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 <u>graduate in the 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.[1] 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.

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[1] 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'*.
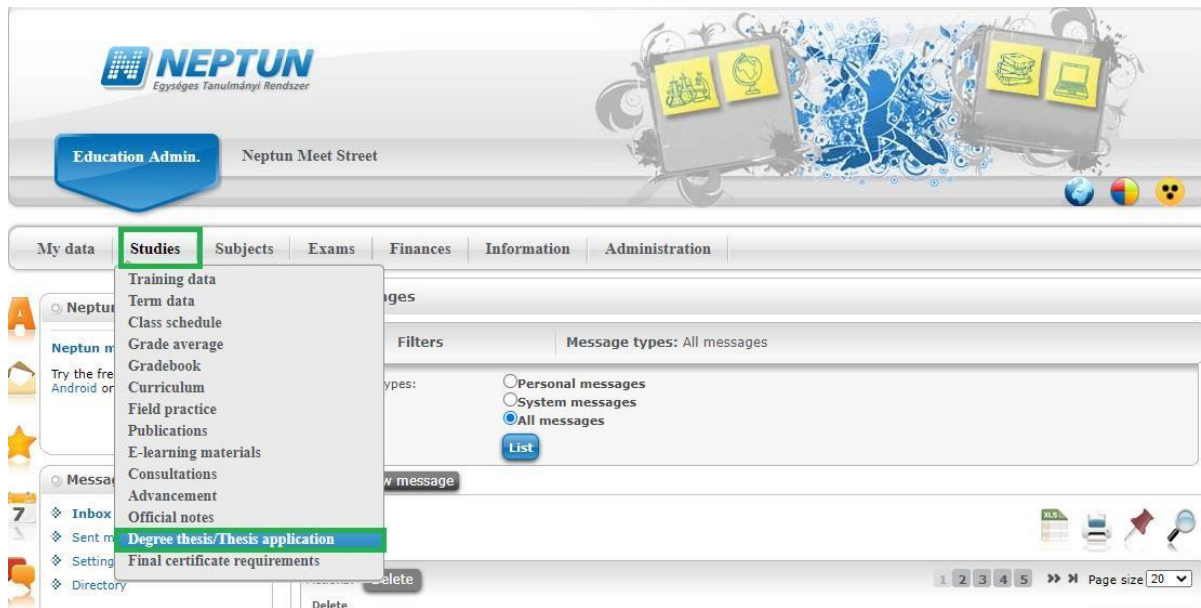
2. Within the submenu '*Degree Thesis/Thesis application'*, click on '*Thesis application'*.
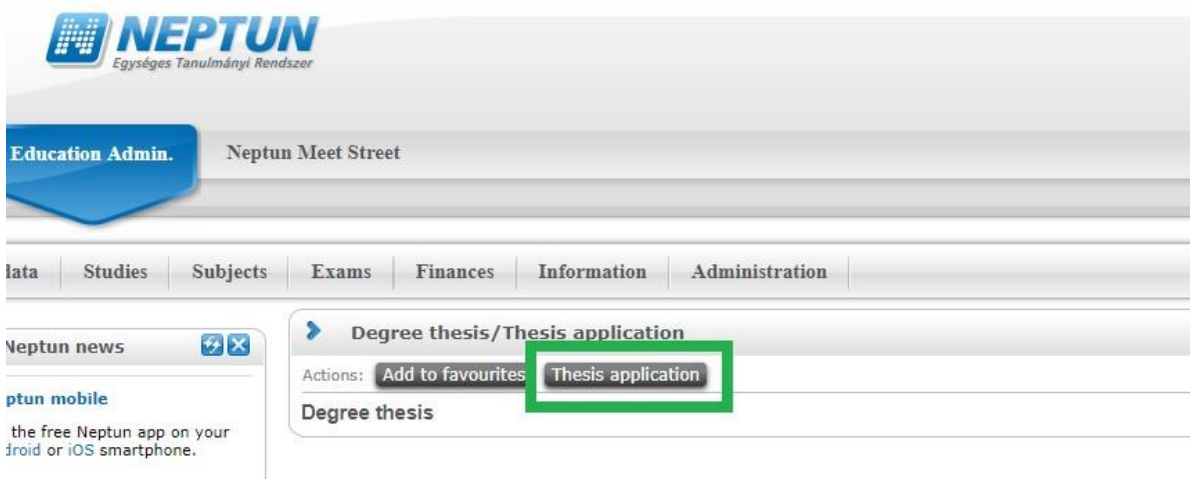
3. Click on '*Individual topic'* in the bottom-left corner of the pop-up window '*Thesis application'*.
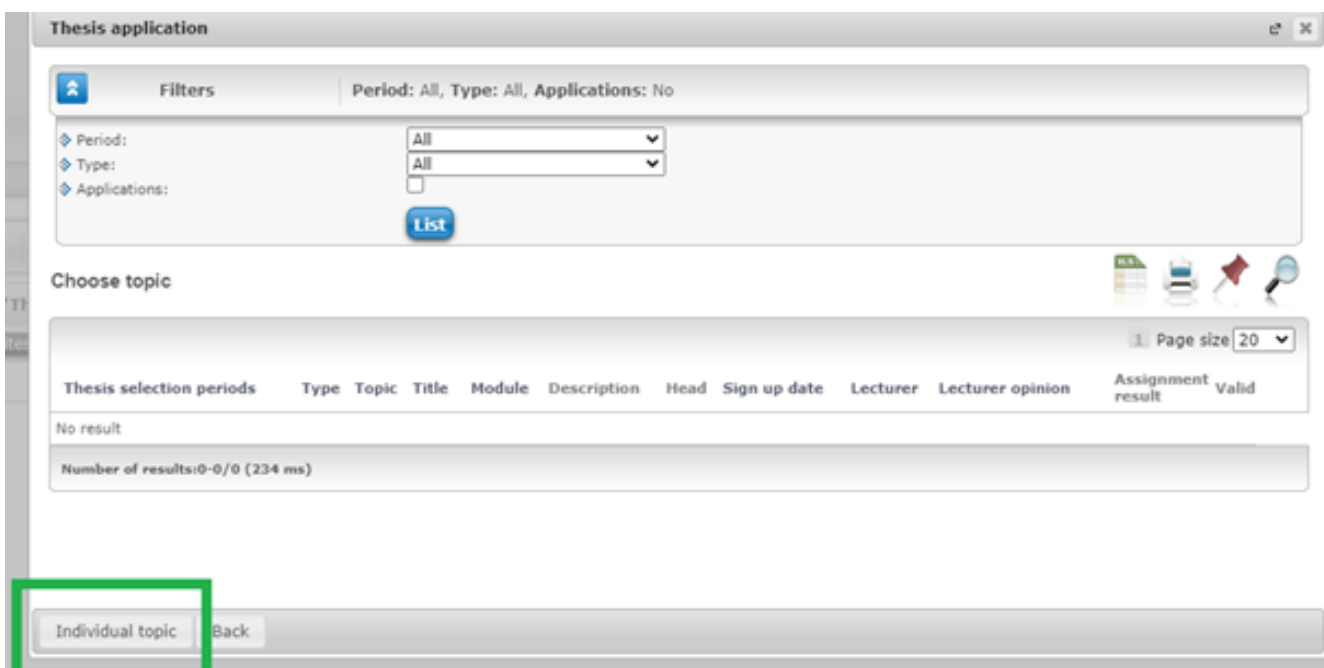
4. On the appearing request page, you will see your personal data and the data of the study programme on which you are submitting the request form.

