Thesis Topic Selection Guide

for Students

The selection of the thesis topic shall be discussed with the prospective supervisor – ideally – in person or through alternative methods (phone, email, etc.) before initiating the topic selection in the NEPTUN System. The available topics can be found on the Educational Directorate's website (https://ed.unimate.hu/thesis-topic-application-form), where students can gather information about topics and internal supervisors. It is recommended that students visit the website before the topic selection period. Before selecting a topic in the NEPTUN System, it is strongly advised to discuss the topics with the supervisor(s) in advance, as mentioned above. The NEPTUN System serves only the administrative function of topic selection, and it does not replace prior consultation with the supervisor(s)!

The acceptance of the topic selection in the NEPTUN System is not automatic!

A brief overview of the process:

- **Topic application:** Topics are announced at the university level, and students can choose from the topics available for their program. There is also the option to apply for a custom topic (see later).
- **Topic assignment:** In the NEPTUN System, the approved topic selection will be recorded for each student as a thesis subject.

Topic announcements and topic selections are always tied to specific periods.

Deadlines:

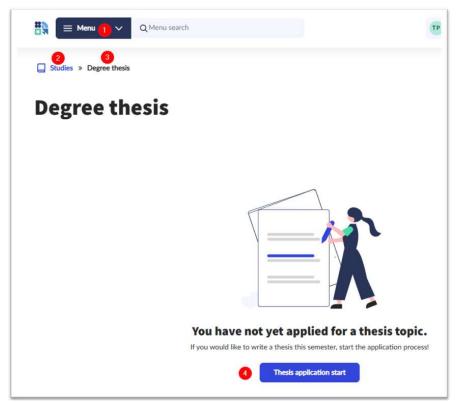
- Student registration for topics: November 14, 2025 10:00 AM December 5, 2025 2:00 PM
- Topic applications review: 5th working day after the receipt of the topic selection, but no later than **December 12, 2025**
- Topic assignment: 2nd working day after the last topic selection decision, but no later than **December 16, 2025**

1 Students applying for a topic

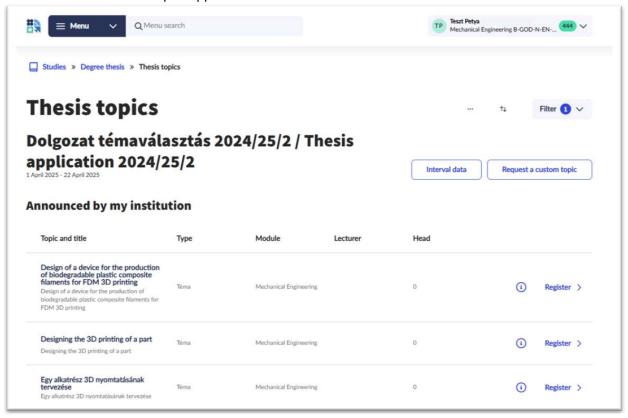
1.1 Application for an announced topic

In the NEPTUN System, the topic chosen after prior consultation with the prospective supervisor shall be recorded.

To apply for a thesis topic, go to the NEPTUN TR menu under "Menu/Studies/Degree Thesis" and click the "Thesis Application Start" button.

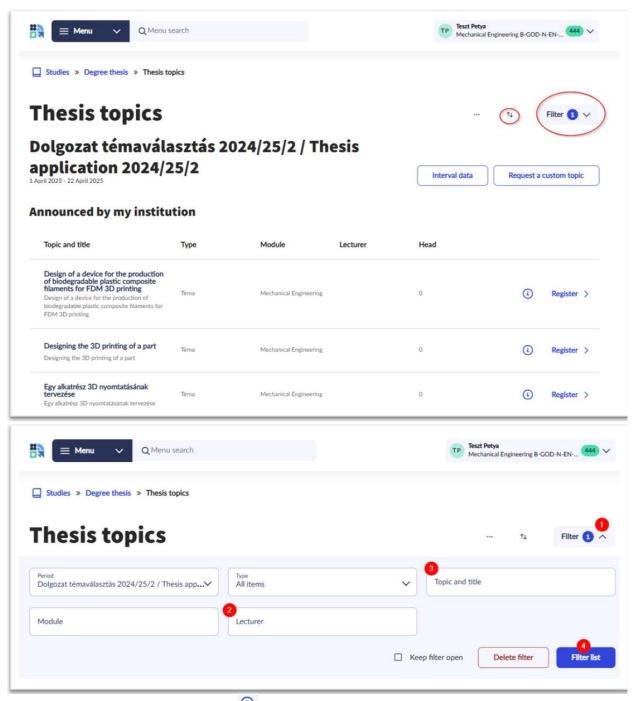


The list of announced thesis topics appears.

