

Thesis Consultation Process

For BA in Business and Management Students

Thesis consultation information for students starting thesis writing in
2021/2022/2 semester

Updated in March 2022

Who needs to read the below details?

- If you are going to start writing your thesis work in the 2022 spring semester and graduate in 2023 autumn semester, please follow the steps below from #0
- If you have not yet managed to complete Thesis Work Consultation 1 (293NTHECONS1), but you still would like to continue the thesis work with the same consultant professor as you had been working with previously, please follow the steps from #1

Managing your thesis work in Neptun and in other platforms

Summary of the Thesis work process (2 semesters)			
#	WHAT	WHEN	WHERE
0.	Choose your topic and professor from the list	07 February 2022 – 18 th February 2022	Neptun
1.	Register for the relevant thesis course	Final: 31 st Jan 2022 – 13 th February 2022	in Neptun
2.	Submit your choice for topic and consultant professor	14 th February	in Moodle
3.	Register your thesis topic and request an approval from your thesis consultant	14 th February	in Neptun
4.	Follow the methodological lectures/guides on thesis writing	2021/2022/2 nd semester	Teams / Moodle
5.	Continue the thesis consultation session with your professor and	2021/2022/2 semester	Teams / Via mail
6.	Submit Thesis Work Plan	23:59 20 th March 2022	in Moodle
7.	Continue the thesis consultation session with your professor	2021/2022/2 nd semester	Teams / Via mail
8.	Submit the Theoretical chapter of your thesis	23:59 22 nd May 2022	in Moodle
9.	Register for the Thesis Work Consultation 2	Precise date to be defined, once the schedule of the 2022/23 academic year is available Pre-registration: 16 th May 2022 – 22 nd May 2022	in Neptun
10.	Continue consultations with your professor	2022/2023/1 st semester	Teams / Via mail

11.	Preliminary submission - Submit the full-content version of your thesis work ¹	precise date to be defined, once the schedule of the 2022/23 academic year is available BUT 10 working days BEFORE the final submission	in Moodle
12.	Request an approval from your thesis consultant professor	precise date to be defined, once the schedule of the 2022/23 academic year is available	in Neptun
13.	Final submission: Submit your 100% ready thesis work	Autumn 2022 or January 2023	in Neptun

Deadlines and the technical process via Neptun will be confirmed at a later date.

TASKS FOR 2022 SPRING SEMESTER (March 2022 & June 2022)

o. Choosing topic and supervisor

Choose a topic for your thesis work from the list attached in an excel file. Contact the professor offering the topic, ask him/her to be your thesis consultant professor and specify the topic you want to work on (most of the topics in the list are general). Please note that the list is a recommendation, it is preferred to have a Corvinus-professor as thesis consultant professor, however, if your topic is specific and/or you cannot find a professor from the list, please ask help from the course leader.

Find a supervisor from the given list as quickly as possible. Several hundred students write their thesis work every semester at the university and they need a supervisor too. If you are not quick enough, professors will say yes to other students for thesis consultation and you may not find an available professor. It is your responsibility to find a thesis consultant professor.

Also, inform the professor about the following:

- deadline to submit thesis topic description – deadline: mid-February 2022
- deadline to submit the complete thesis work: autumn 2022
- you are a student in the English-language BA in Business and Management programme
- you need to consult 10×50 minutes with him/her during your 2-semester thesis consultation courses

¹ The student is obliged to present their thesis to the supervisor for approval by the deadline set by the supervisor, but no later than 10 working days before the submission deadline. (Article 79, (1) of Study and Examination Regulations)

Eventually in the first half of February you will already need to have:

- **a thesis consultant professor (supervisor)**, who agreed to consult with you throughout the next two semesters and
- **a topic**, which is not too general (like “finance”) but refers to the subtopic or problem you want to deal with. No exact title is needed at this point.

1. Registration for the course

Thesis Work Consultation 1 (293NTHECONS1)

If you started your studies in September 2017 or later, you have to take Thesis Work Consultation 1 (293NTHECONS1) course in Neptun for the 2022 spring semester. Please register for the subject in the registration period as shown in the above table. According to your programme curriculum, you must complete the Thesis Work Consultation 1 (293NTHECONS1) and Thesis Work Consultation 2 (293NTHECONS2) courses (two semesters) in order to be able to submit your thesis work and graduate.

Thesis Work Consultation 1 course offers online methodology videos about the general questions of thesis writing and individual consultations with your consultant professor. Your grade for the three-credited Thesis Work Consultation 1 course will be based on your performance during the semester (whether you regularly consulted with your thesis supervisor, how professionally you completed the Thesis Work Plan and the Theoretical Chapter of your thesis work and overall how efficiently you worked during the semester), evaluated by your supervisor.

If you fail to complete this subject in the 2022 spring semester, you will have to register for it again in the following semester. Like all other courses, Thesis Work Consultation 1 can only be taken max. three times.

2. Submit your choice for topic and supervisor

This is a checkpoint before making your choice official. The professor responsible for the academic quality during the thesis writing process will either approve your choice of the thesis topic and thesis consultant or will send you a remark or a question if he/she needs further information in order to be able to approve your choice.

Deadline for submitting topic and supervisor: **14th February 2022.**

3. Register your thesis topic and request an approval from your supervisor

In this step you make your decision official and create the administrative background for thesis submission in the next semester. Guidance on how to request this approval in Neptun will be shared with you.

4. Following the methodological lectures/guides on thesis writing

You start working on your thesis work at the beginning of 2022 spring semester. Consult regularly with your supervisor (5×50 minutes is recommended during a semester).

