Guidelines on Submission of Thesis Deadlines and Tasks for Students Autumn Semester 2025/2026 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 2025/2026.
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. The format and content requirements of the thesis are governed by the Study and Examination Regulations (SER) in force at the time of the student's enrolment.
4. Platform of thesis submission: Neptun Single Study System (hereinafter: Neptun). Each student is required to submit the thesis via Neptun.
5. **Thesis topic selection:**

   Information on thesis topic selection is provided in the booklet compiled by the relevant academic program or specialization director.
6. **Thesis submission** (SER 79. §)
   - 6.1. Students submit their thesis in the Neptun Unified Learning System (hereinafter: Neptun)
   - 6.2. 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 Semester 1 of 2023/2024 or after).
   - 6.3. Submission of thesis after the deadline
     - 6.3.1. In the case of late submission of the thesis or the teacher portfolio, students may submit their thesis or teacher portfolio within three (3) days following the submission deadline specified in the 1st and 2nd deadline tables.
     - 6.3.2. Former students must submit a request via the Neptun system, subject to the payment of the fee specified in the RSFB. The submission deadline for the document is determined by the programme director, and it is specified in the official decision issued in response to the request.
7. **Who can upload a thesis in the Autumn Semester of the academic year 2025/2026?**
   - 7.1. Current students bearing student status:
     - 7.1.1. Students who will complete the course of Thesis Work 2. or equivalent in the Autumn Semester of the academic year 2025/2026 (regardless of taking the course for the first or second time).
     - 7.1.2. Students who have already completed (obtained a passing grade) the course Thesis Work 2. 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.

7.2. Former students presently not bearing student status but who commenced the first year of their studies in or after the academic year 2012/2013:

7.2.1. Former students who have already completed Thesis seminar 2. 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.

7.2.2. 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 applied for " **F204**-Request to submit a thesis III." application has been submitted and the application has been approved.

7.2.3. 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 III. From two years after termination of stu-dent status" and the application has been approved.

7.3. 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.

7.3.1. Former students who have already completed (with a grade) the Thesis seminar 2. 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 applied for "**F204**-Request to submit a thesis III." application has been submitted and the application has been approved.

7.3.2. Former students who have submitted their thesis and two years have passed since the evaluation of the "**F204**-Request to submit a thesis III." have applied and the application has been approved.

8. Insufficient thesis:

8.1. 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." form.

8.2. Former students who's previously submitted thesis has been rated unsatisfactory by the examiners 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." form, provided that five years have not elapsed since the issue of the final certificate.

9. Acceptance of an (TDK) paper as thesis:

9.1. Students who have participated in the May 2025 or November 2024 TDK and are entitled to apply 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 2025 and November 2024 Scientific Students' Association thesis as a dissertation for the final examination 2025/26/1 semester."

9.2. Students who have participated in the November 2025 TDK and are entitled to apply 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 November 2025 Student Research Group thesis as a dissertation for the final examination 2025/26/1 semester."

10. Thesis test upload in Moodle system:

10.1. 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 2025/2026/1'* will be created for the students.

10.2. It is possible to upload the thesis more than once,

11. Final upload of the thesis in Neptun and declarations:

11.1. The student can initiate the submission of the thesis by clicking on the "Thesis submission request" button on the "Studies/Thesis/Thesis submission" page.

11.2. The subject supervisor/consultant can accept a thesis submission request initiated by the student in Neptune 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.

11.3. 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.

11.4. Uploading the thesis, declaration about the student's own work, declaration on the thesis written in parallel studies and on the thesis's publicity:

11.4.1. 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.

11.4.2. When uploading a thesis type document, the student must declare full or limited disclosure of the thesis by selecting the relevant checkbox.

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

12.1. 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.

12.2. 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.

13. Checks for submitting the thesis for the application for the final examination:

13.1. **At least 10 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.

13.2. If the student has a problem with logging in to Cusman, they may report it by sending an email to IThelpdesk@uni-corvinus.hu including their Neptun code.

13.3. 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—, they may ask for help via the Do it Online interface.

13.4. 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, including their Neptun code.

13.5. Please keep in mind that our colleagues assigned to the above email addresses can mainly help in working hours on working days.

