BUDAPESTI CORVINUS EGYETEM	**PROVISIONS OF THE VICE-RECTOR FOR ACADEMIC PROGRAMMES**	**5/2025** Version number: **00**

THE PROCEDURE FOR THE TOPIC SELECTION, PREPARATION, SUBMISSION AND ASSESSMENT OF BACHELOR AND MASTER THESES IN THE 1ST (AUTUMN) SEMESTER OF THE 2025/2026 ACADEMIC YEAR

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Preamble

1.§

(1) The purpose of the provisions is to define the tasks and deadlines regarding bachelor or master theses for the autumn semester of the 2025/2026 academic year on the basis of the timetable and the relevant regulations for the 2025/2026 academic year.

Definitions

2.§

(1) The terms used in these Provisions shall have the meanings given to them in the SER.

(2) Additional rules on writing and submitting the bachelor and master theses (hereinafter jointly referred to as "thesis") not included in these provisions, can be found in Sections 74-83 of the Study and Examination Regulations (hereinafter referred to as "SER").

(3) All students are required to select the thesis topic and submit the thesis in the Neptun Unified Education Administration System (hereafter: Neptun).

(4) The content and formal requirements of the thesis are regulated by the SER in force at the time of the establishment of student status, it being understood that the study programme leader shall prepare a thesis guide on writing the thesis in the given study programme, which contains further detailed content and formal requirements of the thesis and the evaluation grid relevant to the study programme in question.

Selection of the thesis topic

3.§

(1) The selection of the thesis topic is managed by the study programme leader during the periods indicated in the timetable of the academic year.

(2) The study programme leader, in the case of study programmes that offer subspecialisations, the subspecialisation leader shall define:
   a) the type of topic registration,
   b) the settings in Neptun related to the choice of thesis topic (possibility of reviews, time period, topic outline, etc.),
   c) the recording of thesis topics announced by lecturers.

(3) The study programme leader shall provide the exact date for the submission of topic registration within a specified period and shall prepare the student and lecturer thesis guide by the deadline specified in these provisions.

(4) Once the student's topic registration has been completed, the study programme leader decides on the assignment of the students.

(5) Students can see the outcome of their thesis topic selection on their Neptun interface.

(6) The study programme leader decides on the supplementary registration of rejected students or students who missed the registration deadline.

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(7) Programme Management (hereinafter: PM) shall provide support for the Neptun setup.

Preparation of the thesis

4.§

(1) The study programme leader prepares the thesis guide (on writing the thesis, its contents) for the 2025/2026 academic year pursuant to Section 2(4).

(2) The thesis guide (on writing the thesis, its contents) completed by the study programme leader shall be uploaded to the <u>Thesis guide by the Study programme leader for the 2025/2026 academic year</u> storage space.

(3) The guides are approved by the Deans.

(4) The approved, endorsed thesis guides are made available by the Study Programme Leader on the University's website.

(5) The student may request the topic of the thesis to be changed and/or the supervisor to be replaced.
   a) During student status, the request can be submitted by the student in the semester of registering for the Thesis Seminar 2. or equivalent subject, until 12.00 of the last working day of the registration period, by filing the application called "Request for change of thesis topic/replacement of supervisor I." in Neptun.
   b) If the thesis topic is changed after termination of student status, the request can be submitted until 12.00 of the last working day of the registration period of the semester in which the thesis was submitted by filing the application called "Request for change of thesis topic/replacement of supervisor II." in Neptun.

(6) The student shall make a declaration on the full or partial publicity of the thesis at the time of submitting it.

   a) in case of limited access, the thesis is only available from the University network.
   b) in case of unlimited access, the thesis is accessible from anywhere on the web.

(7) In master-level teacher training programmes, specialist postgraduate programmes, executive programmes and part-time programmes, it is possible to request that the thesis be available only to those involved in the final examination for three (3) years of the date of submission, it being understood that a plagiarism check shall be performed on these theses, too. After three (3) years, access to the thesis will be restricted in accordance with Subsection (6)a. Students can submit their request in Neptun by filling the application called "Request for the limited disclosure of the thesis" within the timeframe specified in Annex 2.

