

# Guide for graduating students on submitting thesis

**Only those students are allowed to submit their thesis who registered for the final exam until the given deadline in the NEPTUN Educational System.**

Thesis has to be uploaded into NEPTUN, **no printed version is needed.**

(Thesis does not have to be sent by post, or submitted in person either). In some cases, blueprints or miniatures may be needed (in case of art programs). Any inquiry related to this case shall be discussed with your supervisor.

After completing the thesis, **the following documents have to be completed and signed:**

- Declaration on authenticity and public access of final essay/thesis/master's thesis/portfolio ([word](#))
- Statement on consultation practices ([word](#))
- Request for Confidentiality ([word](#)) (it needs only if your thesis is confidential, i.e. contains business secret, patent, know-how or any trademarked description)

The declaration forms are available on the Educational Directorate's website:

<https://ed.uni-mate.hu/thesis>

## Editable document samples

Title page ([word](#))

Table of contents (abstract) ([word](#))

Technical Institute worksheet ([word](#))

## Mandatory forms to be used

Consultation declaration ([word](#))

Declaration of public access and authenticity of the thesis/dissertation/portfolio ([word](#))

See these [word](#) sheets on the website inserted above.

The original, signed in blue ink "Declaration of public access and authenticity of the thesis/dissertation/portfolio" has to be scanned, then this scanned version has to be inserted after the last page of your thesis.

"Statement on consultation practices" document needs to be signed in blue ink by the supervisor, then a scanned version shall be inserted after "Declaration of public access and authenticity of the thesis/dissertation/portfolio".

**If the thesis is to be classified, the approved confidentiality statement (request) must be inserted at the beginning of the thesis, immediately after the two title pages.**

The thesis submission process can only be started after the approval of the advisor. Submitting the Thesis is only possible once it is approved by the supervisor.

**For more information on declarations, see chapters 3.1 and 3.12 of the guide for thesis**

<https://ed.uni->

[mate.hu/documents/5755318/5915075/MATE\\_Uniform\\_Thesis\\_Guidelines\\_20230503.pdf/e9b2036a-c3c6-a676-ab34-35355dfb09ad?t=1695495340834](https://ed.uni-mate.hu/documents/5755318/5915075/MATE_Uniform_Thesis_Guidelines_20230503.pdf/e9b2036a-c3c6-a676-ab34-35355dfb09ad?t=1695495340834)

## 1 Thesis admission request (Students' responsibility)

Students initiate the admission in Neptun (after consulting their supervisor).

Please click on "Studies" menu, "Degree Thesis/Thesis application" submenu. "Thesis admission request"

The screenshot shows the Neptun system interface. At the top, there is a navigation bar with tabs: Studies, Subjects, Exams, Finances, Information, and Administration. The 'Studies' tab is selected and highlighted. Below the navigation bar, there is a sidebar menu with various options, including 'Degree thesis/Thesis application', which is also highlighted. The main content area displays the details of a thesis application. The title is 'Management of micro- small and medium-sized enterprises'. The topic is 'other topic'. The lecturer is 'Dr. Zsuzsanna Éva Naárné Dr. Tóth'. The date of acceptance is '4/11/2024 12:00:00 AM'. The date of defence is '4/11/2024 12:00:00 AM'. The result of defence is 'Konfliktáció alatt'. The assignment result is '✓'. The acceptance result is '✓'. The date of withdrawal is '4/11/2024 12:00:00 AM'. The result of defence is 'Konfliktáció alatt'. The confidentiality is 'Nem titkos'. The URL is 'SZD2404111123111350F5UUF1'. The number is 'SZD2404111123111350F5UUF1'. At the bottom of the page, there are several buttons: 'Reviewer/Consultant', 'Topic plan', 'Consultations', 'Thesis admission request' (highlighted with a red box), 'Upload degree thesis', 'View degree thesis', and 'Print details of degree thesis'. There is also a 'Jump to virtual space' button.

## 2 Decision on the admission of the Thesis (Supervisors' responsibility)

Supervisors have to inform Students in a Neptun message about the refusal of admission. Reasons must be given for the decision. Educational coordinators in charge of the student's program at the Registrar's Office has to be informed as well. Educational coordinators have to register the inadequacy of review in Neptun. ((The status of the thesis line is set to "cannot be uploaded".) In case of refusal, the Student is not allowed to submit another thesis in the same semester.

If the admission has not been made yet within a short period of time, although the thesis is ready, Students are asked to contact their supervisor.