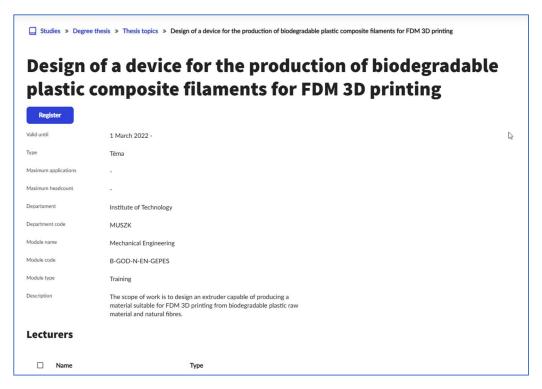


A few pieces of advice for searching the list effectively:

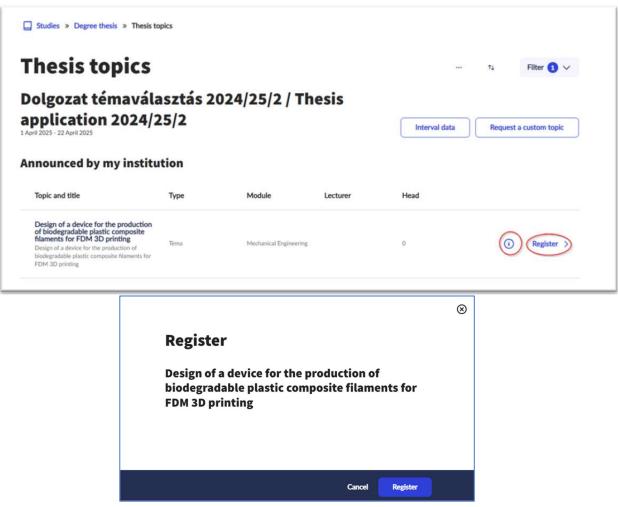
- It is recommended to set the Page Size to maximum, so more topics will be visible at once.
- By clicking on the $\uparrow \downarrow$ arrows on the right side, you can sort the thesis topics by various criteria.
- By opening the "Filter" on the right side, you can search based on different criteria. Currently, it is advisable to search by the "Lecturer" field or the "Topic and Title" field.



By clicking on the title of the topic or the button at the end of the topic row, detailed information about the given topic will appear (if provided by the institution/supervisor). Here, you can see the name of the issuing institution, the lecturer(s), and, if available, read the more detailed description related to the topic.



You can apply by clicking the blue "Register" button on the information page or at the end of the topic row.



By clicking on "Register" button in the pop-up window, a request form will appear, filled in with the details of the selected topic.



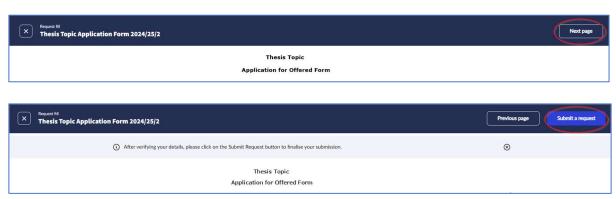
If there is an independent consultant (external supervisor), their details shall also be recorded in the request form.

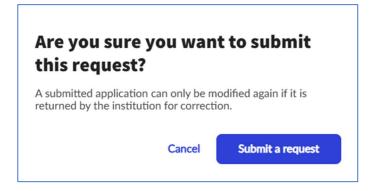
If you want to choose a topic that is not listed among the options, you have the possibility to choose a custom topic. You can read more about custom topic selection in the "1.2 Application for custom topic "section.

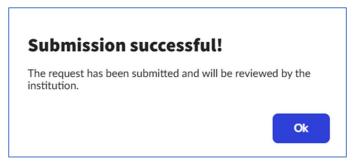
If your choice is a lecturer (supervisor) who is not on the list, you shall also follow the procedure outlined in the "1.2 Application for custom topic "section.

Please note that you can only apply for one topic at a time. You can submit a new application for another topic only after the current application has been rejected.

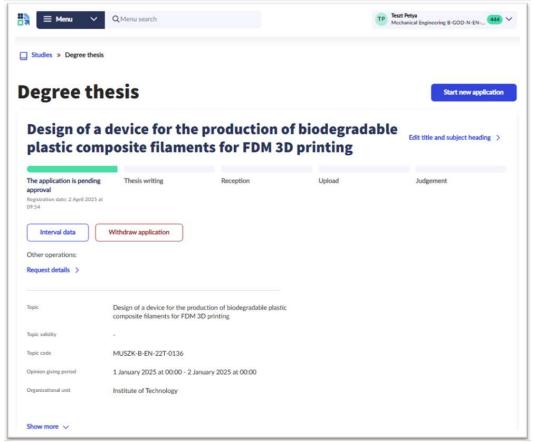
By clicking the "Next page" button, the completed request form will appear. If all the information is correct, you can then click the "Submit Request" button, which will finalize your application for the thesis topic. If you wish to make any corrections, you can go back to the form by clicking the "Previous Page" button.