During the actual writing process, minor changes in the thesis topic will have to be judged by the actual thesis supervisor. Any major changes and the change of consultant professor require approval from the Programme Director. You can request the change by submitting a Neptun request.

5. Submitting the Thesis Work Plan

The first milestone of your work is a Thesis Work Plan. The Thesis Work Plan should be prepared in consultation with your professor and should also be approved by him/her before submission. This is a 4-5-page document, containing:

- the importance of the topic
- aim of the thesis work and research question(s)
- the methodology to be used
- the planned structure of your thesis (outline)
- a proper reference list of approximately 10 literature sources (books and scientific journal articles) that will give the theoretical basis of your thesis work
- a work plan, in which you schedule your research activities and deadlines.

Please indicate the proposed title, your name and your supervisor's name on the first page. Upload your Thesis Work Plan to Moodle.

Deadline for uploading the Thesis Work Plan is: **20th March 2022**. Please note that in case you miss the deadline to upload it in Moodle, then you will receive a „signature denied” or “Not completed” entry in Neptun for the course.

6. Submitting the Theoretical Chapter of your thesis work

Keep consulting with your supervisor and write the theoretical part (approximately 10 pages) of your thesis work. Please submit the theoretical part of your thesis work to the supervisor before the deadline and then upload it in Moodle.

Deadline for uploading the Theoretical Part is: **22nd May 2022**.

Please note that in case you miss the deadline to upload it in Moodle, then you will receive a „signature denied” or Not completed entry in Neptun for the course.

By the last day of the exam period, your grade or signature must be entered in Neptun. If necessary, make sure to remind your thesis consultant in due time to enter your grade in Neptun!

TASKS FOR 2022 AUTUMN SEMESTER

7. Registering for the Thesis Work Consultation 2 and continue consultations with your supervisor

If you started your studies in September 2017 or later, you need to complete the 7-credited Thesis Work Consultation 2 (293NTHECONS2) course.

Register for the course in Neptun in the course registration period (either in the course preregistration period or in the final registration period at the latest).

8. Uploading the full-content version of your thesis work (preliminary submission)

Continue the work you have started in the previous semester and prepare the full-content version of your thesis work. Your final grade for Thesis Work Consultation 2 (293NTHECONS2) will be based on the full-content version of your thesis work uploaded 10 workdays before the final thesis submission deadline. Your thesis consultant professor will decide on the submission of your thesis work based on this document.

Deadline for uploading the full-content version is: **precise date to be defined once the schedule of the 2022/2023 academic year is available.**

9. Requesting an approval from your thesis consultant professor

By approving the form in Neptun, the thesis consultant professor declares that you have regularly consulted with him/her and that your thesis work meets the general requirements of this Thesis Guidance. Please make sure to read the Guidance carefully as the evaluators of your thesis work will also work on the basis of this material. Please note that in case you have not met the internal deadlines, have not consulted with your professor regularly or have not met the quality requirements of the Thesis Guidance, the supervisor has every right not to approve your thesis approval form in Neptun. Furthermore, please note that you cannot withdraw your submitted thesis work.

Guidance on how to request this approval in Neptun will be shared with you.

10. Submitting the thesis work (final submission)

Students who wish to defend their thesis work **in 2022/23/1st semester (December 2022 or January 2023)** must upload the final version of their thesis work and the executive summary of the thesis work on an

electronic platform (in Neptun) (**precise date to be defined once the schedule of the 2022/2023 academic year is available**). No late submission is possible. Submission is only possible if the thesis consultant professor approves it by approving in the relevant Neptun request.

Guidance on how to request this approval in Neptun will be shared with you.

Other Information

- If you have completed all the required courses and the mandatory internship in the programme and have two passing grades for the Thesis Work Consultation 1 and 2 courses, your legal status as a student will end. Please note that you will not be able to go to thesis defence, if you do not have all your courses closed in Neptun.
- Submitting a thesis does not automatically mean an **application for the thesis defence**. It is a separate step in Neptun (Administration/Final exam).
- If you **have completed the Thesis Work Consultation 1 and 2 courses but decided NOT to submit the final thesis**:
 - if absolutory is GAINED (your legal status terminated), you will have to submit a Neptun request called “Request on continuation of thesis preparation or updating thesis after issuing final certificate (with terminated student status)”
 - The request can be submitted until the end of the registration period of the semester when you would like to continue the thesis consultation.
 - After the approval of the request (Programme Director and Thesis consultant professor) the thesis consultation course is obligatory (supplementary course of the seminar), the fee is app. HUF 50 000. The Student Office is in charge of the administration.
 - if absolutory is NOT GAINED (your legal status with the University does still exist, because you still have courses to complete the curriculum of your programme), you will have to submit a Neptun request called “Request to continue and/ or submit a thesis (under student status)”
 - The request can be submitted until the end of the registration period of the semester when you would like to continue the thesis consultation.
 - After the approval of the request (Programme Director and Thesis consultant professor) the thesis consultation course is to be continued (supplementary course of the seminar), The Student Office is in charge of the administration (registering you to this course).
- If you would like to **change the topic AND/OR your thesis consultant professor**, you will have to submit a request in Neptun called “Request to change the topic of the thesis or the supervisor or the topic and the supervisor”

- at the beginning of the semester when you start Thesis work consultation 2. course (2022/2023/1)
- As of the 2020/2021 academic year, **OTDK papers can be requested to be accepted as thesis work documents**. For further details, please ask your Programme Coordinator.