CORVINUS UNIVERSITY of BUDAPEST

Checklist for the successful thesis submission in the 2021/2022/2 semester

BM students are kindly requested to check:

	WHAT	WHERE	WHEN	COMMENT
1.	Application for requesting restriction on the publication and distribution of the Thesis		from 19.04.2022 23:59 to **02.05.2022 16:00**	• Please fill in a Neptun form <u>**before**</u> submitting Thesis
2.	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		01.04.202212:00-06.04.2022 23:59	• Please submit a Neptun request
3.	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	• Please submit a Neptun request
4.	Thesis trial in Moodle	Moodle	01.04.2022-**02.05.2022**	• Check the visibility of the Moodle trial upload course 01.04.2022-22.04.2022 • Let Szilvia Smith (szilvia.smith@uni-corvinus.hu) know if you have difficulties.
5.	Present Thesis for the Supervisor for approval	e-mail	the latest by**14.04.2022**	• Date set by the supervisor but no later than ten (10) working days before the submission deadline. • Please send it to your supervisor well before the submission date.

	WHAT	WHERE	WHEN	COMMENT
6.	Check eligibility on Neptun and Moodle	Neptun, Moodle	22.04.2022	• Access check eligibility for Neptun, and Moodle. • Check Visibility of thesis line on the Neptun Platform. • Check the data on the Thesis line especially the name of the supervisor • Checking the visibility of the Moodle course, test upload
7.	Logging in to Neptun starting the 'Thesis acceptance request' procedure to apply for an approval of the supervisor	Neptun	19.04.2022 10:00- 28.04.2022 10:00	• Logging in to Neptun; starting the "Thesis acceptance request" procedure to apply for an approval of the supervisor
8.	Thesis acceptance of the request	Neptun	19.04.2022-02.05.2022 10:00	• Procedure to apply for an approval of the supervisor • supervisor has to accept the Thesis until this deadline
9.	Thesis submission	Neptun	19.04.2022 10:00- 02.05.2022 16:00-Final deadline!!!	• The precondition of this is that subject consultant has set 'Supported', then the Thesis upload button becomes active. • Studies/Thesis/Thesis submission • Before submitting the Thesis, you have to fill in declaration about the Thesis being the student's own work, declaration on the Thesis written in parallel studies and on the thesis's publicity: • In case of technical problems with Neptun upload email: om@uni-corvinus.hu • according to the Study and Examination Regulations put into effect in September 2021, submitting a thesis after the submission deadline is not possible!