

## Notice for Students for the 1st (autumn) semester of the 2021/2022 academic year on the thesis submission and final examination application deadlines and duties

- The additional rules—not included in this notice—for writing and submitting the thesis or diploma work (hereinafter: thesis) are set down in Articles 74–83 of the Study and Examination Regulations.

**Students are reminded that, according to the Study and Examination Regulations which came into effect in September 2021, submitting a thesis after the deadline is not possible.**

- Place of thesis submission: Neptun Single Study System (hereinafter: Neptun).** Each student submits his or her thesis in Neptun.  
Apart from the accepted Scientific Student Association (SSA) dissertation, the submitted thesis cannot be withdrawn.
- Applications regarding thesis submission and the final examination:

	Name of application	period for submission
1	Application for the restriction of publicity of the thesis (post-graduate specialisation programmes, executive MBA training programmes and part-time training programmes)	07.09.2021–29.11.2021
2	Application for taking the final examination after more than two years from the issue of the final certificate (after more than 7 years)	07.09.2021–29.11.2021
3	Application for the acceptance of a Scientific Student Association dissertation submitted in May 2021 as thesis for the final examination taken in the 1st semester of the academic year 2021/2022.	15.10.2021–29.11.2021

#### 4. Deadlines regarding thesis submission and final examination application.

##### 4.1. Advanced final examination in December

##### 4.1.1. Degree programmes organising advanced final examination in December

Education level	name of degree programme
bachelor programme	Human Resources
bachelor programme	Business Administration and Management
bachelor programme	Commerce and Marketing
bachelor programme	International Business Economic
bachelor programme	Finance and Accounting
bachelor programme	Tourism and Catering
bachelor programme	Rural Development Engineering

4.1.2. Only students of the degree programmes specified above are eligible to apply for the advanced final examination in December and to submit the related thesis.

4.1.3. Students of the degree programmes organising the advanced final examination decide whether to take the final examination in December or January by submitting their thesis and applying for the final examination.

4.1.4. If, in the case of a final examination in December, the student does not submit his/her thesis by the given deadline, he/she cannot be released to the final examination in December, however, he/she can submit it until the submission deadline of the January final examination.

- 4.1.5. If the student does not submit his/her thesis by either of the given deadlines, he/she cannot be released to the final examination in the final examination period of the 1st (autumn) semester of the academic year 2021/2022.
- 4.1.6. If, in the case of a final examination in December, the student does not apply for the final examination by the given deadline, he/she cannot be released to the final examination in December, however, he/she can apply until the final examination application deadline of the January final examination.
- 4.1.7. If the student does not apply for the final examination by either of the given deadlines, he/she cannot be released to the final examination in the final examination period of the 1st (autumn) semester of the academic year 2021/2022.
- 4.1.8. Application for the final examination
- 4.1.8.1. The student can apply for the final examination during the thesis submission period in Neptun, under the administration/final exams menu item. (Submitting a thesis in Neptun does not automatically mean applying for the final examination.)
- 4.1.9. Deadlines regarding the final examination in December:

	ACTIVITY	START DATE	END DATE
1	In the case of an advanced final examination, 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 ten (10) working days before the submission deadline.		25.10.2021
2	Access check: eligibility for Neptun; Access check: eligibility for Moodle; Checking the visibility of the thesis line on the Neptun web page; Checking the data in the thesis line on Neptun, especially the name of the supervisor; Checking the visibility of the Moodle trial upload course		25.10.2021
3	Logging in to Neptun; starting the "Thesis acceptance request" to request the approval of the supervisor	25.10.2021 10:00	- 04.11.2021
4	Thesis submission. In the autumn semester, the thesis can be submitted until the first (1st) day of the eighth (8th) academic week of the study period if the student takes an advanced final examination in the given semester.	25.10.2021 10:00	- 08.11.2021 16:00
5	Applying for the final examination in December	25.10.2021 10:00	- 08.11.2021 23:59

#### 4.2. January final examination

- 4.2.1. Degree programmes (not training programmes) organising final examination in January

Education level	name of degree programme
bachelor programme	Applied Economics
bachelor programme	Human Resources
bachelor programme	Business Administration and Management
bachelor programme	Business Informatics
bachelor programme	Commerce and Marketing
bachelor programme	Communication and Media Science
bachelor programme	International Business Economics
bachelor programme	International Relations
bachelor programme	Finance and Accounting
bachelor programme	Political Science
bachelor programme	Sociology
bachelor programme	Tourism and Catering

Education level	name of degree programme
bachelor programme	Rural Development Engineering
master programme	Actuarial and Financial Mathematics
master programme	Supply Chain Management
master programme	Communication and Media Studies
master programme	Economic Analysis
master programme	Master of Business Administration
master programme	Marketing
master programme	International Economy and Business
master programme	International Relations
master programme	Finance
master programme	Political Science
master programme	Regional and Environmental Economic Studies
master programme	Accountancy
master programme	Sociology
master programme	Business Development
master programme	Management and Leadership
postgraduate specialisation	Executive MBA

4.2.2. Only students of the degree programmes specified above can apply for the final examination in January.

4.2.3. If the student does not submit his/her thesis by the given deadline, he/she cannot be released to the final examination in the final examination period of the 1st (autumn) semester of the academic year 2021/2022.

