

May 2024

Thesis Seminar topic and Thesis Seminar Application in the Neptun System

Manual for Students in the International Relations MA program

The Thesis Seminar application process:

- On the 'Thesis application' interface, thesis seminar topic selection is performed by selecting a topic from the lecturer topic rows in Neptun.
- List of topics and thesis supervisors (lecturers) will be available in Neptun from 29th
 April 2024, students can choose topics from the given list.
- Students should choose a topic even if they do not intend to take the Thesis Seminar I.
 course in the autumn semester of 2024. In this case, they can only apply for these courses in the autumn semester of 2025.
- Students can apply for thesis seminar topics in Neptun between 6th May 2024 8:00 a.m. and 10th May 2024 12:00 p.m.
- Students must choose at least five (5) topics.
- If students do not apply for the required minimum number of topics or are not assigned to any of the topics they applied to, the Department will assign them to one of the remaining topics.
- The thesis supervisor will mark each application as 'Supported' or 'Not supported'.
 (The supervisor's 'Supported' entry does not mean that the student will be assigned that topic. (See the assignment process below.)
- Students must fill in the title of the thesis and the research plans (in Neptun: Topic plan). Research plans must be at least 10 sentences long. For students enrolled in the MA program, it is compulsory to give a working title (which is not the final title of the thesis, but shows the narrower focus of the chosen thesis topic), and also write a short research plan/topic description for each of the 5 topics. In addition to the research plans submitted, it is recommended to include a relevant research background (if there is one), language skills, and personal motivation.



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- The assignment of topics is based on the preferences of the students and the thesis supervisors. The allocation of topics depends on the materials (working title, research plan, preference order) submitted by the student via Neptun and on the ranking of the thesis supervisors. The final approval is given by the Programme Director, after all students have been assigned to the topics. Please note that due to capacity limitations, we are unable to guarantee that all students will be assigned to the topic they marked in the first place. Thank you for your cooperation and understanding in advance.
- The final allocation of the thesis seminar topics will be displayed in Neptun.
- Technical instructions are attached below.

Help

- If you have questions about the manual please contact Adrienne Komanovics (<u>adrienne.komanovics@uni-corvinus.hu</u>) or the Programme Directors: at the BA programme Zoltán Gálik (<u>zoltan.galik@uni-corvinus.hu</u>), at the MA programme Bernadett Lehoczki (<u>bernadett.lehoczki@uni-corvinus.hu</u>).
- If you need technical assistance, report the problem in the 'Do it online!' system at https://hub.uni-corvinus.hu/. If your student status has been terminated, you can write to student.office@uni-corvinus.hu. If you have any questions regarding the Thesis Seminar application process, please contact the Education Management staff at om@uni-corvinus.hu. Please note that assistance is available during working hours on weekdays.

Thesis Seminar

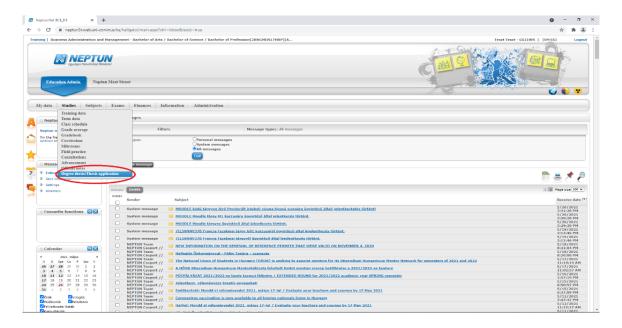
Students must sign up for the relevant course of the thesis seminar (Thesis Seminar in the MA programme or Thesis Writing Seminar in the BA programme) during the registration period in the autumn of 2024.



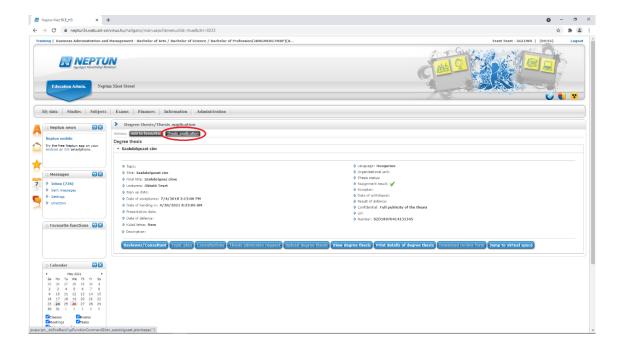
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Manual for Topic Selection

