Notice for the 2nd (spring) semester of the 2020/2021 academic year
Thesis submitting deadlines
and
final examination application deadlines and duties

Budapest, 29th March 2021

sgd. Lajos György Szabó, Dr
Vice-Rector for Education

Notice for the 2nd (spring) semester of the 2020/2021 academic year on the thesis submitting deadlines and final examination application deadlines and duties

1. The rules applicable to the writing, submission of the diploma work (hereinafter jointly referred to as thesis) - and not included in this notice - are specified in Articles 74-82 and Article 98/A of the Study and Examination Regulations.

2. **Based on the provisions of this notice, the thesis submission notice including the amendments applicable to the specific programs will be prepared by the program leaders.**

For students

3. Thesis submission method and deadline.
   3.1. The substantive and formal requirements of the thesis:
   The formal requirements specified in the Faculty annex of the Study and Examination Regulations valid at the time the commencement of the writing of the thesis shall be applicable to the thesis. Available **here** /Study and Examination Regulations – Archives (4th June 2019).
   3.2. Submission of the thesis:
   3.2.1. The thesis shall be uploaded in electronic format to the Moodle or the Neptun system in accordance with Section 3.3.5; the Urkund plagiarism test can be carried out in both systems.
   3.2.2. The systems consider the "Server time" as the official time.
   3.2.3. The Anti-plagiarism Regulations (Volume I of the BCE ROO, OOP I. 20.) are available **here**.
   3.2.4. Urkund is an automatically operating text similarity checker programme. The purpose of the introduction of the programme was to support the faculty members' and the supervisors' activity in detecting plagiarism, and to support the students in preventing plagiarism. General information is available on the **Neptun entry page**.
   3.2.5. You can also read about using the program on the **Neptun login page**. „Urkund-utmutato-hallgatoi"
   3.3. Thesis submission deadlines and submission places:
   3.3.1. Study and Examination Regulations Article 79 (1): The student is obliged to present his/her thesis to the supervisor for approval by the deadline set by the supervisor, but no later than 10 working days before the submission deadline.
   3.3.2. If the student fails to submit his/her thesis until the deadline set, then the student may still submit the thesis subject to the payment of the administrative service fee specified in the RSFB.
   3.3.3. The rate of the administrative service fee (late submission fee) is HUF 8400/day, which shall be charged by the Student Services in Neptun.
   3.3.4. If the student fails to submit his/her thesis during the additional time period and/or fails to pay the administrative service fee (late submission fee), then the

student shall not be allowed to take the final examination during the 2nd (spring) semester final examination period of the 2020/2021 academic year.

3.3.5.

3.3.6. Thesis submission deadlines:

On both the Budapest and the Székesfehérvár capuses:

Education level	Program	Place of submission:	Deadline for submitting to the supervisor for approval - Article 79(1) of the Study and Examination Regulations	Deadline for submission:	Submission deadline with payment obligation
bachelor program	Applied Economics	Moodle	19.04.2021.	03.05.2021 (Monday) 12:00 noon	10.05.2021 (Monday) 4:00 p.m.
bachelor program	Human Resources	Moodle			
bachelor program	Business Administration and Management	Moodle			
bachelor program	Economic and Financial Mathematical Analysis	Moodle			
bachelor program	Business Informatics	Moodle			
bachelor program	Commerce and Marketing	Moodle			
bachelor program	Communication and Media Sciences	Moodle			
bachelor program	International Management	**Neptun**			
bachelor program	International Studies	Moodle			
bachelor program	Finance and Accounting	Moodle		03.05.2021 (Monday 1:00 pm	10.05.2021 (Monday) 4:00 p.m.
bachelor program	Political Sciences	Moodle			
bachelor program	Political Sciences	Moodle			
bachelor program	Sociology	Moodle			
bachelor program	Tourism and Hospitality	Moodle			
bachelor program	Engineering in Agriculture and Rural Development	Moodle			
single cycle training	Economic and Financial Mathematical Analysis	Moodle		03.05.2021(Monday) 2:00 pm	10.05.2021 (Monday) 4:00 p.m.
master program	Actuarial and Financial Mathematics	Moodle			
master program	Health Policy, Planning and Financing	Moodle			
master program	Supply Chain Management	Moodle			
master program	Business Informatics	Moodle			
master program	Communication and Media Sciences	Moodle			
master program	Public Policy and Management	Moodle			

