Technical assistance for students submitting thesis

A thesis can be submitted by a student who has applied for the final exam in NEPTUN System by the application deadline.

The thesis shall be submitted electronically in NEPTUN System only, not in printed form! (It shall not be submitted either by post or in person!) In some cases, it may be necessary to submit, for example, a blueprint, model, work of art (in art programs), etc., in this case, please consult your supervisor.

After completing the thesis, the student shall complete and sign/have signed the following statements:

- Declaration of public access and authenticity of the thesis/dissertation/portfolio

- Statement on consultation pratices

- Request for Confidentiality

The standard texts of the statements are available on the website of the Educational Directorate (https://ed.uni-mate.hu/thesis)

The original– signed in blue pen – declaration of public access and authenticity of the thesis (student) shall be scanned and the scanned version shall be inserted into the thesis after the last page of the completed thesis to be uploeded. The Statement on consultation pratices shall be signed by the supervisor in blue pen and the signed copy – also scanned – shall be inserted into the thesis after the declaration of public access and authenticity. In case the thesis is confidential, the approved Request for Confidentiality shall be inserted into the thesis at the **beginning** of the thesis, after the outer and inner title pages. The thesis submission process can only be started after the supervisor's approval. More information about the declarations can be found in chapters 3.1 and 3.12 of the thesis guidelines:

(https://ed.uni-mate.hu/documents/5755318/5915075/MATE_Uniform_Thesis_Guidelines_20230503.pdf/e9b2036a-c3c6-a676-ab34-35355dfb09ad?t=1695495340834)

1 Request for submitting thesis (student's task)

Deadline for submitting thesis upload request is: 15 April 2025 (Tuesday) midnight.

The student initiates request for submitting the thesis – after consultation with the supervisor – in the NEPTUN System under the "Menu" / "Studies" / "Degree Thesis" menu.

2 Decision on acceptance of thesis by the supervisor (task of the supervisor)

Deadline for decision: 16 April 2025 (Wednesday) 10:00 am. In case of late submission: 23 April 2025 (Wednesday) 10.00 am.

The supervisor shall notify the student of the rejection of the thesis in the form of a Neptun message and shall justify his/her decision. The educational administrator of the student shall be informed of the decision in an e-mail message, who will register the thesis' ineligibility for assessment in the NEPTUN System. (The thesis menu status is set to "unable to upload".) If submission is rejected, the student shall not submit another thesis during the semester.

If acceptance - after consultation with the supervisor and approval by the supervisor- is not made within a short time; the student is kindly requested to contact his/her supervisor directly in order to obtain acceptance.

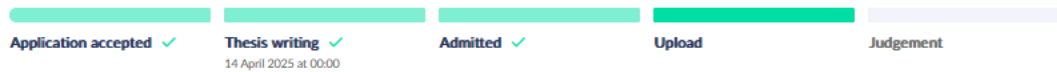## 3 Uploading the thesis (task of the student)

The deadline to upload thesis: 17 April, 2025 (Thursday) 12:00 (noon) Thesis can be submitted without a request with a one-week delay, but late submission is subject to a fee! The late submission deadline: 24 April, 2025 (Thursday) 12:00 (noon).

NEPTUN System notifies the student in a message about the acceptance of the thesis request.

The student can only upload his/her thesis if the upload request is accepted. ("Upload thesis" button)

Thesis test

Edit title and subject heading >

Application accepted ✓ | Thesis writing ✓ | Admitted ✓ | Upload | Judgement

14 April 2025 at 00:00

Upload degree thesis | Register for consultation | Send message

For Neptun lecturers and reviewers.

Other operations:

Jump to the community space > | Print details > | Interval data > | Consultation data >

Topic	-
Individual topic	No
Thesis upload deadline	-
Lecturers	Enikő Prokaj Internal thesis advisor
Registration date	-

Show more ⌄

The final title of the thesis can be specified when uploading the thesis.

Important information regarding uploading the thesis:

The thesis shall be uploaded electronically as a PDF file (Portable Document Format) without password protection to NEPTUN System.