(8) For students whose thesis supervisor is replaced after the topic selection process in Neptun has been completed (for example, as a result of a decision on an application for a "Request for change of thesis topic or replacement of supervisor, or for change of thesis topic and replacement of supervisor" or a decision taken by the study programme leader/ subspecialisation leader for another reason), this information must be changed in the

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thesis row before the thesis is uploaded. This is done in Neptun by a staff member of the organisational unit responsible for the thesis.

Submission of the thesis

5.§

(1) If the student or former student has already submitted his/her thesis, the evaluation of the thesis is valid for two years and there is no need to take any action.

(2) Before the final submission of the thesis, a trial upload is possible in Moodle to check textual matches. A Moodle course will be created for the students for the trial upload. Name: Thesis trial upload 2025/2026/1.

(3) Final thesis upload in the Neptun system:

    a) The student must present his/her thesis to the thesis supervisor for approval by the deadline set by the supervisor, but no later than 10 working days before the thesis submission deadline.

    b) The student can upload his/her thesis in Neptun under Studies/Thesis.

    c) The supervisor can accept a thesis submission request initiated by the student in Neptun by selecting the option "Supported" in the field called "Support of final thesis submission".

    d) Clicking on the "Supported" button constitutes a declaration by the supervisor confirming that the thesis can be submitted.

    e) When uploading the thesis, the student must provide the final title of the thesis, a declaration on own work and a declaration on any thesis written in a simultaneous programme.

(4) Of the students who have student status, those can upload their thesis to Neptun,

    a) who have taken the Thesis Seminar 2 or equivalent subject in the autumn semester of the 2025/2026 academic year.

    b) who have already completed (received a grade for) the Thesis Seminar 2 or equivalent subject, but have not submitted their thesis and have not obtained the final certificate, and who have submitted the application called "Request for the submission of thesis I." and the application has been approved.

(5) Of the former students who do not have student status anymore, those can upload their thesis to Neptun,

    a) who commenced their studies from the first year of the 2012/2013 academic year and

    aa) who have not yet submitted their thesis, but have obtained a final certificate and less than two years have passed from the date of issue of the final certificate, and who have submitted the application called "Request for the submission of thesis II." and their application has been approved.

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ab) who have not yet submitted their thesis, but have obtained the final certificate and two years have already passed since the final certificate was issued, but less than five years have elapsed, and who have submitted the application called "Request for the submission of thesis III." and their application has been approved.

ac) who have submitted their thesis and two years have passed since the evaluation but less than five years have elapsed since the issue of the final certificate, and who have submitted the application called "Request for the submission of thesis III." and their application has been approved.

b) who started their studies in the 2006/2007 academic year or afterwards, but not later than the 2011/2012 academic year:

ba) who have not yet submitted their thesis, but have obtained the final certificate and two years have passed since the final certificate was issued, and who have submitted the application called "Request for the submission of thesis III." and their application has been approved.

bb) who have submitted their thesis and two years have passed since the evaluation and who have submitted the application called "Request for the submission of a thesis III." and their application has been approved.

(6) Acceptance of a student paper submitted for the competition of the Students' Scientific Associations as a thesis

a) Students who participated in the May 2025 TDK or the November 2024 TDK and are entitled to submit an application according to Section 80(7)-(11) of the SER may initiate that their paper submitted for the competition of Students' Scientific Associations be accepted as a thesis. Name of the application: "Request for the acceptance of the November 2024 TDK and the May 2025 TDK paper as a thesis for the final exam of the first semester of 2025/2026"

(7) Thesis submission in case of a thesis previously graded "fail".

a) Students whose thesis had been previously assessed by the referees as "fail" and therefore had not been allowed to defend it, can initiate the submission of their thesis during their student status by filling in the application form "Request for the correction of an unsuccessful thesis and for the submission of a thesis I.".

b) Former students whose thesis had been previously assessed by the referees as "fail" and therefore had not been allowed to defend it, can initiate the submission of their thesis during their student status by filling in the application form "Request for the correction of an unsuccessful thesis and for the submission of a thesis II." if five years have not elapsed since the issue of the final certificate.

