#### Submitting your Thesis Title Announcement through the Neptun-request Form – Practical Guide for Students

#### Dear Student,

We hereby inform you that Thesis titles and topics are to be submitted via Neptun-requests, electronically, at every faculties of ELTE.

## (You have to submit your Thesis title in this semester (2023/2024/2 spring) if you graduate in the <u>next</u> semester (2024/2025/1 autumn) or later, and you have not submitted a title before.)

In the 2023/2024/2 spring semester, BA and MA students of the Faculty of Humanities can submit their Neptun-requests for Thesis title announcement from 1 March 2024 until **15 March 2024 23:59**. Within the request, you can submit the Thesis outline and bibliography as well – in case the organisational unit responsible for your study programme requires these.

The Student has to consult with their Supervisor previously, and the request can be submitted only if the Student and the Supervisor has agreed on the title.

While filling in the electronic request form, not only the title of the Thesis, but also the name of the Supervisor has to be selected, so that the request becomes visible on the Supervisor's Neptun-interface for approval.

Please note that if the department responsible for your study programme/specialization and the chosen Supervisor's department are different, the difference has to be indicated in the request.<sup>1</sup> If the Student does not fulfil this obligation and misses to indicate the differing department, the title submission will become **invalid**.

The submission of Thesis titles happens electronically, exclusively by filling in the Neptun-request form. There is no need/opportunity for submitting paper-based requests.

This guide is intended to present the steps of submitting the Thesis title announcement request form in Neptun.

Some institutes/departments specify the Final Exam topic related to the Thesis in advance. In this guide, you find the description of this process, too.

<sup>&</sup>lt;sup>1</sup> 1 The department responsible for your study programme/specialization and the Supervisor's department can differ in the following cases:

a) within the same institute: for instance, a BA student of English and American Studies with English specialization writes their Thesis under the supervision of a professor from the Department of American Studies

b) in the case of different institutes: for instance, a BA student of English and American Studies writes their Thesis under thesupervision of a Professor from the Institute of Historical Studies.

It is necessary to indicate the difference between the departments (See step 7-8 of this guide.)

1. Please, after consulting with your Supervisor, sign in to Neptun student interface (switch to English before logging in), click on *Studies* and select the submenu '*Degree Thesis/Thesis application*'.

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2. Within the submenu 'Degree Thesis/Thesis application', click on 'Thesis application'.

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Neptun news     Image: Comparison of the second secon	Degree thesis/Thesis application     Actions: Add to favourites Thesis application     Degree thesis

3. Click on 'Individual topic' in the bottom-left corner of the pop-up window 'Thesis application'.

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4. On the appearing request page, you will see your personal data and the data of the study programme on which you are submitting the request form.

- a) Please, type the exact title of your Thesis in the field *Title of Thesis*.
- *b)* Select your Supervisor's name from the drop-down menu *Supervisor (Professor).* If you do find your supervisor's name in the list, contact us on the same day at <u>kertesz.emese@btk.elte.hu</u>.
- c) In case you wish to attach a Thesis outline to your request, please tick the box next to '*I would like to attach a Thesis Outline*'.
- d) Please, upload only <u>one</u> file to the request! If you wish to upload a bibliography, please insert it into the document that contains the Thesis outline. In this case, please tick the box *The Thesis Outline contains a Bibliography*.

After arranging the necessary settings, you can click on *Csatolmány* (Attachment).

Thesis Title Announcement 2	2020/21 Autumn	
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		Thesis Title Announcement
Request ID: \$AZONOSITO		
Student's Data:		
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Neptun-kód:	XXXXXX	
Anyja neve: Állampolgárság:	XXXXXXXX	
Lakóhely:	XXXXX XXXXXXX XX X	
Szak:	XXXXXXXXXXXXX	
Jogviszony típusa, kezdete:	XXXXXXXXX	
Félév:	XXXXXXXXX	
2235390002		
Title of Thesis:		
Supervisor (Professor)	Válasszon a listából!	*
I would like to attach a Thesis O	Dutline 🗆 Csatolmány	
The Thesis Outline contains a	Bibliography 🗆	
The Thesis Outline contains a	Bibliography 🗆	

### 5. Click on *Csatolmány* (Attachment). A pop-up window will appear. Click on the button + *Upload file* and select the file you wish to upload.

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# 6. After giving the Thesis title, selecting the Supervisor and uploading the Thesis outline/bibliography, please click on *Next*.

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	Thesis Title Announcement
Request ID: \$AZONOSITO	
Student's Data:	
Név: Neptun-kód: Anyja neve: Állampolgárság: Lakóhely: Szak: Jogviszony típusa, kezdete: Felvétel féléve: Félév:	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
Title of Thesis:	XXXXXXXXX XXX XXXXXXXXXXXXXXXXXXXXXXXX
Supervisor (Professor)	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
I would like to attach a Thesis	Outline Csatolmány 🕅 (1)
The Thesis Outline contains	a Bibliography 🗹
Previous Next Submit	request Suspend filling in Assign document Back
Previous Next Submit	request Suspend mining in Assign document Back

7. On this second page of the request, you can see the organisational unit (in Hungarian) to which your supervisor belongs.

### If the department responsible for the Thesis topic and the chosen Supervisor's department are identical, please click on *Next*.

Student's Data	
student's Data:	
Név: Neptun-kód: Anja neve: Állampolgárság: Lakóhely: Szak: Jogviszony típusa, kezdete: Feléve: Félév:	XXXXXXXXXXX XXXXX XXXXXX XXXXXX XXXX XXXXXX
The request will b	e sent for approval to the
The approving organiza	ational unit: BTK Skandináv Ny
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8. If the department responsible for your study programme/specialization and the chosen Supervisor's department are different, please, discuss with your Supervisor which department will be responsible for your Thesis.