4.2.4. If the student does not apply for the final examination by the given deadline, he/she cannot be released to the final examination in the final examination period of the 1st (autumn) semester of the academic year 2021/2022.

4.2.5. Application for the final examination

4.2.5.1. The student can apply for the final examination during the thesis submission period in Neptun, under the administration/final exams menu item. (Submitting a thesis in Neptun does not automatically mean applying for the final examination.)

4.2.6. Deadlines regarding the final examination in January:

	ACTIVITY	START DATE	END DATE
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 ten (10) working days before the submission deadline.		15.11.2021
2	Access check: eligibility for Neptun; Access check: eligibility for Moodle; Checking the visibility of the thesis line on the Neptun web page; Checking the data in the thesis line on Neptun, especially the name of the supervisor; Checking the visibility of the Moodle trial upload course		25.10.2021
3	Logging in to Neptun; starting the "Thesis acceptance request" to request the approval of the supervisor	25.10.2021 10:00	- 25.11.2021
4	Thesis submission. If the student does not take an advanced final examination in the autumn semester, the deadline of thesis submission is the first day of the eleventh (11th) academic week of the study period.	25.10.2021 10:00	- 29.11.2021 16:00
5	Applying for the final examination in January	25.10.2021 10:00	- 29.11.2021 23:59

5. If the student, or the former student, has previously submitted his/her thesis via either the Moodle system or Neptun, the review of the thesis is valid for two years and the student has nothing to do concerning this matter. (In the case of a thesis submitted in the 1st semester of the academic year 2019/2020)

**6. Who can upload their thesis in the autumn semester of the academic year 2021/2022?**

*6.1. In the case of students with student status:*

6.1.1. Students who complete the 2nd seminar or an equivalent subject in the autumn semester of the academic year 2021/2022 (the subject is taken either for the first or the second time)

6.1.2. Students who have completed the 2nd seminar or an equivalent subject (have received a grade), however, they have not obtained their final certificate and have not submitted their thesis, but have submitted the “Application for the continuation of the thesis under student status”, which have been approved.

6.1.3. Students who have previously submitted their thesis, and 2 years have passed since the submission of the thesis, however, they have submitted the “Application for the continuation of the thesis under student status”, which have been approved.

*6.2. In the case of students with no student status (former students):*

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

6.2.1.1. If the student has not submitted his/her thesis, he/she has had to apply for the continuation and submission of the thesis with the “Application for the continuation or the update of the thesis after the issuance of the final certificate”. In the case of a permission to continue the thesis, the student has taken the subject called the 1st supplementary seminar.

6.2.1.2. Students who have previously submitted their thesis, and 2 years have passed since the submission of the thesis, however, less than 5 years have passed since the issuance of the final certificate, have to submit an application concerning the validity of their thesis and have to upload their thesis again. Name of application: “Application for the continuation or the update of the thesis after the issuance of the final certificate” (They received their final certificate at the end of the autumn semester of the academic year 2016/2017 or later, and submitted their thesis until the end of the spring semester of the academic year 2018/2019.)

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

6.2.2.1. Students who have not uploaded their thesis have to submit an application for the submission of their thesis in Neptun by filling out the “Application for the continuation or the update of the thesis after the issuance of the final certificate”.

6.2.2.2. Students who have previously submitted their thesis, and 2 years have passed since the submission of the thesis, have to submit an application concerning the validity of their thesis and have to upload their thesis again. Name of application: “Application for the continuation or the update of the thesis after the issuance of the final certificate” (In the case of theses submitted until the end of the spring semester of the academic year 2018/2019.)

## 7. Fail thesis

- 7.1. Students whose previously submitted thesis has been evaluated as fail by the reviewers and could not be defended by the students can apply for the submission of their thesis by filling out the “Application for the continuation and submission of the thesis (under student status)” or “Application for the continuation or the update of the thesis after the issuance of the final certificate”.
- 7.2. Students whose thesis defence has been evaluated as fail, and the Final Examination Board has decided on the preparation of a new thesis, have to submit an application for the submission of their thesis in Neptun by filling out the “Application for the continuation or the update of the thesis after the issuance of the final certificate”. (If they received their final certificate at the end of the autumn semester of the academic year 2016/2017 or later.)