(8) Thesis submission after the deadline:

a) In the case of late submission of the thesis and teaching portfolio within three (3) days after the deadline specified in the table of deadlines in Annex 1, the student may request the late submission of his/her thesis or teaching portfolio.

b) The ex-student's request shall be subject to paying the fee set out in the RSFB.

Evaluation of the thesis

6.§

(1) The criteria for the assessment of the thesis are drawn up by the study programme leader and submitted to PM for recording in Neptun.

(2) After the thesis submission deadline, the staff members/study programme coordinator of the organisational unit responsible for the thesis will check the uploaded theses and run the textual matching test.

(3) The study programme leader/subspecialisation leader will provide the name of the referee(s) for the thesis and the staff member/ study programme coordinator of the organisational unit will make the relevant entry in Neptun for the thesis.

(4) If the referee is not yet registered in Neptun, the administrator of the organisational unit will launch the request for a Neptun code.

(5) The evaluation of theses is done in Neptun.

(6) The study programme leader/subspecialisation leader starts to arrange the Final Examination Boards.

Request for equity

7.§

(1) No application for equity in the event of late submission of a thesis may be submitted under the provisions of Sections 93-94 of the SER.

Miscellaneous and final provisions

8.§

(1) The specific deadlines for the thesis are set out in Annex 1.

(2) Applications associated with the thesis are listed in Annex 2.

(3) Sample texts for declarations associated with the thesis are provided in Annex 3.

(4) The present Provisions shall be effective from the day following their publication to the last day of the first (autumn) semester of the 2025/2026 academic year.

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1. **Annex: Deadlines**

	Activity	Location	Person/body in charge	Start	Completion
1	Updating request/application forms with regard to theses, setting up launches.	Neptun	PM	04.08.2025	22.08.2025
2	Preparing the information bulletin of the VRAP on students' thesis submission for the autumn semester of the 2025/2026 academic year	Word	PM	01.08.2025	01.09.2025
3	Preparing the study programme leader's guide on the thesis (writing the thesis, its content) and on the selection of the thesis topic for the 2025/2026 academic year.	Word	study programme leader	18.08.2025	12.09.2025
4	Uploading the study programme leader's guide on the thesis (writing the thesis, its content) and on the selection of the thesis topic for the 2025/2026 academic year to the given storage space for approval by the Dean.	Word	study programme leader	18.08.2025	12.09.2025
5	Thesis guides are approved by the Deans.	Share point	Deans	01.09.2025	12.09.2025
6	The approved thesis guide is published on the University's website by the study programme leader. The study programme leader is responsible for publication and informing students of access.	pdf	Study programme leader	01.09.2025	12.09.2025
7	Creating thesis rows that do not yet exist in Neptun and refining thesis rows (for applications not previously made in Neptun).	Neptun	study programme coordinator/ Institute Administrator, PM	01.09.2025	21.11.2025
8	Thesis topic selection autumn semester I.: Prior to the launch of the September thesis topic selection, consultation on the topic selection data and settings, data reporting, subject to the launch.	Excel	study programme leader, study programme coordinator/ Institute Administrator, PM	18.08.2025	29.08.2025
9	Thesis topic selection autumn semester I.: Entering the data in Neptun to launch the thesis topic selection (subject to the launch). (Adjusted for each study programme, coordination with the PM two weeks before the launch)	Neptun	study programme leader, study programme coordinator/ Institute Administrator, PM	18.08.2025	29.08.2025
10	Thesis topic selection autumn semester I.: **Topic selection period, registration by students**	Neptun	student	**01.09.2025**	**28.09.2025**
11	Thesis topic selection autumn semester I.: Data reporting, if necessary, to make decisions once the topic has been chosen	Excel	PM	08.09.2025	29.09.2025
12	Thesis topic selection autumn semester I.: Taking decisions after the topic selection.	Excel	study programme leader	08.09.2025	03.10.2025
13	Thesis topic selection autumn semester I.: After the decision, finalising the thesis topic assignment in Neptun.	Neptun	study programme leader, study programme coordinator/	08.09.2025	03.10.2025

