

Technical Instructions to Reviewers

From the academic year 2022/23, the Hungarian University of Agriculture and Life Sciences (MATE) will use the NEPTUN Educational System (NEPTUN ES) for the registration of thesis and the execution of tasks related to thesis. NEPTUN allows students to upload their thesis, to perform a plagiarism check on the thesis and to review and grade the thesis.

The purpose of this information sheet is to provide guidance for external and internal reviewers. For the purposes of this information notice, an external reviewer is a person who is not employed by the University.

1 Registration for external reviewers on MATE website

Please use the link below to enter your personal data and declare your acceptance of the assessment, the data management related to the assessment of the essay and the terms and conditions of the assessment. This information is also required if you are already registered in the MATE NEPTUN Educational System.

Link to data request form and declaration: <https://uni-mate.hu/en/external-judges>

On the second or third working day after filling in and submitting the data request form, the NEPTUN Department of the Directorate of Education will create or update your Neptun profile. After the creation/update, the institute concerned will assign you as a reviewer to the thesis in NEPTUN. After the assignment, you will receive an e-mail with your Neptun code and password.

2 Log in at Neptun

Once you have been notified of your Neptun ID and password for your first login in MATE NEPTUN, you can log in at: <https://ed.uni-mate.hu/neptun-login>

To log in, select the link "**Log in for Teachers**".

In the login platform that appears, you must enter the Neptun code (it is Neptun ID that you have received in the "Log in name" field). For the first login, the default password is given by the Neptun, in the format NeYYYYMMDD, where the characters "Ne" are followed by the date of birth (e.g.:Ne19950131).

3 View the thesis for assessment

After logging in, the thesis to be assessed will appear in the "Degree thesis" / "Degree theses" menu.

Exams, grade submission Information Administration **Degree thesis** Performance assessment

Degree theses

Filters Period: All, Only admission requests to be considered: No, Archived also: No, Reviewer type: All, Thesis status: All, No evaluation, criticism
: All, Topic type: All

Period: All Only admission requests to be considered:
 Archived also:
 Thesis status: All Reviewer type: All
 Topic type: All No evaluation, criticism: All

Actions: Add to favourites

Degree theses

Actions: Save Send group message

Neptuncode	Student name	Training	Number	Subject Title	Date of defence	Date of acceptance	Sign up date	Lecturer opinion	Assignment result	Final give in administration	Confidential	Thesis status	Withdrawn	Uploaded
		Kertészmezőnök (BSc)	2014t	Perspektiv...		11/1/2014 12:00:00 AM		Elfogadva	✓	Not supported	Nem titkos	Sikeres védés		
		kertészmezőnöki	BZBJMO_MKALKRMBMS_2019t	Gyógynövé...	11/27/2019 12:00:00 AM	11/6/2019 12:00:00 AM		Nincs kitöltve		Not supported	Nem titkos	Sikeres védés		
		Kertészmezőnöki	Q9UARG_MKALKRMBMS_2018n	Ökológiai ...		5/10/2018 12:00:00 AM		Nincs kitöltve		Not supported	Nem titkos	Sikeres védés		

Click on the "+" sign at the end of the thesis row to download the thesis, view the results of the identity test (plagiarism investigation) and upload the evaluation form.

Exams, grade submission Information Administration **Degree thesis** Performance assessment

Degree theses

Filters Period: All, Only admission requests to be considered: No, Archived also: No, Reviewer type: All, Thesis status: All, No evaluation, criticism
: All, Topic type: All

Period: All Only admission requests to be considered:
 Archived also:
 Thesis status: All Reviewer type: All
 Topic type: All No evaluation, criticism: All

Actions: Add to favourites

Degree theses

Actions: Save Send group message

Neptuncode	Student name	Training	Number	Subject Title	Date of defence	Date of acceptance	Sign up date	Lecturer opinion	Assignment result	Final give in administration	Confidential	Thesis status	Withdrawn	Uploaded
DV9FRN	Anett Virág Almássy	Kertészmezőnök (BSc)	2014t	Perspektiv...		11/1/2014 12:00:00 AM		Elfogadva	✓	Not supported	Nem titkos	Sikeres védés		
BZBJMO	Henrietta Andóczy-Baloghné Ortó	kertészmezőnöki	BZBJMO_MKALKRMBMS_2019t	Gyógynövé...	11/27/2019 12:00:00 AM	11/6/2019 12:00:00 AM		Nincs kitöltve		Not supported	Nem titkos	Sikeres védés		

Details
 Send message
 Contact information
 Print student's data
 Thesis consultation
View degree thesis
 Upload review
 View review
 View other review
 View request
 Opinion/Decision
 Fill review form
 Download review form
 Jump to virtual space

Please keep the thesis downloaded from NEPTUN Education System confidential.

4 Review of the thesis

The requirements (form and content) are available on the website of the Directorate for Education: <https://ed.uni-mate.hu/thesis>

From the autumn semester of the academic year 2022/23, the University has introduced a uniform identity check (plagiarism check) of the submitted thesis. The results of the plagiarism check can be

viewed in NEPTUN System. You can see the data displayed under the menu item "Details" in the submenu of the thesis row. Here, the "View Report" button in the bottom left corner of the pop-up window will take you to the Turnitin web page, the interface for the identity test, where you can view the details of the test.