14. Application for equity (SER § 93-94)

14.1. No request for equity may be submitted for late submission of a thesis.

1. Deadline table for December 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 midnight on Wednesday, 05.11.2025.** After that, the tutors will comment on the request until 23:59 on Thursday, 06.11.2025, midnight. Students have until **12:00 on Friday 07.11.2025** to upload their theses. **If you do not initiate the upload by 23:59 on 05.11.2025, you will not be able to upload your thesis.**

	Task	Place	Responsible	Start (D/M/Y)	Finish (D/M/Y)
1	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
2	Thesis submission for an early final exam in December. Trial upload of thesis to Moodle	Moodle	student	06/10/2025	07/11/2025
3	Thesis submission for an early final exam in December. 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	21/10/2025
4	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.	Word	student	06/10/2025	22/11/2025
5	Thesis submission for an early final exam in December. Filing the "Thesis admission request" in Neptun by the student.	Neptun	student	10:00 27/10/2025	**23:59 05/11/2025**
6	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	10:00 27/10/2025	23:59 06/11/2025
7	Thesis submission for an early final exam in December. Thesis submission the deadline for submission of the thesis is the last day of the eighth (8th) week of the study period. Thesis upload, declarations (on simultaneous programme, disclosure of thesis).	Neptun	student	**10:00 27/10/2025**	**12:00 07/11/2025**

2. Deadline table for January 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 midnight on Wednesday, 03.12.2025.** After that, the tutors will comment on the request until 23:59 on Thursday, 06.11.2025, midnight. Students have until **12:00 on Friday 05.12.2025** to upload their thesis, **late submission until 08 December 2025 (Monday), 23:59. If you do not initiate the upload by 23:59 on 08.12.2025, you will not be able to upload your thesis.**

	Task	Place	Responsible	Start (D/M/Y)	Finish (D/M/Y)
1	Thesis submission for the January final exam. Checking Moodle access rights and checking that the course is displayed for trial uploads.	Moodle	student	06/10/2025	20/11/2025
2	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
3	Thesis submission for the January final exam. Trial upload of thesis to Moodle.	Moodle	student	06/10/2025	05/12/2025
4	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.	Word	student	06/10/2025	21/11/2025
5	Thesis submission for the January final exam. Filing the "Thesis admission request" in Neptun by the student.	Neptun	student	10:00 24/11/2025	**23:59 03/12/2025**
6	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	10:00 24/11/2025	23:59 04/12/2025
7	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	**10:00 24/11/2025**	**12:00 05/12/2025**
8	Late submission of the thesis (for students with an active student status) for the January Final Exam. Thesis upload, declarations (on simultaneous programme, disclosure of thesis).	Neptun	student	**12:01 05/12/2025**	**23:59 08/12/2025**

3. Application for thesis submission:

	Name of application	Accessible by	Period of display	Fee
1	F101-Request to change the topic of the thesis or the supervisor or the topic and the supervisor I.	During student status	10:00 01/09/2025 - 12:00 19/09/2025	subject to a fee
2	F102-Request for correction of an unsuccessful thesis I.	Unsuccessful thesis: submitted and graded unsatisfactory (not defensible).	10:00 01/09/2025 - 12:00 07/09/2025	subject to a fee
3	F103-Request to submit a thesis I. During student status	During student status	10:00 01/09/2025 - 12:00 21/09/2025	free of charge
4	F104-Request to restrict access to a thesis	Continuing vocational training, executive training and part-time and teacher training	10:00 01/09/2025 - 12:00 24/11/2025	free of charge
5	F201-Request to change the topic of the thesis or the supervisor or the topic and the supervisor II.	After the termination of student status	10:00 01/09/2025 - 12:00 19/09/2025	subject to a fee
6	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	10:00 01/09/2025 - 12:00 21/09/2025	subject to a fee
7	F204-Request to submit a thesis III. 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	10:00 01/09/2025 - 12:00 21/09/2025	subject to a fee
8	F205-Request for correction of an unsuccessful thesis II.	Unsuccessful thesis: submitted and graded unsatisfactory (not defensible).	10:00 01/09/2025 - 12:00 07/09/2025	subject to a fee
9	F301-Request for taking Scientific Students' Association (2024 November 2025 May) dissertation as Thesis 2025/26/1	Students qualifying for OTDK in May 2025 or 2024 November	10:00 01/09/2025 - 12:00 21/09/2025	free of charge
10	F302-Request for taking Scientific Students' Association (2025 November) dissertation as Thesis 2025/26/1	Students qualifying for OTDK in November 2025	After TDK, at a time specified at that time	free of charge
11	F206-Late submission of thesis after student status	After the termination of student status	2025.12.05 12:00 - 2025.12.08 16:00	subject to a fee
12	M101-Request for Dean's Equity	During student status	continuously	free of charge
13	M104-Request for Dean’s equity for students with terminated student status	After the termination of student status	continuously	free of charge

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Programme Management