

## Thesis submission and Final exam dates 2022/2023 1st (autumn) semester for those who take the final exam in January.

Dear Students,

Please read below for more information about the process of handing in your thesis and the final exam period.

There are three steps to hand in your thesis: You need to initiate the upload of your thesis by activating the **Szakdolgozat befogadási kérés** (Thesis upload request) in Neptun by 23:59 7<sup>th</sup> of December 2022. Your consultant will then approve your work, and you can upload the thesis. If you do not initiate this by **23:59 11<sup>th</sup> of December 2022** you will not be able to upload your thesis!

Things to do	Where	start	finish
Access check for moodle. Check visibility on Moodle for trial upload	Moodle	02.11.2022	18.11.2022
Access check eligibility for Neptun, and check the visibility of Thesis line on Neptun especially the name of the Supervisor	Neptun	02.11.2022	18.11.2022
Trial upload on Moodle	Moodle	03.10.2022	11.12.2022
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	Neptun	02.11.2022	28.11.2022
Log into Neptun, start “Thesis acceptance request” procedure to have an approval from the supervisor.	Neptun	<b>28.11.2022 10:00</b>	<b>07.12.2022 23:59</b>

Consultant approves thesis in Neptun this is Thesis approval request. The status is set supported by the consultant so that the thesis can be uploaded	Neptun	28.11.2022	<b>09.12.2022</b>
Submit your Thesis the deadline is the first day of the twelfth (12th) week of the academic term. Upload your thesis and the declarations relating to dual training, declaration of own work and the publicity of the Thesis)	Neptun	28.11.2022 10:00	<b>09.12.2022 23:59</b>
Register for the final exam	Neptun	28.11.2022 10:00	<b>09.12.2022 23:59</b>
Final exam period		<b>30.01.2023</b>	<b>02.02.2023</b>

### Most immediate things to do:

Please don't forget to email your thesis to your supervisor for final approval. You need to register for the final exam (uploading the thesis does not mean you are registered). You can do this at the same time when uploading your thesis.

### Upload the thesis in Neptun.

Initiate the submission of the thesis by clicking on the "Thesis submission request" button on the "Studies/Thesis/Thesis submission" page.

The subject supervisor 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.

After the subject supervisor 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.

The final exams will be held at the University in person.

Who can register for the final exam?

- Those students with student status, who wish to take the final exam.
- Those students who started their first semester in 2012/2013 and obtained their final certificate in 2019/2020 spring term or after.
- Those students who started their first semester in 2012/2013 and obtained their final certificate in 2016/2017 spring semester or later, in 2019/2020 autumn semester and have submitted a request which has been granted to take the final exam.

### Trouble shooting:

**Checks for submitting the thesis for the application for the final examination:**

Every student who has received his/her certificate of completion is kindly asked to check their access to Neptun.

**If you 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](mailto:intezd.online@uni-corvinus.hu)**

**3 working days before the scheduled submission**, students are asked to check 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 program or, in case of a specialisation, the institute responsible for the given specialisation.**

If you have **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—, ask for help by **sending an email to [om@uni-corvinus.hu](mailto:om@uni-corvinus.hu)**

Before the trial upload, you are **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](mailto:moodle-helpdesk@uni-corvinus.hu)** , including your Neptun code.

**If you have a problem with logging in to Cusman**, report it by sending an email to [helpdesk@uni-corvinus.hu](mailto:helpdesk@uni-corvinus.hu), including your Neptun code.

If there are any other questions, I will also be happy to help [szilvia.smith@uni-corvinus.hu](mailto:szilvia.smith@uni-corvinus.hu) .

**Szilvia Smith Program Coordinator of BSc in Business and Management**