    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 kertesz.emese@btk.elte.hu.**

    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 2020/21 Autumn

$FUNCTION(em.kt_kerveny_head)

Thesis Title Announcement

Request ID: $AZONOSITO

Student's Data:

Név:	XXXX XXXXXX XXXXXXXXXXXXX
Neptun-kód:	XXXXXX
Anyja neve:	XXXXXXXXXXXX XXXXXXXXXXX
Állampolgárság:	XXXXXXX
Lakóhely:	XXXXX XXXXXXX XX X
Szak:	XXXXXXXXXXXXX
Jogviszony típusa, kezdete:	XXXXXXXXX
Felvétel féléve:	XXXXXXXXX
Félév:	XXXXXXXXX

Title of Thesis: [   ]

Supervisor (Professor)   Válasszon a listából!   ▾

I would like to attach a Thesis Outline ☐ Csatolmány

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.

New request [temavazlat_igen] Request attachments   ? ⌐ ✕

Upload request attachment

❖ Language   English   ▼
❖ Description:
                                    [   ]

❖ Upload request attachment   PDF (8192kb), DOC (8192kb), XLS (8192kb), ZIP (8192kb), DOCX (8192kb), RTF
                                    (8192kb), PNG (8192kb), JPG (8192kb), JPEG (8192kb), XLSX (8192kb), RAR (8192kb),
                                    PPT (8192kb), PPTX (8192kb), 7Z (8192kb)

                                    + Upload file

Uploaded request attachments   XLS 🖨 📌 🔍

Actions: Close   Add existing document   1   Page size 20 ▼

Description   Request attachment type   Language   Filename   Checked   Download file   Deadline of deletion

No result

Number of results:0-0/0 (31 ms)   Actions: Close   Add existing document

Please, double check if the filename has appeared under *Uploaded request attachments*.

If the filename has appeared under *Uploaded request attachments,* please click on *Back*.

New request [temavazlat_igen] Request attachments   ? ⌐ ✕

Upload request attachment

❖ Language   English   ▼
❖ Description:
                                    [   ]

❖ Upload request attachment   PDF (8192kb), DOC (8192kb), XLS (8192kb), ZIP (8192kb), DOCX (8192kb), RTF
                                    (8192kb), PNG (8192kb), JPG (8192kb), JPEG (8192kb), XLSX (8192kb), RAR (8192kb),
                                    PPT (8192kb), PPTX (8192kb), 7Z (8192kb)

                                    + Upload file

Uploaded request attachments   XLS 🖨 📌 🔍

Actions: Close   Add existing document   1   Page size 20 ▼

Description   Request attachment type   Language   Filename   Checked   Download file   Deadline of deletion

              Szakdolgozat téma vázlat   English   test neptun.docx   Download file   10/15/2020 12:00 AM   +

Number of results:0-0/0 (16 ms)   Actions: Close   Add existing document

Back

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

$FUNCTION(em.kt_kerveny_head)

Thesis Title Announcement

Request ID: $AZONOSITO

Student's Data:

Név:	**XXXXXXXXXX XXX XXXXXXXXXX**
Neptun-kód:	**XXXXXX**
Anyja neve:	**XXXXXXXXX XXXXX**
Állampolgárság:	**XXXXXXX**
Lakóhely:	**XXXXXXXXXXX**
Szak:	**XXXXXXXXXXXXXXXX**
Jogviszony típusa, kezdete:	**XXXXXXXXXXXXXXXXXXX**
Felvétel féléve:	**XXXXXXXX**
Félév:	**XXXXXXXX**

Title of Thesis: [XXXXXXXXX XXX XXXXXXXXXXX]

Supervisor (Professor) [**XXXXXXXXXXXXXXXXXXXXXXXX** ▾]

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 |

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*.

Thesis Title Announcement 2020/21 Autumn

Student's Data:

Név:	XXXXXXXXX XXXXX
Neptun-kód:	XXXXXX
Anyja neve:	XXXXX XXXX
Állampolgárság:	XXXXXXXX
Lakóhely:	XXXXXXXXXXXXXX
Szak:	XXXXXXXXX
Jogviszony típusa, kezdete:	XXXXXXX
Felvétel féléve:	XXXXXXX
Félév:	XXXXXXX

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:

Válasszon a listából!

