

Guidelines on Submission of Thesis

Deadlines and Tasks for Students

Spring Semester 2021/2022 academic year

1. Additional rules—not included in the present guidelines—for writing and submitting the thesis or diploma work (hereinafter: thesis) are laid down in Articles 74–83 of the Study and Examination Regulations (SER).
2. Please be reminded that, according to the Study and Examination Regulations put into effect in September 2021, **submitting a thesis after the submission deadline is not possible.**
3. **Platform of thesis submission: Neptun Single Study System (hereinafter: Neptun).** Each student is required to submit the thesis via Neptun.
4. Apart from a dissertation submitted and accepted in the framework of the National Conference of Student Research Societies (NCSRS; Tudományos Diákköri Konferencia - TDK), a submitted thesis cannot be withdrawn.
5. **Thesis topic selection:** Information on the selection of topics of the thesis is provided in the booklet compiled by the relevant academic program director or by the director of specialization.
6. Forms applicable in the thesis submission and final examination process are summarised in the table below. Deadlines are indicated in GMT+2 time zone.

	Name of form / application	period for submission
1	Requesting restriction on the publication and distribution of the thesis (Continuing Professional Development, Executive MBA and part-time courses).	19.04.2022 23:59
2	Request for changing the thesis topic or the supervisor or changing the topic AND the supervisor (during the seminar period, with active student status in the course).	06.03.2022 23:59
3	Request for continuation of thesis writing during active student status (Thesis Seminar 2 or an equivalent course successfully completed, but thesis was not submitted).	19.01.2022 12:00 – 13.02.2022 23:59
4	Request to continue thesis writing, submission of or updating a thesis after the issue of the certificate of completion.	19.01.2022 12:00- 13.02.2022 23:59
5	Request for admission as thesis of the paper submitted for the May 2021 National Conference of Student Research Societies as part of the final examination for Semester 1 in 2021/22	01.04.2022 12:00 – 06.04.2022 23:59
6	Request for admission as thesis of the paper submitted for the May 2022 National Conference of Student Research Societies as part of the final examination for Semester 1 in 2021/22.	20.05.2022 12:00 – 24.05.2022 23:59

7. Thesis submission deadlines

	ACTIVITY	START DATE	END DATE
1	In the case of a final examination scheduled prior to the examination period, the student is obliged to present the 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.		14.04.2022
2	Access check: eligibility for Neptun; Access check: eligibility for Moodle; Checking the visibility of the thesis line on the Neptun Platform; Checking the data in the thesis line on Neptun, especially the name of the supervisor; Checking the visibility of the Moodle course; test upload		22.04.2022
3	Logging in to Neptun; starting the "Thesis acceptance request" procedure to apply for an approval of the supervisor	19.04.2022 10:00	- 28.04.2022 10:00
4	Thesis submission. In the case of spring semesters, the thesis can be submitted until the first (1st) day of the eleventh (11th) week of the academic term, if the student takes an early final examination in the semester in question.	19.04.2022 10:00	- 02.05.2022 16:00

8. If the student or former student has already submitted the thesis in Moodle or Neptun, the evaluation of the thesis is valid for two years and the student has no further action to take (in case of thesis submitted in Semester 2 of 2019/2020 or after).

9. Who can upload a thesis in the Spring Semester of the academic year 2021/2022?

9.1. Someone bearing student status:

9.1.1. Students who will complete the course of Thesis Work II. or equivalent in the Spring Semester of the academic year 2021/2022 (regardless of taking the course for the first or second time).

9.1.2. Students who have already completed (obtained a passing grade) the course Thesis Work II or equivalent, but have not obtained the certificate of completion and have not submitted their thesis yet, but have submitted the "Request for continuation of thesis writing during active student status" and their request has been approved.

9.1.3. Students who have previously submitted their thesis and 2 years have passed since the thesis was submitted, and have submitted a "Request for continuation of thesis writing during active student status" and the request has been approved.

9.2. Former students presently not bearing student status but who commenced the first year of their studies in the academic year 2012/2013:

9.2.1. If the student has not yet handed in a thesis, a "Request to continue thesis writing, submission of or updating a thesis after the issue of the certificate of completion" needs to be submitted. Upon the approval of the request the student needs to complete the seminar called Thesis Writing Supplementary I..

9.2.2 Students who have previously submitted their thesis and 2 years have elapsed from the date of submission of the thesis, but 5 years have not yet elapsed since the date of issue of the certificate of completion and have already submitted a request for the validity of their thesis, must re-submit their thesis. (This holds for those who If obtained a diploma at the end of the spring semester of the

2016/2017 academic year or later and have submitted a thesis by the end of the autumn semester of the 2019/2020 academic year.)

9.3. Former students presently not bearing student status but who commenced the first year of their studies in the academic year 2011/2012:

9.3.1 Students who have not yet uploaded their thesis must apply to submit their thesis in Neptun by completing the form "Request for thesis continuation or thesis update after the issue of a certificate of completion".

9.3.2 Students who have previously submitted a thesis and 2 years have passed since the thesis was submitted, must hand in a "Request for thesis continuation or thesis update after certificate of completion" and have their thesis re-uploaded. (This holds for theses submitted by the end of the autumn semester of the academic year 2019/2020.)

10. Previously failing thesis

10.1. Students whose thesis has been evaluated as unsatisfactory by the examiners for a previously submitted thesis and could not be defended by the student, may initiate the re-submission of their thesis by filling in form "Request for continuation of thesis (during student status)" or "Request for continuation of thesis or thesis updating after the issue of a certificate of completion".

