

**PROCEDURE FOR THE REVIEW, COMPLETION OF MISSING
DOCUMENTATION, CORRECTION AND REPLACEMENT OF THESIS/
DIPLOMA THESIS/FINAL THESIS/PORTFOLIO AND RELATED DOCUMENTS
UPLOADED TO THE NEPTUN SYSTEM**

1. §

Purpose and Scope of the Procedure

- (1) This Procedure, issued pursuant to Section 95(7b) of the Study and Examination Regulations (hereinafter referred to as the “SER”), aims to establish a uniform procedure for uploading, reviewing, completing missing documentation, correcting and replacing theses/diploma theses (diploma papers)/final theses/portfolios (hereinafter collectively referred to as “theses”) and their related documents (annexes, confidentiality requests and declarations) in the NEPTUN Unified Study System (hereinafter referred to as “NEPTUN System”), as well as to define the tasks and responsibilities associated with determining whether a thesis is suitable for assessment.
- (2) The scope of this Procedure extends to all theses prepared by students of the Hungarian University of Agriculture and Life Sciences, as well as to the declarations and abstract related to the theses, as specified in the applicable regulations, Appendix No. 6.13 to the SER, and the Regulations on the Use of Artificial Intelligence.

2. §

Documents to Be Uploaded and the Procedure for Uploading and Reviewing Them

- (1) The thesis, declarations and abstract must be uploaded to NEPTUN TR in accordance with the following requirements:
 - a) The thesis, together with figures, tables, images, video content and other materials supporting the analysis and conclusions, must be uploaded in electronic format without password protection.
 - b) The thesis must be uploaded as a text-searchable PDF file. Scanned documents that can only be processed as images are not acceptable.
 - c) The declarations specified in Appendix No. 6.13 to the SER and in the Regulations on the Use of Artificial Intelligence must be incorporated into the beginning of the thesis:
 - ca) an approved confidentiality request, if the thesis is subject to confidentiality restrictions;
 - cb) declaration of public access and authenticity of the thesis;
 - cc) consultation declaration (supervisor’s declaration);
 - cd) declaration of independent supervisor for students of Institute of Technology;
 - ce) declaration on the use of artificial intelligence (AI).
 - d) The approved confidentiality request is required only for theses subject to confidentiality restrictions, and the declaration of independent supervisor is required only for programmes offered by the Institute of Technology

- (2) The student is responsible for ensuring the professional, substantive and formal compliance of the main text and annexes of the thesis. The supervisor shall review and determine whether the thesis is suitable for assessment. In doing so, the supervisor shall examine, in particular, whether the thesis meets the basic formal and substantive requirements and whether any circumstances exist that would render the thesis unsuitable for assessment (Section 5.2 of Appendix No. 6.13 to the SER).
- (3) Within three working days of the upload, the educational administrator responsible for the student shall verify the presence, formal compliance and completeness of the declarations related to the thesis and the abstract, as well as the presence of original signatures. If any deficiencies are identified, the student shall be notified by message in NEPTUN TR. The provisions of Section 3 shall apply to the completion of missing documentation, corrections and replacements.
- (4) If the student fails to remedy the deficiencies in the thesis within the specified deadline, or fails to remedy them adequately, the thesis shall be deemed unsuitable for assessment (Section 96(1) and (2) of the SER).

3. §

Completion of Missing Documentation, Correction and Replacement of the Thesis and Related Documents, and the Applicable Special Procedural Fee

- (1) For an uploaded thesis, missing documentation may be supplied, or the uploaded document may be corrected or replaced, on one occasion only, within three working days following submission of the thesis and exclusively before the similarity check begins. With regard to the abstract and declarations, missing documentation may be supplied, or the uploaded documents may be corrected or replaced, on one occasion only, within fourteen days following the thesis submission deadline. Once the similarity check has begun, the thesis and related documents may not be supplemented, corrected or replaced, except for the abstract and declarations related to the thesis.
- (2) Missing documentation shall be supplied, and corrections and replacements shall be made, separately for each document type (thesis, thesis abstract or appendices), in accordance with the requirements specified in the notice requesting the completion of missing documentation.
- (3) Missing documentation may be supplied, and corrections and replacements may be made, on one occasion only. Failure to meet the deadline for completing missing documentation shall result in forfeiture of the right to do so. If the student fails to comply with the notice within the specified deadline (by failing to supply the missing information or documents, or to correct or replace the thesis and related documents), the thesis shall be deemed unsuitable for assessment, and the rules governing the rejection of the thesis for acceptance shall apply.
- (4) Missing documentation may be supplied, and documents may be corrected or replaced, in particular, but not exclusively, in the following cases:
 - a) one of the declarations required to be attached is missing;
 - b) a declaration is incomplete, illegible or does not bear the required signature;
 - c) the abstract is missing or does not comply with the prescribed formal requirements;
 - d) the uploaded version of the thesis requires correction for technical, formal or document-management reasons;

