

## **Guidelines on Submission of Thesis Deadlines and Tasks for Students Spring Semester 2022/2023 academic year**

1. The purpose of this information note is to set out the tasks and deadlines for the thesis based on the timetable and the relevant regulations for the academic year 2022/2023.
2. 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).
3. Submitting a thesis after the submission deadline is not possible according to the Study and Examination Regulations (SER).
4. The formal and content requirements of the thesis are governed by the regulations Study and Examination Regulations (SER) in force at the time of the student's enrolment.
5. Platform of thesis submission: Neptun Single Study System (hereinafter: Neptun). Each student is required to submit the thesis via Neptun.

### **6. 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.

### **7. Thesis submission**

- 7.1. The thesis is submitted to all students in the Neptun Unified Learning System (hereinafter: Neptun)
- 7.2. 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 2012/2021 or after).

### **8. Who can upload a thesis in the Spring Semester of the academic year 2022/2023?**

#### 8.1. Someone bearing student status:

- 8.1.1. Students who will complete the course of Thesis Work II. or equivalent in the Spring Semester of the academic year 2022/2023 (regardless of taking the course for the first or second time).
- 8.1.2. 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 to submit a thesis I. During student status." and their request has been approved.

#### 8.2. For former students who are not students and who started their studies in the first year of studies from the academic year 2012/2013.

- 8.2.1. Former students who have already completed Thesis seminar II. or equivalent subject (with a grade), have not yet submitted their thesis, but have obtained the final certificate and two years have not yet passed since the issue of the final certificate and have submitted the "Request

- to submit a thesis II. Within two years of leaving student status." application has been submitted and the application has been approved.
- 8.2.2. Former students who have already completed (with a grade) the Thesis seminar II. or equivalent subject, have not yet submitted their thesis but have obtained the final certificate and two years have passed since the final certificate was issued but five years have not yet passed, and have submitted an application for "Request to submit a thesis III. From two years after termination of student status." application has been submitted and the application has been approved.
- 8.2.3. Former students who have submitted their thesis and two years have passed since the examination but less than five years have passed since the issue of the final certificate and who have completed the "Request to submit a thesis III. From two years after termination of student status." and the application has been approved.
- 8.3. Former students presently not bearing student status but who commenced the first year of their studies in the academic year 2011/2012:
- 8.3.1. Former students who have already completed (with a grade) the Thesis seminar II. or equivalent subject, have not yet submitted their thesis but have obtained the final certificate and two years have passed since the final certificate, and have submitted an application for "Request to submit a thesis III. From two years after termination of student status." application has been submitted and the application has been approved.
- 8.3.2. Former students who have submitted their thesis and two years have passed since the evaluation of the "Request to submit a thesis III. From two years after termination of student status." have submitted an application and the application has been approved.

## **9. Insufficient thesis:**

- 9.1. Students whose thesis has been evaluated as unsatisfactory by the examiners for a previously submitted thesis and the students have not been allowed to defend it, can initiate the submission of their thesis by filling in the "Request for the correction of an unsuccessful thesis and submission of a thesis I." form.
- 9.2. Former students whose thesis has been rated unsatisfactory by the examiners for a previously submitted thesis and the students have not been allowed to defend it, may initiate the submission of their thesis by filling in the "Request for the correction of an unsuccessful thesis and submission of a thesis II" form, provided that five years have not elapsed since the issue of the final certificate. (If you graduated at the end of the spring semester of the 2017/2018 academic year or later.)

**10. Acceptance of an (TDK) paper as thesis:**

- 10.1. Students who have participated in the May 2022 TDK and are entitled to submit an application according to § 80 (7)-(10) of the SER may initiate the acceptance of their TDK thesis as a thesis. The request is called "Request for taking Scientific Students' Association (2022) dissertation as Thesis 2022/23/2."
- 10.2. Students who have participated in the May 2023 TDK and are entitled to submit an application according to § 80 (7)-(10) of the SER may initiate the acceptance of their TDK thesis as a thesis. The request is called "Request for taking Scientific Students' Association (2023) dissertation as Thesis 2022/23/2."

**11. Thesis test upload in Moodle system:**

- 11.1. 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 2022/2023/2' will be created for the students. The option is available for students assigned to the mentioned Moodle course.
- 11.2. It is possible to upload the thesis more than once in the "Thesis upload (trial)" section.

**12. Final upload of the thesis in Neptun and declarations:**

- 12.1. The student can initiate the submission of the thesis by clicking on the "Thesis submission request" button on the "Studies/Thesis/Thesis submission" page.
- 12.2. 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.
- 12.3. 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.
- 12.4. Uploading the thesis, declaration about the student's own work, declaration on the thesis written in parallel studies and on the thesis's publicity:
  - 12.4.1. 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.
  - 12.4.2. When uploading a thesis type document, the student must declare full or limited disclosure of the thesis by selecting the relevant checkbox.