FUNCTION(em.kt_kerveny_foot)

| Previous | Next | Submit request | Suspend filling in | Assign document | Back |

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 Announcement 2020/21 Autumn

Student's Data:

Név:	XXXXXXXXX XXXXX
Neptun-kód:	XXXXXX
Anyja neve:	XXXXX XXXX
Állampolgárság:	XXXXXXXXX
Lakóhely:	XXXXXXXXXXXXXX
Szak:	XXXXXXXXXX
Jogviszony típusa, kezdete:	XXXXXXX
Felvétel féléve:	XXXXXXX
Félév:	XXXXXXX

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:

Válasszon a listából! ▾

FUNCTION(em.kt_kerveny_foot)

| Previous | Next | Submit 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:

FUNCTION(em.kt_kerveny_foot)

| Previous | Next | Submit request | Suspend filling in | Assign document | Back |

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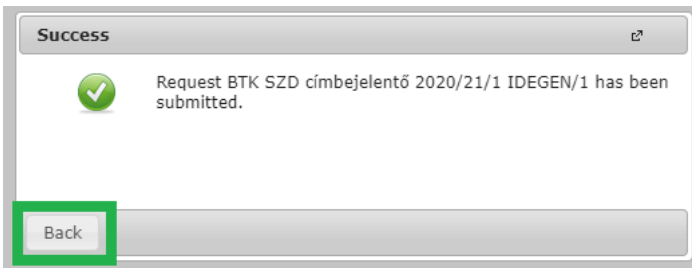