## 8. Acceptance of an SSA dissertation as thesis

- 8.1. Students who requested the acceptance of their SSA dissertation as their thesis in the 2nd semester of the academic year 2020/2021, and have received permission to do so, do not have to upload their SSA dissertation. The dissertation is uploaded to Neptun by Project Management.
- 8.2. Students who participated in the University’s Scientific Student Conference in May 2021 with an independent dissertation, and were nominated for National SSA, however, have not requested the acceptance of their SSA dissertation as their thesis can do so by submitting the “Application for the acceptance of a Scientific Student Association dissertation submitted in May 2021 as thesis for the final examination taken in the 1st semester of the academic year 2021/2022”.

## 9. Who can apply for the final examination?

- 9.1. Those who upload their thesis can apply for the final examination **until the thesis submission deadline**.
- 9.2. Students who began their studies in the first year starting from the academic year 2012/2013, and uploaded their thesis in the autumn semester of the academic year 2019/2020 or later, and received their final certificate in the autumn semester of the academic year 2016/2017 or later.
- 9.3. Students who began their studies in the first year no later than the academic year 2011/2012, and uploaded their thesis in the autumn semester of the academic year 2019/2020 or later.

## 10. Thesis submission in the Neptun system

- 10.1. **Before the final submission of the thesis, trial upload for the Urkund text similarity check will be possible in Moodle.** A Moodle course will be created for the students for the trial upload. Name: Thesis trial upload 2021/2022/1. The trial upload is available from 22.10.2021 until 29.11.2021. The thesis can be uploaded only if the student is assigned to the above Moodle course.
- 10.2. The trial upload of the thesis may be carried out multiple times under the “Thesis upload (trial)” menu item.

## 11. Final thesis submission in the Neptun system, declarations:

- 11.1. The student may initiate the submission of the thesis on the Studies/Thesis/Thesis application page, by clicking on the “Thesis acceptance request” button.
- 11.2. 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.
- 11.3. Once the status has been set to “Supported” by the supervisor, the “Thesis upload” button in the student’s thesis line under the “Studies/Thesis/Thesis application”

menu item will become active for the student until the date and time specified in the “Thesis upload deadline” field related to the thesis line.

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

11.4.1. After clicking on the “Thesis upload” button, the final title of the thesis shall be filled out, and declarations shall be made regarding the student’s own work and the thesis written in parallel training, with acceptance. Afterwards, the document upload window will appear.

11.4.2. If a thesis-type document is uploaded, a declaration can be made concerning the type of publicity of the thesis by selecting the appropriate option. Moreover, additional required documents can also be uploaded. (summary)

## **12. Checks for submitting the thesis for the application for the final examination:**

12.1. Every student and every student who has received his/her final certificate has to check whether they can access Neptun. If they cannot log in to the Neptun system,

12.1.1. until 24 October 2021, they have to notify Student Services by sending an email to one of the following addresses (according to their training programme): [hallgatoi.iroda@uni-corvinus.hu](mailto:hallgatoi.iroda@uni-corvinus.hu) or [part.time@uni-corvinus.hu](mailto:part.time@uni-corvinus.hu) or [student.office@uni-corvinus.hu](mailto:student.office@uni-corvinus.hu).

12.1.2. from 25 October 2021, to [intezd.online@uni-corvinus.hu](mailto:intezd.online@uni-corvinus.hu).

12.2. If they are able to access Neptun, **at least 3 working days before** the scheduled submission, students must check whether he/she has access to the menu item required for the submission of the thesis, and whether the supervisor is listed correctly, and whether the “Thesis acceptance request” button is active on the Studies/Thesis/Thesis application page. If they have a problem in this matter, they have to contact the secretariat of the institute responsible for the major or, where there is specialisation, the institute responsible for the given specialisation.

12.3. If the student has other technical problems related to the thesis upload (not the login) in Neptun—e.g. the “Thesis acceptance request” button on the Studies/Thesis/Thesis application page is not active—, he/she can ask for help by sending an email to [pm@uni-corvinus.hu](mailto:pm@uni-corvinus.hu).

12.4. Before the trial upload, the student must check whether the trial upload course is displayed on Moodle. If not, the student must report it by sending an email to [moodlehelpdesk@uni-corvinus.hu](mailto:moodlehelpdesk@uni-corvinus.hu), including his/her Neptun code.

12.5. If the student has a problem with logging in to Cusman, he/she must report it by sending an email to [helpdesk@uni-corvinus.hu](mailto:helpdesk@uni-corvinus.hu), including his/her Neptun code.

