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.

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.

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.

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 identicality 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 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