Thesis and Dissertation Topic Selection for Students

The final thesis/diploma thesis has to be formalized and chosen by consultation with the prospective thesis consultant/supervisor via in-person communication or any other means (phone, e-mail, etc.), before the topic selection is recorded in the NEPTUN TR system, so the possible title of the topic and the announcing internal thesis consultant's name is available on the website of the Directorate of Education (<u>https://ed.uni-mate.hu</u>). It is recommended that students visit the home page before they make their final selection in the given period.

Before the selection of topic in the NEPTUN TR system, it is strongly recommended that students seek the consent of their thesis consultant(s). The main role of the NEPTUN TR system in this process is the administration of topic selection, which cannot replace the prior consent of the instructor!

The acceptance of topic selection in the NEPTUN TR system is not an automatic process!

A short review of the process:

- Creation of an institute network: the institutes specify which institutes can advertise topics for their gestated programs.
- **Topic announcement:** lecturers can announce topics for courses managed by their institute and courses approved by other institutes; topic announcements are made by institute.
- Approval of topics: the institute directors check and approve the topics announced by the institute's lecturers.
- Individual (not announced in NEPTUN) topics are announced on the homepages of different institutes.
- **Topic application:** topics are announced at the university level and students can choose from the topics offered for their own training. It is also possible to apply for an individual topic (please see later)
- Assignment of topic applications: in NEPTUN TR, the accepted topic application is recorded for the students as a thesis line.

Announcement and selection of topic is always tied to periods of time, which are per semester and centrally generated by the Neptun Department.

The information that is in relation to the topic announcement for students are included in this document

1. Announcement of topics and the endorsement of announced topics in NEPTUN, the announcement of individual topics:

For the period, the lecturers will announce the possible thesis topics.

The directors of the institutes will endorse the selection and the NEPTUNE department activates the time period in regards to the thesis topic selection for students.

In the case of topics where the institute network did not allow the lecturer to announce the topic in NEPTUN TR, the topic can be announced via the institute's own website.

The Directorate of Education provides information on the topics announced in Neptun on its website and also provides access via links to the thesis topic selection pages of the institutes.

The student can choose the topics specified on the thesis topic selection page of the institutes within the framework of "other" topic.

2. Student's application for a topic (Students' task)

In NEPTUN TR, students shall apply for a topic chosen based on prior consultation with the lecturer (prospective thesis consultant/supervisor).

It is possible to choose a thesis topic in NEPTUN TR's "Studies" / "Thesis/Thesis application" menu.

Deadline for topic selection: November 14, 2023.

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A list of selectable topics will appear.

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Some tips for more efficient searching in the list:

- You can search by various criteria by clicking on the magnifying glass icon. Currently, it is worth searching for the lecturer (Oktató) field or the Topic (Téma) field.
- It is recommended to set the Page Size (Oldalméret) to the maximum, so that several topics are visible at the same time.

By clicking on the "+" button on the right, you can read more information about the given topic (if provided by the issuing institution/thesis consultant). NEPTUN TR offers the opportunity to apply for the topic in the pop-up menu.

By clicking on the title of the topic or on the "Topic details" (Téma adatok) menu item, detailed information about the given topic is displayed. Next to the title, you can see the name of the issuing institute, and - if there is one - you can read a more detailed description of the topic. By clicking on the "+" button on the right, you can read more information about the given topic (if provided by the issuing institution/thesis consultant). NEPTUN TR offers the opportunity to apply for the topic in the pop-up menu.

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By clicking on the "Registration" (Jelentkezés), the application filled out with the data of the chosen topic will appear.

- If the student applying for the topic has an external thesis consultant, his or her data must also be recorded in the application. If there is no external thesis consultant, the corresponding lines can be left blank.
- If the student wants to choose a topic that is not among those listed, they have the option to choose an "Individual" topic (see the "Individual topic" application chapter).
- If the student wants to choose a thesis consultant who is not on the list, they must also proceed as described in the "Individual topic" application chapter.

Please note that a student can only apply for one topic at a time, and may submit a new subject application only after a valid subject application has been rejected.

By clicking on the "Next" ("Következő") button, the completed application will be displayed. You must then click on the "Submit application" button to finalize the application for the Thesis topic.

The completed application for topic selection is presented to the relevant thesis consultant, who decides on the topic selection. If the student's application is accepted, they will be notified in NEPTUN TR. This closes the topic selection, the title of the thesis will be visible at the end of the topic selection period under the menu item *Studies/Thesis/Thesis application*.

If the student's application is rejected, he or she will also be notified of this in NEPTUN TR. In this case, during the thesis topic selection period, you have the opportunity to repeat the topic selection process. (Indicate a new topic/thesis consultant, submit a new application.)

During the topic selection period, the student can also track the status of the application on the "Submitted requests" tab of the "*Administration/ Requests*" menu item, where you can also see whether your application has been accepted or rejected.

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Please report any problems that may arise during the topic selection process to the e-mail address <u>neptun@uni-mate.hu</u>.

3. Individual topic application

Individual topic selection is possible in NEPTUN TR's "*Studies" / "Thesis/Thesis application*" menu, just as in the case of advertised topics. To do this, look for the "Individual Topic" button.

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If you choose an individual topic, the request for an individual topic will appear, in which you must enter the name of the internal consultant/supervisor and the topic to be chosen. The internal thesis consultant must be selected from the drop-down list. In order to successfully choose a topic, it is also necessary to consult with the lecturer planned to be invited in advance.

The name and position of the external thesis consultant can also be specified in the individual topic selection application.

If the internal thesis consultant does not support the choice of the thesis topic, the application is immediately rejected and the student can choose a new topic.

4. Commenting on / approving topic applications (task of the topic announcing instructor or subject coordinator)

The submitted topic application form is presented to the relevant lecturer for approval/decision.

Deadline for comments: 5th working day from receipt of topic selection.

5. Topic assignment (Neptune Department)

After the end of the thesis topic period, the Neptun Department - **once a decision has been made for each application** - will carry out the assignment to the topics.

The schedule can only be implemented if a decision has been made on all submitted topic selection applications!

Deadline: 2nd working day after the decision on the last topic selection request.

Gödöllő, October 31, 2023.

Directorate of Education