11. If the submission of the request was successful the Thesis title announcement form will appear under Administration>Requests>*Submitted requests*.
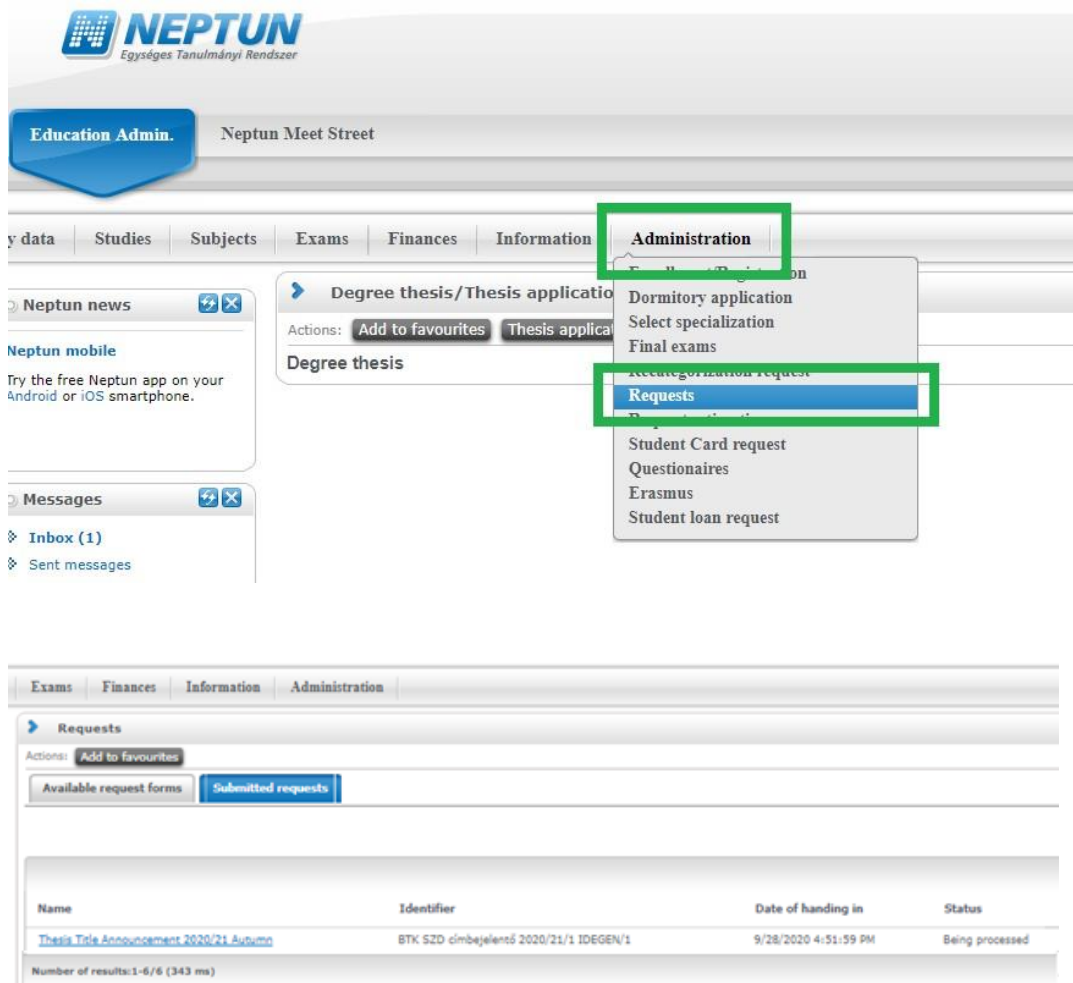
12. If the Supervisor sends the request back because something has to be corrected, you will see under *Administration>Requests>Submitted requests* **that the Status of the request has changed