

BA in International Relations MA in International Relations

Corvinus University of Budapest

Thesis Submission Guidelines Spring Semester Academic Year 2024/2025

1. Purpose

This information note outlines the key tasks and deadlines related to thesis submission for the 2024/2025 academic year, based on the official timetable and applicable University regulations.

2. Regulatory framework

Additional rules for writing and submitting the thesis, not included in this guide, are detailed in Sections 74–83 of the **Study and Examination Regulations (SER)**, available [here](#).

3. Submission deadline

From 5 May 2025, Monday 10:00 to **16 May 2025, Friday 12:00**.

According to the SER, **late thesis submissions are not permitted under any circumstances**.

4. Format and content requirements

The thesis must meet the format and content requirements outlined in the version of the SER that was in effect at the time of the student's enrolment.

5. Submission platform

Theses must be submitted via the **Neptun** Unified Learning System (hereinafter: Neptun). Submission through any other platform will not be accepted.

6. Thesis topic selection

The booklet compiled by the director of the relevant academic programme or specialisation provides guidance on choosing a thesis topic.

7. Thesis submission process

All students are required to submit their thesis via **Neptun**.

If a student (or former student) has already submitted a thesis in Moodle or Neptun and it was submitted in Semester 2 of the 2022/2023 academic year or later, the evaluation remains valid for two years, and no further action is needed.

8. Eligibility to submit a thesis in the spring semester of the 2024/2025 academic year

Who can submit a thesis in the spring semester of the 2024/2025 academic year?

8.1. *Current students with active student status*

- Students enrolled in Thesis Seminar II (or an equivalent course) in Spring 2024/2025, regardless of whether this is their first or second attempt.
- Students who have already completed Thesis Seminar II (or equivalent), but have not yet submitted a thesis, and do not yet hold a final certificate, but have submitted the “**F103 – Request to submit a thesis I / during student status**”, and the request has been approved.

8.2. *Former students (studies started in or after 2012/2013)*

(a) Former students who:

- Completed **Thesis Seminar II** (or equivalent) with a passing grade,
- Have not submitted a thesis,
- Obtained a **final certificate**,
- Are **within two years** of the final certificate’s issuance, and
- Have submitted and received approval for the “**F203 – Request to submit a thesis II within two years of leaving student status.**”

(b) Former students who:

- Completed **Thesis Seminar II** (or equivalent),
- Have not submitted a thesis,
- Obtained a **final certificate**,
- **More than two years but less than five years** have passed since the certificate was issued,
- Have submitted and received approval for the “**F204 – Request to submit a thesis III.**”

(c) Former students who:

- **Already submitted** their thesis,
- **More than two years** have passed since the thesis evaluation, **but less than five years** have passed since the issuance of the final certificate,
- Have submitted and received approval for the **“F204 – Request to submit a thesis III / From two years after termination of student status.”**

8.3. Former students (studies started between 2006/2007 and 2011/2012)

(a) Former students who:

- Completed **Thesis Seminar II.** (or equivalent),
- Obtained a **final certificate**,
- Have not yet submitted their thesis,
- **More than two years** have passed since receiving the final certificate,
- Have submitted and received approval for the **“F204 – Request to submit a thesis III”**.

(b) Former students who:

- **Submitted their thesis**,
- **More than two years** have passed since the thesis evaluation,
- Have submitted and received approval for the **“F204 – Request to submit a thesis III”**.

9. Resubmission of an unsuccessful thesis

For current students

Students whose previously submitted thesis was evaluated as *unsatisfactory* by the reviewer(s) and who were not granted permission to defend it may initiate resubmission by completing the **“F102 – Request for correction of an unsuccessful thesis I”** form.

For former students

Former students in the same situation may also request resubmission by completing the **“F205 – Request for Correction of an Unsuccessful Thesis II”** form, provided that no more than five years have passed since the issuance of their final certificate.

10. Acceptance of a Students’ Scientific Association (TDK) paper as a thesis

May or November 2024 TDK participants

Students who participated in the May or November 2024 Students’ Scientific Association (TDK) and are eligible under Section 80(7)–(10) of the Study and Examination Regulations (SER) may apply for their TDK paper to be accepted as their thesis.

The required form is: **“F301 – Request for admission of the May 2024 Students’ Scientific Association paper as a thesis for the final examination 2024/25/2 semester”**.

