

Guide for submitting thesis / diploma thesis

Please read the guide below before submitting your thesis / diploma thesis!

The thesis/ diploma thesis (hereinafter: thesis) can be submitted by a student who has **previously registered for the final exam** in the study information system (neptun) by the end of the application deadline.

The dissertation must be submitted only electronically, not in printed form! (DO NOT send it by post, DO NOT delivered in person!)

The complete thesis **must be uploaded in 1 pdf file**. Only pdf files can be uploaded to the system.

The title page of the thesis, contents, full text with pictures, figures, all annexes, bibliography, completed and signed statement of authenticity (student) and supervisor statement must be submitted.

The original declaration of authenticity (student) signed in blue pen must be scanned and this scanned version must be placed in the thesis after the last page of the completed dissertation / diploma thesis to be uploaded. The supervisor statement must be signed by the supervisor and a signed copy must also be attached to the thesis.

The form of the originality (student) and the supervisor statement can be found at the following contact details: <https://karolyrobertcampus.uni-mate.hu/forms>

The formal requirements of the thesis can be found at the following contact details: <https://karolyrobertcampus.uni-mate.hu/regulations-guides>

The file name of the thesis must be submitted electronically can only be given the following name: **the student's neptun code who is submitting the thesis in capital letters, the bottom line and the year of the submission. The thesis must be uploaded in the form of 1 pdf file (eg. ABCDEF_2022.pdf)**. The pdf file you intend to submit cannot contain file protection in any form.

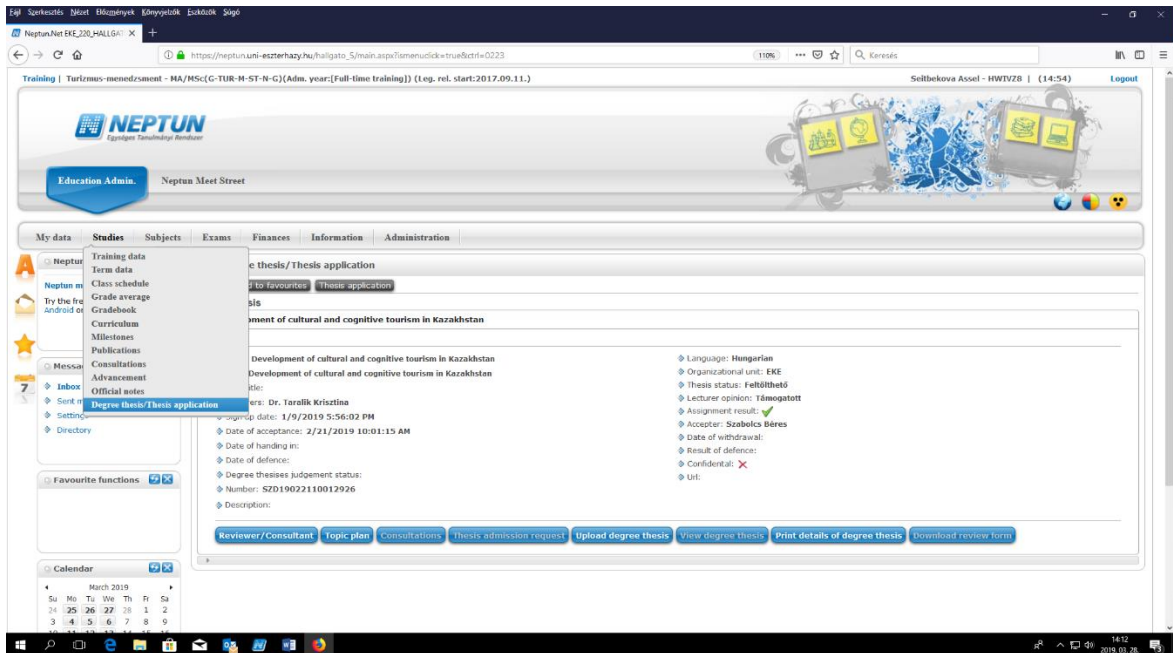
The thesis submission is invalid in the following cases:

- The data of the electronic thesis submission form (eg the title of the thesis) was written in all capital letters.
- The data of the compulsory thesis form has not been filled in correctly.
- The thesis file was not created correctly.
- The thesis file was not named correctly.
- The declaration of authenticity is not completed and signed, or the declaration is not included in the electronically submitted thesis.

