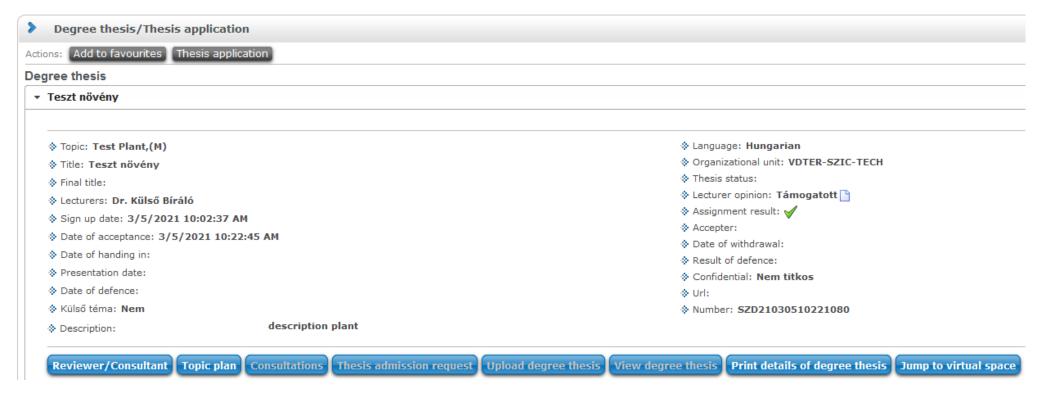
How to Upload Your Thesis Work

On your Neptun web interface, go to *Studies / Degree thesis/Thesis application* menu. Here you can see all the details of your thesis. If you do not see anything here, please send the thesis title and the name of your advisor(s) to your administrator. All the following operations will start from here.



- 1. **Check:** Please check if all details of your thesis are correct especially the title and the name of advisor. If you find any errors, send the correct details to your administrator before uploading anything.
- 2. **Thesis admission request:** If your thesis work is ready, click on the *Thesis admission request* button. Your advisor will receive a message about this and he/she can approve it. You can upload your thesis only if this approval was given.
- 3. **Preparing your thesis:** You have to create your thesis as one PDF file. The file should include the Declaration (signed by you and your advisor), as well as all appendices, citation reference, etc. If your thesis contains confidential information, you must also include a Confidentiality Declaration as a part of your thesis file, at the beginning (after the title page).
 - This is also the time to make the one-page thesis summary.

4. **Uploading your thesis:** Clicking on the *Upload degree thesis* button, you can choose a document type.

You have to upload your thesis PDF file under the <u>Thesis</u> type. The maximum size of this file is 100 MB, and only PDF format is accepted.

Your one-page thesis summary has to be uploaded under the <u>Thesis Summary</u> type. The members of the final examination board can read this when the time comes.

Don't use any other document types (Plagiarism Declaration, Thesis Appendix)!

The thesis upload deadline is also the deadline for deleting or updating your already uploaded files.

5. **File names:** Please use the following naming scheme when naming your files.

File name scheme: ProgramCode FirstNameLastName 2021 22 2.pdf

(The program code can be found in your Neptun, at the top of the page, next to the name of the program.)

Some specific examples:

- B-GOD-N-EN-MGMER JohnFarmer 2021 22 2.pdf
- M-GOD-N-EN-GEPES AnnGeneer 2021 22 2.pdf
- 6. **Reviews:** After upload, your thesis will be sent out to an internal and an external reviewer. You will be able to see their completed reviews by clicking on *Reviewer/Consultant*.