In this case, please select the department you agreed on with your Supervisor, from the drop down menu under 'I am submitting my Title Announcement to another organizational unit. Name of the other organizational unit:'.

Click on Next after this. (See next page.)

Thesis Title Announceme	nt 2020/21 Autumn
Student's Data:	
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Neptun-kód:	XXXXXXX
Anyja neve:	XXXXX XXXX
Állampolgárság:	XXXXXXX
Lakóhely:	XXXXXXXXXXXX
Szak:	XXXXXXXX
Jogviszony típusa, kezdete:	XXXXXX
Felvétel féléve:	XXXXXXX
Félév:	*****
The request will be The approving organiza	e sent for approval to the primary organizational unit of the Supervisor. Itional unit: BTK Skandináv Nyelvek és Irodalmak Tanszéke
I am submitting m	ny Title Announcement to another organizational unit. Name of the other organizational unit:
Válasszon a listáb	vól!
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Previous Next Subm	nit request Suspend filling in Assign document Back

9. You can check the Thesis title announcement form's details on the next page. If everything is in order, you can submit your request by clicking on *Submit request*.

The request will be sent for approval to the primary organizational unit of the Supervisor.

The approving organizational unit: BTK Skandináv Nyelvek és Irodalmak Tanszéke

I am submitting my Title Announcement to another organizational unit. Name of the other organizational unit:

Suspend filling in Assign document

Back

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Previous

Next

Submit request

10. If the submission was successful, a pop-up window will show that the request has been submitted. After that, click on *Back*.



11. If the submission of the request was successful the Thesis title announcement form will appear under Administration>Requests>*Submitted requests*.

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data Studies Subjects	Exams Finances Information	Administration	7
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12. If the Supervisor sends the request back because something has to be corrected, you will see under *Administration>Requests>Submitted requests* that the Status of the request has changed to *Sent back for repair.* For correcting the request, please click on the + sign and select *Correction*.

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13. A pop-up window will appear with the Supervisor's comment or suggestion on what needs to be changed. Click *Back*.



Back

Thesis Title Announcen	nent 2020/21 Autumn		
Actions: Download request			
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\$FUNCTION(em.kt_kerveny_head)			
		Thesis Title Announcement	
Request ID: \$AZONOSITO			
Student's Data:			
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Title of Thesis:	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		]
Supervisor (Professor)	****	*	
I would like to attach a Thesis O	utline Csatolmány 🔍		
The Thesis Outline contains a B	ibliography 🗹		
Previous Next Submit requ	est Suspend filling in Assign document Back		

Following the correction, the request can be submitted again as described in the previous steps.

14. After the Supervisor accepted your Title, the request will be forwarded to the head of the organizational unit (institute or department) responsible for the topic of your Thesis.

If the head of the organizational unit accepts your request, you will receive a system message in Neptun with the subject "Request status change".

On those study programmes where the Final Exam topic related to the Thesis is specified in advance, the topic is mentioned in this system message.

The Final Exam topic related to the Thesis can also be viewed in Neptun under Administration/Requests, Submitted requests: click on the + sign next to the Thesis Title announcement request and click on "Decision reason". (See next page.)

#### Message

- Subject Request status change
- Sender System message
- Delivery date: 9/30/2021 3:17:01 PM
- Valid until
- Recipients xxxxxxxxxxxxxx

21 Autumn' ID 'BTK SZD címbejelentő
Justification: Approved

Exams Finances Information	Administration					
Requests Actions: Add to favourites Available request forms Submitte	Enrollment/Registration Dormitory application Module selection Final exams Recategorization request Requests					
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Registration 2020/21/2			2/5/2021 3:29:47 PM			
Declaration for Enrollment on Following Spe	cial Rules		10/9/2020 8:30:16 AM			
Hotline - Problems of Taking Courses			9/11/2020 5:53:30 PM			View opinions
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The Final Exam topic: English Literature		
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Previous Next

At the same time, you will receive another system message in Neptun with the subject " Your thesis application was judged by a tutor"

Message	e7 🗙
Subject Your thesis application was judged by a tutor.	
♦ Sender System message	
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Reply Delete Print message Back	

Your Thesis title will appear under **Studies - Degree thesis/Thesis application** after all submitted Thesis title announcement requests were approved.

**If you miss the deadline** for submitting the Neptun request, you have to use a paper-form for a late payment fee the following way:

- 1. Fill in the relevant "Thesis title announcement" form (BA or MA) from this page (scroll down to the bottom of the page): <u>https://btk.elte.hu/documents\_forms</u>.
- 2. After filling in the form, have it approved by your new **supervisor** and the <u>Head of Department</u>.
- 3. Send the filled-in and approved form to <u>kertesz.emese@btk.elte.hu</u>) via email, or submit it in-person in room 24 of Building A (Budapest, Múzeum krt. 4/A).

The approval can be a hand-written signature, or an email directly sent to (<u>kertesz.emese@btk.elte.hu</u>). It is important that the Thesis title is mentioned in the email, or the filled-in form is attached to the approval email.

The process of **changing** the Thesis **title and/or supervisor** is the same. For that, the form "Changing Thesis title" has to be filled, which you find under the aforementioned link.

Should you have any questions or problems regarding the request submission, please contact us at <u>kertesz.emese@btk.elte.hu</u>.

Best regards, Faculty of Humanities, Office of Educational Affairs