted after "Declaration on authenticity and intellectual property management". Submitting the Thesis is only possible once it is approved by the supervisor.

## 1 Thesis admission request (Students' responsibility)

**Deadline: 28th October 2022 9:00 a.m.**

Students initiate the admission in Neptun (after consulting their supervisor)

Please click on "Studies" menu, "Degree Thesis/Thesis application" submenu. "Thesis admission request"



The screenshot shows the Neptun web application interface. At the top, there is a navigation menu with tabs: Studies, Subjects, Exams, Finances, Information, and Administration. Below the menu, there is a sidebar with various icons and a main content area. The main content area is titled "Degree thesis/Thesis application" and contains a list of actions: "Add to favourites" and "Thesis application". Below this, there is a section titled "Degree thesis" with a dropdown menu for "Teszt cím". The main content area displays a list of details for the thesis application, including: Topic: teszt téma, Title: Teszt cím, Final title: Végleges teszt cím, Lecturers: Dr. Bubó Bubó, Bíráló Teszt, Sign up date: 3/18/2022 9:54:20 AM, Date of acceptance: 5/26/2022 12:00:00 AM, Date of handing in: 5/26/2022 12:00:00 AM, Presentation date:, Date of defence:, and Description: szakdolgozat téma leírása, leírása, leírása. On the right side, there are additional details: Language: Hungarian, Organizational unit: MUSZK, Thesis status:, Assignment result: ?, Acceptor:, Date of withdrawal:, Result of defence:, Confidential: Nem titkos, Url:, and Number: SZD22032214322012. At the bottom of the main content area, there is a row of buttons: "Reviewer/Consultant", "Topic plan", "Consultations", "Thesis admission request" (highlighted in yellow), "Upload degree thesis", "View degree thesis", and "Print details of degree thesis". Below this row, there is a button "Jump to virtual space".

## 2 Decision on the admission of the Thesis (Supervisors' responsibility)

**Deadline: 2 November 2022 12:00 p.m. (noon)**

**In case of late Thesis submission, the deadline is 9th November 2022, 12:00 p.m. (noon)**

Supervisors have to inform Students in a Neptun message about the refusal of admission. Reasons must be given for the decision. Educational coordinators in charge of the student's programme at the Registrar's Office has to be informed as well. Educational coordinators have to register the inadequacy of review in Neptun. In case of refusal, the Student is not allowed to submit another thesis in the same semester.

If the admission has not been made yet, although the thesis is ready, Students are asked to contact their supervisor.

## 3 Uploading Thesis (Student's responsibility)

**Thesis submission deadline: 2 November 2022, 12.00 a.m. (midnight). Late thesis submission deadline: 9th November 2022, 12.00 a.m. (midnight). Please keep in mind that late submission is subject to payment a fee.**

Students are informed in a Neptun message about the acceptance of their thesis admission request.

Students can only upload their thesis in case of the acceptance of their thesis admission request („Upload degree thesis" button)

The screenshot shows the Neptun system interface for a 'Degree thesis/Thesis application'. The page is titled 'Degree thesis' and has a sub-section 'Teszt cím'. The main content area displays various details about the thesis application, including the topic, title, final title, lecturers, sign up date, date of acceptance, date of handing in, presentation date, date of defence, language, organizational unit, thesis status, assignment result, acceptor, date of withdrawal, result of defence, confidentiality, URL, and number. The 'Upload degree thesis' button is highlighted with a yellow circle.

◆ Topic: teszt téma	◆ Language: Hungarian
◆ Title: Teszt cím	◆ Organizational unit: MUSZK
◆ Final title: Végleges teszt cím	◆ Thesis status:
◆ Lecturers: Dr. Bubó Bubó, Bíráló Teszt	◆ Assignment result: ?
◆ Sign up date: 3/18/2022 9:54:20 AM	◆ Acceptor:
◆ Date of acceptance: 5/26/2022 12:00:00 AM	◆ Date of withdrawal:
◆ Date of handing in:	◆ Result of defence:
◆ Presentation date:	◆ Confidential: Nem titkos
◆ Date of defence:	◆ Url:
◆ Description: szakdolgozat téma leírása, leírása, leírása	◆ Number: SZD22032214322012

Buttons: Reviewer/Consultant, Topic plan, Consultations, Thesis admission request, **Upload degree thesis**, View degree thesis, Print details of degree thesis, Jump to virtual space

The final title of thesis can be given upon uploading it.