to** *Sent back for repair*. **For correcting the request, please click on the + sign and select** *Correction*.
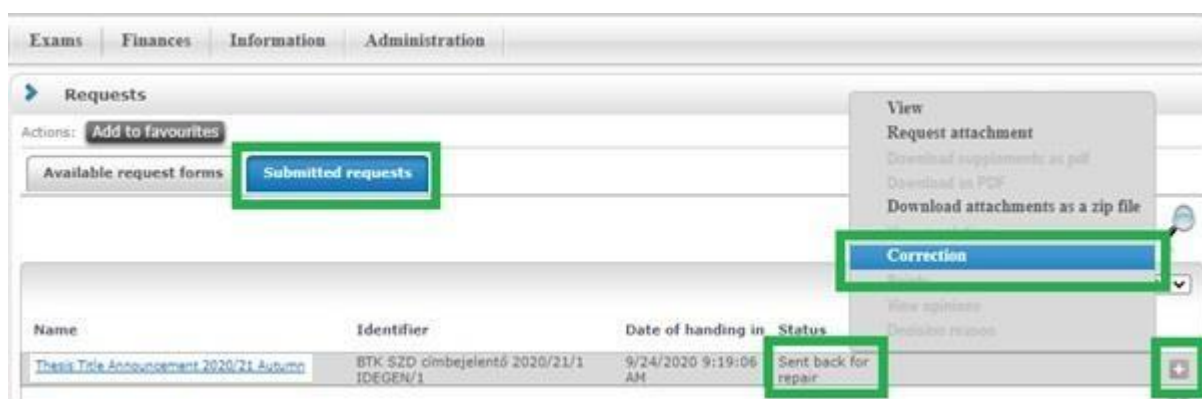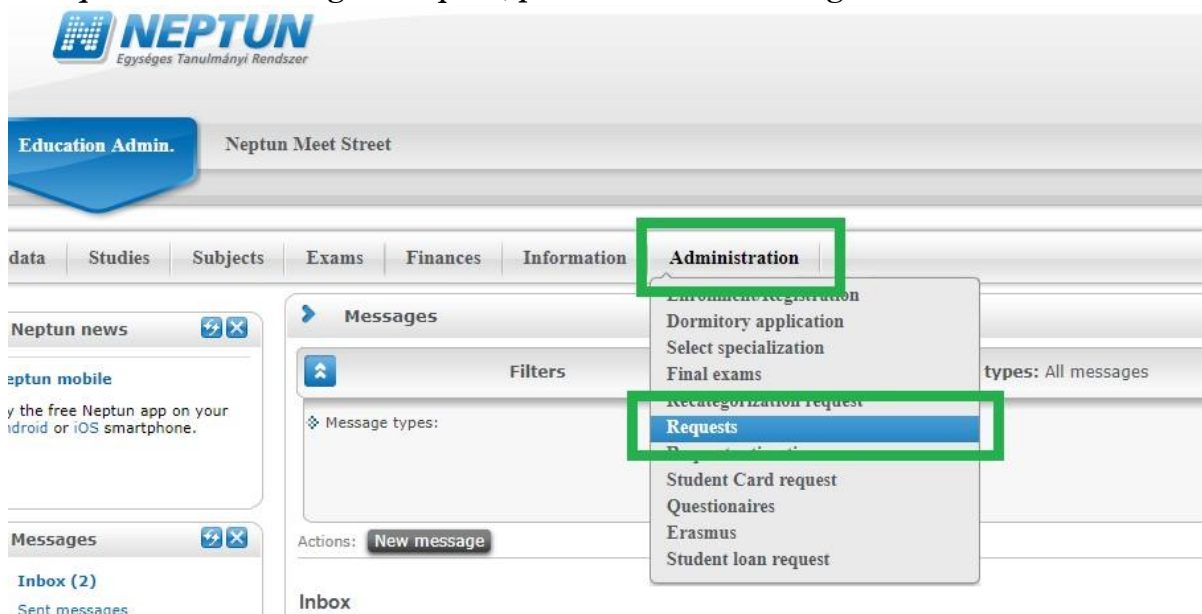
13. A pop-up window will appear with the Supervisor's comment or suggestion on what needs to be changed. Click *Back*.
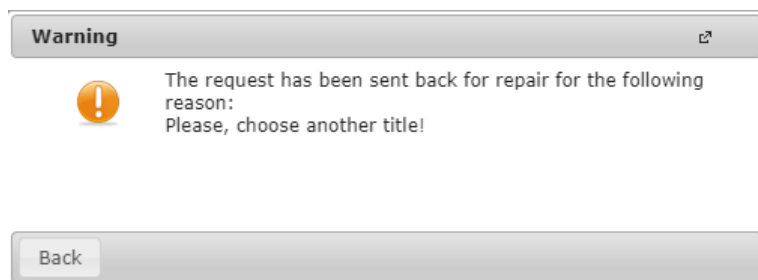
Actions: **Download request**