**12.6. Please keep in mind that our colleagues assigned to the above email addresses can mainly help in working hours on working days.**

## 13. Deadline table

se- rial no.	Task	Place	Responsi- ble	Deadline
<b>1</b>	Access check: eligibility for Neptun	Neptun	student	25.10.2021
<b>2</b>	Access check: eligibility for Moodle	Moodle	student	25.10.2021
<b>3</b>	Deadlines regarding the final examination in December:			
<b>4</b>	Checking the visibility of the thesis line on the Neptun web page	Neptun	student	25.10.2021
<b>5</b>	Checking the data in the thesis line on Neptun, especially the name of the supervisor	Neptun	student	25.10.2021
<b>6</b>	Checking the visibility of the Moodle trial upload course	Moodle	student	25.10.2021
<b>7</b>	Thesis trial in Moodle	Neptun	student	from 25.10.2021
<b>8</b>	In the case of an advanced final examination, 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 ten (10) working days before the submission deadline	email	student	25.10.2021
<b>9*</b>	Thesis submission. In the autumn semester, the thesis can be submitted until the first (1st) day of the eighth (8th) academic week of the study period if the student takes an advanced final examination in the given semester.	Neptun	student	25.10.2021 10:00 – 08.11.2021 16:00
<b>10</b>	Logging in to Neptun; starting the “Thesis acceptance request”	Neptun	student	25.10.2021 10:00 – 04.11.2021
<b>11</b>	The educator approves the upload of the thesis	Neptun	educator	25.10.2021 10:00 – 08.11.2021 10:00
<b>12</b>	Thesis upload, declarations (regarding parallel training, thesis publicity and other if necessary)	Neptun	student	25.10.2021 10:00 – 08.11.2021 16:00
<b>13</b>	Applying for the final examination in December	Neptun	student	25.10.2021 10:00 – 08.11.2021 23:59
<b>14</b>	Deadlines regarding the final examination in January:			
<b>15</b>	Checking the visibility of the thesis line on the Neptun web page	Neptun	student	15.11.2021
<b>16</b>	Checking the data in the thesis line on Neptun, especially the name of the supervisor	Neptun	student	15.11.2021
<b>17</b>	Checking the visibility of the Moodle trial upload course	Moodle	student	15.11.2021
<b>18</b>	Thesis trial in Moodle	Moodle	student	from 25.10.2021
<b>19</b>	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 ten (10) working days before the submission deadline	email	student	15.11.2021
<b>20*</b>	Thesis submission. In the autumn semester, the thesis can be submitted until the first (1st) day of the eleventh (11th) academic week of the study period.	Neptun	student	15.11.2021 10:00 – 29.11.2021 16:00
<b>21</b>	Logging in to Neptun; starting the “Thesis acceptance request”	Neptun	student	15.11.2021 10:00 – 25.11.2021
<b>22</b>	The educator approves the upload of the thesis	Neptun	educator	15.11.2021 10:00 – 29.11.2021 10:00
<b>23</b>	Thesis upload, declarations (regarding own work, parallel training, thesis publicity and other if necessary)	Neptun	student	15.11.2021 10:00 – 29.11.2021 16:00
<b>24</b>	Applying for the final examination in January	Neptun	student	15.11.2021 10:00 – 29.11.2021 23:59

\*Students are reminded that the thesis submission consists of three steps, and the process must be completed by 16:00 (acceptance request, obtaining support, thesis upload, filling out declarations). If the student cannot meet the suggested deadlines, he/she may not be able to finish the submission of the thesis by 16:00.

#### 14. Check list

serial no.	Task	Deadline	ok?	Dead-line
1	Neptun login ok	25.10.2021		
2	Moodle login ok	25.10.2021		
3	The thesis line on the Neptun web page is visible	25.10.2021		
4	The name of the supervisor in the thesis line in Neptun is ok	25.10.2021		
5	The Moodle trial upload course is visible	25.10.2021		
6	Thesis trial in Moodle	from 25.10.2021		
7	I have sent my thesis for approval	25.10.2021		
8	Starting the "Thesis acceptance request" in Neptun	25.10.2021 10:00 – 04.11.2021 15.11.2021. 10:00 - 25.11. 2021.		
9	Thesis uploaded, declarations uploaded	25.10.2021 10:00 – 08.11.2021 16:00 or 15.11.2021. 10:00 - 29.11.2021. 16:00		
10	Application for the final examination	25.10.2021 10:00 – 08.11.2021 23:59		

#### 15. Text of the declarations to be accepted in Neptun (this text can be seen in Neptun):

15.1. Declaration on the student's own work: 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.

15.2. Declaration on thesis written in parallel training: 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 programme 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.