10.2. Students whose thesis was unsatisfactory in a previous final examination and the Final Examination Board required to prepare a new thesis, must apply for a thesis submission by filling in the "Request for thesis to be completed or updated after the issue of a certificate of completion" form in Neptun. (This holds for those who obtained a certificate of completion at the end of the spring semester of the 2016/2017 academic year or later.)

11. Acceptance of an NCSRS (TDK) paper as thesis

11.1. Students who are entitled to submit a thesis according to § 80 (7)-(10) of the SER may initiate the acceptance of their NCSRS paper as a thesis given that they

11.1.1. participated in the NCSRS in May 2021 or

11.1.2. participated in the NCSRS in May 2022.

12. Thesis submission in the Neptun system:

12.1 Before the final submission of the thesis, a trial upload for Urkund Plagiarism Checker will be possible in Moodle. For this purpose a Moodle course with the title "Thesis trial upload 2021/2022/2" will be created for the students. The possibility for the trial upload for students in the process of thesis submission is open between 01/04/2022 – 02/05/2022. The option is available for students assigned to the mentioned Moodle course.

12.2 It is possible to upload the thesis more than once in the "Thesis upload (trial)" section.

13. Final upload of the thesis in Neptun and necessary declarations:

13.1 The student can initiate the submission of the thesis by clicking on the "Thesis submission request" button on the "Studies/Thesis/Thesis submission" page.

13.2 The subject supervisor/consultant can accept a thesis submission request initiated by the student in Neptun by setting the "Final Thesis Submission Support" field to "Supported". Pressing the "Supported" button is the supervisor's declaration that the thesis is ready for submission.

- 13.3 After the subject supervisor/consultant has set "Supported", the "Thesis upload" button in the student's thesis row in the "Studies/Thesis/Thesis submission" menu becomes active until the date specified in the "Thesis upload deadline" field associated with the thesis row.
- 13.4 Uploading the thesis, declaration about the student's own work, declaration on the thesis written in parallel studies and on the thesis's publicity:
 - 13.4.1. After pressing the "Upload thesis" button, the student must fill in the final title of the thesis and then click the "Accept" button to declare that it is own work, and make a statement about the thesis written in parallel studies. The document upload window will then appear.
 - 13.4.2 When uploading a thesis type document, the student must declare full or limited disclosure of the thesis by selecting the relevant checkbox.

14. Text of declarations to be accepted in Neptun (you will see this text in Neptun):

- 14.1 Declaration of own work: I declare, in full awareness of my responsibility, that all texts, figures and tables in the thesis referred to, except those parts cited in accordance with the prescribed rules, are original and the results are solely of my own work and do not rely on any other document or contributor.
- 14.2. Declaration on the thesis in parallel: I declare, in full awareness of my responsibility, that the overlap between this thesis and the thesis submitted in parallel does not exceed 10%. I acknowledge that if the supervisors (or their designees) find that the overlap is greater than 10%, I have not fulfilled my study obligations and cannot take the final examination.

15. Checks for submitting the thesis for the application for the final examination:

- 15.1. Every student and every student who has received his/her certificate of completion is kindly asked to check their access to Neptun. If they cannot log in to the Neptun system, please notify Student Services by sending an email to the following e-mail address: intezd.online@uni-corvinus.hu
- 15.2. **At least 3 working days before** the scheduled submission, students are asked to check to the appearance of 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. In case of a problem, please contact the secretariat of the institute responsible for the programme or, in case of a specialisation, the institute responsible for the given specialisation.
- 15.3. 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 may ask for help by sending an email to om@uni-corvinus.hu
- 15.4. Before the trial upload, the student is requested to check whether the trial upload course is displayed on Moodle. If not, please report it by sending an email to moodle-helpdesk@uni-corvinus.hu, including his/her Neptun code.
- 15.5. If the student has a problem with logging in to Cusman, he/she may report it by sending an email to helpdesk@uni-corvinus.hu, including his/her Neptun code.
- 15.6. Please keep in mind that our colleagues assigned to the above email addresses can mainly help in working hours on working days.**

16. Deadline table

se- rial no.	Task	Place	Responsi- ble	Deadline
1	Access check: eligibility for Moodle	Moodle	student	22.04.2022
2	Access check: eligibility for Neptun	Neptun	student	22.04.2022
3	Checking the visibility of the Moodle trial upload course	Moodle	student	01.04.2022 – 22.04.2022
4	Thesis trial in Moodle	Moodle	student	01.04.2022-02.05.2022
5	Checking the visibility of the thesis line on the Neptun web page	Neptun	student	01.04.2022 – 22.04.2022
6	Checking the data in the thesis line on Neptun, especially the name of the supervisor	Neptun	student	01.04.2022 – 22.04.2022
7	„Application for admission of the May 2021 NCSRS paper as a thesis" Submission of an application for the final exam 2021/22/2	Neptun	student	from 10:00 01.04.2022-06.04.2022
8	The student must present his/her thesis to the consultant for approval by the deadline set by the consultant, but no later than ten (10) working days before the deadline.		student	14.04.2022
9	Logging in to Neptun; starting the “Thesis acceptance request”	Neptun	student	19.04.2022 10:00 – 28.04.2022 10:00
10	Thesis submission. The deadline for submission of the thesis is the first day of the eleventh (11th) week of the academic term. Thesis upload, declarations (on parallel education, thesis disclosure).*	Neptun	student	19.04.2022 10:00 – 02.05.2022 16:00
11	Submission of the application "Application for the NCSRS paper in May 2022 as a thesis for the final exam in semester 2021/22/2".	Neptun	student	20.05.2022

*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.

Education Management Team