master program	Economic Analyst	Moodle			
master program	Marketing	Moodle			
master program	Master of Business Administration (MBA)	Moodle			
master program	International Economy and Management	**Neptun**			
master program	International Studies	Moodle			
master program	Finance	Moodle			
master program	Political Science	Moodle			
master program	Regional and Environmental Economics	Moodle			
master program	Sport Economics	Moodle		03.05.2021(Monday) 3:00 p.m.	10.05.2021 (Monday) 4:00 p.m.
master program	Sports manager partial program with TE	Moodle			
master program	Accounting	Moodle			
master program	Sociology	Moodle			
master program	Teacher Training	Moodle			
master program	Business Development	Moodle			
master program	Management and Leadership	Moodle			
postgraduate specialisation program	all programs except EMBA	Moodle		03.05.2021 (Monday) 4:00 p.m.	10.05.2021 (Monday) 4:00 p.m.
postgraduate specialisation program	Corvinus-MSM-SEED EMBA (double degree) Group 1	Moodle	10.05.2021.	25.05.2021 (Tuesday) 4:00 p.m.	31.05.2021 (Monday) 4:00 p.m.
postgraduate specialisation program	Corvinus-MSM-SEED EMBA (double degree) Group 2	Moodle	31.05.2021.	14.06.2021 (Monday) 4:00 p.m.	21.06.2021 (Monday) 4:00 p.m.

4. Submission of the thesis in the Moodle system

4.1. The student shall upload the thesis at the course with the name consistent with the program. The thesis can be uploaded only if the student is assigned to the above Moodle course. Before the submission the student shall verify whether the thesis upload course which belong to the student's program is included in the courses displayed on the Moodle platform. If it is not included, then notify the Student Services of this via any of the e-mail addresses belonging to the respective program: hallgatoi.iroda@uni-corvinus.hu, or part.time@uni-corvinus.hu, student.office@uni-corvinus.hu. Deadline: 23.04.2021.

    4.1.1. The uploading to the thesis submission Moodle courses will become available before the thesis submission deadline. Date and time: 12.04.2021 10:00 a.m.

4.2. Test upload of the thesis:

    4.2.1. Date of the test upload of the thesis: 12.04.2021 - 02.05.2021 additional deadline (subject to administrative service fee payment) 04.05.2021 - 09.05.2021

    4.2.2. The test upload of the thesis may be carried out multiple times in the "**Thesis upload (test)**" menu item. Test upload is not available on the last day of the final thesis submission period (03.05.2021) and on the last day of the additional deadline (10.05.2021).

    4.2.3. The test upload option will be relaunched on the last day of the final thesis submission period for those students who submit their theses during the additional time limit.

4.3. Final upload of the thesis:

    4.3.1. The final upload of the thesis can be completed between 12.04.2021 and 03.05.2021, or between 04.05.2021 and 10.05.2021 with administrative service fee payment obligation. (The exact schedule (by hour) of the submission is specified in Section 3.3.5.)

    4.3.2. The final upload of the thesis can be completed in the "**Final thesis upload**" menu item. The thesis may be uploaded multiple times, but the thesis uploaded the last will be the final.

    4.3.3. In case of additional time limit, the thesis can be uploaded in the "**Late thesis upload**" menu item, until the additional deadline set.

    4.3.4. After the thesis upload, the Urkund text similarity checker programme will run automatically, which will analyse the thesis and prepare a report on it.

4.4. The declarations to be uploaded in the Moodle system and bound in the thesis

    4.4.1. Warning! All declarations shall be affixed with signature and inserted "as an image" (in scanned format) in the designated spot in the thesis.
Spot: on the page following the inside title page of the thesis, before the "Table of contents", according to the order specified.

        4.4.1.1. **Declaration on the student's own work.** The student who submits the thesis shall declare that the thesis results from his/her own work. Text: Annex 1.

        4.4.1.2. **Text of the supervisor's declaration** The thesis supervisor shall sent the declaration to be issued to the student with the following wording, from his/her ………...@uni-corvinus.hu e-mail address to the student (the faculty member does not have to print and sign it)
I ……………………………………(name of supervisor) supervisor declare that the thesis of ………………………………………… (name, Neptun code of student) titled
…………………………………………………………………………… is suitable for submission and I recommend it for defending the thesis.

The student shall attach this e-mail in pdf format, after the student's declaration specified in Annex 1. Text: Annex 2.

4.4.1.3. **Declaration on the publicity of the thesis** Text: Annex 3, place: after the faculty member's declaration.

4.4.1.4. In case several theses are submitted in frame of **parallel trainings**, the student must declare that the overlapping between the theses does not exceed 10%. Text: Annex 4. Place: after the publicity of the thesis

4.5. In the thesis submission course, the condition for uploading the thesis is filling out a questionnaire about the student's own work, publicity and the final examination application.

