

Guideline on Diploma work/ Thesis submission protocol for the spring semester of academic year 2020/2021 for former students of Faculty of Agricultural and Environmental Sciences

Templates used on Szent István Campus at Hungarian University of Agriculture and Life Sciences can be found on the link below:

<https://godollo.uni-mate.hu/hu/oktatas/szakdolgozat>

Templates can be found on the website of Educational Directorate, as well.

In the course of submission Diploma work/ Thesis writing for the spring semester of 2020/2021 academic year and for the successful completion of final examination, the following steps should be completed:

1. Registration for the final exam can be proceeded via NEPTUN Education System. (Administration/final exams). **Please, note that the application deadline is earlier than given in the schedule of the semester**, but facilitating the organization you are kindly requested to register for the final exam until the deadline given below. (Shall not be able to submit your Diploma work/ Thesis on time or attain your pre-degree certificate, your registration will be cancelled and the act of cancellation will not have any consequences.)

Deadline for registrating to final examination: 5 April 2021.

2. **Students** send their Diploma work/ Thesis for approval to the primary thesis advisor together with the signed declaration (**Appendix 4**). The latter one will be sent back with signature in scanned form to students after the approval of the advisor.
3. Registration via NEPTUN (Has to be done by **Students themselves**): Studies/Degree thesis/Thesis application. By clicking on 'Thesis admission request' button the thesis admission request is sent.

Deadline for thesis admission request: 15 April 2021. 12.00 p.m.

Deadline for late thesis admission request: 26 April 2021. 12.00 p.m.

4. **Primary thesis advisor** evaluates the thesis admission request.
5. In case of rejecting the thesis admission request by the primary thesis advisor, students are notified by a message sent in NEPTUN. The primary thesis advisor rejects the admission by opening 'Diplomawork / Diplomaworks' and clicking + at the end of the row. The primary thesis advisor also notifies the registrar's office administrator, and the act of rejection is to be registered in an official note.

Deadline for evaluation of thesis submission conditions: 21 April 2021. 12.00 a.m.

Deadline for late evaluation of thesis submission conditions: 28 April 2021. 12.00. a.m.

6. In case of approving the thesis submission request, students upload their Diploma work/ Thesis writing in pdf format (including declaration – Appendix 4) by clicking on Studies/ Degree thesis/Thesis application menu and 'Upload degree thesis' button.

Deadline for uploading Diploma work/ Thesis: 22 April 2021. 12.00. p.m.

Deadline for late uploading Diploma work/ Thesis: 29 April 2021. 12.00 p.m.

7. Besides uploading Diploma work/ Thesis writing into NEPTUN, sending a **one-page summary** in pdf format (Appendix 5) to a **designated administrator** of the host BSc/MSc course is a must, in accordance with the formal requirements of the Appendix.
8. Fees for submission of Diploma work/ Thesis writing after deadline will be transcribed in NEPTUN.

Deadline: Afterwards the late deadline

9. Referee's reports (Appendix 6) will be uploaded into NEPTUN and will be available for students.

Deadline for uploading referee's reports: 17 May 2021.

10. The results of internal and external referee's reports will be available in **submitted Diploma works/ Diplomaworks menu after** having received and uploaded by course administrators, not later than 18 May 2021.

Important deadlines for final-examination students for the spring semester in 2020/2021 academic year:

Deadline for registrating to final exam:	5 April 2021.
Prior notification of Diploma work/ Thesis writing to primary thesis advisor for approval:	15 April 2021
Uploading thesis admission request into NEPTUN:	15 April 2021.
Evaluation of thesis asubmission conditions:	21 April 2021. 12:00 a.m.
Late deadline for evaluation of thesis submission conditions:	28 April 2021. 12.00 a.m.
Submission of Diploma work/ Thesis:	22 April 2021.
Late submission of Diploma work/ Thesis:	29 April 2021.
Exam period period:	26 April 2021 – 14 May 2021
Preparation for the final exam:	17 May – 21 May 2021

Final exam period:

1 June 2021 – 8 June 2021

Graduation ceremony:18th June and 16th July 2021

based on executive decision,
depending on current regulations.

You are kindly requested to meet the deadlines given!

We wish you the best for the preparation period!

Directorate of Szent István Campus

Task	Concerned	Deadline	Late deadline
Registrating to final exam in NEPTUN	Student	5 April 2021.	29 April 2021. (e-mail to the student office administrator.)
Sending Diploma work/ Thesis and the declaration signed by the Student for prior notification to primary thesis advisor via e-mail	Student	15 April 2021.	26 April 2021.
Handing-in thesis submission request in NEPTUN	Student	15 April, 2021.	26 April 2021.
Signing and returning the declaration to Students in case of approval via e-mail	Primary thesis supervisor	21 April 2021. 12.00 a.m.	28 April 2021. 12.00 a.m.
Evaluation of thesis submission conditions in NEPTUN	Primary thesis supervisor	21 April 2021. 12.00 a.m.	28 April 2021. 12.00 a.m.
Uploading Diploma work/ Thesis into NEPTUN	Student	22 April 2021. 12:00 p.m.	29 April 2021. 12.00 p.m.
Sending a one-page summary to a designated administrator of the host BSC/MSc course via e-mail	Student	22 April 2021. 22.00 p.m.	29 April 2021. 12.00 p.m.
Uploading referee's report into NEPTUN	internal referee	continuously, but not later than 17 May 2021.	
Uploading external referee's reports into NEPTUN	Administrator of host course	continuously, but not later than 18 May 2021.	
Recording the results of referee's reports into NEPTUN	Administrator of host course	continuously, but not later than 18 May 2021.	