🙂 The request has been sent back for repair for the following reason:
Please, choose another title!

$FUNCTION(em.kt_kerveny_head)

Thesis Title Announcement

Request ID: $AZONOSITO

Student's Data:

Név:	XXXXXXXXXXXXXX
Neptun-kód:	XXXXXX
Anyja neve:	XXXXXXX
Állampolgárság:	XXXXXXXXX
Lakóhely:	XXXXX
Szak:	XXXXXX
Jogviszony típusa, kezdete:	XXXXXX
Felvétel féléve:	XXXXXXXX
Félév:	XXXXXXXXX

Title of Thesis: `XXXXXXXXXXXXXXXXXXXXXX`

Supervisor (Professor): `XXXXXXXXXXXXXXXXXXXXXXXXXXX` ▾

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**

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 **xxxxxxxxxx**

[Previous] [Next]

Dear Student,
This is to inform you that the status of the request 'Thesis Title Announcement 2020/21 Autumn' ID 'BTK SZD címbejelentő 2021/22/1 IDEGEN/6' you had submitted on '2021. 09. 30.', has become 'Approved'. Justification: Approved

The Final Exam topic: English Literature. Modified by: xxxxxxxxxx

[Reply] [Delete] [Print message] [Back]

Exams	Finances	Information	**Administration**

❯ **Requests**

Actions: [Add to favourites]

[Available request forms] [Submitted]

Enrollment/Registration
Dormitory application
Module selection
Final exams
Recategorization request
Requests
Request estimation
Student Card request
Questionaires
Erasmus
Student loan request

View
Request attachment
Download supplements as pdf
Download as PDF
Download attachments as a zip file
View resolution
Correction
Points
View opinions
Decision reason

| Name		tifier	Date of handing in	Status	Administra
Registration 2020/21/2			2/5/2021 3:29:47 PM		
Declaration for Enrollment on Following Special Rules			10/9/2020 8:30:16 AM		
Hotline - Problems of Taking Courses			9/11/2020 5:53:30 PM		
Registration			8/20/2020 4:13:19 PM	Approved	
Thesis Title Announcement 2020/21 Autumn		BTK SZD címbejelentő 2021/22/1 IDEGEN/6	9/30/2021 3:14:49 PM	Approved	

Decision

Approved

The Final Exam topic: English Literature

[Back]

