Guide for Thesis upload

The Thesis

- **The formal requirements of the thesis are different by the training programme:**

For further information please follow the **LINK**.

- *Deadlines for uploading the thesis:*

🍁 The 1st of December .

❀ The 1st of May. (In case of submitting the thesis in the 2024 Spring semester the deadline is 15th of May or 29th of May (with accepted deadline extension)

Start your thesis with the **inner cover**!

Documents to be uploaded to Neptun:

Only one file can be uploaded in pdf or zip format. The uploaded file has to contain the following documents in addition to the thesis and the programme:

- **Thesis Topic Registration Form**
- **Statement of Originality**
- If needed: documents regarding **Encryption**

In case you can't print and sign the documents **listed above**, fill them in electronically and add the following abbreviation after your name: sgd.

For uploading data files bigger than 200 MB please follow these steps:

1.Upload in zip file: the Thesis Topic Registration Form, the Thesis, the source-code of your programme (concerning your own work), the Statement of Originality and the Encryption request (if applicable).

2.Upload the whole thesis programme onto Onedrive, available via your inf mailing system.

At the end of the Statement of Originality, please indicate that the whole thesis programme is available on Onedrive and give access to the head of the Final Examination Committee. He/she will forward the documents towards the other members of the Committee.

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🍁 *Deadline for the Fall semester*
❀ *Deadline for the Spring semester*

Section 381

ad Section 79

(1) **If the Supervisor does not accept the degree thesis, it cannot be submitted.** Based on the recommendation of the Supervisor, the Final Examination Committee assesses the degree thesis and summarizes its findings in a report. Based on this report the Office of Educational Affairs registers the result in the Electronic Registration System.

(2) **If the assessment of the degree thesis is unsatisfactory, the student has to write another degree thesis.** The new degree thesis can be submitted in the next final examination period.

(3) Defending the degree thesis is part of the Final Exam.

If your thesis assessment is unsatisfactory, you have to write a completely new thesis and program. If you feel your work will not fulfil the minimum requirements do not upload your thesis, focus on obtaining the absolutory! You can submit your thesis in an upcoming semester after obtaining absolutory without paying tuition fee!

DO NOT TAKE RISKS!!!

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The Thesis

Thesis upload

Start your Thesis upload by clicking on **Studies > Degree thesis/ Thesis application** menu. Click on **Upload degree thesis**.

Studies   Exams   Finances   Information   Administration

Training data
Term data
Class schedule
Grade average
Gradebook
Curriculum
Field practice
Publications
E-learning materials
Consultations
Official notes
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Final certificate requirements

Degree thesis/Thesis application

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ee thesis

Online vizsgacsalás detektálása valós időben mesterséges intelligencia segítségével

- Topic:
- Title:
- Final title:
- ...ers:
- Sign up date:
- Date of acceptance:
- Date of handing in:
- Presentation date:
- Date of defence:
- Description:

- Language: **Hungarian**
- Organizational unit: **IK**
- Thesis status:
- Assignment result: ✔
- Accepter:
- Date of withdrawal:
- Result of defence:
- Confidential: **Public**
- Url:
- Number:

Reviewer/Consultant   Topic plan   Consultations   Thesis admission request   **Upload degree thesis**   View degree thesis   Print details of degree thesis   Jump to virtual space   Lecturer statement

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The thesis

Thesis upload

To upload your thesis files provide some basic information about your thesis:

Keywords: those words and expressions based on which your thesis can be easily searched for (3-5 words)

Abstract: short, maximum 500 characters long description of the thesis.

In case your thesis is Encrypted set the Confidential field to CONFIDENTIAL

Thesis upload

Upload your thesis file in .zip or .pdf format in accordance with the formal requirements.

Rename the file the following fashion: FULL NAME_NEPTUN CODE_THESIS.pdf/.zip

After chosing the file to be uploaded wait for it to upload (The Neptun does not indicate when the file is uploaded, the file's name will appear in a list below the menu).

Once your file is uploaded, click on **Save files.**

The thesis

Thesis upload > verification

You can double-check your uploaded file via **Studies > Degree thesis / Thesis application menu, View degree thesis option**

The Encryption of the Thesis

The thesis may only contain information warranting its confidentiality in justified cases.

The thesis is to be classified as confidential (encrypted) if it

- contains business secrets,

- contains classified information,

- contains a patent or an invention,

- contains the personal data of a third party,

- concerns the University's business interests. (ARS, section 80 (4))

Documents required for requesting the encryption:

- **IK - Encryption of the thesis** in Neptun

- the **Statement of consent** form: the document has to be attached to the request filled out, signed and stamped by the head of the involved company or involved person. This document has to be attached to the Neptun request in pdf format .
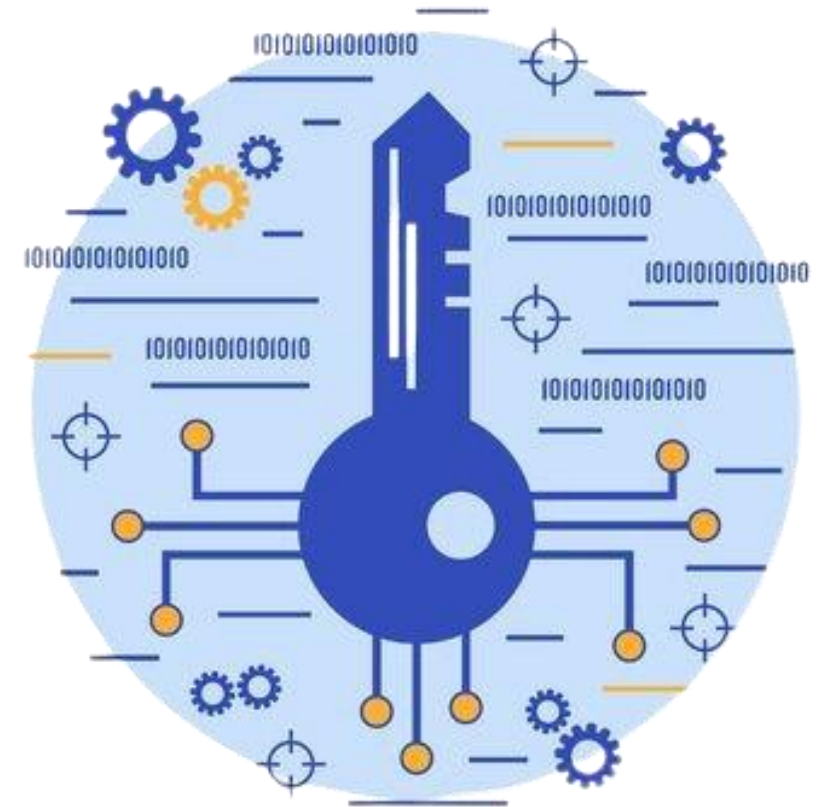
The Encryption of the Thesis

Deadline for submitting the encryption documents:

🍁 **The 1st of November**

✳ **The 1st of April** (In case of submitting the thesis in the 2024 Spring semester the deadline is the 1st of May)

- After the electronic request is accepted and the decision is made that the student has obtained the necessary consents for the encrypted thesis, and the supervisor, the reviewers and the members of the Final Examination Committee are granted access by the relevant party.

- Upload the decision to Neptune along with the thesis. When you upload your thesis file, choose the "**Confidential**" option from the dropdown menu.

- In case of encryption, protect your thesis with a password, send the password to your supervisor and - if you have already learned the composition of the future Final Examination Committee - to the members of the committee.

Protect a document with a password
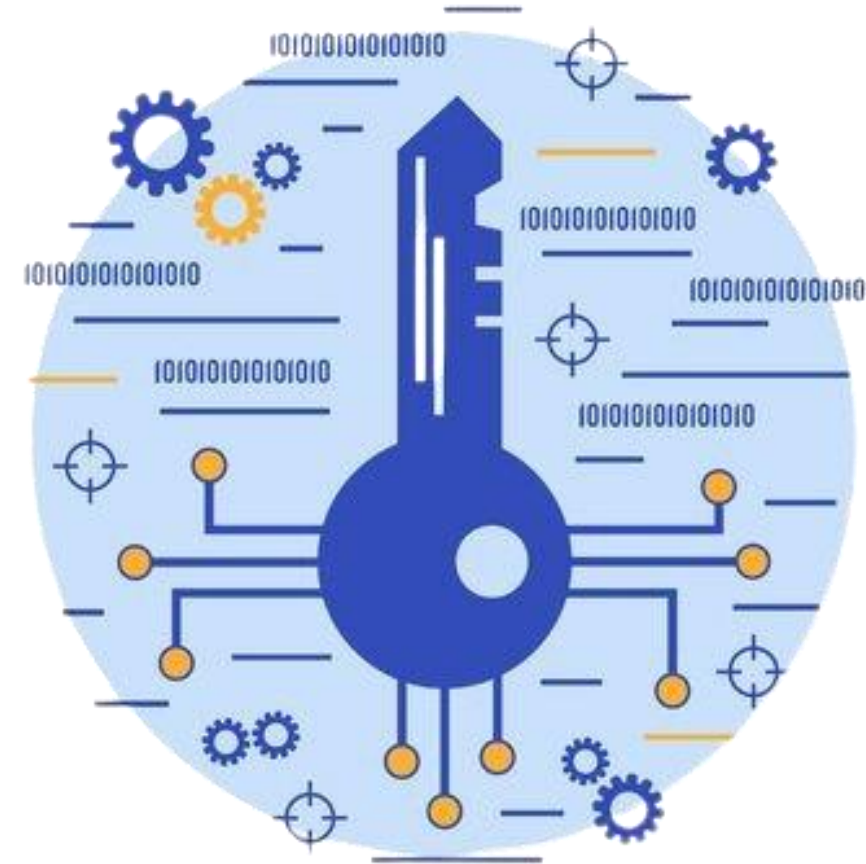
The Thesis

Thesis upload, additional information

- **IMPORTANT! The upload deadline also applies to documents uploaded to Onedrive!** We are unable to accept modifications of a later date, the same expectations apply to those who upload to Neptun, and due to the large size, the program is available via a link.

- **The thesis file can be modified until the upload deadline. To do this, you must first delete the previously uploaded file, then you can upload the corrected, supplemented document.**

- **The opponent of the thesis will evaluate the thesis and deliver the preliminary thesis opinion to the student via Neptun.** Since the evaluation part of the thesis also takes place in Neptun, only by uploading it is ensured that both the supervisor/opponent and the Final Examination Committee members have access to the theses of the final examinees, therefore it is important that those who previously submitted their thesis in paper form, upload it to Neptun by the deadline.

- **If you have an external supervisor**, send the evaluation prepared by him/her to the internal supervisor via e-mail, the internal supervisor will be able to upload the evaluation to Neptun.

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