

Technical assistance for students submitting thesis/portfolio

The thesis/portfolio may be validly submitted by students who have registered for the final exam in NEPTUN SYS by the application deadline. Submitting a thesis without registering for the final exam will not result in admission to the final exam!

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.

Upon completion of the thesis, the student **must fill out and sign/have signed the following declarations, then attach them to the thesis in accordance with the thesis guidelines:**

- Declaration of public access and authenticity of the thesis
- Statement on consultation practices
- The approved request for Confidentiality
- Declaration of independent supervisor for students of Institute of Technology
- Declaration on the Use of Artificial Intelligence (AI)

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

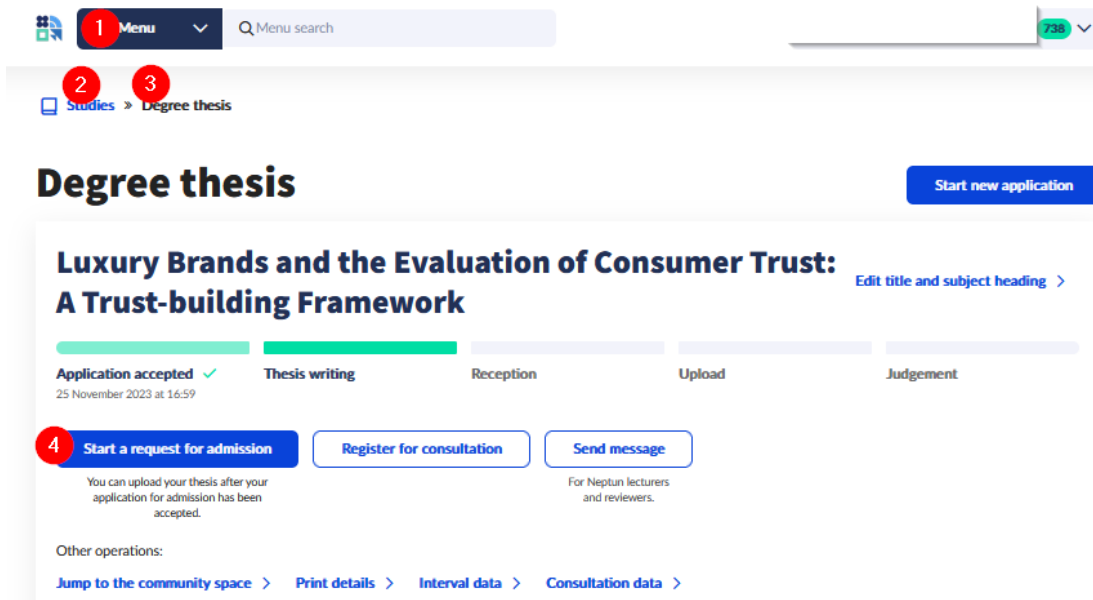
The thesis submission process can only be started after the supervisor's approval.

Information, documents, and deadlines related to the preparation of the thesis can be found on the website of the Education Directorate: [Thesis - MATE Directorate of Education - MATE](#)

1 Request for submitting thesis (student's task)

Deadline for submitting thesis upload request is: as it is announced in details on the website [Thesis - MATE Directorate of Education - MATE](#)

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: as it is announced on the website [Thesis - MATE Directorate of Education - MATE](#).

The student will be notified of the acceptance or rejection of the thesis submission request via a NEPTUN SYS message.

If admission does not take place within a short period of time after consultation with and approval by the supervisor, please contact your supervisor directly to arrange admission.

The supervisor shall notify the student of the admission/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.

3 Uploading the thesis (task of the student)

The deadline to upload thesis: as it is announced on the website [Thesis - MATE Directorate of Education - MATE](#) and in Academic Calendar for students taking final exam [Academic calendar - MATE Directorate of Education - MATE](#).

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

The thesis is uploaded in NEPTUN SYS under the Studies / Degree Thesis menu item using the Upload Thesis button:

Thesis test [Edit title and subject heading >](#)

Application accepted ✓ Thesis writing ✓ 14 April 2025 at 00:00 Admitted ✓ Upload Judgement

[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 >](#)

If the thesis is uploaded after the deadline, no separate request is required, **but a late upload fee will be charged**, the amount of which will be posted in NEPTUN SYS by a member of the Education Directorate after the thesis has been uploaded late. The fee for late submission is specified in Appendix 1 of the Student Fees and Benefits Regulations ([Special procedure fees - MATE Directorate of Education - MATE](#)).

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).

