

## Guidelines on Submission of Thesis Deadlines and Tasks for Students Spring Semester 2023/2024 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 2023/2024.
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. **Change from previous semesters: the last day of the thesis submission period is Friday 12:00.**
5. The formal and content requirements of the thesis are governed by the regulations of the Study and Examination Regulations (SER) in force at the time of the student's enrolment.
6. Platform of thesis submission: Neptun Single Study System (hereinafter: Neptun). Each student is required to submit the thesis via Neptun.
7. **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.
8. **Thesis submission**
  - 8.1. The thesis is submitted to all students in the Neptun.
  - 8.2. 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 Spring semester 2021/2022 or after).
9. **Who can upload a thesis in the Spring Semester of the academic year 2023/2024?**
  - 9.1. Someone bearing student status:
    - 9.1.1. Students who will complete the course of Thesis Seminar II. or equivalent in the Spring Semester of the academic year 2023/2024 (regardless of taking the course for the first or second time).
    - 9.1.2. Students who have already completed (obtained a passing grade) the course Thesis Seminar II. or equivalent but have not obtained the certificate of completion and have not submitted their thesis yet but have submitted the "*F103-Request to submit a thesis I. During student status*" and their request has been approved.
  - 9.2. Former students presently not bearing student status but who commenced the first year of their studies in the academic year 2012/2013:
    - 9.2.1. 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 "*F203-Request to submit a thesis II. Within two years of leaving student status*" application has been submitted and the application has been approved.

- 9.2.2. 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 "*F204-Request to submit a thesis II. From two years after termination of student status*" application has been submitted and the application has been approved.
- 9.2.3. 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 "**F204-Request to submit a thesis II. From two years after termination of student status**" and the application has been approved.
- 9.3. For former students who are not students and who started their studies in the academic year 2006/2007 or later until the academic year 2011/2012.
  - 9.3.1. 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 "*F204-Request to submit a thesis II. From two years after termination of student status*" application has been submitted and the application has been approved.
  - 9.3.2. Former students who have submitted their thesis and two years have passed since the evaluation of the "*F204-Request to submit a thesis II. From two years after termination of student status*" have submitted an application and the application has been approved

## 10. Insufficient thesis:

- 10.1. 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 "*F102-Request for correction of an unsuccessful thesis I. During student status*" form.
- 10.2. 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 "*F205-Request for correction of an unsuccessful thesis II. After student status*" form, provided that five years have not elapsed since the issue of the final certificate. (If you graduated at the end of the autumn semester of the 2018/2019 academic year or later.)

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

- 11.1. 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 *"F301-Request for admission of the May 2023 Student Research Group thesis as a dissertation for the final examination 2023/24/2 semester"*.
- 11.2. Students who have participated in the May 2024 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 *"F302-Request for admission of the May 2024 Student Research Group thesis as a dissertation for the final examination 2023/24/2 semester"*.

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

- 12.1. Before the final submission of the thesis, a trial upload for Plagiarism Checker will be possible in Moodle. For this purpose, a Moodle course with the title [‘Thesis trial upload 2023/2024/2’](#) will be created for the students. The option is available for students assigned to the mentioned Moodle course.
- 12.2. It is possible to upload the thesis more than once in the ["Thesis trial upload 2023/2024/"](#) section.
- 12.3. Login with Cusman ID (point 15.2)

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

- 13.1. The student can initiate the submission of the thesis by clicking on the "Thesis submission request" button on the "Studies/Thesis/Thesis submission" page.
- 13.2. 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.
- 13.3. 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.
- 13.4. Uploading the thesis, declaration about the student's own work, declaration on the thesis written in parallel studies and on the thesis's publicity:
  - 13.4.1. 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.
  - 13.4.2. When uploading a thesis type document, the student must declare full or limited disclosure of the thesis by selecting the relevant checkbox.

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

- 14.1. 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.
- 14.2. 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.

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

- 15.1. **At least 5 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.
- 15.2. If the student has a problem with logging in to Cusman, he/she may report it by sending an email to [IThelpdesk@uni-corvinus.hu](mailto:IThelpdesk@uni-corvinus.hu) including his/her Neptun code.
- 15.3. 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 via the Do it Online interface.
- 15.4. 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.
- 15.5. Please keep in mind that our colleagues assigned to the above email addresses can mainly help in working hours on working days.