Important information on Thesis upload:

Thesis has to be uploaded into Neptun in an electronic PDF format (PortableDocumentFormat) **without any sort of password protection** .

Requirements:

- Only 1 PDF document can be uploaded (combined with all annexes)<sup>1</sup>
- file name has to be the following: Name of the Student without diacritics, Neptun ID of the student  
Surname\_Given name(s)\_NeptunID\_year\_training code  
e.g Marine\_Robert\_ABCDEF\_2022\_M-GOD-N-EN-GEPES  
Training codes are available in Neptun. Studies/Training data menu  
(also available in the training selection part in the upper left hand corner)
- the file has to be without any sort of password protection,
- The document has to contain the title page,
- The document has to contain the completed and signed declarations as an annex:
  - Declaration on authenticity and intellectual property management
  - Statement on consultation practices

If your thesis is confidential, the scanned version of the approved "Request for confidentiality" document has to be inserted directly after title page.

The type of document has to be chosen as follows:

(shall apply Thesis, master's thesis, portfolio):

- „**Thesis**” type: Please choose this type in case of thesis, master's thesis or portfolio.
- „**Thesis appendix**” type: ONLY FOR large attachments in relation with artistic or technical fields.
- „**Thesis summary 1**” type: The short summary of your Thesis (2-5 pages). The 1st page of summary is exactly the same as the cover of your Thesis/master's thesis/portfolio, then the following pages contain the summary.
- „**Plagiarism declaration**” type: This type is **NOT USED**.

**Verification of the success of uploading your Thesis:**

Go to "Upload degree thesis" menu, then „view Thesis” to verify if the upload of your Thesis/master's thesis/portfolio was successful.

## 4 Identity check (plagiarism check) (Supervisors' responsibility)

**Deadline: Within 5 days of submission, in case of late submission within 3 days of submission. However, 11 November 2022 the latest.**

## 5 Assigning reviewers to the Thesis (Institute's responsibility)

**Deadline for assigning reviewers to thesis: 14th November 2022**

Internal and external reviewers are assigned to the Thesis by the institutional administrator (in accordance with the course leader's proposal). Reviewers can only be assigned to the Thesis after plagiarism check and with the approval of the supervisor.

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<sup>1</sup> Exception : Large attachments of artistic or technical fields, which can be saved as a separate file, by using the same name format as it was mentioned before. The type of the attachment has to be given as well. Surname\_Given name(s)\_NeptunID\_year\_training code\_attachment type

## 6 Review (Reviewer's responsibility)

**Deadline of Review:**

**5th December 2022 (If the final exam takes place in December 2022)**

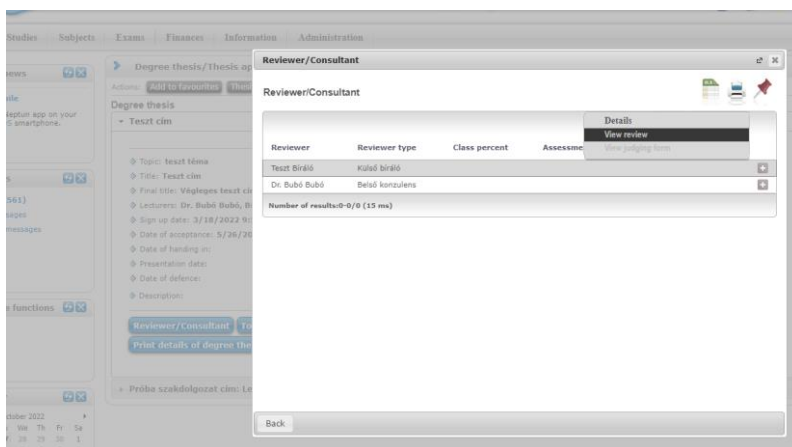
**17th December 2022 (If the final exam takes place in January 2023)**

The deadline of reviews shall be communicated to the reviewer's at the formal request.

Institutional administrators or final exam coordinators shall check the uploads of reviews.

## 7 View „Review” in Neptun (Students' responsibility)

Please select „Reviewer/Supervisor” button in order to check the internal and external supervisors, and reviewers. Reviews can be downloaded here.



In case of any problem or inquiry, you are kindly asked to send an email to [neptun@uni-mate.hu](mailto:neptun@uni-mate.hu)

Gödöllő, 26th October 2022

Educational Directorate