## 3 Uploading Thesis (Student's responsibility)

**The thesis may be submitted without request with a one-week delay, but please keep in mind that late submission is subject to payment of fee.** (Contact your educational coordinator)

Students are informed in a Neptun message about the acceptance of their thesis admission request. Students can only upload their thesis in case of the acceptance of their thesis admission request („Upload degree thesis" button)

**The FINAL title of Thesis can be given upon uploading it.**

**Important information on Thesis upload:**

Thesis has to be uploaded into Neptun in an **electronic PDF format** (Portable Document Format) **without any sort of password protection.**

Requirements of the submission of final thesis electronically prepared:

- **a single PDF document with all annexes may be submitted<sup>1</sup>**
- **file name has to be the following:** Name of the Student without diacritics (accents: e.g.: Ö, ä, ê, ĉ, ĝ, ñ, etc.), Surname\_Given name(s)\_NeptunID\_year\_training code

e.g **Marine\_Robert\_ABCDEF\_2022\_M-GOD-N-EN-GEPES.** (Training codes are available in Neptun Studies/Training data menu (also available in the training selection part in the upper left hand corner)

- **the file has to be without any sort of password protection,**
- **the document has to contain the title page,**
- **the document has to contain the completed and signed declarations as an annex:**
  - Declaration of public access and authenticity of the thesis/dissertation/portfolio
  - Statement on consultation practices

**If your thesis is confidential, the scanned version of the approved "Request for confidentiality" document has to be inserted directly after the title page.**

<sup>1</sup> Exception: Large attachments of artistic or technical fields, which can be saved as a separate file, by using the same name format as it was mentioned before. The type of the attachment has to be given as well. Surname\_Given name(s)\_NeptunID\_year\_training code\_attachment type

The type of document has to be chosen as follows: (shall apply Thesis, master's thesis, portfolio):

- „**Thesis**” type: Please choose this type in case of thesis, master's thesis or portfolio.
- „**Thesis appendix**” type: ONLY FOR large annexes in the fields of art, engineering or other large annexes can be uploaded here.
- „**Thesis summary 1**” type: The short summary of your Thesis (2-5 pages). The 1st page of summary is exactly the same as the cover of your Thesis/Master's thesis/Portfolio, then the following pages contain the summary.

#### **Verification of the success of uploading your Thesis:**

Go to "Upload degree thesis" menu, then „view Thesis” to verify if the upload of your Thesis/master's thesis/portfolio was successful.

## 4 Identity check (plagiarism check) (Supervisors' responsibility)

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

General criteria related to plagiarism:

- the essay is more than 1 paragraph (approx. 3-4 sentences) long and is based on a foreign work in a literal or approximate form without mentioning the original source in the relevant passage and in the bibliography (plagiarism);
- the essay consistently draws on only one foreign 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 supervisor must inform the student of the rejection of the submitted thesis by means of a Neptun message and must give the reasons for the decision. The student's educational coordinator must be informed of the decision by e-mail message, and the student's thesis status will be recorded in Neptun system as "ineligible". If the thesis is rejected, the student will not be allowed to submit another thesis in the semester.

## 5 Assigning reviewers to the Thesis (Institute's responsibility)

**Deadline for assigning reviewers to the Thesis: the deadline will be given to institutes in the final examination procedures document.**

## 6 Review (Reviewer's responsibility)

**Deadline for evaluating the thesis (deadline for notification of the evaluation): the deadline is given to the institutes in the final examination procedures document.**

## 7 View „Review” in Neptun (Students’ responsibility)

Please select „Reviewer/Consultant” button in order to check the internal and external supervisors, and reviewers. Reviews can be downloaded here.

The screenshot shows the Neptun system interface. In the background, the 'Degree thesis/Thesis application' section is visible, with the 'Reviewer/Consultant' button highlighted by a red box and a red circle with the number 1. The foreground shows a modal window titled 'Reviewer/Consultant'. This window contains a table with the following data:

Reviewer	Reviewer type	Class percent	Asses
Bereczki Gábor	External thesis reviewer		Satisfactory (3) <span>2</span> +
Dr. Lencsés Enikő	Internal thesis reviewer		Satisfactory (3) +
Dr. Gyenge Balázs	Internal thesis advisor		+

Below the table, it states 'Number of results: 0-0/0 (0 ms)'. A 'Details' dropdown menu is open, showing 'View review' (highlighted with a red circle 3) and 'View judging form'. A 'Back' button is located at the bottom of the modal window.

In case of any problem or inquiry, you are kindly asked to send an email to [neptun@uni-mate.hu](mailto:neptun@uni-mate.hu) and our colleagues will help!

Gödöllő, 15 April 2024.

Directorate of Education