## 16. Deadline table for June 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 Tuesday, 14.05.2024 at midnight**. After that, the tutors will comment on the request until 23:59 on Thursday, 05.16.2024, midnight. Students have until **12:00 on Friday 17.05.2024** to upload their theses. **If you do not initiate the upload by 23:59 on 05.14.2024, you will not be able to upload your thesis.**

	Task	Place	Responsible	Start (D/M/Y)	Finish (D/M/Y)
1	Thesis submission in June ZV. Checking Moodle eligibility, checking course visibility for Moodle test upload.	Moodle	student	15.04.2024	05.05.2024
2	Thesis submission in June ZV. Checking Neptun eligibility, visibility of thesis row in Neptun web interface, checking thesis row data in Neptun, especially the name of the thesis advisor.	Neptun	student	15.04.2024	05.05.2024
3	Thesis submission June ZV. Thesis test upload to Moodle.	Moodle	student	15.04.2024	17.05.2024
4	Thesis submission June ZV. The student must present the 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	15.04.2024	<b>03.05.2024</b>
5	Thesis submission in June ZV. "Thesis submission request" started in Neptun by the student.	Neptun	student	06.05.2024	<b>14.05.2024</b>
6	Thesis submission June ZV. "Thesis submission request" accepted by the instructor in Neptun. The instructor approves the thesis upload. The thesis submission is set to "Supported", which is also the instructor's declaration that the thesis can be submitted.	Neptun	consultant	06.05.2024	<b>16.05.2024</b>
7	Thesis submission in June ZV. Thesis submission. The deadline for submission of the thesis is the Friday 12.00 on the twelfth (12) the week of the academic term. Thesis uploading, declarations (on dual training, thesis disclosure).	Neptun	student	06.05.2024	<b>17.05.2024</b>

### 17. Application for thesis submission:

	Name of application	Visibility (for who?)	Visibility 2023/2024/1 semester (D/M/Y)	Fee
1	F104-Request to restrict access to a thesis	Continuing vocational training, executive training and part-time and teacher training	05.02.2024 10:00- 05.05.2024 12:00	free of charge
2	F101-Request to change the topic of the thesis or the supervisor or the topic and the supervisor I.	During student status	05.02.2024 10:00- 18.02.2024 12:00	fee required, 10 700 HUF/application
3	F201-Request to change the topic of the thesis or the supervisor or the topic and the supervisor II.	After leaving student status	05.02.2024 10:00- 18.02.2024 12:00	fee required, 13 300 HUF/application
4	F103- Request to submit a thesis I. During student status	During student status	05.02.2024 10:00- 18.02.2024 12:00	free of charge
5	F203-Request to submit a thesis II. Within two years of leaving student status	After termination of student status, two years have not passed since the final certificate was issued (issued in or after the autumn semester 2021/22/1)	05.02.2024 10:00- 18.02.2024 12:00	fee required, 13 300 HUF/application
6	F204-Request to submit a thesis II. From two years after termination of student status	After termination of student status, but two years have passed since the final certificate was issued, but five years have not yet passed (issued in spring semester 2020/22/2 or before until autumn semester 2018/19/1.)	05.02.2024 10:00- 18.02.2024 12:00	fee required, 13 300 HUF/application
7	F102-Request for correction of an unsuccessful thesis I. During student status	Unsuccessful thesis: submitted and graded unsatisfactory (not defensible).	05.02.2024 10:00- 11.02.2024 12:00	free of charge
8	F205-Request for correction of an unsuccessful thesis II. After student status.	Unsuccessful thesis: submitted and graded unsatisfactory (not defensible). (Final certificate issued in semester 2018/19/1 or after.)	05.02.2024 10:00- 11.02.2024 12:00	free of charge
9	F301-Request for the acceptance of the May 2023 Scientific student group thesis as a thesis for the final exam 2023/24/2 semester.	Students qualifying for OTDK in May 2023	05.02.2024 10:00- 18.02.2024 12:00	free of charge
10	F302-Request for the acceptance of the May 2024 Scientific student group thesis as a thesis for the final exam 2023/24/2 semester.	Students qualifying for OTDK in May 2024	expected: 27.05.2024 10:00- 31.05.2024 12:00	free of charge

**18. Other fees related to the submission of the thesis.**

- 18.1. Based on Article 77 (5) of the SER, in the case of thesis writing, thesis updating, thesis revision within two (2) years after the final certificate was obtained, the supervisor decides whether thesis consultation is mandatory. According to the decision of the supervisor, if the supervisor prescribes a compulsory thesis consultation, the fee for the consultation shall be paid as specified in the RSFB. (HUF 66,700),
- 18.2. Article 77.§ (6) of the SER. In the case of thesis writing, thesis updating, thesis revision beyond two (2) years after the final certificate, thesis consultation is mandatory, for which the fee specified in the HTJSZ (HUF 66.700) shall be paid,

Budapest, 29 January 2024

Education Management