4.5.1. The student shall declare that the thesis results from the student's own work, and that the declaration was attached to the thesis. (Section 4.4.1.1)

4.5.2. The student shall declare that the declaration on thesis written in the parallel training was attached to the thesis. (Section 4.4.1.4)

4.5.3. The student shall make declaration about the publicity of the thesis: whether the thesis shall be stored by the library with full publicity or limited publicity. (Section 4.4.1.3)

4.5.4. Annotation (in the format specified by the program leader, if mandatory).

4.5.5. The student shall declare whether he/she wants to take the final examination during the spring semester of the 2020/2021 academic year.

4.6. Contents of the questionnaire:

4.6.1. Declaration: In full awareness of my liability I declare that all texts, diagrams and tables in this thesis, with the exception of the parts referenced in accordance with the applicable requirements, are original and exclusively the result of my own work and such texts, diagrams and tables do not originate from any other document or contributor. I inserted the declaration into the electronic thesis. *(mandatory)*

4.6.2. Declaration: In full awareness of my liability I declare that overlapping between this thesis and my thesis submitted in my parallel training does not exceed 10%. I acknowledge that if the program leaders (or the persons appointed by them) find more than 10% similarity, then I did not fulfil my academic obligation and cannot take the final examination. I inserted the declaration into the electronic thesis. *(not mandatory)*

4.6.3. Name of head of special seminar: *(mandatory)*

4.6.4. Title of the thesis: *(mandatory)*

    in Hungarian:

    in English:

4.6.5. Declaration on publicity: *(mandatory)*

    full access:

    limited access:

4.6.6. Name of specialisation: *(mandatory/not mandatory subject to the program)*

4.6.7. In the spring final examination period of the 2020/2021 academic year *(mandatory)*

    I will take the final examination:

    I will not take the final examination:

4.6.8. Thesis upload *(mandatory)*

    I will upload my thesis now

    I have already uploaded by thesis

        Semester of the thesis upload: (YYYY/YYYY/S):

4.6.9. In addition to the thesis, other documents may be uploaded as well:
Thesis (mandatory)
Annotation (mandatory/not mandatory subject to the program)

5. Thesis submission in the Neptun system

5.1. Test upload in Moodle. The student may carry out the test upload of the thesis in the Moodle course consistent with the student's program, in the "Thesis upload (test)" menu item. The thesis can be uploaded only if the student is assigned to the above Moodle course. Before the test upload the student shall verify whether the thesis upload course which belong to the student's program is included in the courses displayed on the Moodle platform. If it is not included, then notify the Student Services of this via any of the e-mail addresses belonging to the respective program: hallgatoi.iroda@uni-corvinus.hu, or part.time@uni-corvinus.hu, student.office@uni-corvinus.hu. Deadline: 23.04.2021.

    5.1.1. The test uploading to the thesis submission Moodle courses will become available two week before the thesis submission deadline. Date and time: 12.04.2021 10:00 a.m.

    5.1.2. Thesis upload test period: 12.04.2021 - 02.05.2021
additional deadline (subject to administrative service fee payment) 04.05.2021 - 09.05.2021

    5.1.3. The test upload of the thesis may be carried out multiple times in the "**Thesis upload (test)**" menu item. Test upload is not available on the last day of the final thesis submission period (03.05.2021) and on the last day of the additional deadline (10.05.2021).

    5.1.4. The test upload option will be relaunched on the last day of the final thesis submission period.

5.2. The final upload of the thesis can be completed between 12.04.2021 and 03.05.2021, or between 04.05.2021 and 10.05.2021 with administrative service fee payment obligation.

5.3. The declarations to be uploaded in the Neptun system and bound in the thesis

    5.3.1. Warning! All declarations shall be affixed with signature and inserted "as an image" (in scanned format) in the designated spot in the thesis.
Spot: on the page following the inside title page of the thesis, before the "Table of contents", according to the order specified.

        5.3.1.1. **Declaration on the student's own work.** The student who submits the thesis shall declare that the thesis results from his/her own work. Text: Annex No 1

        5.3.1.2. **Text of the supervisor's declaration** The thesis supervisor shall sent the declaration to be issued to the student with the following wording, from his/her ………...@uni-corvinus.hu e-mail address to the student (the faculty member does not have to print and sign it):
I ……………………………………….(name of supervisor) supervisor declare that the thesis of ……………………………………………… (name, Neptun code of student) titled …………………………………………………………………………………… is suitable for submission and I recommend it for defending the thesis.

The student shall attach this e-mail in pdf format, after the student's declaration specified in Annex 1. Text: Annex No 2

        5.3.1.3. **Declaration on the publicity of the thesis** Text: Annex 3, place: after the faculty member's declaration.