May 2025 TDK Participants

Students planning to participate in the May 2025 Students' Scientific Association (TDK) and who meet the eligibility criteria under Section 80 (7)–(10) of the SER may submit the **“F302 – Request for admission of the May 2025 Students' Scientific Association paper as a thesis for the final examination 2024/25/2 Semester”**.

11. Thesis test upload in Moodle

Trial upload for text similarity check

Before the final thesis submission, students can perform a test upload to check for plagiarism via Moodle. A dedicated Moodle course titled: [Szakdolgozat próbafeltöltés 2024/2025/2 / Thesis test submission 2024/2025/2](#) will be available for this purpose.

Multiple uploads allowed

Students may upload their thesis multiple times within this course for testing purposes.

12. Final thesis submission in Neptun & declarations

Initiating submission

To submit the final version of the thesis, students must navigate to “Studies > Degree thesis > Thesis Application” in Neptun and click the “Thesis Admission Request” button.

Supervisor's approval

The supervisor must support the submission by setting the “Thesis Admission Support” field to “Supported.” Clicking “Supported” confirms that the supervisor considers the thesis ready for final submission; i.e., the student has attended the consultations and the thesis meets the minimum formal and professional requirements.

Upload activation

Once the supervisor has set the thesis status to “Supported”, the “Thesis Upload” button in the student's thesis row becomes active. This remains available until the deadline shown in the “Thesis Upload Deadline” field.

Upload process and declarations

After clicking “Upload Degree Thesis,” the student must enter the final thesis title and confirm the following declarations:

- That the thesis is their own work.
- Whether the thesis has been submitted in parallel studies.

Students must also choose whether the thesis should be made public or kept under restricted access, using the appropriate checkbox during the upload process.

- In the case of *restricted access*, the thesis will be accessible only from the University's network.
- In the case of *unrestricted access*, the thesis will be accessible from anywhere on the World Wide Web.

13. Text of declarations to be accepted in Neptun

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.

Declaration on whether the thesis has been submitted in parallel studies

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. Pre-submission checks for thesis upload and final examination application

System access and supervisor details

At least 10 working days prior to the scheduled submission date, students are advised to:

- Check that the thesis submission menu is visible in Neptun.
- Verify that the correct supervisor is listed.
- Confirm that the “Thesis Admission Request” button is active on the Studies > Degree Thesis > Thesis Admission page.

If any of the above is incorrect or missing, please contact:

- The Institute’s Secretariat responsible for your programme, or
- For specialisations, the Secretariat of the relevant Institute.

Login issues (Cusman)

If you cannot log in to Cusman, report the issue via email to IThelpdesk@uni-corvinus.hu. Include your Neptun code in the message.

Technical issues in Neptun (excluding login)

Please use the “Do it Online” interface to request assistance for issues such as an inactive “Thesis Admission Request” button or other upload-related problems in Neptun.

Moodle access for trial upload

Before the test upload, ensure that the relevant Moodle course (Thesis Test Submission) appears in your Moodle dashboard. If it is missing, send an email to moodlehelpdesk@uni-corvinus.hu. Include your Neptun code in the message.

Helpdesk availability

Please note that support via the above email addresses is generally available only during working hours on business days.

15. Timeline for thesis submission

The thesis submission process involves three essential steps.

(1) Initiating the thesis submission request

Deadline: Tuesday, 13 May 2025, by 23:59

You must initiate the request in Neptun by this time.

If not initiated by this deadline, you will not be able to upload your thesis.

(2) Supervisor review period

Deadline: Thursday, 15 May 2025, by 23:59

Supervisors approve requests within this timeframe.

(3) Final thesis upload

Deadline: **Friday, 16 May 2025, by 12:00 (noon)**

Please note that you will not be able to upload your thesis if you do not initiate the thesis submission request by 13 May 2025, by 23:59.

16. Application for final examination

The thesis submission does not constitute an application for the final examination.

Please apply on Neptun **from 5 May 2025, Monday 10:00 to 23 May 2025, Friday 12:00.**

Important dates

The most important dates are highlighted.

