

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

<https://godollo.uni-mate.hu/en/current-students/thesis-submission>

Templates can be found on the website of Directorate for Education as well.

1. Registration for the final examination

Registration period to final exam for the spring semester of 2020/2021 academic year ends on 26th April 2021 12.00 a.m. Registration can be proceeded via NEPTUN Education System by following the steps below: **Administration/final exams.** (Click on the icon at the end of the row -> Register/Registration modification)

Final exam period: 31 May 2021.–18 June 2021.

2. Uploading Diploma work/Thesis into on-line Thesis Evaluation System

Before uploading Students send their Diploma work/Thesis for **prior approval to primary thesis advisor.**

Diploma work/Thesis has to be uploaded together with the required forms (Student and Advisor declaration, extract and encryption request) **into on-line Thesis Evaluation System from 16th April 2021 (Friday) 4:00 p.m. until 3rd May 2021 (Monday) 12.00 a.m.**

One week delay can be provided for fee. (10000 HUF late fee.) Deadline for payment is:**10th May 2021. 12.00 am.**

Transcribing penalty (late fee) is responsibility of the student and is to be done via NEPTUN: Choose '20 KÉS 06' then pay in the amount from the joint account.

The payment of the late fee will be checked two weeks before the final exam. In case of any problem with transcribing the item, student - who got their final certification – should contact the education administrator in the Registrar's Office.

After deadline, there is no possibility to upload thesis.

Please note that there is no need to submit hard copy or CD version of the Diploma work/Thesis.

For User's Guide to the Thesis Evaluation System please check:

<http://gtk.sziu.hu/sites/default/files/files/eng/materials/users-guide-thesis.pdf>
or <https://godollo.uni-mate.hu/en/current-students/thesis-submission>

- To enter Thesis Evaluation System, (<https://gek.thesis.szie.hu>) it is recommended to use MATE ID (the same for entering the E-learning System). MATE ID and password can be activated or modified via JOKER <https://joker.uni-mate.hu/>

- Having any problem with entering JOKER website or the Thesis ES, please contact helpdesk@uni-mate.hu
- After uploading the Diploma work/Thesis in PDF format **upload certificate** format should be downloaded and sent to the education administrator **via email** (BSc Prokaj.Eniko@uni-mate.hu, MSc: Janik.Henrietta@uni-mate.hu).

If student has attended **Student Scientific Conference**, thesis should be marked as „**TDK eredmény alapján benyújtott dolgozat**”. System allows uploading the following documents:

- request with the support letter of course leader
- A certification from the TDT (Student Scientific Conference Committee) Chairman on the Section’s proposal
- Referees’ reports

If you have the copies of these documents, please upload it, if you do not have, you can submit thesis without them.

There is only one field to upload the appendixes, therefore they should be merged into one file before uploading. In case of not having the appendixes, you are kindly asked to contact your education administrator via email and ask her to send the original documents to the course administrator at the host institute/department.

- Proving that the Diploma work/Thesis fit to the requirements and can be submitted primary thesis advisor should sign the form provided in Appendix 4 (<https://godollo.uni-mate.hu/en/current-students/thesis-submission>). The signed and scanned form should be transferred to the course administrator at the host Institute and to the Student via e-mail.
- Student is requested to include this signed form in the Diploma work/Thesis in one file.

3. Additional information

- Any **Encryption Request** has to be sent to the supervisor via email.
- Encryption Request form is available in Appendix 7 at: <https://godollo.uni-mate.hu/en/current-students/thesis-submission>. Sealed and signed form of Encryption Request will be sent back via email to the Student and to the course administrator of the host Institute. Sealed and signed form of Encryption Request must be inserted before the front cover in the Diploma work/Thesis and then should be uploaded into Thesis Evaluation System.

Information on final exam will be announced at the campus website. Final exam topics are to be also available from 15th April at the same website (check the link below):

<https://godollo.uni-mate.hu/en/current-students/thesis-submission>

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

Deadline for registrating to final exam:	26 April 2021 12.00 am.
Sending Diploma work/Thesis to the primary thesis advisor for prior approval:	15 April 2021.
Uploading and finalising Diploma work/Thesis in Thesis Evaluation System :	16 April 2021. (Friday) 4:00 p.m. - 3 May 2021 (Monday) 12:00 a.m.
Deadline for late uploading of Diploma work/Thesis:	10 May 2021 (Monday) 12.00 a.m.
Exam period :	26 April 2021 – 14 May 2021.
Preparation for the final exam:	17 May – 28 May 2021.
Final exam period :	31 May 2021 – 18 June 2021.
Graduation ceremony : on executive decision, depending on current regulations.	18 th June and 16 th July 2021 based

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	1 April 2021 – 26 April 2021. 12:00 a.m.	
Sending Diploma work/ Thesis and the declaration signed by the Student for prior approval to primary thesis advisor via e-mail	Student	Not later than 15 April 2021.	5 May 2021
Singing and returning the declaration to the Student and to the course administrator of the host Institute/Department in case of approval via e-mail	Internal advisor	Not later than 20 April 2021 .	9 May 2021
Uploading and finalising Diploma work/Thesis in Thesis Evaluation System	Student	16 April 2021. 4:00 p.m. – 3 May 2021 12:00 a.m.	10 May 2021 12:00 a.m.
Sending the certificate of acceptance (downloaded from Thesis Evaluation System) to the primary thesis advisor and educational administrator via e-mail	Student	16 April 2021. 4:00 p.m. – 3 May 2021 12:00 a.m.	10 May 2021 12:00 a.m.

Task	Concerned	Deadline	Late deadline
Transcribing late fee in NEPTUN in case of late Diploma work/Thesis submission	Student	At the time of late handing-in. Fulfillment: not later than 12 May 2021	
Collecting data from Thesis Evaluation System related to Diploma work/ Thesis (Student – Title –Primary thesis advisor)	Course administrator of host Institute/ Department	Continuously	11 May 2021.
Sending the data of Referee’s to the course administrator at the host Institute/Department via email. (name, workplace, email)	Institute of Primary Thesis Advisor	Continuously from 21 April 2021 to 7 May 2021.	Continuously, but not later than 15 May 2021.
Attaching referees to Diploma Works/Thesis in Thesis Thesis Evaluation System	Course administrator of host Institute/ Department	Continuously	
Sending letters of invitation to internal and external referees	Course administrator of host Institute/ Department	Continuously	
Completion and finalisation of referee’s reports in Thesis Evaluation System	Internal and external referee	Continuously, but not later than 17 May 2021	Continuously, but not later than 20 May 2021.
Uploading referee’s report into NEPTUN (downloaded from Thesis Evaluation System)	Course administrator of host Institute/ Department	Continuously, but not later than 20 May 2021.	Continuously, but not later than 23 May 2021.
Recording the results of referee’s reports into NEPTUN	Course administrator of host Institute/ Department	Continuously, but not later than 20 May 2021	Continuously, but not later than 23 May 2021.