

Under active student status

Dear Student,

Regarding the preparation and submission of the thesis, as well as the application for the final exam, the following requests are available in Neptun with alignment of the current SER:

1. Request for thesis publicity restriction

- 1.1. Eligible to apply: Students with active status of postgraduate specialist training, executive training, teaching and part-time training, while completing the subject of the professional seminar. **29.08.2022 10:00-11.12.2022 23:59.**
- 1.2. Decision: The programme leader decides on the request within 15 days.
- 1.3. There is no legal appeal against the decision.

2. Request to change the topic of the thesis or the supervisor or the topic and the supervisor I. *(during thesis seminars, with an active student status on the given programme)*

- 2.1. Eligible to apply: all students with active student status on the given programme who have already enrolled in the thesis seminar subject
- 2.2. Submission deadline: The student can submit it in the semester of taking the Thesis Seminar II. or equivalent subject, by the end of the fifth week of the semester. **29.08.2022 10:00-02.10.2022 23:59.**
- 2.3. Fee-based request, RSFB annex 4: **HUF 8000/request**
- 2.4. Decision: The programme leader decides on the request in consultation with the head of the institute.
- 2.5. There is no legal appeal against the decision.

3. Request to submit a Thesis I. *(successfully completed the Thesis Seminar II. or equivalent subject as a student, but did not submit the thesis)*

- 3.1. Eligible to apply: students with an active status of all programmes who have successfully completed Thesis Seminar II. or the equivalent course in the given programme, but have not submitted their thesis.
- 3.2. Submission deadline: The request can be submitted by the end of the registration period of the semester in which the thesis is submitted. **29.08.2022 10:00-18.09.2022 23:59**
- 3.3. Decision: The programme leader decides on the request after listening to the consultant's opinion. (within 10 days)

4. Request for taking Scientific Students' Association dissertation as Thesis 2022/23/1.

- 4.1. Eligible to apply: students who participated in OTDK in May 2022
- 4.2. Submission deadline: The request can be submitted by the end of the registration period of the semester in which the thesis is submitted. **29.08.2022 10:00-18.09.2022 23:59**
- 4.3. Decision: The programme leader decides on the request (within 5 days)

5. Request for correction of an unsuccessful Thesis I. *(During active student status)*

- 5.1. Unsuccessful thesis: submitted and classified as insufficient (not defensible) under student status.
- 5.2. Eligible for submission: students of all programmes with active status who submitted their thesis but were evaluated as insufficient.
- 5.3. Submission deadline: The request can be submitted by the end of the registration period of the semester in which the thesis is submitted. **29.08.2022 10:00-18.09.2022 23:59**
- 5.4. Fee-based request, RSFB annex 4: **HUF 10000/request**
- 5.5. Decision: The dean decides on the request.

After active student status

Dear Student,

Regarding the preparation and submission of the thesis, as well as the application for the final exam, the following requests are available in Neptun with alignment of the current SER:

- 1. Request to change the topic of the thesis or the supervisor or the topic and the supervisor II.** *(After student status. After the absolatory certificate is issued.)*
 - 1.1. Eligible to apply: students of all programmes who have obtained the absolatory certificate
 - 1.2. Submission period: The request can be submitted until the end of the registration period of the semester in which the thesis is submitted. **29.08.022.08 10:00-18.09.2022 23:59**
 - 1.3. Fee-based request, RSFB annex 5: **HUF 10000/request**
 - 1.4. Decision: The programme leader decides on the request in consultation with the head of the institute.
 - 1.5. There is no legal appeal against the decision.

- 2. Request to submit a Thesis II.** *(After student status. Two years have not yet passed since the absolatory certificate was issued.)*
 - 2.1. Eligible to apply: students of all programmes who have obtained the absolatory certificate. Two years have not yet passed since the absolatory certificate was issued. The absolatory certificate was issued in the fall semester of 2020/2021 or after.
 - 2.2. Submission period: The request can be submitted until the end of the registration period of the semester in which the thesis is submitted. **29.08.022.08 10:00-18.09.2022 23:59**
 - 2.3. Fee-based request, RSFB annex 5: **HUF 10000/request**
 - 2.4. Decision: The programme leader decides on the request after listening to the consultant's opinion. (within 10 days)
 - 2.5. After a positive decision, based on Section 77 (5) of the RSFB, the thesis consultation is mandatory, for which a fee specified in the RSFB must be paid (HUF 50,000)

- 3. Request to submit a Thesis III.** *(After student status. Two years have passed since the absolatory certificate was issued.)*
 - 3.1. Eligible to apply: students of all programmes who have obtained the absolatory certificate. Two years have already passed since the absolatory certificate was issued. (The absolatory certificate was issued before the 2020/2021/1 semester.)
 - 3.2. Submission period: The request can be submitted until the end of the registration period of the semester in which the thesis is submitted. **29.08.2022 10:00-18.09.2022 23:59**
 - 3.3. Fee-based request, RSFB annex 5: **HUF 10000/request**
 - 3.4. Decision: The programme leader decides on the request after listening to the consultant's opinion. (within 10 days)
 - 3.5. By listening to the consultant's opinion, the programme leader examines the actuality of the thesis, taking into account the following:
 - 3.5.1. the thesis may be submitted in the form presented at the time of submission of the request, or
 - 3.5.2. the previously started thesis must be amended, improved, or
 - 3.5.3. the previously started thesis must be updated and can be continued afterwards
 - 3.5.4. a new thesis must be prepared with a new topic, and after that it can be submitted again according to the general rules.,
 - 3.6. After a positive decision, based on Section 77 (5) of the RSFB, the thesis consultation is mandatory, for which a fee specified in the RSFB must be paid (HUF 50,000)

- 4. 5. Request for correction of an unsuccessful Thesis II.** *(After active student status.)*
 - 4.1. Unsuccessful thesis: submitted and classified as insufficient (not defensible) under student status.

- 4.2. Eligible to apply: students of all programmes who have obtained the absolatory certificate.
- 4.3. Submission period: The request can be submitted until the end of the registration period of the semester in which the thesis is submitted. **2022.08.29 10:00-2022.09.18 23:59**
- 4.4. Fee-based request, RSFB annex 4: **HUF 10000/request**
- 4.5. Decision: The dean decides on the request.
- 4.6. - After a positive decision, based on Section 77 (5) of the RSFB, the thesis consultation is mandatory, for which a fee specified in the RSFB must be paid (HUF 50,000)

5. Request to take the final exam more than 2 years after the absolatory certificate was issued (more than 7 years)

- 5.1. Eligible to apply: all students with academic status who have obtained a absolatory certificate, who
 - 5.1.1. In the case of students enrolled after the 2011/2012 academic year, more than 7 years after the issuance of the absolatory certificate. (He/she obtained his/her absolatory certificate in semester 1/2014/2015 or before that.)
 - 5.1.2. In the case of students enrolling in the 2012/2013 academic year and after: beyond 2 years after the issuance of the absolatory certificate and up to and including 5 years after the issuance of the absolatory certificate. (He/she obtained his/her absolatory certificate in semester 1/2017/2018 or later, no later than semester 1/2020/2021.)
- 5.2. Submission deadline: The former student can submit a request for the intention to take the exam until the thesis submission deadline, until **11.12.2022 23:59**
- 5.3. Decision: The programme leader decides on the conditions for admission to the final exam. (within 15 days)