Menu

TP **Hello Teszt Petya!**

TP **Teszt Petya (JR9Z4U)**
Mechanical Engineering B-GOD-N-EN... 447 1

Training:
Mechanical Engineering - B-GOD-N-EN-GEPES
(Bachelor (BA/BSc/BProf)) ((Full time training))
Admission year: -

An underscore character shall be used as a separator instead of a space: Lastname_First name_Neptun code_year number_training code, e.g.: John_Smith_NFZ5L2_2023_B-GOD-N-EN-GEPES

- the document shall also include the title page,
- the document shall also include the completed and signed declarations as an appendix:
 - Declaration of originality and intellectual property management (hereinafter: Student Declaration)
 - Consultation declaration

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_Neptun code_year_field_annex

- If the thesis is confidential, a scanned version of the approved confidentiality request
- The declaration of independent supervisor for students of Institute of Technology
- Declaration on the Use of Artificial Intelligence (AI)

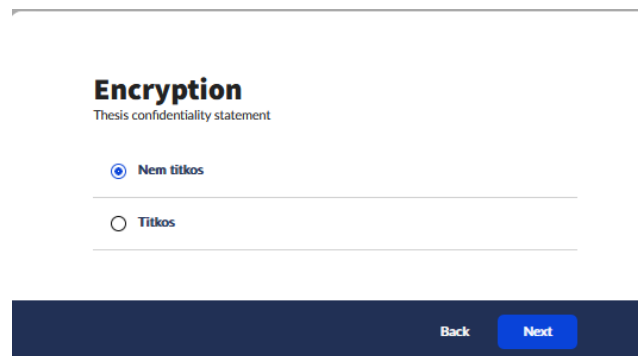
The **original student declaration**, [signed in blue ink](#), must be scanned and the scanned version must be inserted into the thesis after the last page of the completed thesis to be uploaded. The **consultation declaration** must be [signed by the supervisor in blue ink](#), and the signed copy – also scanned – must be inserted into the thesis after the declaration of originality. The student declaration on the use of artificial intelligence must be included in the thesis after the consultation statement.

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.

More detailed information about the declaration can be found in chapters 3.1 and 3.12 of the thesis guide ([mate_uniform_thesis_guidelines_20251016-1-pdf](#)), furthermore, in Rector's Directive No. 11/2025 (VIII. 29.) on the issuance of the REGULATIONS ON THE USE OF ARTIFICIAL INTELLIGENCE. ([artificial_intelligence_regulation_2025_08_29_en-pdf](#))

The file size of the thesis cannot exceed 50 MB!

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



The screenshot shows a web form titled "Encryption" with the subtitle "Thesis confidentiality statement". It contains two radio button options: "Nem titkos" (which is selected) and "Titkos". At the bottom of the form, there are two buttons: "Back" and "Next".

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

>

Back

Ready

- **“Thesis”**: this type shall be selected whether it is a thesis, diploma thesis, final thesis or portfolio.
- **“Thesis Summary”**: The abstract includes the title of the thesis and the name of the author. Based on consultation with the supervisor, it may be identical to the Summary chapter, but this is not mandatory. Maximum length: 1-2 pages.
- **“Thesis appendix”**: ONLY large appendixes and annexes in the fields of art and technology.

The detailed requirements for the thesis, the appendix and the thesis summary are contained in Appendix 6.13 of the HKR TVSZ "MATE UNIFORM THESIS WRITING GUIDELINES".

[mate uniform thesis guidelines 20251016-1-pdf](#)

After uploading your thesis, please check that the upload was successful in the following menu item:

Thesis test

[Edit title and subject heading >](#)

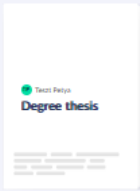
Application accepted ✓

Thesis writing ✓
14 April 2025 at 00:00

Admitted ✓

Upload

Judgement



5littlemonster_plus.pdf 357 KB

Download

[Edit 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
Title	Thesis test
Final title	Thesis test
Lecturers	Enikő Prokaj Internal thesis advisor

[Show more >](#)

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).
- During the preparation of the thesis, the author used artificial intelligence (AI) tools—such as text, image, data, or code generation applications—without indicating this in the thesis or in the accompanying statement as required by the relevant rector's directive² or university regulations (unreported use of AI).

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: as it is announced on the website [Thesis - MATE Directorate of Education - MATE](#)

6 Review of thesis (reviewer's task)

Deadline for the evaluation of the thesis (deadline for the communication of the evaluation): as it is announced on the website [Thesis - MATE Directorate of Education - MATE](#)

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

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

² Rector's Directive No. 11/2025 (VIII. 29.) on the issuance of the REGULATIONS ON THE USE OF ARTIFICIAL INTELLIGENCE ([PDF](#))

Thesis test

[Edit title and subject heading >](#)

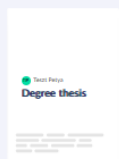
Application accepted ✓

Thesis writing ✓
14 April 2025 at 00:00

Admitted ✓

Upload ✓

Judgement



5littlemooster_plus.pdf 357 KB

[Download](#)

[View data](#)

[Download all reviews](#)

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For Neptun lecturers
and reviewers.

Other operations:

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Topic

-

Reviewer

Prokaj Enikő

Assessment

-

Class percent

0

Reviewer type

Internal thesis advisor

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

Gödöllő, 21 October 2025

Educational Directorate