

During the period of the student status

Dear Student!

In relation to the preparation and submission of the thesis and the final examination, the following requests are available in Neptun:

1. Request to limit the disclosure of the thesis

- 1.1. The request may be submitted: by students of an active status participating in specialist postgraduate programmes, executive programmes, teacher training and part-time programmes, during the performance of the thesis seminar subject.
- 1.2. Deadline for submission: The request shall be submitted contemporaneously with the topic selection, but no later than in the semester of signing up for the subject titled or equivalent to "Thesis Seminar 2". **13.02.2023. 10.00 a.m. - 21.05.2023 23.59 p.m.**
- 1.3. Decision-maker: The decision on the request shall be made by the study programme leader. in 15 days
- 1.4. No appeal for legal remedy against the decision shall lie.

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

- 2.1. The request may be submitted by any student with an active student status in the given programme, who has already signed up for the thesis seminar subject
- 2.2. Deadline for submission: in the semester of signing up for the subject titled or equivalent to "Thesis Seminar 2", but no later than the fifth week of that semester. **13.02.2023. 10.00 a.m. - 19.03.2023 23.59 p.m.**
- 2.3. The request is subject to the payment of a fee, see Annex 4 to the RSFB: **9300 HUF/request**
- 2.4. Decision-maker: The decision on the request shall be made by the study programme leader in consultation with the Head of Institute.
- 2.5. No appeal for legal remedy against the decision shall lie.

3. Request to submit a thesis I. During student status. *(The student successfully completed the subject titled or equivalent with Thesis seminar 2, but did not submit his/her thesis during his/her student status)*

- 3.1. The request may be submitted: by all students with an active student status in any programme who successfully completed the subject titled or equivalent with Thesis seminar 2 in the given programme, but did not submit his/her thesis.
- 3.2. Deadline for submission: The request may be submitted by the end of the registration period of the semester in which the thesis is due for submission. **13.02.2023. 10.00 a.m. - 26.02.2023 23.59 p.m.**
- 3.3. Decision-maker: The decision on the request shall be made by the study programme leader after having heard the opinion of the supervisor. (in 10 days)

4. Request to accept the Student Scientific Association paper of May 2022 as thesis for the final examination in the spring semester of the academic year 2022/23

- 4.1. The request may be submitted: students admitted to National Conference of Students' Scientific Associations in May 2022
- 4.2. Deadline for submission: The request may be submitted by the end of the registration period of the semester in which the thesis is due for submission. **13.02.2023. 10.00 a.m. - 26.02.2023 23.59 p.m.**
- 4.3. Decision-maker: The decision on the request shall be made by the study programme leader. (in 5 days)

- 5. Request to accept the Student Scientific Association paper of May 2023 as thesis for the final examination in the spring semester of the academic year 2022/23**
 - 5.1. The request may be submitted: students admitted to National Conference of Students' Scientific Associations in May 2022
 - 5.2. Deadline for submission: The request may be submitted by the end of the registration period of the semester in which the thesis is due for submission. **13.02.2023. 10.00 a.m. - 26.02.2023 23.59 p.m.**
 - 5.3. Decision-maker: The decision on the request shall be made by the study programme leader. (in 5 days)
- 6. Request to correct a failed thesis I. (During student status)**
 - 6.1. Failed thesis: a thesis submitted and graded "insufficient" (not admitted to defence) during the student status.
 - 6.2. The request may be submitted: by anyone with an active student status in any programme who submitted his/her thesis, but it was graded "insufficient".
 - 6.3. Deadline for submission: The request may be submitted by the end of the registration period of the semester in which the thesis is due for submission. **13.02.2023. 10.00 a.m. - 26.02.2023 23.59 p.m.**
 - 6.4. The request is subject to the payment of a fee, see Annex 4 to the RSFB: **11600 HUF/request**
 - 6.5. Decision-maker: The decision on the request shall be made by the Dean.

After termination of student status

Dear Student!

In relation to the preparation and submission of the thesis and the final examination, the following requests are available in Neptun:

- 1. Request to change the topic of the thesis or the supervisor II.** *(Following student status. After the issue of the final certificate)*
 - 1.1. The request may be submitted: any student who has obtained a final certificate at any programme
 - 1.2. Submission period: The request may be submitted by the end of the registration period of the semester in which the thesis is due for submission. **13.02.2023. 10.00 a.m. - 26.02.2023 23.59 p.m.**
 - 1.3. The request is subject to the payment of a fee, see Annex 5 to the RSFB: **11600 HUF/request**
 - 1.4. Decision-maker: The decision on the request shall be made by the study programme leader in consultation with the Head of Institute.
 - 1.5. No appeal for legal remedy against the decision shall lie.