- e) the uploaded document does not relate to the student's thesis, declaration or abstract;
 - f) the uploaded document is incomplete, corrupted or inaccessible in NEPTUN System.
- (5) In the event of the replacement of an uploaded document, the educational administrator shall delete the document(s) from NEPTUN System, requested by the student in writing, via e-mail. The replacement must be completed by the deadline specified in the notice requesting the completion of missing documentation. If an upload deadline has been set in NEPTUN System, the educational administrator shall amend the date to reflect the new upload deadline. The educational administrator shall then notify the student via a message in NEPTUN System that the corrected document(s) may be uploaded and inform them of the new upload deadline.
 - (6) The completion of missing documentation, correction or replacement shall be subject to payment of the special procedural fee specified in Annex No. 1 to the Regulations on Student Fees and Benefits (hereinafter referred to as the "SFB"). The fee obligation shall apply uniformly to all documents covered by this Procedure. If several documents require completion, correction or replacement, the student shall be required to pay the applicable special procedural fee **only once**.
 - (7) The educational administrator responsible for the student shall impose the fee in NEPTUN System.

4. §

Determining Whether the Thesis Is Suitable for Review and Withdrawal of the Thesis from Review

- (1) A **thesis is suitable for review** if the supervisor determines that the main text and annexes are suitable for review, and the competent educational administrator determines that the declarations related to the thesis and the abstract meet the applicable requirements.
- (2) A **thesis is unsuitable for review** if:
 - a) the supervisor rejects the thesis for acceptance on the basis of its main text or annexes (Section 96(2) of the SER);
 - b) any document related to the thesis (declaration, request or annex) or the abstract is missing or does not meet the substantive or formal requirements, and the student fails to supply, correct or replace it by the deadline specified in Section 95(7b) of the SER or Section 3(1) of this Procedure.
- (3) In the case referred to in paragraph (2)(b), the educational administrator shall notify the supervisor of the need to reject the thesis for acceptance. On the basis of this notification, and with due regard to Section 96(1) of the SER, the supervisor shall reject the thesis for acceptance and notify the student of the rejection in accordance with Section 96(3) of the SER.
- (4) Following the rejection of a thesis deemed unsuitable for review, educational administrator shall deregister the student from the final examination, notify the student of the deregistration via a message in the NEPTUN System, and record in the NEPTUN System that the thesis is unsuitable for review.
- (5) The rejection of a thesis for acceptance must be justified.
- (6) A **thesis must be withdrawn from review** if it is deemed unsuitable for review due to the absence, incompleteness or non-compliance of the related declarations or abstract, but this circumstance is identified only after the thesis has been sent for review. The thesis must

also be withdrawn from review if the deadline for supplying missing documentation, correcting or replacing the declarations or abstract has already expired without the required action being taken.

- (7) The educational administrator shall notify the director of the institute responsible for the review of the student's thesis, or the vice-director of the institute responsible for education, of the need to withdraw the thesis from review. The institute shall immediately notify the reviewers concerned that the review of the thesis has been withdrawn.

5. §

Summary of Responsibilities

- (1) The student is responsible for uploading the thesis, the related declarations and annexes, and the abstract by the applicable deadlines, under the correct document types, in the required format and with complete content.
- (2) The supervisor is responsible for determining whether the thesis is suitable for review, rejecting a thesis deemed unsuitable for review, and notifying the student of the rejection via a message in the NEPTUN System.
- (3) The student's educational administrator is responsible for verifying the presence and formal compliance of the declarations related to the thesis and the abstract and, where necessary, initiating a request to the supervisor to reject a thesis deemed unsuitable for review on formal grounds, as well as deregistering the student from the final examination and notifying the student accordingly.
- (4) The institute responsible for the review of the student's thesis is responsible for ensuring that the reviewers concerned are notified without delay of the termination of the review process when a thesis is withdrawn from review.

6. §

Final Provisions

- (1) Any matters not regulated by this Procedure shall be governed by the provisions of the SER, the SFB, the Appendix No. 6.13 to the SER, and the Regulations on the Use of Artificial Intelligence.
- (2) This Procedure shall enter into force on 20 October 2026.

Gödöllő, 20 October 2026

Ferenc Szalai
Director of Education