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	Activity	Location	Person/body in charge	Start	Completion
			Institute Administrator		
14	Thesis topic selection autumn semester I.: Recording decisions on topic selection at the thesis seminars - placing students into thesis seminars (where appropriate)	Neptun	Study Programme Coordinator / Institute Administrator	08.09.2025	03.10.2025
15	Submitting the "Request for the acceptance of the November 2024 and the May 2025 TDK paper as a thesis for the final exam of the first semester of 2025/2026"	Neptun	student	01.09.2025	21.09.2025
16	The study programme leader decides on the acceptance of the November 2024 and the May 2025 TDK paper as a thesis for the final exam in the 1st semester of 2025/2026/1; recording the decision.	Neptun	study programme leader, study programme coordinator/ Institute Administrator	01.09.2025	26.09.2025
17	Setting the withdrawal option of the recorded thesis topic of students with an approved "Request for the acceptance of the November 2024 and the May 2025 TDK paper as a thesis for the final exam of the first semester of 2025/2026"	Neptun	Study Programme Coordinator / Institute Administrator	01.09.2025	03.10.2025
18	Creating a new thesis row for students with an approved "Request for the acceptance of the November 2024 and May 2025 TDK paper as a thesis for the final exam of the first semester of 2025/2026"	Neptun	Study Programme Coordinator / Institute Administrator	01.09.2025	03.10.2025
19	Creating a Moodle course for the trial upload, data reporting Add link	Moodle	CTL	01.08.2025	08.08.2025
20	Thesis submission for an early final exam in December Checking, correcting and updating thesis submission settings in Neptun.	Neptun	study programme leader, study programme coordinator/ Institute Administrator, PM	06.10.2025	22.10.2025
21	Thesis submission for an early final exam in December Checking thesis reviewing templates, reconciliations, corrections.	Word, Neptun	study programme leader, study programme coordinator/ Institute Administrator, PM	06.10.2025	22.10.2025
22	Thesis submission for an early final exam in December **Checking Moodle access rights** and checking that the course is displayed for trial uploads.	Moodle	student	06.10.2025	19.10.2025
23	Thesis submission for an early final exam in December **Trial upload of thesis to Moodle**	Moodle	student	06.10.2025	07.11.2025
24	Thesis submission for an early final exam in December Checking **Neptun access rights**, that the thesis row is displayed on the Neptun web	Neptun	student	06.10.2025	21.10.2025

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	Activity	Location	Person/body in charge	Start	Completion
	interface, checking the data in the thesis row in Neptun, especially the name of the supervisor.				
25	Thesis submission for an early final exam in December The student **is obliged to present** his/her thesis awaiting finalisation to the supervisor for approval by the deadline set by the supervisor, but no later than ten (10) working days before the submission deadline.	Neptun	student	06.10.2025	22.11.2025
26	Thesis submission for an early final exam in December Filing the **"Thesis admission request"** in Neptun by the student.	Neptun	student	27.10.2025	05.11.2025
27	Thesis submission for an early final exam in December **Accepting the "Thesis admission request" by the lecturer** in Neptun. The lecturer approves the thesis upload. The thesis admission is set to "Supported", which also constitutes the lecturer's declaration that the thesis can be submitted.	Neptun	supervisor	27.10.2025	06.11.2025
28	Thesis submission for an early final exam in December **Thesis submission Thesis upload**, declarations (on simultaneous programme, disclosure of thesis).	Neptun	student	**27.10.2025**	**07.11.2025**
29	Thesis submission for an early final exam in December Launching the text match search.	Neptun	study programme leader, study programme coordinator/ Institute Administrator	10.11.2025	14.11.2025
30	Thesis submission for an early final exam in December Identifying thesis referees for the submitted thesis.		study programme leader, study programme coordinator/ Institute Administrator	10.11.2025	14.11.2025
31	Thesis submission for an early final exam in December Recording the name of thesis referees in Neptun.	Neptun	study programme leader, study programme coordinator/ Institute Administrator	10.11.2025	14.11.2025
32	Thesis submission for an early final exam in December The theses are assessed by the referees, and when the review form is submitted, the review becomes visible to the student.	Neptun	referees	10.11.2025	22.11.2025
33	Thesis submission for the January final exam Checking, correcting and updating thesis submission settings in Neptun.	Neptun	study programme leader, study programme coordinator/ Institute Administrator, PM	03.11.2025	21.11.2025