- 2. Request to submit the thesis II.** *(Following student status. If no more than two years have passed since the date of issue of the final certificate.)*
 - 2.1. The request may be submitted: any student who has obtained a final certificate at any programme. No more than two years have passed since the date of issue of the final certificate. The final certificate was issued in or after the autumn semester of the academic year 2020/2021.
 - 2.2. Submission period: The request may be submitted by the end of the registration period of the semester in which the thesis is due for submission. **13.02.2023. 10.00 a.m. - 26.02.2023 23.59 p.m.**
 - 2.3. The request is subject to the payment of a fee, see Annex 5 to the RSFB: **11600 HUF/request**
 - 2.4. Decision-maker: The decision on the request shall be made by the study programme leader after having heard the opinion of the supervisor. (in 10 days)

- 3. Request III to submit the thesis** *(Following student status. Two years or more have passed since the date of issue of the final certificate.)*
 - 3.1. The request may be submitted: any student who has obtained a final certificate at any programme. Two years or more have passed since the date of issue of the final certificate. (The final certificate was issued prior to the autumn semester of the academic year 2020/2021.)
 - 3.2. Submission period: The request may be submitted by the end of the registration period of the semester in which the thesis is due for submission. **13.02.2023. 10.00 a.m. - 26.02.2023 23.59 p.m.**
 - 3.3. The request is subject to the payment of a fee, see Annex 5 to the RSFB: **11600 HUF/request**
 - 3.4. Decision-maker: The decision on the request shall be made by the study programme leader after having heard the opinion of the supervisor. (in 10 days)
 - 3.5. The study programme leader shall examine whether the thesis is still up-to-date by hearing the opinion of the supervisor, considering whether:
 - 3.5.1. the thesis may be submitted in the form as presented at the time of submission of the request or
 - 3.5.2. the thesis the writing of which started earlier should be complemented and corrected or

- 3.5.3. the thesis the writing of which started earlier should be made up-to-date first and continued afterwards or
 - 3.5.4. a new thesis should be prepared on a new topic, and the thesis may be resubmitted afterwards according to the general rules.
 - 3.6. Following a positive decision, it is compulsory to hold a thesis consultation based on Article 77, Section (5) of the SER, which is subject to the payment of the fee determined in the RSFB (HUF 50,000).
- 4. Request II to correct a failed thesis and submit the thesis** (*Following student status.*)
- 4.1. Failed thesis: a thesis submitted and graded “insufficient” (not admitted to defence) following the student status.
 - 4.2. The request may be submitted: by any student who has obtained a final certificate at any programme.
 - 4.3. Submission period: The request may be submitted by the end of the registration period of the semester in which the thesis is due for submission. **13.02.2023, 10.00 a.m. - 26.02.2023 23.59 p.m.**
 - 4.4. The request is subject to the payment of a fee, see Annex 4 to the RSFB: **11600 HUF/request**
 - 4.5. Decision-maker: The decision on the request shall be made by the Dean.
 - 4.6. Following a positive decision, it is compulsory to hold a thesis consultation based on Article 77, Section (5) of the SER, which is subject to the payment of the fee determined in the RSFB (HUF 50,000).
- 5. Request to take the final exam after 2 years (after 7 years) of the date of issue of the final certificate**
- 5.1. The request may be submitted: by anyone of a student status who has obtained a final certificate
 - 5.1.1. after 7 years of the date of issue of the final certificate in the case of students who enrolled in or before the academic year 2011/2012. (obtained the final certificate in or before the spring semester of the academic year 2014/2015.)
 - 5.1.2. after 2 years, but no later than 5 years after the issue of the final certificate in the case of students who enrolled in or after the academic year 2012/2013. (obtained the final certificate in or after the spring semester of the academic year 2017/2018, but no later than in the spring semester of the academic year 2022/2021.)
 - 5.2. Deadline for submission: The former student may submit his/her request to take the exam by the deadline for the submission of theses, i.e. **21.05.2023, 23.59 p.m.**
 - 5.3. Decision-maker: The conditions of the admission to the final exam shall be decided on by the study programme leader. (in 15 days)