5.3.1.4. In case several theses are submitted in frame of **parallel trainings**, the student must declare that the overlapping between the theses does not exceed 10%. Text: Annex 4. Place: after the publicity of the thesis

5.4. Final thesis submission in the Neptun system

5.4.1. The student may initiate the submission of the thesis on the Studies/Thesis/Thesis application page, by clicking on the "**Request for acceptance of thesis**" button.

5.4.2. The supervisor can accept the request for acceptance of thesis initiated by the student in Neptun by setting the status of the request to **"Supported" in the "Support of final thesis submission" field.**

5.4.3. Once the status had been set to "**Supported**" by the supervisor, then the **"Thesis upload"** button **will become active** for the student, in the student's thesis line in the "Studies/Thesis/Thesis application" menu item, until the date and time specified in the "Thesis upload deadline" field related to the thesis line.

5.4.4. Thesis submission, declaration on the student's own work, declaration on the thesis written in parallel training, declaration on the publicity of the thesis.

5.4.4.1. After clicking on the "Thesis upload" button, the final title of the thesis shall be filled out and then declarations shall be made about the student's own work and the thesis written in parallel training, with acceptance. After this, the document upload window will appear.
If a thesis-type document is uploaded, then there is opportunity to declare the type of publicity of the thesis by selecting the appropriate option. Furthermore, additional required documents can be uploaded (annotation).

5.5. Urkund test

5.5.1. After the expiry of the uploading deadline, the supervisor or the department/institute administrator will launch the Urkund test.

5.6. Application for the final examination

5.6.1. The student can apply for the final examination during the thesis submission period, in Neptun, in the administration/final exams menu item. (Submitting the thesis in Neptun does not constitute application for the final examination too.)

6. **Who can upload their theses in the spring semester of the 2020/2021 academic year?**

6.1. In case of students with student status:

6.1.1. The students who will accomplish Special Seminar II or the subject equivalent thereto during the spring semester of the 2020/2021 academic year (either for the first or the second time)

6.1.2. The students who had already accomplished (were graded for) Special Seminar II or the subject equivalent thereto, but who did not obtain the final certificate.

6.2. In case of persons without student status:

6.2.1. Deadlines applicable for students who started their studies in the first year starting from the 2012/2013 academic year.

6.2.1.1. After the termination of their student status, the students can upload their thesis without any request or application, provided that they had obtained their final certificate within two years. *(Who obtained the final certificate at the end of the spring semester of the 2018/2019 academic year or later.)*

6.2.1.2. If the reviewers evaluated the thesis submitted earlier as fail and the student was unable to defend it, or if the student's grade for any thesis

defence was fail during any previous final examination then the student shall apply for thesis submission in Neptun. Name of application: *Application for the continuation of the thesis writing after the issuance of the final certificate. (Who obtained the final certificate at the end of the spring semester of the 2015/2016 academic year or later.)*

- *6.2.1.3.* The students who obtained the final certificate and have not submitted the thesis yet, and if two years passed since obtaining the final certificate, but if 5 years have not passed yet, then the students shall apply for thesis submission in Neptun. Name of application: *Application for the continuation of the thesis writing after the issuance of the final certificate. (Who obtained the final certificate at the end of the spring semester of the 2015/2016 academic year or later, until the end of the spring semester of the 2018/2019 academic year.)*

- 6.2.1.4. In case of students who obtained the final certificate and have uploaded and submitted the thesis, but two years passed since obtaining the final certificate, but if 5 years have not passed yet, then the students shall submit an application regarding the validity of the thesis and shall upload the thesis again. Name of application: *Application for the continuation of the thesis writing after the issuance of the final certificate. (Who obtained the final certificate at the end of the spring semester of the 2015/2016 academic year or later, until the end of the spring semester of the 2018/2019 academic year.)*

- 6.2.1.5. Depending on their program, the students may upload their thesis in the Moodle or the Neptun system according to Section 4 or 5.

- 6.2.2. Deadlines applicable for students who started their studies in the first year no later than the 2011/2012 academic year:

  - 6.2.2.1. The students who have not uploaded their thesis yet shall apply for the submission of their thesis in Neptun, by filling out the application titled *"Application for the continuation of the thesis writing after the issuance of the final certificate"*.

  - 6.2.2.2. In case of students who had uploaded their thesis, but 2 yeas had passed since the upload *(in the spring semester of the 2018/2019 academic year or earlier)* shall apply for the submission of their thesis in Neptun, by filling out the application titled *"Application for the continuation of the thesis writing after the issuance of the final certificate"*.