	Task	Place	Responsible	Start	Finish
1	Check Moodle eligibility and course visibility for Moodle test upload	Moodle	Student	5 April 2025	25 April 2025
2	Thesis test upload to Moodle	Moodle	Student	27 April 2025	25 May 2025
3	Checking Neptun eligibility, visibility of thesis row in Neptun web interface, checking thesis row data in Neptun, especially the name of the thesis supervisor	Neptun	Student	5 April 2025	25 May 2025
4	The student must present the thesis to the supervisor for finalization by the deadline set by the supervisor, but no later than ten (10) working days before the deadline	Neptun	Student	14 April 2025	30 April 2025
5	“Thesis admission request” initiated in Neptun by the student	Neptun	Student	5 May 2025 Monday 10:00	13 May 2025 Tuesday 23:59
6	“Thesis admission request” accepted by the supervisor in Neptun. The supervisor approves the thesis upload. The thesis submission is set to “Supported”, which is the supervisor’s declaration that the thesis can be submitted.	Neptun	Supervisor	5 May 2025 Monday 10:00	15 May 2025 Thursday 23:59
7	Thesis submission. The deadline for submission of the thesis. Thesis uploading, declarations (on dual training, thesis disclosure).	Neptun	Student	5 May 2025 Monday 10:00	16 May 2025 Friday 12:00
8	Application for the final examination 2024/2025/2 semester	Neptun	Student	5 May 2025 Monday 10:00	23 May 2025 Friday 12:00
9	Registration for spring semester exams is open for all students taking the final examination . According to the information provided by Student Services.	Neptun	Student	5 May 2025 Monday	6 June 2025 Friday, 23:59
10	Examination period, 1st-2nd weeks for students taking the final examination			26 May 2025 Monday	07 June 2025 Saturday
11	Final examination period, 2024/2025/2 spring semester			16 June 2025 Monday	25 June 2025 Wednesday
12	Graduation ceremony week			14 July 2025 Monday	19 July 2025 Sunday

See also the General schedule for the 2024/2025 academic year ([1-2024-2025-en-general-schedule-20240701-1.pdf](#)).

Requests

1	F104-Request to restrict access to a thesis	Continuing vocational training, executive training, and part-time and teacher training	10:00, 10 Feb 2025 to 12:00, 5.May 2025	Free of charge
2	F101-Request to change the thesis topic or the supervisor or the topic and the supervisor I.	Current students	10:00, 10 Feb 2025 to 12:00, 21 Feb 2025	Subject to a fee, may be submitted after the payment of a fee, 4 percent of the minimum wage, rounded up to 100 HUF.
3	F201-Request to change the thesis topic or the supervisor or the topic and the supervisor II.	Former students	10:00, 10 Feb 2025 to 12:00, 21 Feb 2025	Subject to a fee, may be submitted after the payment of a fee, 5 percent of the minimum wage, rounded up to 100 HUF.
4	F103-Request to submit a thesis I. During student status	Current students	10:00, 10 Feb 2025 to 12:00, 23 Feb2025	Free of charge
5	F203-Request to submit a thesis II. Within two years of leaving student status	After the termination of student status, two years have not passed since the final certificate was issued.	10:00, 10 Feb 2025 to 12:00, 23 Feb 2025	Subject to a fee, may be submitted after the payment of a fee, 5 percent of the minimum wage, rounded up to 100 HUF.
6	F204-Request to submit a thesis III. From two years after the termination of student status	After termination of student status, two years have passed since the final certificate was issued, but five years have not yet passed.	10:00, 10 Feb 2025 to 12:00, 23 Feb 2025	Subject to a fee, may be submitted after the payment of a fee, 5 percent of the minimum wage, rounded up to 100 HUF.
7	F102-Request for resubmission of an unsuccessful thesis I.	Unsuccessful thesis: submitted and graded unsatisfactory (not defensible).	10:00, 10 Feb 2025 to 12:00, 23 Feb 2025	Subject to a fee, may be submitted after the payment of a fee, 5 percent of the minimum wage, rounded up to 100 HUF.
8	F205-Request for resubmission of an unsuccessful thesis II.	Unsuccessful thesis: submitted and graded unsatisfactory (not defensible).	10:00, 10 Feb 2025 to 12:00, 23 Feb 2025	Subject to a fee, may be submitted after the payment of a fee, 5 percent of the minimum wage, rounded up to 100 HUF.
9	F301-Request for taking the Scientific Students' Association (2024) paper as Thesis 2024/25/2	Students qualifying for OTDK in May or November 2024.	10:00, 10 Feb 2025 to 12:00, 23 Feb 2025	Free of charge
10	F302-Request for taking the Scientific Students' Association (2025) paper as Thesis 2024/25/2	Students qualifying for OTDK in May 2025.	Expected 10:00, 27 May 2025 to 12:00, 31 May 2025	Free of charge
11	M104-Request for Dean's equity for former students	Former students	Ongoing	Free of charge