1. Choose the 'Studies' menu and the 'Degree Thesis/Thesis application' submenu.



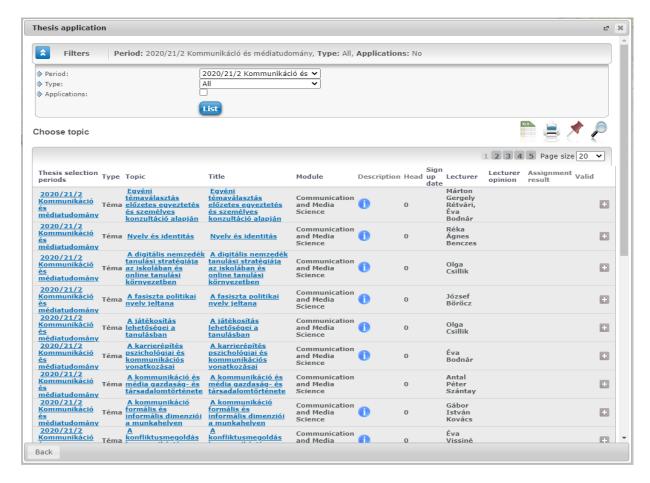
2. Click on 'Thesis application' button.





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3. Set the 'Period' and 'Type' filters (corresponding to your study programme and the appropriate academic year) and click on the 'List' button.



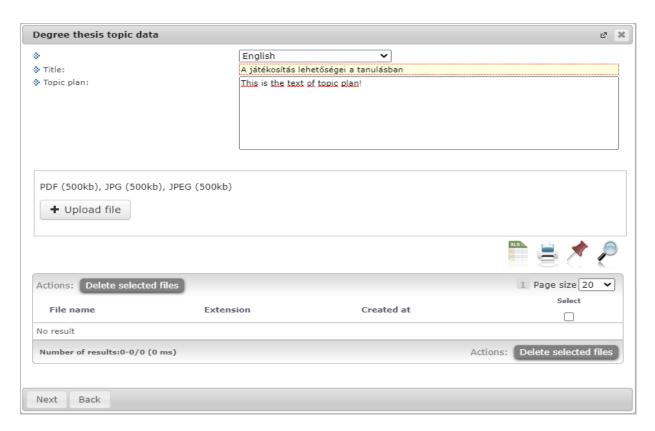
4. Click on the **1** button then a popup menu will start.





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- 5. Click on 'Registration' to start the application process.
- 6. After clicking on 'Registration' the 'Degree thesis topic data' window pops up where you have to type in the working title (see 'Title') and the short research plan (see 'Topic plan'). Uploading files is not allowed here. Click on the 'Next' button.



7. A green tick (\checkmark) in the topic row will indicate the successful registration.

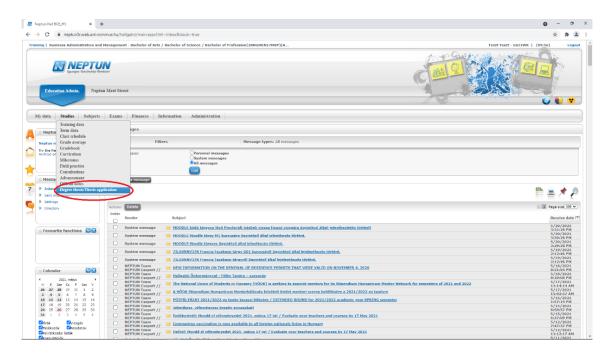




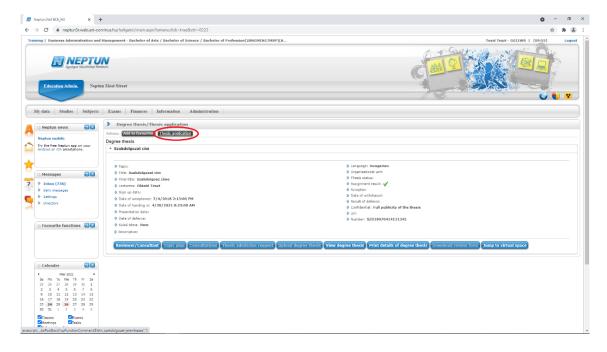
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Topic Application Sorting

1. Choose the 'Studies' and 'Degree Thesis / Thesis Application' submenu.



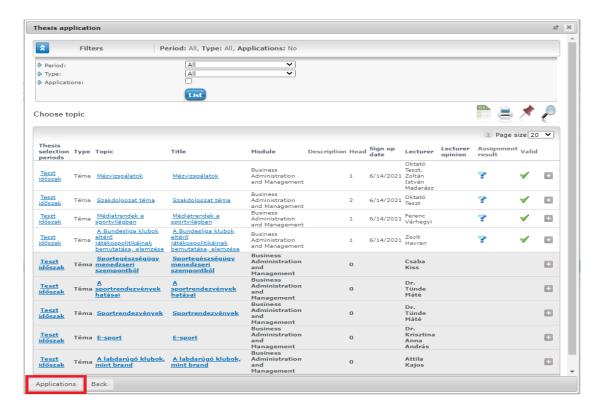
2. Click on "Thesis application" button.





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3. Click on the 'Application' button in the bottom left corner.



4. In the pop-up window ('Sort registration'), rank the topics in order of preference, then click on the 'Save' button.



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