  - 6.2.2.3. Depending on their program, the students may upload their thesis in the Moodle or the Neptun system according to Section 4 or 5.

- 6.2.3. All students shall check whether they still have authorisation to use the Moodle system. If the student is unable to log in the Moodle system, then the student shall notify the Student Services of this via any of the e-mail addresses belonging to the respective program: hallgatoi.iroda@uni-corvinus.hu, or part.time@uni-corvinus.hu, student.office@uni-corvinus.hu.

- 6.2.4. All student who had obtained the final certificate shall check whether they can access Neptun. If the student is unable to log in the Neptun system, then the student shall notify the Student Services of this via any of the e-mail addresses belonging to the respective program: hallgatoi.iroda@uni-corvinus.hu, or part.time@uni-corvinus.hu or student.office@uni-corvinus.hu.

7. Who can apply for the final examination?

7.1. The persons specified in Section 6, the persons who upload their thesis, simultaneously with the uploading of the thesis.

7.2. The students who started their studies in the first year starting from the 2012/2013 academic year, who uploaded their thesis during the spring semester of the 2018/2019 academic year or later, and who obtained their final certificate during the spring semester of the 2015/2016 academic year or later.

7.3. The students who started their studies in the first year no later than the 2011/2012 academic year and who uploaded their thesis during the spring semester of the 2018/2019 academic year or later.

8. **Applicable rules for the following semester**
   8.1. The students who **submit their thesis** during the spring semester of the 2020/2021 academic year, but who do not take the final examination
      8.1.1. may take the final examination at any time and without any kind of application within two years of obtaining the final certificate;
      8.1.2. if more than 2 years, but less than 5 years had passed since obtaining the final certificate, then the student concerned shall submit an application regarding the validity of the thesis, shall participate in mandatory consultation, the fee of which is HUF 50,000.
   8.2. If the student fails to submit his/her thesis during the spring semester of the 2020/2021 academic year, then the student shall participate in mandatory consultation in the semester when the student plans to submit the thesis, for which an application shall be submitted, the fee of which is HUF 50,000.
      8.2.1. The applications can be submitted until the end of the registration period of the semester in which the thesis will be submitted. The application will be decided by the program leader.

BUDAPESTI CORVINUS EGYETEM

Annexes:

Annex 1

DECLARATION ON THE STUDENT'S OWN WORK.

Name:

_____...

Program name[1]_____

_____

The title of the thesis in Hungarian: _____

_____

The title of the thesis in English:_____

_____

Name of Seminar lectrurer/supervisor:_____

I, the undersigned ……………………………………………………… **(student's name)**, in full awareness of my liability I declare that all texts, diagrams and tables in this thesis, with the exception of the parts referenced in accordance with the applicable requirements, are original and exclusively the result of my own work and such texts, diagrams and tables do not originate from any other document or contributor.

Dated: …………………………………

_____
signature of student (author)

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[1] in which this Thesis was written

Supervisor's declaration

………………………………………………………………….. (name of supervisor)

supervisor declare that the thesis of ……………………………………………

(name,   Neptun   code   of   student)   titled

…………………………………………………………………… is suitable for

submission and I recommend it for defending the thesis.

Dated: …………………………………

(The supervisor shall copy the text into an e-mail and shall send it to the student from his/her ………...@uni-corvinus.hu e-mail address.)

DECLARATION ON THE PUBLICITY OF THE THESIS

Name: _____

Program name[2]:_____

_____

I grant my consent to the publication of the electronic version (pdf document) of my thesis with the terms and conditions specified below.

WITH FULL PUBLICITY[3]

Accessible through the library website, in the Thesis/Scientific Students' Association paper database (http://szd.lib.uni-corvinus.hu/), from anywhere in the world wide web, in the form of the pdf document described above.

WITH LIMITED PUBLICITY[4]

Accessible through the library website, in the Thesis/Scientific Students' Association paper database (http://szd.lib.uni-corvinus.hu), exclusively from the Library and the internet network of Corvinus University of Budapest, in the form of the pdf document described above.

Dated: …………………………………

_____
signature of student (author)

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[2] in which this Thesis was written
[34] underline the section chosen

BUDAPESTI CORVINUS EGYETEM

Annex 4

DECLARATION

on thesis written in parallel training

I, the undersigned ……………………………………………….……**(student's name)**, in full awareness of my liability I declare that overlapping between this thesis and my thesis submitted in my parallel training does not exceed 10%. I acknowledge that if the program leaders (or the persons appointed by them) find more than 10% similarity, then I did not fulfil my academic obligation and cannot take the final examination.

Dated: …………………………………

_____
signature of student (author)