At the same time, you will receive another system message in Neptun with the subject „ Your thesis application was judged by a tutor"
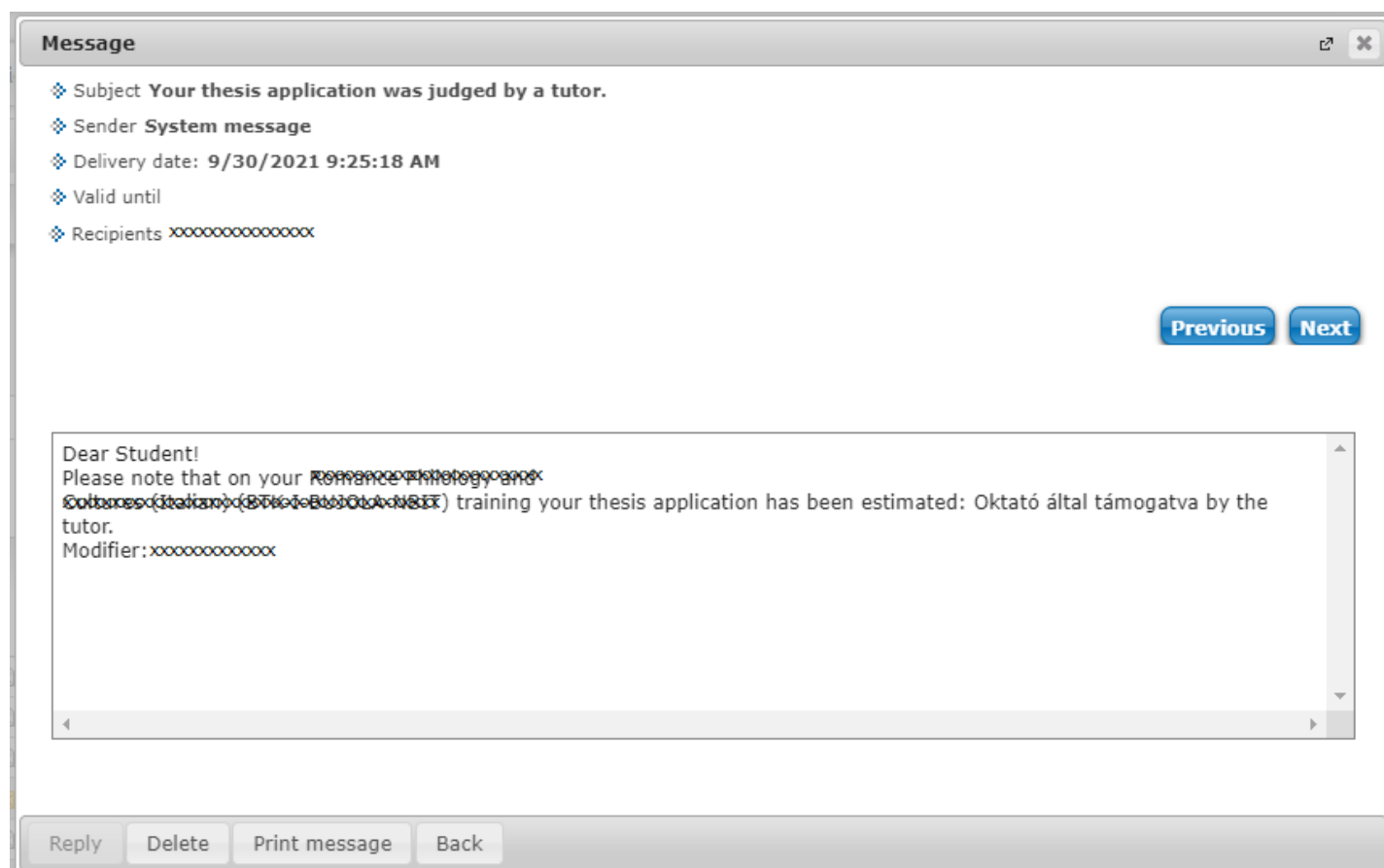
Your Thesis title will appear under **Studies - Degree thesis/Thesis application** after all submitted Thesis title announcement requests were approved.

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): https://btk.elte.hu/documents_forms.
2. After filling in the form, have it approved by your new **supervisor** and the **Head of Department**.
3. Send the filled-in and approved form to kertesz.emese@btk.elte.hu) 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 (kertesz.emese@btk.elte.hu). 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 kertesz.emese@btk.elte.hu.

Best regards,
Faculty of Humanities, Office of Educational Affairs