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	Activity	Location	Person/body in charge	Start	Completion
34	Thesis submission for the January final exam Checking thesis reviewing templates, reconciliations, corrections.	Word, Neptun	study programme leader, study programme coordinator/ Institute Administrator, PM	03.11.2025	21.11.2025
35	Thesis submission for the January final exam **Checking Moodle access rights** and checking that the course is displayed for the Moodle trial upload.	Moodle	student	06.10.2025	21.11.2025
36	Thesis submission for the January final exam Checking **Neptun access rights**, that the thesis row is displayed on the Neptun web interface, checking the data in the thesis row in Neptun, especially the name of the supervisor.	Neptun	student	06.10.2025	20.11.2025
37	Thesis submission for the January final exam **Trial upload of thesis to Moodle**	Moodle	student	06.10.2025	05.12.2025
38	Thesis submission for the January final exam The student **is obliged to present** his/her thesis awaiting finalisation to the supervisor for approval by the deadline set by the supervisor, but no later than ten (10) working days before the submission deadline.	Neptun	student	06.10.2025	21.11.2025
39	Thesis submission for the January final exam **Filing the "Thesis admission request" in Neptun** by the student.	Neptun	student	24.11.2025	03.12.2025
40	Thesis submission for the January final exam **Accepting the "Thesis admission request" by the lecturer** in Neptun. The lecturer approves the thesis upload. The thesis admission is set to "Supported", which also constitutes the lecturer's declaration that the thesis can be submitted.	Neptun	supervisor	24.11.2025	04.12.2025
41	Thesis submission for the January final exam **Thesis submission** The deadline for submission of the thesis is the last day of the twelfth (12th) week of the study period. **Thesis upload**, declarations (on simultaneous programme, disclosure of thesis).	Neptun	student	**24.11.2025**	**05.12.2025**
42	Thesis submission for the January final exam Launching the text match search.	Neptun	study programme leader, study programme coordinator/ Institute Administrator	08.12.2025	15.12.2025
43	Thesis submission for the January final exam Identifying thesis referees for the submitted thesis.	Neptun	study programme leader, study programme coordinator/ Institute Administrator	08.12.2025	15.12.2025
44	Thesis submission for the January final exam Recording the name of thesis referees in Neptun.	Neptun	study programme leader, study	08.12.2025	15.12.2025

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	Activity	Location	Person/body in charge	Start	Completion
			programme coordinator/ Institute Administrator		
45	Thesis submission for the January final exam. The theses are assessed by the referees, and when the review form is submitted, the review becomes visible to the student.	Neptun	referees	08.12.2025	09.01.2026
46	Launching the "Thesis admission request" in Neptun by the student to submit his/her teacher portfolio.	Neptun	student	01.12.2025	10.12.2025
47	Accepting the "Thesis admission request" by the lecturer in Neptun for submitting the teacher portfolio	Neptun	supervisor	01.12.2025	11.12.2025
48	Submission of the teacher portfolio. (Deadline for submission: first working day of the last week of the study period.)	Neptun	student	**01.12.2025**	**12.12.2025**
49	Thesis topic selection autumn semester II.: Prior to the start of the November-December thesis topic selection period, consultation on topic selection data, settings, subject to the launch.	Excel, Word	study programme leader, study programme coordinator/ Institute Administrator, PM	10.11.2025	23.11.2025
50	Thesis topic selection autumn semester II.: Entering the data in Neptun to launch the thesis topic selection (subject to the launch).	Neptun	study programme leader, PM	10.11.2025	23.11.2025
51	Thesis topic selection autumn semester II.: **Topic selection period, registration by students** (Adjusted for each study programme, coordination with the PM three weeks before the launch).	Neptun	student	**24.11.2025**	**14.12.2025**
52	Thesis topic selection autumn semester II.: Data reporting, if necessary, to make decisions once the topic has been chosen	Excel	PM	01.12.2025	17.12.2025
53	Thesis topic selection autumn semester II.: Taking decisions after the topic selection.	Excel	study programme leader	01.12.2025	19.12.2025
54	Thesis topic selection autumn semester II.: After the decision, finalising the thesis topic assignment in Neptun.	Neptun	study programme leader, Study Programme Coordinator / Institute Administrator	01.12.2025	19.12.2025