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

- 13.1. 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.
- 13.2. 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.

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

- 14.1. 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](mailto:intezd.online@uni-corvinus.hu)
- 14.2. **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.
- 14.3. 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](mailto:om@uni-corvinus.hu)
- 14.4. 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 [moodlehelpdesk@uni-corvinus.hu](mailto:moodlehelpdesk@uni-corvinus.hu), including his/her Neptun code.
- 14.5. 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](mailto:helpdesk@uni-corvinus.hu), including his/her Neptun code.
- 14.6. Please keep in mind that our colleagues assigned to the above email addresses can mainly help in working hours on working days.

### 15. Deadline table for December final exam

**Please note that** the thesis submission process consists of three steps. The student has the possibility to start the "Thesis admission request" until 23:59 on Wednesday, 17/05/2023 at midnight. After that, the period until midnight on Sunday 19/05/2023 23:59 is for instructor approval and uploading! **If you do not initiate the upload by 23:59 on 17/05/2023, you will not be able to upload your thesis.**

	Task	Place	Responsible	Start (D/M/Y)	Finish (D/M/Y)
1	Checking Moodle eligibility and course visibility for mock upload.	Moodle	student	05.04.2023	21.04.2023
2	Checking Neptun eligibility, visibility of thesis row on Neptun web interface, checking Neptun thesis row data, especially the name of the thesis advisor.	Neptun	student	05.04.2023	21.04.2023
3	Thesis test upload to Moodle.	Moodle	student	27.04.2023	21.05.2023
4	The student must present his/her thesis to the advisor for finalization by the deadline set by the advisor, but no later than ten (10) working days before the deadline.	Neptun	student	27.03.2023	08.05.2023
5	Launch of the "Thesis admission request" in Neptun by the student.	Neptun	student	10:00 08.05.2023	23:59 17.05.2023
6	Acceptance of "Thesis admission request" by the Octave in Neptun. The instructor approves the thesis upload. The thesis acceptance is done by setting "Thesis Accepted", this is also the instructor's declaration that the thesis can be handed in.	Neptun	consultant	10:00 08.05.2023	23:59 19.05.2023
7	Thesis submission early December ZV. Thesis submission. The deadline for submission of the thesis is the last day of the eighth (8th) week of the academic term. Thesis upload, declarations (on parallel education, thesis disclosure).	Neptun	student	10:00 08.05.2023	23:59 21.05.2023

**16. Application for thesis submission:**

	Name of application	Visibility (for who?)	Visibility 2022/2023/1 semester (D/M/Y)	Fee
1	Request to restrict access to a thesis	Continuing vocational training, executive training and part-time and teacher training	10:00 13.02.2023-23:59 21.05.2023	free of charge
2	Request to change the topic of the thesis or the supervisor or the topic and the supervisor I.	During student status	10:00 13.02.2023-23:59 19.03.2023	fee required, 9300 HUF/application
3	Request to change the topic of the thesis or the supervisor or the topic and the supervisor II.	After leaving student status	10:00 13.02.2023-23:59 26.02.2023	fee required, 11600 HUF/application
4	Request to submit a thesis I. During student status.	During student status	10:00 13.02.2023-23:59 26.02.2023	free of charge
5	Request to submit a thesis II. Within two years of leaving student status.	After termination of student status (graduated), less than two years from the date of issue of the final certificate	10:00 13.02.2023-23:59 26.02.2023	fee required, 10000 HUF/application
6	Request to submit a thesis III. From two years after termination of student status.	After termination of student status (graduated), but two years have already passed since the issue of the final certificate	10:00 13.02.2023-23:59 26.02.2023	fee required, 10000 Huf/application
7	Request for correction of an unsuccessful thesis and submission of a thesis I.	Unsuccessful thesis: submitted and graded as unsatisfactory (not defensible) during student status.	10:00 13.02.2023-23:59 26.02.2023	fee required, 11600 Huf/application
8	Request for correction of an unsuccessful thesis and submission of a thesis II.	Unsuccessful thesis: submitted and graded as unsatisfactory (not defensible) during student status.	10:00 13.02.2023-23:59 26.02.2023	fee required, 10000 Huf/application
9	Request for the acceptance of the May 2022 Scientific student group thesis as a thesis for the final exam 2022/23/2 semester.	Students qualifying for OTDK in May 2022 (individual group)	10:00 13.02.2023-23:59 26.02.2023	free of charge
10	Request for the acceptance of the May 2023 Scientific student group thesis as a thesis for the final exam 2022/23/2 semester.	Students qualifying for OTDK in May 2023 (individual group)	10:00 23.05.2023-23:59 26.05.2023.	free of charge

Budapest, 2023. február 10.

Education Management