Degree theses - Details

- ◆ Name of the student: [redacted]
- ◆ Topic: **Work-life balance**
- ◆ Title: **Work-life balance**
- ◆ Final title: **The Impact of remote work on the work-life balance of employees**
- ◆ Date of withdrawal:
- ◆ Sign up date: **1/16/2023**
- ◆ Date of handing in: **4/14/2024**
- ◆ Date of defence:
- ◆ Result of defence:
- ◆ Confidential: **Nem titkos**
- ◆ External theme:
- ◆ Description: **In our fast-paced world, where change and adaptation are key issues, the boundaries between time for work and time devoted to family life have become somewhat blurred. The pandemic situation has also upset this ideal balance with the concept of home office. The research topic is of an interdisciplinary nature, involving aspects of economics, sociology, psychology, marketing, public relations, pedagogy, management theory and andragogy, in addition to human resource management.**

- ◆ Neptuncode: [redacted]
- ◆ Language:
- ◆ Assignment result: ✔
- ◆ Acceptor: [redacted]
- ◆ Date of acceptance: **3/1/2023**
- ◆ Organizational unit: **VFFTG**
- ◆ Thesis status: **Konzultáció alatt**
- ◆ Number: **SZD2303011947584679R7NCLO**
- ◆ Url:

Plagiarism check

- ◆ Time of submission for plagiarism check.: **4/9/2024 7:56:12 PM**
- ◆ Plagiarism check status: **Jelentés kész**
- ◆ URL:
- ◆ Percentage of control result: **15**

Reviewer/Consultant

Reviewer	Reviewer type	Class percent	Review conclusion	Date of acceptance	Assessment
Dr. [redacted] et					+

Number of results: 1-1/1 (0 ms)

View report

Back

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 a new thesis in the next final examination period. If the thesis is not accepted because of plagiarism, it will not be evaluated.

General criteria for plagiarism:

- The thesis draws on a foreign work in a literal or approximate form for more than 1 paragraph (about 3-4 sentences) without citing the original source in the relevant passage and in the bibliography (plagiarism);

- the thesis draws continuously on a single foreign work over several pages (this is plagiarism even if the source is acknowledged by the author in the relevant passage and in the bibliography).

It is important that the results of the identity check are assessed individually by the Supervisor in each case. If the thesis has previously been checked for identity outside of NEPTUN (e.g. in the E-learning system), the thesis may show 100% identity in a new check, given that the University's E-learning system is available for identity checking in Turnitin in the same way as in NEPTUN ES.

A link showing the result of the identity check can be used to filter the different sources, so that the previously checked copy of the thesis can be excluded from the assessment. A summary guide for using Turnitin is available on the MATE's website: <https://lib.uni-mate.hu/plagiumellenorzes>.

Please fill in the evaluation form electronically and upload it in PDF format to NEPTUN. Of course, you can also upload a signed version (after scanning or with an electronic signature), also in PDF format. We would like to draw your attention that only one evaluation form file is got to be uploaded at NEPTUN System.

If you request the uploading of the evaluation into NEPTUN by the institute, please include the following sentence at the bottom of the printed and signed evaluation form: "I request the uploading of the evaluation form into NEPTUN by the institute." Please send the printed and signed evaluation form to the relevant institute by post or, in order to speed up the procedure, in scanned form, including by e-mail. In this case, the assessment form will be uploaded to NEPTUN by the relevant staff member of the institute. If uploaded by an institute, only the evaluation form with the signature of the external reviewer in blue pen will be accepted.

The screenshot shows the NEPTUN Degree Theses interface. At the top, there are navigation tabs: 'Grade submission', 'Information', 'Administration', 'Degree thesis', and 'Performance assessment'. Below this is a 'Degree theses' section with filters for 'Period', 'Archived also', 'Thesis status', and 'Topic type'. A 'List' button is visible. A context menu is open over the table, with 'Upload review' highlighted in red. The table below has columns: 'teptuncode', 'Student name', 'Training', 'Number', 'Subject', 'Title', 'Date of defence', 'Date of acceptance', 'Sign up date', 'Lecturer opinion', 'Assignment result', 'Final give in administration', and 'Status'. The first row shows a student with 'SZCVIE' teptuncode, 'Vezetés és szervezés' training, and 'Recruitment and selection processes' subject.

teptuncode	Student name	Training	Number	Subject	Title	Date of defence	Date of acceptance	Sign up date	Lecturer opinion	Assignment result	Final give in administration	Status
SZCVIE		Vezetés és szervezés	SZD2304242023058784R3CVIF	Recruitment and selection processes	Recruitmen...		4/24/2023 12:00:00 AM		Nincs kitöltve	✓	Supported	Nem titkos Birálható ✓

The uploading of the evaluation forms is monitored by the institute administrators (or the final exam coordinators).

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

Gödöllő, 15 April 2024

Directorate of Education