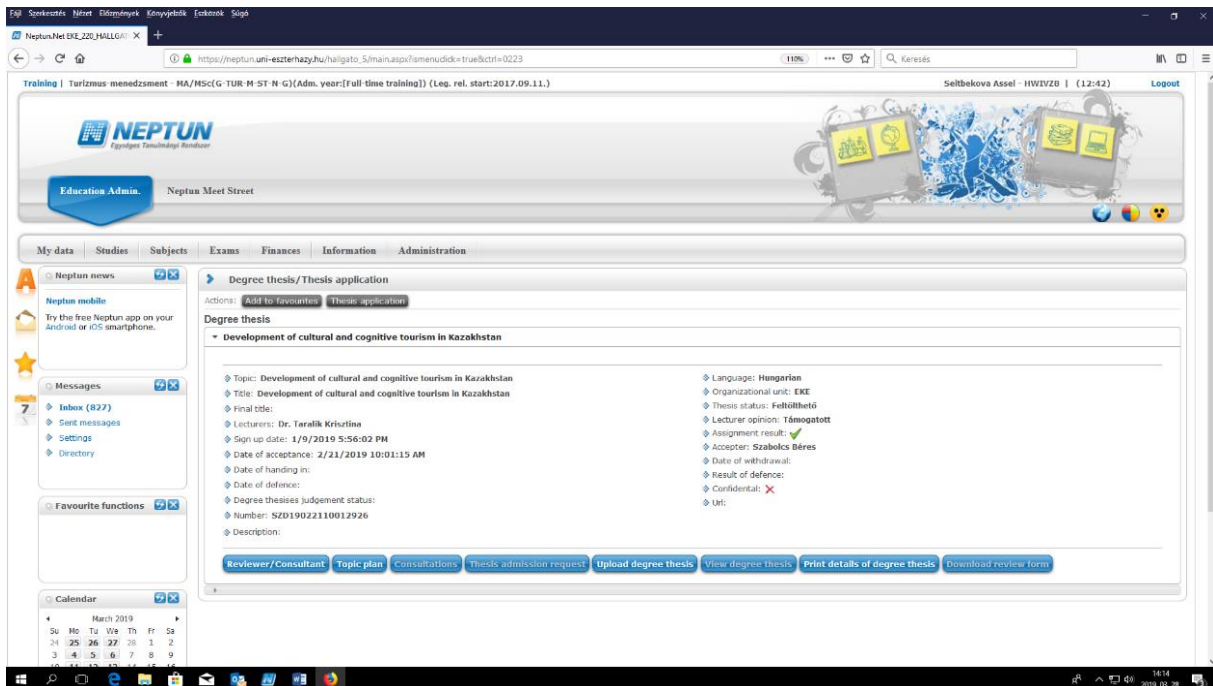
Uploading the thesis:

The completed thesis must be uploaded to the Neptun system as follows:

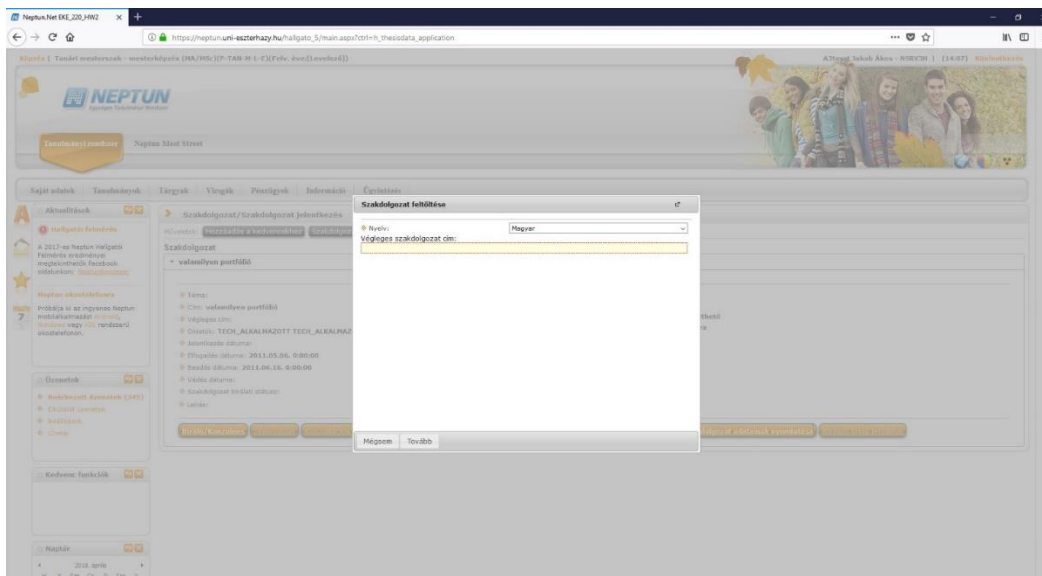
1. Studies menu → Degree thesis → Thesis admission request



