

## During the period of the student status

Dear Student!

The following requests are available in Neptun regarding the preparation and submission of the thesis and the final examination:

### 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. Request Neptun code: SZD-NYK-2023/24/1
- 1.3. 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". **28.08.2023 10.00 a.m. - 26.11.2023 12.00 a.m.**
- 1.4. Decision-maker: The decision on the request shall be made by the study programme leader. in 15 days
- 1.5. 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. Request Neptun code: SZD-TKVHJV-2023/24/1
- 2.3. Deadline for submission: The application must be submitted by the last working day of the registration period of the semester in which the thesis is submitted. **28.08.2023 10.00 a.m. - 15.09.2023 12:00 a.m.**
- 2.4. The request is subject to the payment of a fee, see Annex 4 to the RSFB: **9300 HUF/request**
- 2.5. Decision-maker: The decision on the request shall be made by the study programme leader in consultation with the Head of Institute.
- 2.6. No appeal for legal remedy against the decision shall lie.

### 3. Request I. to submit the thesis *(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. Request Neptun code: SZD-LHJV-2023/24/1
- 3.3. 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. **28.08.2023 10.00 a.m. - 17.09.2023 12.00 a.m.**
- 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)

### 4. Request to accept the Student Scientific Association paper of May 2023 as thesis for the final examination in the autumn semester of the academic year 2023/24

- 4.1. The request may be submitted: students admitted to National Conference of Students' Scientific Associations in May 2023.
- 4.2. Request Neptun code: SZD-TDK23-2023/24/1
- 4.3. 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. **28.08.2023 10.00 a.m. - 17.09.2023 12.00 a.m.**
- 4.4. Decision-maker: The decision on the request shall be made by the study programme leader. (in 5 days)

**5. Request I. to correct a failed thesis** (During student status)

- 5.1. Failed thesis: a thesis submitted and graded “insufficient” (not admitted to defence) during the student status.
- 5.2. Request Neptun code: SZD-SDJHJV-2023/24/1
- 5.3. 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”.
- 5.4. 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. **28.08.2023 10.00 a.m. - 03.09.2023 12.00 a.m.**
- 5.5. Decision-maker: The decision on the request shall be made by the Dean.

## After termination of student status

Dear Student!

The following requests are available in Neptun regarding the preparation and submission of the thesis and the final examination:

**1. Request II. to change the topic of the thesis or the supervisor** (*Following student status. After the issue of the final certificate. If no more than five years have passed since the date of 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. Request Neptun code: SZD-TKVVB-2023/24/1
- 1.3. 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. **28.08.2023 10.00 a.m. - 17.09.2023 12.00 a.m.**
- 1.4. The request is subject to the payment of a fee, see Annex 5 to the RSFB: **10000 HUF/request**
- 1.5. Decision-maker: The decision on the request shall be made by the study programme leader in consultation with the Head of Institute.
- 1.6. No appeal for legal remedy against the decision shall lie.

**2. Request II to submit the thesis** (*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 2021/2022.
- 2.2. Request Neptun code: SZD-LVB 2023/24/1
- 2.3. 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. **28.08.2023 10.00 a.m. - 17.09.2023 12.00 a.m.**
- 2.4. The request is subject to the payment of a fee, see Annex 5 to the RSFB: **10000 HUF/request**
- 2.5. 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)
- 2.6. The study programme leader shall examine whether the thesis is still up-to-date by hearing the opinion of the supervisor, considering whether:
  - 2.6.1. the thesis may be submitted in the form as presented at the time of submission of the request or
  - 2.6.2. the thesis the writing of which started earlier should be complemented and corrected or
  - 2.6.3. a new thesis should be prepared on a new topic,  
and the thesis may be resubmitted afterwards according to the general rules.
- 2.7. 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 58,000).

- 3. Request III to submit the thesis** (*Following student status. Two years have passed since the issue of the final certificate, but not five years have passed.*)
- 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 2021/2022.)
  - 3.2. Request Neptun code: SZD-LVB2 2023/24/1
  - 3.3. 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. **28.08.2023 10.00 a.m. - 17.09.2023 12.00 a.m.**
  - 3.4. The request is subject to the payment of a fee, see Annex 5 to the RSFB: **10000 HUF/request**
  - 3.5. 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)
  - 3.6. The study programme leader shall examine whether the thesis is still up-to-date by hearing the opinion of the supervisor, considering whether:
    - 3.6.1. the thesis the writing of which started earlier should be complemented and corrected or
    - 3.6.2. a new thesis should be prepared on a new topic, and the thesis may be resubmitted afterwards according to the general rules.
  - 3.7. Following a positive decision, it is compulsory to hold a thesis consultation based on Article 77, Section (6) of the SER, which is subject to the payment of the fee determined in the RSFB (HUF 58,000).
- 4. Request II to correct a failed thesis and submit the thesis** (*Following student status. Five years have not yet elapsed since the final certificate was issued.*)
- 4.1. Failed thesis: a thesis submitted and graded "insufficient" (not admitted to defence) following the student status.
  - 4.2. Request Neptun code: SZD-SDJVB-2023/24/1
  - 4.3. The request may be submitted: by any student who has obtained a final certificate at any programme.
  - 4.4. 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. **28.08.2023 10.00 a.m. - 17.09.2023 12.00 a.m.**
  - 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 (6) of the SER, which is subject to the payment of the fee determined in the RSFB (HUF 58,000).
- 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. For students enrolled from the academic year 2006/2007 to the end of the academic year 2011/2012, beyond 7 years from the date of issue of the final certificate.
    - 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 autumn semester of the academic year 2017/2018, but no later than in the autumn 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: **08. 12. 2022, 12.00 a.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)
  - 5.4. Students who started their studies before 2006/2007 may no longer sit the final examination.