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2. Annex: Thesis-related applications

serial no.	Name of application	Accessible by	Submission periods	Fee
1	F101-SZD Request for change of thesis topic or for the replacement of the supervisor I.	During student status (all students who have a thesis row in the given programme and the submission date is empty)	01.09.2025 10:00 - 19.09.2025 12:00	subject to a fee
2	F102-SZD Request for the correction of an unsuccessful thesis during student status I	Unsuccessful thesis: submitted and graded as "fail" (not defensible) during student status.	01.09.2025 10:00 - 07.09.2025 12:00	subject to a fee
3	F103-SZD Request for the submission of a thesis during student status I.	During student status, has an active thesis row, but the thesis submission date is empty	01.09.2025 10:00 - 21.09.2025 12:00	free of charge
4	F104-SZD Request for restriction of public access to thesis	Specialist postgraduate programmes, executive programmes and part-time programmes, as well as teacher trainings	01.09.2025 10:00 - 24.11.2025 12:00	free of charge
5	F201-SZD Request for change of thesis topic or for the replacement of the supervisor II.	After termination of student status (student who obtained the final certificate). (All former students who have a thesis row in the given programme and the submission date is empty.)	01.09.2025 10:00 - 19.09.2025 12:00	subject to a fee
6	F203-SZD Request for the submission of a thesis within 2 years after the termination of student status II.	After the termination of student status (obtained the final certificate),if two years have not yet elapsed since the date of issue of the final certificate.	01.09.2025 10:00 - 21.09.2025 12:00	subject to a fee
7	F204-SZD Request for the submission of a thesis after 2 years of the termination of student status III.	After the termination of student status (obtained the final certificate), if two years have elapsed, but five years have not passed since the date of issue of the final certificate.	01.09.2025 10:00 - 21.09.2025 12:00	subject to a fee
8	F205-SZD Request for the correction of an unsuccessful thesis after the termination of student status II	Unsuccessful thesis: submitted and graded as "fail" (not defensible) after the termination of student status (obtained the final certificate).	01.09.2025 10:00 - 07.09.2025 12:00	subject to a fee
9	F301-SZD Request for the acceptance of the November 2024 and the May 2025 TDK paper as a thesis for the final exam of the first semester of 2025/2026.	Students who qualified for the OTDK in May 2025 (individual section)	01.09.2025 10:00 - 21.09.2025 12:00	free of charge
10	F105-Late submission of thesis during student status	During the student status	07.11. 2025, 12:00 - 10.11.2025, 4:00	free of charge
11	F105-Late submission of thesis during student status	During the student status	05.12.2025. 12:00 - 08.12.2025. 16:00	free of charge
12	F206-Late submission of thesis after student status	After termination of student status	05.12.2025. 12:00 - 08.12.2025. 16:00	subject to a fee
13	M101-Request for Dean's equity in a matter regarding the SER	During the student status	ongoing	subject to a fee

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THE PROCEDURE FOR THE TOPIC SELECTION, PREPARATION, SUBMISSION AND ASSESSMENT OF BACHELOR AND MASTER THESES IN THE 1ST (AUTUMN) SEMESTER OF THE 2025/2026 ACADEMIC YEAR

serial no.	Name of application	Accessible by	Submission periods	Fee
14	M104-Request for Dean's equity for students with terminated student status	After termination of student status	ongoing	subject to a fee

3. **Annex: Text of declarations**

1. Declaration on own work:

   I declare that all text sections, figures and tables in the thesis in question are original and solely the result of my own work, except for those parts cited in accordance with the rules, and that no other documents or contributors have been relied upon.

2. Declaration on thesis written in a simultaneous programme:

   I declare that I am fully aware of my responsibility in that the overlap between this thesis and the thesis I submitted in a simultaneous programme does not exceed 10%. I acknowledge that if the study programme leaders (or the persons designated by them) find a match of more than 10%, I have not fulfilled my study obligations and cannot take the final examination.

3. Text of the lecturer's declaration:

   I declare that the thesis is suitable for submission and recommend it for defence.