Then click the Upload degree thesis button.



- The next step is to enter the **final and exact title of the thesis** you have already completed, then click the Next button.



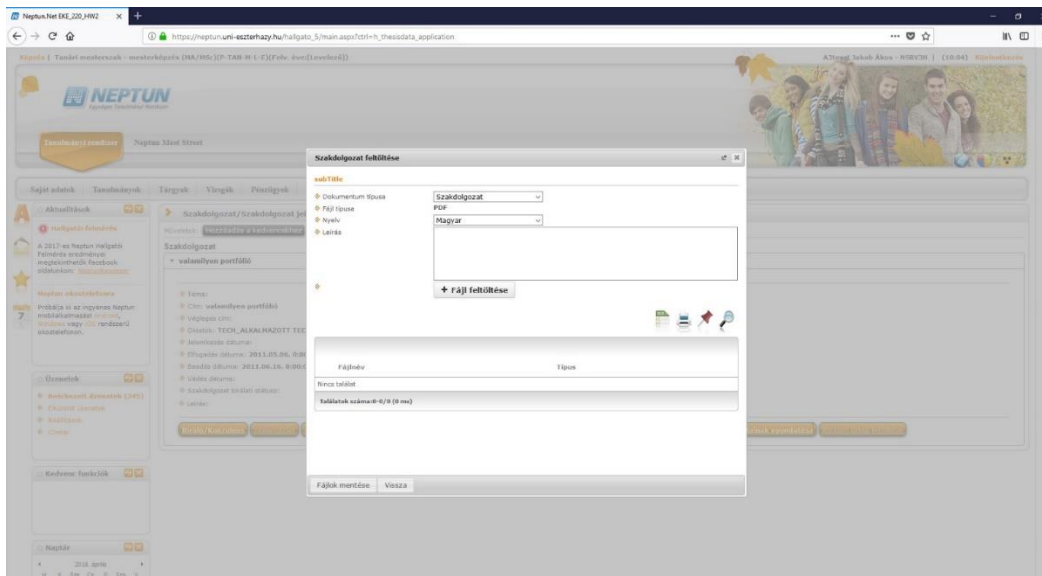
For the document type, select as follows (these also apply when submitting a thesis / diploma thesis):

1. "Thesis" type: whether you are completing a thesis, a diploma thesis, you must choose this type. Then click the Upload File button to upload the edited thesis / diploma thesis file, which contains all the required elements mentioned earlier. Then click Save.

2. Type of "Thesis Attachment": Do not use this type of document under any circumstances, you do not need to upload anything there.

3. Type "Thesis Abstract1": A short summary of the dissertation should be prepared on 2-5 pages. Page 1 of the summary is similar to the cover page of the thesis / diploma thesis, then compile the summary on the following pages. After selecting the document type, upload also in pdf format.

4. "Plagium Statement" Type: Do not use this type of document under any circumstances, you do not need to upload anything there.



Checking the success of the thesis upload.

You can check the success of uploading the thesis / diploma thesis by clicking on the dissertation view button under the Upload Thesis menu item. Please check this! If you notice any technical errors in connection with the upload, please notify Ambrus.Zoltan@uni-mate.hu. In the e-mail, please include the student's name and neptune code, or attach a screenshot to him.

View thesis review

The results of the thesis must be communicated to the student in electronic form before the final exam, in the electronic system used to submit the thesis or in the student's official e-mail address stored in NEPTUN no later than 5 working days before the final exam or the first part. After pressing the + sign on the thesis menu item, then the + sign next to the name of the supervisor or opponent, you can download the review by viewing the thesis review.