The thesis topic selection process can be tracked under the "Menu/Studies/Degree Thesis" section.

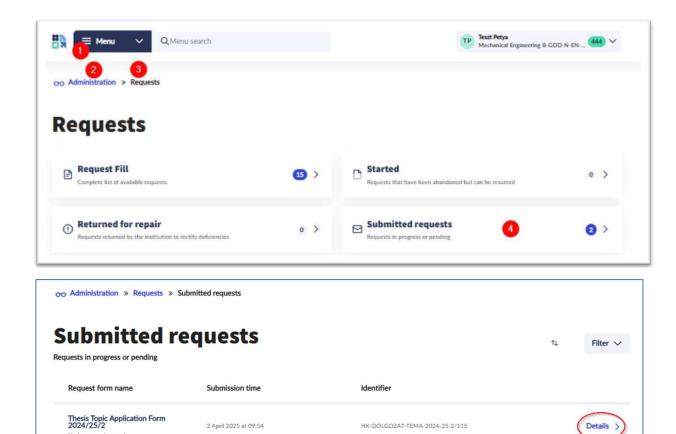


The request submitted for the thesis topic selection will appear with the relevant supervisor, who will make a decision on the topic choice. If the request is approved, you, as a student, will receive a notification (system message) in the NEPTUN System.

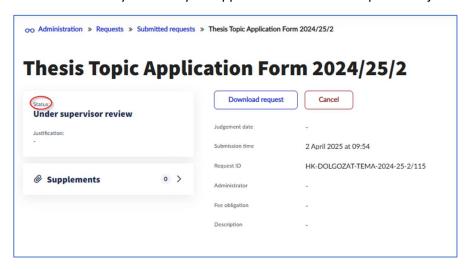
The topic selection process will be concluded, and at the end of the topic selection period, the thesis title will be visible under the "Menu/Studies/Degree Thesis" section.

If your request is rejected, you will be notified in the NEPTUN System. In this case, during the thesis topic selection period, you will have the opportunity to repeat the topic selection process (by selecting a new topic/supervisor and submitting a new request ("Start new application" button)).

During the topic selection period, you can track the status of your request by clicking "Details" in the "Menu/Administration/Requests" section under "Submitted Requests".



Here, you will be able to see exactly whether your application has been accepted or rejected.



The list of thesis topics announced for the period will also be available on the website of the Educational Directorate.

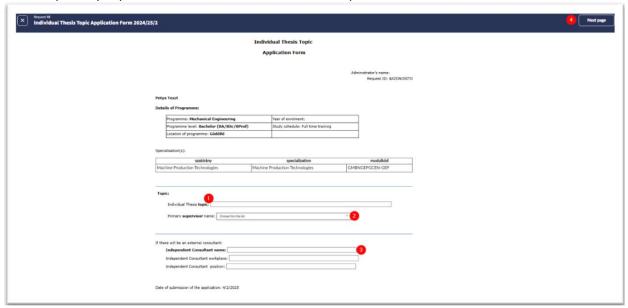
If you encounter any issues during the topic selection process, please report them via email at neptun@uni-mate.hu.

1.2 Application for custom topic

You can apply for a custom topic in the NEPTUN system in the same way as for the announced topics. To do this, you need to click on the "Request a custom topic" button in the "Menu/Studies/Degree Thesis" section.



In the case of selecting a custom topic, a request for the custom topic application will appear, in which you shall provide the name of the primary supervisor (internal consultant) and the topic you wish to choose. The primary supervisor shall be selected from the dropdown list.



The request for selecting a custom topic will be reviewed by the primary supervisor, and a decision will be made by the program coordinator of the student's field of study. If the primary supervisor does not support the choice of the thesis topic, the request will immediately be marked as rejected, and the student can choose another topic.

2. Review / Approval of Topic Applications

(Task of the supervisor/lecturer announcing the topic and the program Coordinator)

The supervisor announcing the topic and the program coordinator have 5 working days from the submission of the topic application to review the application.

3. Topic Assignment

The topic assignments are managed by the NEPTUN Department after the deadline of the thesis topic selection period—once a decision has been made for every application (i.e., by the 2nd working day after the decision regarding the last topic selection request).

The assignment will only be completed if a decision has been made for every submitted topic selection request.

In case of technical questions or issues, please send an email to neptun@uni-mate.hu, and our colleagues will assist you.

Gödöllő, 27 March 2025. Educational Directorate