Requirements for submitting an electronically prepared thesis:

•a single PDF document with all annexes shall be submitted,[1]

•the file name shall consist of the student's name without accents, Neptun code, year and the student's training code (The training code can be found in the NEPTUN System in the upper right corner in the personal toolbar).

An underscore character shall be used as a separator instead of a space: Last name_First name_Neptun code_year number_training code, e.g.: John Smith_NFZ5L2_2022_M-BUD-N-HU-NOVOR

• the file cannot be password protected,

• the document shall also include the title page,

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[1] An exception may be large annexes in the fields of art and technology, which can be saved as a separate file with the name format specified for the thesis, with the nature of the attachment also indicated in the name: Last name_First name_Neptune code_year_field_annex

• the document shall also include the completed and signed declarations as an appendix:

      o Declaration of public access and authenticity of the thesis

      o Consultation declaration

If the thesis is confidential, a scanned version of the approved confidentiality request shall be inserted at the beginning of the thesis - immediately after the title pages.

After you have clicked on the Upload degree thesis button, first you shall state the confidentiality statement:

Encryption
Thesis confidentiality statement

⦿ **Nem titkos**

◯ **Titkos**

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If the thesis confidential, please, select „Titkos" option, if not, then select„Nem titkos" option.

The document type shall be selected as follows (these shall also be applied when submitting a thesis):

Upload degree thesis
Asterisked processes are mandatory.

Final title *   ›

Thesis   ›

Thesis Appendix   ›

Thesis Summary   ›

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• "**Thesis**": this type shall be selected whether it is a thesis, diploma thesis or portfolio.

• "**Thesis appendix**": ONLY large appendixes and annexes in the fields of art and technology.

• "**Thesis Summary**": The summary contains the title of the thesis and the name of the author of the thesis. Based on the consultation with the consultant, it may be the same as the Summary chapter, but not necessarily the same. Maximum length: 1-2 pages.

The detailed requirements for the thesis, the annexes and the content summary are contained in Appendix 6.13 of the HKR TVSZ "MATE's unified thesis / diploma thesis / final thesis / portfolio preparation guide".

Checking the success of the thesis upload:

4   Thesis identity check (plagiarism checking) (supervisor's task)

Thesis identity check deadline: within 5 days of submission, or within 3 days in the case of late submission.

If the thesis is not acceptable due to ethical misconduct (plagiarism), the student will not be allowed to sit the final examination and will only be allowed to submit another thesis in the next final examination period.

General criteria for plagiarism:

- the thesis is based on an external work in more than 1 paragraph (about 3-4 sentences) in verbatim or approximate form, without citing the original source in the relevant passage and in the bibliography (plagiarism);
- the thesis consistently draws on only one external work for several pages (this is plagiarism even if the source is indicated by the author in the relevant passage and in the bibliography).

In the case of a thesis that is proven to contain plagiarism (i.e. word-for-word quotation), in addition to being inadmissible, the author may also be subject to disciplinary proceedings.

The internal supervisor shall inform the student of the rejection of the submitted thesis by means of a Neptun message and shall give the reasons for the decision. The decision shall be communicated by e-mail to the student's educational administrator, who will record in Neptun that the thesis is not eligible for assessment (thesis status set to "indefensible"). In case of rejection of the thesis, the student will not be allowed to submit another thesis in the semester.

5 Assigning reviewers to a thesis (task of the Institute)

Deadline for assigning examiners to papers: 28 April 2025 (Monday), in case of late submission: 5 May 2025 (Monday)

6 Review of thesis (reviewer's task)

Deadline for the evaluation of the thesis (deadline for the communication of the evaluation): 2 June 2025 (Monday)

7 Viewing a review on the student interface (student's task)

The Thesis menu also gives you the possibility to view uploaded reviews.

For technical questions or problems please contact neptun@uni-mate.hu and our colleagues will help you!

Gödöllő, 10 April 2025.

Educational Directorate